



# **On-Line Licence Renewal**

**Presentation by  
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Property Services Regulatory Authority**

# Renewal of Licences


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**All** transactions required by the Authority to renew your licence expiring on or after 5 July, for both Employers and Employees including submitting documents and payments will only take place on-line at **WWW.LICENCES.IE**



# Registering with Licences.ie

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- **Each** Employee and **Each** Business (Company, Partnership, Sole Trader) must register on Licences.ie with a unique Email Address and Password
- When Registering an email address cannot be used twice
- Where employers have more than one licence then multiple email addresses are required to register for each licence.
- Activate your account **IMMEDIATELY** by opening the email sent to the email account 

# Licences.ie

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Licences.ie provides for accepting of

- Payment for licences and contribution to the Compensation Fund by credit / debit card and by Electronic Fund Transfer (EFT) and
- Facilitates payment by Employers wishing to pay for their employees licence and contribution to the Compensation Fund – Select “Ask My Employer to PAY”
- Documents required by Employers in renewing their licence e.g. Accountants Report, Certificate of Incorporation, must be submitted using Licences.ie



# eTax Clearance

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- Applications for paper tax clearance certificates not accepted by Revenue
- January 2016 eTax Clearance accessible through ROS or My Account
- **Tax Clearance Access Number (TCAN)** must be applied for by you through your local Revenue Office or online at ROS
- eTax Clearance - Summary Guide for Applicants available at [www.revenue.ie](http://www.revenue.ie)



# LICENCES.IE HELP DESK

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## ■ LICENCES.IE HELP DESK

Technical difficulties:

Email : [support@licences.ie](mailto:support@licences.ie)

Telephone: 1890 200090 or 065 9080207



# PSRA HELPDESK

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- PSRA Helpdesk

PSRA Helpdesk will be available from  
25 April to 25 May, 2016

- Telephone: **046 9033800**
- Time **10.00am to 4.00pm**
  - **Open Through Lunch**



# DIRECT ASSISTANCE

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- PSRA will provide direct assistance to licensees who are experiencing difficulty in completing their licence online
- Assistance – **by appointment only** with completing your licence renewal application on-line will be provided by the PSRA
  - **Tuesday 10 May and Thursday 19 May**  
**Portlaoise**
  - **PSRA Office Navan up to 25 May**





# Zero Tolerance

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- No manual licence renewal application will be accepted for licences which expire after 4 July, 2016
- No Cash, No Cheques, No Bank Drafts, No Postal Orders will be accepted on renewing your licence
- **All transactions in renewing your licence that expires after 4 July, 2016 must be completed on line at [www.licences.ie](http://www.licences.ie)**



# ADVICE

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- REGISTER EARLY WITH LICENCES.IE
- COMPLETE YOUR LICENCE RENEWAL APPLICATION EARLY
- SEEK ASSISTANCE EARLY
- KEEP YOUR LICENCE RENEWAL LETTER IN A SAFE LOCATION
- APPLY FOR ETAX CLEARANCE ACCESS NUMBER
- WHERE LICENCE RENEWAL LETTERS ARE MISLAID A NEW RENEWAL LETTER MUST ISSUE BY POST
- **THE ONUS IS ON YOU TO ENSURE YOUR LICENCE APPLICATION IS COMPLETED AND SUBMITTED ON TIME**



# Change of Employer

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- If you changed Employer during the year please complete a new Employer Form before you leave the seminar and hand it to a member of the PSRA team
- As an Employer please ensure you employees are listed on the Register of Licensees
- **Go to the Register of Licensees at PSR.ie to confirm**



# Information Sources

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- WWW.PSR.IE
- Video Assistance
  - Newsletter
- Representative Bodies
  - Information Sessions



# Video of Licence Renewal

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- Employee paying for their licence
- Employee requesting Employer to pay for their licence and contribution to the Compensation Fund
- Employer paying for their own application and also paying for their employees



# What's Happening

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- GUIDES for Licensees
  - PSP's, Changing Licence Type, Audits
- CPD
- Code of Practice
- Complaints
- Media Campaign
- Website
- Outsourcing





# Property Services Regulatory Authority

**Your Questions**