



An Roinn Fiontar,  
Turasóireachta agus Fostaíochta  
Department of Enterprise,  
Tourism and Employment



# Inward Investment Screening: Notification Portal

## User Guide



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## **1. Introduction**

The “Inward Investment Screening Notification Portal” provides an online system for the submission of notifications of applicable foreign investment transactions under the Screening of Third Country Transactions Act 2023.

This Act provides for an investment screening mechanism which empowers the Minister for Enterprise, Tourism, and Employment to assess, investigate, authorise, condition, or prohibit foreign investments based on a range of security and public order criteria.

Along with the online portal for the submission of notifications, a case management system has also been developed to enable an efficient review and decision-making process by the relevant officials in the Department.

This user guide provides clear and concise instructions on submitting notifications via the online portal system.

## **2. The IIS Portal**

In order to submit a notification, users must first create a new account or login to an existing account.

### **2.1 General Guidance Prior to Registration:**

Access to the portal is available via computer or mobile device with internet access.

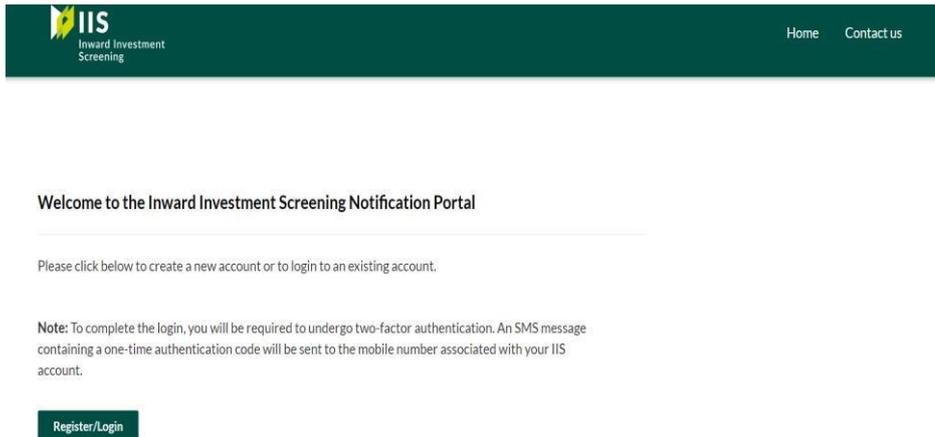
To ensure security for users, a two-factor authentication is used for logging in, and users are required to have both a valid email address and mobile phone number.

Required documentation can be uploaded via the portal as part of the notification process or added to an existing notification.

Files to be uploaded must be of specified format (ie \*.docx, \*.pdf or \*.xlsx).

## 2.2 Accessing the Portal:

The portal can be accessed via the Department of Enterprise, Tourism and Employment’s website: [Investment Screening - DETE](#)



## 2.3 Registering/Log In:

- Users will be required to log in using a previously submitted email address and password or to create a new account (by clicking “sign up now”).

*Registration/Log In:*

### Sign in

Sign in with your email address

Please enter your Email Address

Please enter your password

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

□

To register an account, users will be required to enter an email address and then select 'Send verification code'.

### User Details

\*

\*

\*

□ A 6-digit verification code will issue to the user's email address which should then be entered in the 'Verification Code' field.

### User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

\*

\*

\*

\*



Once user's email address has been verified, user can proceed to 'Create' a password and account.

## User Details

E-mail address verified. You can continue now.

The form contains the following elements:

- An email input field containing "yvonne.cassidy@enterprise.gov.ie" with a red asterisk to its right.
- A blue button labeled "Change e-mail".
- A password input field with masked characters "....." and a red asterisk to its right.
- A second password input field with masked characters "....." and a red asterisk to its right.
- A blue button labeled "Create".

- As part of the two-factor authentication requirement, users will be asked to provide a mobile number to which a verification code will be sent
- Once you've entered the number, click "send code"

## Multi-factor authentication

Enter a number below that we can send a code via SMS to authenticate you.

The form contains the following elements:

- A "Country Code" dropdown menu with "Ireland (+353)" selected.
- A "Phone Number" input field with the placeholder text "Phone number".
- A blue button labeled "Send Code".

You will then be prompted to enter the verification code – enter the code and click "verify code"



< Cancel



## Multi-factor authentication

Enter a number below that we can send a code via SMS to authenticate you.

+353876527004

Enter your verification code below, or [send a new code](#)

Verify Code

- Once the verification code is accepted, the following page will be presented in which you will complete your profile details.

**Profile**

Please provide some information about yourself.  
The **First Name** and **Last Name** you provide will be displayed alongside any comments, forum posts, or Ideas you make on the site.  
The **Email Address** and **Phone** number will not be displayed on the site.

**Your information**

**First Name \***

**Last Name \***

**E-mail \***  
investmentsscreening@enterprise.gov.ie

**Dial Code \***

**Mobile Number \***  
Provide a telephone number

**Is this profile created by Legal representative? \***  
 No  Yes

Update

- Once completed, click “Update” – This completes the registration process and you will receive an email confirming the account has been registered

## 2.4 Submitting a Notification

Having created an account, each time a user logs in they will be presented with the IIS Dashboard below. Recent notifications submitted by this user will also be available to view.

The screenshot shows the IIS Dashboard header with the logo and navigation links: Dashboard, Contact us, and Yvonne Cassidy. Below the header is the 'Applied Applications List' section. It features a filter area with 'Ref Number' and 'Application Status' dropdown menus, and buttons for 'Apply Filter' and 'Clear Filter'. A search bar with a magnifying glass icon and a 'New Notification' button are also present. Below the search bar is a table header with columns: Application Number, Direct Investor, Issued/Received (with a downward arrow), Last updated, and Application Status.

- Select 'New notification' on the right-hand side of the dashboard.
- A pop up will outline that the mandatory inward investment screening notification form must be downloaded and completed.

The screenshot shows the 'Apply For Investment Screening' form. The form has several input fields: 'Name of the target undertaking or', 'Name of the group the target unde', 'Country of the group the target un', 'NACE code of primary activity of target.', and 'Percentage of shares or voting rights being acquired in the target %: \*'. There is also a checkbox for 'Does the transaction relate, directly or indirectly, to an asset or undertaking in the State: \*'. A pop-up dialog box titled 'For Inward Investment Screening' is overlaid on the form. The dialog box contains the text: 'In order to submit a new notification, you must download and complete the mandatory inward investment screening notification form.' Below this text is a link: 'Download Blank notification Form.' and a message: 'An notification cannot proceed unless this form has been completed.' There is an 'Ok' button at the bottom right of the dialog box.

- A link to download the notification is also provided.
- Once the form has been downloaded, press 'Ok' on the pop up to dismiss it.

- The next screen will display mandatory fields to be completed in relation to the “target undertaking” and the relevant transaction.

## Apply For Investment Screening

Download Blank Notification Form: [Download](#)

<p><b>Name of the target undertaking or asset: *</b></p> <input type="text"/>	<p><b>Cumulative value of the transaction (€): *</b></p> <p>Include each transaction between the parties to the transaction, or persons connected with the parties, in the 12 months before the date of transaction</p> <input type="text" value="Select"/>
<p><b>Name of the group the target undertaking or asset belongs to: *</b></p> <input type="text"/>	<p><b>Sector or activity of relevance: *</b></p> <p>Reason for notification as per S9(1)(c) of the Screening Act</p> <input type="text" value="Select"/>
<p><b>Country of the group the target undertaking or asset belongs to: *</b></p> <input type="text" value=""/> <input type="button" value="Q"/>	<p><b>Is the transaction likely to affect projects or programmes of EU interest?: *</b></p> <p>As referred to in Article 8(3) and Annex of EU Regulation (EU) 2019/452</p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p>
<p><b>NACE code of primary activity of target: *</b></p> <input type="text"/>	
<p><b>Percentage of shares or voting rights being acquired in the target %: *</b></p> <input type="text"/>	
<p><b>Does the transaction relate, directly or indirectly, to an asset or undertaking in the State: *</b></p> <p><input checked="" type="radio"/> No <input type="radio"/> Yes</p>	<input type="button" value="Next"/>

- Fill in the input fields as indicated and select ‘Next’ to proceed.

The next step is to provide “Investor” details.

- For “Direct Investor” details press ‘Add’ on the right-hand side of the “Direct Investor” field.

## Apply For Investment Screening

Download Blank Notification Form: [Download](#)

### Direct Investor

---

Investor name ↑ Country ↑

---

There are no records to display.

You will be presented with the pop-up box below.

**Investor name \***

  
**Country \***

□ Enter the relevant details and click 'Submit'.

To add "Ultimate Investor" details, there are two options

- i. 'Add' to input new Ultimate Investor details, or
- ii. 'Same as Direct Investor'.

### Ultimate Investor

---

Investor name ↑ Country ↑

---

There are no records to display.

- If you are adding new “Ultimate Investor” details, you will be presented with the popup box below.

#### Ultimate Investors

This site is private: Only specific people can view this site. [Learn more](#) Signed in as Yvonne Cas

Investor name \*

Country \*

Submit

- Input the relevant details and click ‘Submit’.
- The next step is to upload the notification form and/or any additional relevant documents - To do this click ‘Add files’.

#### Notification Form and additional documents

The inward investment screening notification form must be attached, together with any other relevant documents. Documents must be saved in Word, Excel or PDF format.

Add files

There are no files to display.

I confirm that have downloaded, completed and uploaded the inward investment screening notification form \*

No  Yes

- You will be presented with the pop-up box below.

Add files x

Choose files  No file chosen

Overwrite existing files

- Select the relevant documents for your submission.
- All files uploaded to the portal are virus and malware scanned which may take up to two minutes.
- If there are any potential issues detected, you will be prompted to contact the Inward Investment Screening team.
- The final step asks for confirmation that all information provided is correct.

I Confirm that the information I have provided is correct to best of my knowledge

I understand \*

No  Yes

- Having confirmed this statement, you will be able to submit your notification.
- Once submitted you will be presented with the screen below which will provide you with the reference number for your submission and a link to view it via the IIS Portal.

## Notification Submitted

Your Investment Screening application has been submitted.

The reference number for this application is **IE2401031**. You can view your application and track its progress via the IIS Portal.

Your application will now be reviewed and further information will follow by email.

[Exit](#)

- Select 'Exit' to leave the IIS Portal.

## 2.5 Submitting Additional Documents

Having submitted your notification, you may upload additional documents by selecting the relevant notification from the user dashboard.

- Click on the relevant notification on your dashboard and you will be presented with the screen below.

## Add Additional Documents

### Notification Form and additional documents

The inward investment screening notification form must be attached, together with any other relevant documents. Documents must be saved in Word, Excel or PDF format.

➕ Add files

Name ↑

Modified

📄 Testing.docx (18 KB)

4 minutes ago

I confirm that have downloaded, completed and uploaded the inward investment screening notification form \*

No  Yes

Submit

- Select 'Add files' on the right-hand side of the screen and upload documents.
- Click 'Submit'.

### 3. Further Information

For further detailed information on the screening mechanism, please consult the guidance document available on the Department's website at [IIS Stakeholder Guidance](#)