

Seniors Alert Scheme (SAS)

Frequently Asked Questions (FAQ's) Organisation Registration

This document provides frequently asked questions and answers on issues relating to the registration of an Organisation with Pobal for the Seniors Alert Scheme.

FAQ's cover the following areas:

- SAS Online System
 - Where it is
 - How to access it
- Organisation Registration Process
 - How to register online
 - Information requested for registration

SAS Online System

Where it is

The SAS online system is available at the following address: <https://sas.pobal.ie>

How to access it

Do I need internet access to login to SAS?

Yes – You will require access to the internet to logon to the SAS Portal.

What broadband speed is required?

A basic internet connection is sufficient but the best system experience will be achieved with faster internet connections or broadband. For a steady experience a 1MB non contested broadband connection is required.

What Web Browser should I use?

Pobal strongly recommends using the latest version of Internet Explorer. You can download the latest version <http://windows.microsoft.com/en-IE/internet-explorer/download-ie>

Can I access SAS through Google Chrome?

Yes, you can use other browsers, such as Google Chrome, to access SAS but Internet Explorer is strongly recommended. Pobal will not be able to support any issues experienced while using other browsers.

Do I need any additional software to use SAS?

No, you only need web browser as recommended above. SAS does not require users to have any additional software such as a third party financial system or accounting package.

Organisation Registration Process

How to register online

Full details on how to register can be found in the “How to register an Organisation” saved under the General Information Library on the SAS homepage <https://sas.pobal.ie>.

When completing registration process it is recommended to use an Organisation email as this will be the Username for the Organisation to Login to the SAS Portal.

What if my Organisation is new to SAS?

Any Organisation, who meet the registration criteria and wish to participate in the SAS, can register with Pobal.

Information requested for registration

Section 1: Organisation Details

What is an SAS/CSOP reference number?

This is a reference number you would have received from the Department if you were registered under the old SAS/CSOP. If you are a new Organisation wishing to apply to Pobal to operate the SAS then please leave blank as you will not have such a number.

What is a Pobal URN?

Pobal issues a URN (Unique Reference Number) to organizations in receipt of funding from Pobal. If you have previously received funding through Pobal then please insert your URN number on your SAS registration details. If you are a new Organisation wishing to apply to Pobal to operate the SAS, and do not have a URN from Pobal, then please leave blank.

What is the legal name of Organisation?

This is the official name of your Organisation per Memorandum & Articles of Association or Constitution. This should also agree to the name you have registered for when completing your TRN application.

What is the business name of Organisation?

Some organizations also have a business name in addition to legal name – if you have a business name then please include in Organisation details; if not then please leave blank.

What is Eircode?

Eircode, Ireland's National Postcode System was launched in July 2015. It is a smart location postcode for all Irish addresses. Please include this code in the Organisation details. Here is the link to find your code 'Eircode'.

What is a Tax Reference Number (TRN)?

A tax reference number is a unique number used by the Revenue Commissioners to identify each person or business in the tax system. The tax reference number is a prerequisite for all dealings with Revenue and will be quoted on all correspondence from Revenue to the taxpayer. All organizations seeking to be registered under the SAS are required to have a tax reference number (TRN) i.e. a TRN is a mandatory requirement for registration.

How does the Organisation get a TRN?

If your Organisation needs to apply for a TRN then an application needs to be made to the Revenue Commissioners. The application form to be completed is dependent on the type of Organisation you are e.g. a not for profit Organisation will use a "registration form for voluntary non-profit making organizations" and a partnership will use a TR1. It is advisable to contact your regional or district tax office for advice on what form to fill in or go to www.revenue.ie for more details.

What is a CRO number?

CRO (Company Registration Number) is a unique number issued by the Company Registration Office when an Organisation is registered with them. It can be found on the Organisation Certificate of Incorporation. If you have a CRO number then please include in Organisation details; if not then please leave blank.

How do I know what my Legal Structure is?

Applicants to the SAS must have a legal identity separate from the individuals who make up the membership of the Organisation making the application. This will be noted on your Memorandum and Articles of Association or Constitution. Please note only organizations are eligible to apply for SAS registration; individuals will not be registered under the SAS to operate the scheme.

Section 2: Organisation Contact Details

This section details the SAS contact persons within the Organisation. The details sought relate to these individuals and their contact information for SAS purposes.

Section 3: Organisation Bank Account Details

Why does Pobal need Bank Account details?

Organisation operating the scheme and not in receipt of other public funding will be eligible for a contribution towards the administration cost of service delivery. This funding will be paid to a designated Organisation bank account; personal bank accounts are not acceptable and cannot be used as an Organisation bank account.

What is an IBAN number?

IBAN stands for International Bank Account Number. It identifies an individual account, at a specific financial institution, in a particular country. An IBAN consists of 22 characters and is a mix of letters and numbers. It is necessary to complete the electronic transfer of funds to organizations by Pobal i.e. payment of administration contribution where applicable.

Where can I find my IBAN number?

Your IBAN can be found on your bank statements – normally in top section under your Account Number.

What is a BIC/SWIFT Code?

Swift Code is a standard format of Bank Identifier Code (BIC) and it is unique identification code for a particular bank. A BIC/Swift code consists of 8 or 11 characters and is a mix of letters and numbers. Again it is necessary to complete the electronic transfer of funds to organizations by Pobal i.e. payment of administration contribution where applicable.

Where can I find my BIC/SWIFT Code?

Your BIC/SWIFT Code can be found on your bank statements – normally in top section under your Account Number.

Section 4: Proposed Area of Coverage

This section details the proposed area of coverage by the Organisation for SAS purposes i.e. county and town at a minimum with specific details if coverage area is limited e.g. parish, housing estate.

What if the Organisation operates in more than one county?

For organizations operating across county boundaries, there will be a coverage area of more than one county. The registration form will allow you to select more than one county e.g. identify two counties as the area of coverage.

For each county selected, the Organisation must identify the town(s) that it proposes to operate in as well as any specific area of coverage such as parish or estate.

Section 5: Organisation Scheme Criteria

Please details the aim and objectives of the Organisation and describe the current activities specific to services provided for the older people.

Garda Vetting

All Organisation are required to consider the Garda Vetting Legislation and put in place any procedures and policy where applicable.

Declaration

This section is to include the details of the Chairperson, Authorised member and date of the Board Meeting at which the registration and submission of application was agreed. This is to be kept on file together with the signed T&C.

It also captures details of the individual authorised by the Organisation to submit the registration online on their behalf.