

Chapter 10C

FCA senior managers regime
for approved persons in
SMCR firms

Summary of forms and their use in the senior managers regime

Function	Form	Submission
(1) Person about to perform an FCA-designated senior management function if they have never been approved by the FCA or PRA before.	A	Submitted by the <i>firm</i> making the application before activities requiring approval commence.
(2) The <i>candidate</i> is to perform an FCA-designated senior management function and either: (a) has current approval to perform an FCA controlled function that is a significant-influence function, an FCA-designated senior management function, or a PRA controlled function; or (b) has had such an approval within the previous six months.	Shortened Form A (if the other conditions are met)	Submitted by the <i>firm</i> making the application before activities requiring approval commence.
(3) <i>Candidate</i> ceased to be an approved person more than six months ago.	A	Submitted by the <i>firm</i> making the application before activities requiring approval commence.
(4) Either: (a) <i>candidate</i> is seeking to perform an FCA-designated senior management function for the first time and has never been approved to perform an FCA controlled function that is a significant-influence function or a PRA controlled function before; or (b) <i>candidate</i> ceased to have approval from the FCA or PRA to perform an FCA controlled function that is a significant-influence function, an FCA-designated senior management function or a PRA controlled function more than six months ago.	A	Submitted by the <i>firm</i> making the application before activities requiring approval commence.
(5) <i>Firm</i> withdrawing an outstanding application to perform an FCA-designated senior management function.	B	Submitted by the <i>firm</i> : signed by all interested parties.
(6) Person permanently ceasing to perform an FCA-designated senior management function.	C (unless it should be notified under Form E)	Submitted by the <i>firm</i> within ten business days of approved person permanently ceasing to perform controlled function(s).
(7) Either: (a) an FCA-approved SMF manager's title, name or national insurance number changes; or (b) there is information which may be	D Form C to be used instead where the person is permanently ceasing to	Submitted by <i>firm</i> within seven business days of the firm becoming aware of the matter or, in the case of (c), within seven business days of the end of the 12-week period and on their return.

Function	Form	Submission
<p>material to the continuing assessment of an <i>FCA-approved SMF manager's</i> fitness and propriety; or</p> <p>(c) an <i>FCA-approved SMF manager</i> is temporarily absent.</p>	<p>perform a <i>controlled function</i>.</p>	
<p>(8) Firm obliged to notify the <i>FCA</i> about an <i>SMF manager</i> under:</p> <p>(a) section 63(2A) of the <i>Act</i> (Duty to notify regulator of grounds for withdrawal of approval); or</p> <p>(b) [deleted]</p> <p>(c) section 64C of the <i>Act</i> (Requirement for relevant authorised persons to notify regulator of disciplinary action).</p>	<p>Form D.</p> <p>Form C to be used instead where the <i>person</i> is permanently ceasing to perform a <i>controlled function</i>.</p>	<p>Submitted by <i>firm</i> within seven <i>business days</i> of the <i>firm</i> becoming aware of the matter.</p> <p>A <i>firm</i> should not use Form H as that form only applies to notifications relating to breaches by those who are not <i>SMF managers</i>.</p>
<p>(9) <i>Person</i> remaining with the same <i>firm</i> but changing <i>FCA-designated senior management functions</i>.</p>	E	Submitted by <i>firm</i> to the <i>FCA</i> before changes take place.
<p>(10) <i>Person</i> remaining with the same <i>PRA-authorised person</i> but giving up a <i>PRA controlled function</i> and taking up an <i>FCA-designated senior management function</i>.</p>	E	Submitted by <i>firm</i> to the <i>FCA</i> before changes take place.
<p>(11) <i>Person</i> remaining with the same <i>PRA-authorised person</i> but giving up an <i>FCA-designated senior management function</i> and taking up a <i>PRA-designated senior management function</i>.</p>	E	Submitted by <i>firm</i> to the <i>PRA</i> before changes take place (see the <i>PRA's</i> requirements).
<p>(12) <i>Person</i> remaining with the same <i>PRA-authorised person</i> in the circumstances described in example 9 in the table in SUP 10C.7.3G (ceasing to perform a <i>PRA controlled function</i> triggering need for <i>FCA</i> approval to perform the <i>other overall responsibility function</i>).</p>	E	Submitted by <i>firm</i> to the <i>FCA</i> in advance of giving up the <i>PRA controlled function</i> .
<p>(13) <i>Person</i> with approval to perform the <i>other overall responsibility function</i> remaining with the same <i>firm</i> but ceasing to require approval to perform that function because of being approved to perform another <i>controlled function</i> (see the table in SUP 10C.7.3G for examples).</p>	E	Submitted by <i>firm</i> to:
		<p>(a) the <i>PRA</i> (if the new function is a <i>PRA controlled function</i> and the <i>firm</i> is a <i>PRA-authorised person</i>); or</p> <p>(b) the <i>FCA</i> (if the new function is an <i>FCA controlled function</i>).</p>
<p>(14) <i>Person</i> remaining with the same <i>PRA-authorised person</i> in the circumstances described in example 8 in the table in SUP 10C.9.9G (giving up a <i>PRA controlled function</i> triggering need for <i>FCA</i> approval).</p>	E	Submitted by <i>firm</i> to the <i>FCA</i> in advance of giving up the <i>PRA controlled function</i> .
<p>(15) <i>Firm</i> applying for the variation of a conditional approval.</p>	Form I	
<p>(16) <i>Firm</i> withdrawing an outstanding application to vary a conditional approval.</p>	Form B	Submitted by the <i>firm</i> : signed by all <i>interested parties</i> .

Function	Form	Submission
(17) Significant change to an <i>approved person's</i> responsibilities.	Form J Form J should not be used if the <i>firm</i> is also submitting a Form A, E or I for the same <i>SMF manager</i> .	The revised <i>statement of responsibilities</i> should be included. A <i>statement of responsibilities</i> must be submitted in the format prescribed by the <i>FCA</i> (SUP 10C Annex 10D).
(18) <i>Person (P)</i> has approval to perform an <i>FCA governing function</i> under SUP 10A (FCA Approved Persons in Appointed Representatives) for an <i>appointed representative</i> of an <i>SMCR firm (F)</i> . <i>P</i> then takes up an <i>FCA-designated senior management function</i> position with <i>F</i> itself and gives up their role with the <i>appointed representative</i> .	E	Submitted by <i>F</i> to the <i>FCA</i> before changes take place. <i>F</i> should use a Form E because the function <i>P</i> performs for the <i>appointed representative</i> is treated as being performed in relation to <i>F</i> and so <i>P</i> is applying for approval to perform an <i>FCA-designated senior management function</i> in relation to the same <i>firm (F)</i> .