

Chapter 16

Reporting requirements

16.1 Application

- 16.1.1 **R** This chapter applies to every *firm* within a category listed in column (2) of the table in **■** SUP 16.1.3 R and in accordance with column (3) of that table.
- 16.1.1A **D** The directions and *guidance* in **■** SUP 16.13 apply to a *payment service provider* as set out in that section.
- 16.1.1AA **G** *Credit institutions* and *electronic money institutions* should note that some of the directions in **■** SUP 16.13 apply to them as well as to *payment institutions* and *registered account information service providers*.
- 16.1.1B **D** The directions and *guidance* in **■** SUP 16.15 apply to *electronic money issuers* that are not *credit institutions*.
- 16.1.1C **G** The directions and *guidance* in **■** SUP 16.18 apply for the following types of *AIFM*:
 - (1) a *small registered UK AIFM*;
 - (2) an *above-threshold non-EEA AIFM marketing in the UK*; and
 - (3) a *small non-EEA AIFM marketing in the UK*.
- 16.1.1D **D** **■** SUP 16.21 applies to a *CBTL firm*.
- 16.1.1E **D** The *rules*, directions and *guidance* in **■** SUP 16.22 apply to a *payment service provider* located in the *UK* other than:
 - (1) a *credit union*;
 - (2) National Savings and Investments; and
 - (3) the Bank of England.
- 16.1.1F **R** The *rules* and *guidance* in **■** SUP 16.26 (Reporting of information about Directory persons) apply to an *SMCR firm*.

- 16.1.2 **G**
- (1) Subject to (2) and (3), the only category of *firm* to which no section of this chapter applies is an *ICVC*.
 - (2) ■ SUP 16.26 (Reporting of information about Directory persons) applies to a *firm* which is an *SMCR firm* (see ■ SUP 16.1.1FR).
 - (3) ■ SUP 16.27 (General insurance value measures reporting) applies to the type of firms listed in ■ SUP 16.1.3R.

16.1.2A **G** In ■ SUP 16.1 a reference to Gibraltar-based firm in relation to ■ SUP 16.27 (General insurance value measures reporting) has the same meaning as in the *Gibraltar Order*.

16.1.3 **R** Application of different sections of SUP 16 (excluding SUP 16.13, SUP 16.15, SUP 16.22 and SUP 16.26)

(1) Section(s)	(2) Categories of firm to which section applies	(3) Applicable rules and guidance
SUP 16.1, SUP 16.2 and SUP 16.3	All categories of <i>firm</i> except:	Entire sections
	(a) an <i>ICVC</i> ;	
	(b) [deleted]	
	(c) [deleted]	
SUP 16.4 and SUP 16.5	All categories of <i>firm</i> except:	Entire sections
	(-a) a <i>credit union</i> ;	
	(a) an <i>ICVC</i> ;	
	(b) [deleted]	
	(c) [deleted]	
	(d) a <i>non-directive friendly society</i> ;	
	(e) [deleted]	
	(f) a <i>sole trader</i> ;	
	(g) a <i>service company</i> ;	
	(h) [deleted]	
	(i) a <i>firm with permission to carry on only retail investment activities</i> ;	
(ia) a <i>firm with permission only to advise on P2P agreements (unless that activity is carried on exclusively with or for professional clients)</i> ;		

(1) Section(s)	(2) Categories of firm to which section applies	(3) Applicable rules and guidance
	(j) a firm with permission to carry on only insurance distribution activity, home finance mediation activity, or both;	
	(ja) an FCA-authorised person with permission to carry on only credit-related regulated activity;	
	(jb) a firm with permission to carry on only regulated claims management activities;	
	(jc) a firm with permission to carry on only funeral plan distribution;	
	(k) a firm falling within a combination of (i), (ia), (j), (ja), (jb) and (jc).	
	(l) a firm with permission to carry on only the regulated activity of administering a benchmark;	
SUP 16.6	Bank	SUP 16.6.4 R to SUP 16.6.5 R

(1) Section(s)	(2) Categories of firm to which section applies	(3) Applicable rules and guidance
	<i>Depository of an authorised fund</i>	SUP 16.6.6R to SUP 16.6.11R
SUP 16.7A	A firm subject to the requirement in SUP 16.7A.3 R or SUP 16.7A.5 R	Sections as relevant
SUP 16.8	Insurer with permission to effect or carry out life policies, unless it is a non-directive friendly society	Entire section
	Firm with permission to establish, operate or wind up a personal pension scheme or a stakeholder pension scheme	Entire section
SUP 16.10	All categories of firm except:	Entire section
	(a) an ICVC; and	
	(b) [deleted]	
	(c) [deleted]	
	(d) a dormant asset fund operator.	
SUP 16.11	(1) A firm, other than a managing agent, which is:	
	(a) a home finance provider; or	Entire section
	(b) an insurer; or	Entire section
	(c) the operator of a regulated collective investment scheme or an investment trust savings scheme; or	Entire section
	(d) a person who issues or manages the relevant assets of the issuer of a structured capital-at-risk product; or	Entire section
	(e) one of the following:	
	(i) a non-threshold short-term loan firm;	SUP 16.11.1R(1), SUP 16.11.3R(1), SUP 16.11.5R, SUP 16 Annex 20R and SUP 16 Annex 21R.
	(ii) a threshold 1 category A firm;	Entire section
	(iii) a threshold 1 category B firm;	Entire section
	(iv) a threshold 2 category A firm; or	Entire section
	(v) a threshold 2 category B firm.	Entire section
	(2) a firm in whom the rights and obligations of the lender under a regulated mortgage contract are vested.	The provisions governing performance data reports in SUP 16.11 and SUP 16 Annex 21

(1) Section(s)	(2) Categories of firm to which section applies	(3) Applicable rules and guidance
SUP 16.12	A <i>firm</i> undertaking the <i>regulated activities</i> as listed in SUP 16.12.4 R, unless exempted in SUP 16.12.1 G	Sections as relevant to <i>regulated activities</i> as listed in SUP 16.12.4 R
SUP 16.14	A <i>CASS large firm</i> and a <i>CASS medium firm</i>	Entire section
SUP 16.18	A <i>full-scope UK AIFM</i> and a <i>small authorised UK AIFM</i>	SUP 16.8.3 R
[deleted]		
SUP 16.23	A <i>firm</i> subject to the <i>Money Laundering Regulations</i> and within the scope of SUP 16.23.1R	Entire Section
SUP 16.23A	A <i>firm</i> undertaking the <i>regulated activities</i> in SUP 16.23A.1R	Entire section
SUP 16.24	A <i>firm</i> with <i>permission</i> to effect or carry out <i>contracts of insurance</i> in relation to <i>life and annuity contracts of insurance</i> to the extent that the <i>firm</i> and its business falls within the scope of SUP 16.24.1R.	Entire Section
SUP 16.25	A <i>firm</i> with <i>permission</i> to carry on <i>regulated claims management activities</i> .	Entire section
SUP 16.27	A <i>firm</i> which, in respect of <i>general insurance contracts</i> , is:	Entire section
	(a) an <i>insurer</i> ;	
	(b) a <ul style="list-style-type: none"> (i) <i>TP firm</i> which has <i>temporary permission</i>; or (ii) a <i>Gibraltar-based firm</i>, treated as having <i>permission</i>, to effect <i>contract of insurance</i> including those providing services from an establishment outside the <i>UK</i> with a <i>customer</i> in the <i>UK</i>; 	
	(c) a <i>managing agent</i> ; or	
	(d) an <i>insurance intermediary</i> ,	
	to the extent that the <i>firm</i> and its business falls within the scope of SUP 16.27.7R.	
SUP 16.28	A <i>firm</i> which, in respect of <i>general insurance contracts</i> , is:	Entire section
	(1) an <i>insurer</i> ;	
	(2) a <i>managing agent</i> ;	
	(3) an <i>insurance intermediary</i> ;	
	(4) a <i>TP firm</i> ; or	
	(5) a <i>Gibraltar-based firm</i> that is not a <i>TP firm</i> .	
	to the extent that the <i>firm</i> and its business falls within the scope of SUP 16.28.8R.	

(1) Section(s)	(2) Categories of firm to which section applies	(3) Applicable rules and guidance
SUP 16.29	A MIFIDPRU investment firm other than in the circumstances specified in SUP 16.29.1R.	Entire section
SUP 16.30	A person who is:	Entire section
	(1) a firm except as specified in SUP 16.30.1R;	
	(2) an authorised electronic money institution;	
	(3) an authorised payment institution;	
	(4) a registered account information service provider;	
	(5) a small electronic money institution;	
	(6) a small payment institution;	
	(7) a UK RIE.	
SUP 16.31	A firm with approver permission.	Entire section
Note 1[deleted]		
Note 2 The application of SUP 16.13 is set out under SUP 16.13.1 G; the application of SUP 16.15 is set out under SUP 16.15.1 G; the application of SUP 16.16 is set out SUP 16.16.1 R and SUP 16.16.2 R the application of SUP 16.17 is set out in SUP 16.17.3 R and SUP 16.17.4 R; and the application of SUP 16.26 is set out in SUP 16.26.1R.		
Note 3 The application of SUP 16.18 for the types of AIFMs specified in SUP 16.1.1C G is set out in SUP 16.18.2 G.		

16.1.4

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- (1) This chapter contains requirements to report to the FCA on a regular basis. These requirements include reports relating to a firm's financial condition, and to its compliance with other rules and requirements which apply to the firm. Where the relevant requirements are set out in another section of the Handbook, this chapter contains cross references. An example of this is financial reporting for insurers and friendly societies.
- (2) Where such requirements already apply to a firm under legislation other than the Act, they are not referred to in this chapter. An example of this is reporting to the FCA by building societies under those parts of the Building Societies Act 1986 which have not been repealed.
- (3) Requirements for individual firms reflect:
 - (a) the category of firm;
 - (b) the nature of business carried on;
 - (c) whether a firm has its registered office (or if it does not have a registered office, its head office) in the United Kingdom; and

(d) [deleted]

(e) the regulated activities the *firm* undertakes.

16.1.5 **G** [deleted]

16.1.6 **G** [deleted]

16.1.7 **G** Where a *PRA-authorised person* is required to notify or provide any information to (a) the *FCA* by a *PRA Handbook* provision and (b) the *FCA* by the equivalent provision in the *FCA Handbook*, the *PRA-authorised person* is expected to comply with both provisions.



16.2 Purpose

16.2.1

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- (1) In order to discharge its functions under the *Act*, the *FCA* needs timely and accurate information about *firms*. The provision of this information on a regular basis enables the *FCA* to build up over time a picture of *firms'* circumstances and behaviour.
- (2) *Principle 11* requires a *firm* to deal with its regulators in an open and cooperative way, and to disclose to the *FCA* appropriately anything relating to the *firm* of which the *FCA* would reasonably expect notice. The reporting requirements are part of the *FCA* approach to amplifying *Principle 11* by setting out in more detail the information that the *FCA* requires. They supplement the provisions of ■ SUP 2 (Information gathering by the *FCA* or *PRA* on its own initiative) and ■ SUP 15 (Notifications to the *FCA*). The reports required under these *rules* help the *FCA* to monitor *firms'* compliance with *Principles* governing relationships between *firms* and their *customers*, with *Principle 4*, which requires *firms* to maintain adequate financial resources, and with other requirements and standards under the *regulatory system*.
- (3) The *FCA* has supervisory functions under the *Payment Services Regulations* and the *Electronic Money Regulations*. In order to discharge these functions, the *FCA* requires the provision of information on a regular basis. ■ SUP 16.13 sets out the information that the *FCA* requires from *payment service providers* to assist it in the discharge of its functions as well as directions and guidance on the periodic reports that are required under the *Payment Services Regulations*. ■ SUP 16.15 sets out the information that the *FCA* requires from *electronic money issuers* to assist it in discharging its functions and responsibilities under the *Electronic Money Regulations*.
- (4) The purpose of ■ SUP 16.28 is to provide the *FCA* with relevant data that it can use to help to:
 - (a) assess *firms'* compliance with the *home insurance* and *motor insurance* pricing rules in ■ ICOBS 6B;
 - (b) identify potential harm affecting *consumers*; and
 - (c) monitor the effects of the pricing rules in ■ ICOBS 6B on the market for *home insurance*, *motor insurance* and related *additional products*.

16.2.1A

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[deleted]



16.3 General provisions on reporting

Application

- 16.3.1 G The effect of ■ SUP 16.1.1 R is that this section applies to every *firm* except an ICVC.
- 16.3.1A G The effect of ■ SUP 16.1.1R is that this section applies to a *TP firm* and Gibraltar-based firm of a type listed in ■ SUP 16.1.3R, as a firm to which ■ SUP 16.27 applies.

Structure of the chapter

- 16.3.2 G This chapter has been split into the following sections, covering:
 - (1) annual controllers reports (■ SUP 16.4);
 - (2) annual close links reports (■ SUP 16.5);
 - (3) compliance reports (■ SUP 16.6);
 - (4) [deleted]
 - (4A) annual report and accounts (■ SUP 16.7A);
 - (5) persistency reports (■ SUP 16.8);
 - (6) [deleted];
 - (7) verification of *firm details* (■ SUP 16.10);
 - (8) product sales data reporting (■ SUP 16.11);
 - (9) integrated regulatory reporting (■ SUP 16.12);
 - (10) reporting under the *Payment Services Regulations* (■ SUP 16.13);
 - (11) client money and asset return (■ SUP 16.14);
 - (12) reporting under the *Electronic Money Regulations* (■ SUP 16.15); and
 - (13) prudent valuation reporting (■ SUP 16.16);
 - (14) remuneration reporting (■ SUP 16.17);
 - (15) *AIFMD* reporting (■ SUP 16.18);

- (16) reporting under the *MCD Order* for *CBTL firms* (SUP 16.21).
- (17) reporting under the *Payment Accounts Regulations* (■ SUP 16.22);
- (18) annual financial crime reporting (■ SUP 16.23);
- (18A) employers' liability register compliance reporting (■ SUP 16.23A);
- (19) retirement income data reporting (■ SUP 16.24);
- (20) claims management reporting (■ SUP 16.25);
- (21) *Directory persons* information reporting (■ SUP 16.26);
- (22) value measures data reporting (■ SUP 16.27);
- (23) *home insurance* and *motor insurance* pricing reporting (■ SUP 16.28);
- (24) MIFIDPRU remuneration reporting (■ SUP 16.29);
- (25) the Baseline Financial Resilience Report (■ SUP 16.30); and
- (26) *financial promotion approval* reporting (■ SUP 16.31).

16.3.3 G The annual controllers, annual close links and persistency reports sections are the same for all categories of *firm* to which they apply.

16.3.4 G The compliance section is set out by category of *firm*, with detailed requirements set out in tables giving:

- (1) a brief description of each report;
- (2) the frequency with which the report is required; and
- (3) the due date for submission of the report.

16.3.5 G Further requirements about the reports, such as form and content, are set out in the sections for each category of *firm*, where this is appropriate. In many cases, however, it is more appropriate to provide this information by means of a separate annex; in these cases the relevant section refers to the annex.

How to submit reports.....

16.3.6 R A periodic report required to be submitted under this chapter, or under any other *rule*, must be submitted in writing in accordance with ■ SUP 16.3.7 R to ■ SUP 16.3.10 G, unless:

- (1) a contrary intention appears; or
- (2) the report is required under the *listing rules*.

- 16.3.7** **R** A report or *data item* must:
- (1) give the firm reference number (or all the firm reference numbers in those cases where a report is submitted on behalf of a number of *firms*, as set out in **■ SUP 16.3.25 G**); and
 - (2) if submitted in paper form, be submitted with the cover sheet contained in **■ SUP 16 Annex 13 R** fully completed.

- 16.3.8** **R** A written report must be delivered to the *FCA* by one of the methods listed in **■ SUP 16.3.9 R**.

- 16.3.9** **R** **Method of submission of reports (see **■ SUP 16.3.8 R**)**

Method of delivery	
1.	Post or hand deliver to the published address of the <i>FCA</i> for submission of reports. If hand delivering mark the report for the attention of 'Central Reporting' and obtain a dated receipt.
2.	[deleted]
3.	Electronic mail to the published e-mail address of the <i>FCA</i> 's Central Reporting team.
4.	Online submission via the appropriate systems accessible from the <i>FCA</i> website

- 16.3.10** **G** (1) The published address of the *FCA* for postal submission of reports is:

Central Reporting
 The Financial Conduct Authority
 PO BOX 35747
 London E14 5WP

- (2) The published address of the *FCA* for hand delivery of reports is:

(a) Central Reporting
 The Financial Conduct Authority
 12 Endeavour Square
 London, E20 1JN

if the *firm's* usual supervisory contact at the *FCA* is based in London, or:

(b) Central Reporting
 The Financial Conduct Authority
 Quayside House
 127 Fountainbridge
 Edinburgh EH3 8DJ

if the *firm's* usual supervisory contact at the *FCA* is based in Edinburgh.

- (3) The current published email address for the *FCA's* Central Reporting team is regulatory.reports@fca.org.uk . Please note that the Central Reporting team does not handle general correspondence between

firms and the *FCA*, and will not respond to queries. Accordingly, *firms* should not make submissions to the Central Reporting team's email address other than as directed in ■ SUP 16.3.8R.

Complete reporting

16.3.11 **R** A *firm* must submit reports required under this chapter to the *FCA* containing all the information required.

16.3.12 **G** ■ SUP 15.6 refers to and contains requirements regarding the steps that *firms* must take to ensure that information provided to the *FCA* is accurate and complete. Those requirements apply to reports required to be submitted under this chapter.

Timely reporting

- 16.3.13 **R**
- (1) A *firm* must submit a report required by this chapter in the frequency, and so as to be received by the *FCA* no later than the due date, specified for that report.
 - (2) If the due date for submission of a report required by this chapter falls on a day which is not a *business day*, the report must be submitted so as to be received by the *FCA* no later than the first *business day* after the due date.
 - (3) If the due date for submission of a report required by this chapter is a set period of time after the quarter end, the quarter ends will be the following dates, unless another *rule* or the reporting form states otherwise:
 - (a) the *firm's accounting reference date*;
 - (b) 3 months after the *firm's accounting reference date*;
 - (c) 6 months after the *firm's accounting reference date*; and
 - (d) 9 months after the *firm's accounting reference date*.
 - (4) If the due date for submission of a report required by this chapter is a set period of time after the end of a half-year, a quarter, or a month, the dates will be determined by (a) or (b) below except where otherwise indicated:
 - (a) the *firm's accounting reference date*; or
 - (b) monthly, 3 monthly or 6 months after the *firm's accounting reference date*, as the case may be.

Failure to submit reports

16.3.14 **R** If a *firm* does not submit a complete report by the date on which it is due in accordance with the *rules* in, or referred to in, this chapter or the provisions of relevant legislation and any prescribed submission procedures, the *firm* must pay an administrative fee of £250.

16.3.14A **G** Failure to submit a report in accordance with the *rules* in, or referred to in, this chapter or the provisions of relevant legislation may also lead to the

imposition of a financial penalty and other disciplinary sanctions. A *firm* may be subject to reporting requirements under relevant legislation other than the *Act*, not referred to in this chapter. An example of this is reporting to the *FCA* by *building societies* under those parts of the Building Societies Act 1986 which have not been repealed (see ■ SUP 16.1.4 G). If it appears to the *FCA* that, in the exceptional circumstances of a particular case, the payment of any fee would be inequitable, the *FCA* may reduce or remit all or part of the fee in question which would otherwise be payable (see ■ FEES 2.3).

16.3.15 **G** The *FCA* may from time to time send reminders to *firms* when reports are overdue. *Firms* should not, however, assume that the *FCA* has received a report merely because they have not received a reminder.

16.3.16 **G** The *firm* is responsible for ensuring delivery of the required report by the due date. If a report is received by the *FCA* after the due date and the *firm* believes its delivery arrangements were adequate, it may be required to provide proof of those arrangements. Examples of such proof would be:

- (1) "proof of posting" receipts from a *UK* post office or overseas equivalent which demonstrates that the report was posted early enough to allow delivery by the due date in accordance with the delivery service standards prescribed by the relevant postal authority; or
- (2) recorded postal delivery receipts showing delivery on the required day; or
- (3) records of a courier service provider showing delivery on the required day.

Change of accounting reference date

16.3.17 **R**

- (1) A *firm* must notify the *FCA* if it changes its *accounting reference date*.
- (2) When a *firm* extends its accounting period, it must make the notification in (1) before the previous *accounting reference date*.
- (3) When a *firm* shortens its accounting period, it must make the notification in (1) before the new *accounting reference date*.
- (4) ■ SUP 16.10.4A R to ■ SUP 16.10.4C G (Requirement to check the accuracy of standing data and to report changes to the *FCA*) apply to any notification made under (1).

16.3.18 **G** ■ SUP 16.2.1 G emphasises the importance to the *FCA* of timely and accurate information. The extension of a *firm's* accounting period to more than 15 months may hinder the timely provision of relevant and important information to the *FCA*. This is because many due dates for reporting to the *FCA* are linked to *firms' accounting reference dates*. Indeed, for some categories of *firm*, the only reports required by the *FCA* have due dates for submission which are linked to the *firm's accounting reference date*. If the extension of a *firm's* accounting period appears likely to impair the effectiveness of the *FCA* supervisory work, the *FCA* may take action to ensure that it continues to receive the information it requires on a timely basis.

16.3.19 **G** If more than one *firm* in a *group* intends to change its *accounting reference date* at the same time, a single notification may be given to the *FCA*, as described in ■ SUP 15.7.8 G.

16.3.19A **R** [deleted]

16.3.19B **R** [deleted]

16.3.20 **R** (1) [deleted]

(2) [deleted]

16.3.21 **G** [deleted]

Service of Notices Regulations

16.3.22 **G** The Financial Services and Markets Act 2000 (Service of Notices) Regulations 2001 (SI 2001/1420) contain provisions relating to the service of documents on the *FCA*. They do not apply to reports required under ■ SUP 16, because of the specific *rules* in this section.

Confidentiality and sharing of information

16.3.23 **G** When the *FCA* receives a report which contains confidential information and whose submission is required under this chapter, it is obliged under Part 23 of the *Act* (Public Record, Disclosure of Information and Co-operation) to treat that information as confidential (see ■ SUP 2.2.4G).

16.3.24 **G** ■ SUP 2.3.12AG states that the *FCA* may pass to other regulators information which it has in its possession. Such information includes information contained in reports submitted under this chapter. The *FCA*'s disclosure of information to other regulators is subject to ■ SUP 2.2.4G (Confidentiality of information). Also, some value measures data in ■ SUP 16.27 is used by the *FCA* to create published guidance. This public disclosure is to assist the *FCA* to discharge its public functions.

Reports from groups

16.3.25 **G** If this chapter requires the submission of a report or *data item* covering a *group*, a single report or *data item* may be submitted, and so satisfy the requirements of all *firms* in the *group*. Such a report or *data item* should contain the information required from all of them, meet all relevant due dates and indicate all the *firms* on whose behalf it is submitted; if necessary a separate covering sheet should list the *firms* on whose behalf a report or *data item* is submitted. Nevertheless, the requirement to provide a report or *data item*, and the responsibility for the report or *data item*, remains with each *firm* in the *group*. However, reporting requirements that apply to a *firm*, by reason of the *firm* being a member of a *financial conglomerate*, are imposed on only one member of the *financial conglomerate* (see, for example, ■ SUP 16.12.32 R).

16.3.26

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Examples of reports covering a *group* are:

- (1) the compliance reports required from *banks* under ■ SUP 16.6.4 R;
- (2) annual controllers reports required under ■ SUP 16.4.5 R;
- (3) annual close links reports required under ■ SUP 16.5.4 R;
- (4) consolidated financial reports required from *banks* under ■ SUP 16.12.5 R;
- (5) consolidated reporting statements required from *securities and futures firms* under ■ SUP 16.12.11 R.



16.4 Annual controllers report

Application

16.4.1 **G** This section applies to every *firm* except those *firms* excluded from its operation by ■ SUP 16.1.1 R and ■ SUP 16.1.3 R.

16.4.2 **G** This section may be of relevance to a *directive friendly society*:

- (1) if it has 10 members or less;
- (2) if it has a delegate voting system and has 10 delegates or less; or
- (3) if it has 20 members or less and effects or carries out group insurance contracts where one person may exercise one vote on behalf of the members of a group and one vote in their private capacity; or

where a member or delegate, whether alone or acting in concert, is entitled to exercise, or control the exercise of, 10% or more of the total voting power.

16.4.2A **G** This section may be of relevance to *non-directive firms*.

16.4.3 **G** Requirements for notifications of a change in *control* can be found in ■ SUP 11 (Controllers and close links).

Purpose

16.4.4 **G** A *firm* and its *controllers* are required to notify certain changes in *control* (see ■ SUP 11 (Controllers and close links)). The purpose of the *rules* and *guidance* in this section is:

- (1) to ensure that, in addition to such notifications, the *FCA* receives regular and comprehensive information about the identities of all of the *controllers* of a *firm*, which is relevant to a *firm's* continuing to satisfy the effective supervision *threshold conditions*;
- (2) to implement certain requirements relating to annual reporting of *controllers* which must be imposed on *firms* under the *Investment Services Directive*, the *Banking Consolidation Directive* and the *Solvency II Directive*; and

(3) to support the regulatory functions under Part 12 of the Act (Notices of acquisitions of control over UK authorised persons) (see ■ SUP 11 (Controllers and close links)).

Reporting requirement

16.4.5

R

(1) [deleted]

(2) [deleted]

(3) [deleted]

(4) [deleted]

(4A) [deleted]

(4B) [deleted]

(5) [deleted]

(6) A *firm* must submit annually by electronic means to the FCA the Controllers Report which contains the information specified in the form in ■ SUP 16 Annex 37A, within four months of the *firm's* accounting reference date.

16.4.6

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[deleted]

16.4.7

G

If a *group* includes more than one *firm*, a single annual controllers report may be submitted, and so satisfy the requirements of all *firms* in the *group*. Such a report should contain the information required from all of them, meet all relevant due dates, indicate all the *firms* on whose behalf it is submitted and give their firm reference numbers. Nevertheless, the requirement to provide a report, and the responsibility for the report, remain with each *firm* in the *group*.

16.4.8

G

[deleted]

16.4.9

G

Firms are reminded of the requirement in ■ SUP 11.4.10 R to take reasonable steps to keep themselves informed about the identity of their *controllers*.

Exceptions: mutuals and building societies

16.4.10

R

If a *firm* is a *mutual* or a *building society*, then it is required to submit a report under ■ SUP 16.4.5 R only if it is aware that it has a *controller*.

16.4.11

R

In ■ SUP 16.4.5 R and ■ SUP 16.4.10 R, a *building society* may regard a *person* as not being a *controller* if that *person* is exempt from the obligation to notify a change in *control* under The Financial Services and Markets Act 2000 (Controllers) (Exemption) Order 2009 (SI 2009/774) (see ■ SUP 11.3.2A G (2)).

Exception: insurers

16.4.12

R

An *insurer* need not submit a report under ■ SUP 16.4.5R to the extent that the information has already been provided to the *PRA* under requirements in the *PRA Rulebook*.

16.5 Annual Close Links Reports

Application

- 16.5.1 **G** This section applies to every *firm* listed in ■ SUP 11.1.1 R (1) to ■ SUP 11.1.1 R(8), except those *firms* excluded from its operation by ■ SUP 16.1.1 R and ■ SUP 16.1.3 R or which have elected to report on a monthly basis in accordance with ■ SUP 11.9.5 R.

Purpose

- 16.5.2 **G** A *firm* is required to notify the *appropriate regulator* of changes to its *close links* (see ■ SUP 11.9). The *effective supervision threshold conditions* provide that, if a *firm* has *close links* with another *person*, the matters which are relevant in determining whether a *firm* satisfies the condition of being capable of being effectively supervised include:
- (1) the nature of the relationship between the *firm* and that *person*;
 - (2) whether those links or that relationship are likely to prevent the *appropriate regulator's* effective supervision of the *firm*; and
 - (3) if the *person* is subject to the laws, regulations or administrative provisions of a territory which is not the *United Kingdom*, whether those foreign provisions, or any deficiency in their enforcement, would prevent the *appropriate regulator's* effective supervision of the *firm*.

- 16.5.3 **G** The purposes of the *rules* and *guidance* in this section are:
- (1) to ensure that, in addition to such notifications, the *appropriate regulator* receives regular and comprehensive information about the identities of all persons with whom a *firm* has *close links*, which is relevant to a *firm's* continuing to satisfy the *effective supervision threshold conditions* and to the protection of *consumers*; and
 - (2) to implement certain requirements relating to the provision of information on *close links* which must be imposed on *firms* under the '*Post-BCCI Directive*'.

Report

- 16.5.4 **R**
- (1) [deleted]
 - (2) [deleted]

(3) [deleted]

(4) [deleted]

(5) [deleted]

(6) A *firm* must submit a report to the *appropriate regulator* annually by completing the Close Links Annual Report in ■ SUP 16 Annex 36A which must be sent electronically to the *appropriate regulator* within four months of the *firm's accounting reference date*.

16.5.4A **R** If a *group* includes more than one *firm*, a single close links notification may be made by completing the Annual Close Links Report and so satisfy the notification requirement for all *firms* in the *group*. Nevertheless, the requirement to notify, and the responsibility for notifying, remains with each *firm* in the *group*.

16.5.5 **G** [deleted]

16.5.6 **G** If a *group* includes more than one *firm*, a single annual close links report may be submitted and so satisfy the requirements of all *firms* in the *group*. Such a report should contain the information required from all of them, meet all relevant due dates, indicate all the *firms* on whose behalf it is submitted and give their firm reference numbers. Nevertheless, the requirement to provide a report, and the responsibility for the report, remain with each *firm* in the *group*.

16.5.7 **G** [deleted]

16.5.8 **R** If a *firm* is an unincorporated *friendly society*, then it is only required to submit a report under ■ SUP 16.5.4 R if it is aware that it has *close links*.

16.6 Compliance reports

Application

16.6.1 **G** The effect of **■ SUP 16.1.1 R** is that this section applies to every *firm* within a category listed in the left hand column of the table in **■ SUP 16.6.2 G**.

16.6.2 **G** **Applicable provisions of this section (see **■ SUP 16.6.1 G**)**

Category of firm	Applicable provisions
<i>Bank</i>	SUP 16.6.4 R - SUP 16.6.5 R
<i>Depository of an authorised fund</i>	SUP 16.6.6 R - SUP 16.6.11R

Purpose

16.6.3 **G** [deleted]

16.6.3A **G** The *FCA* performs part of its supervision work by reviewing and analysing information about *firms'* records of compliance with the requirements and standards under the *regulatory system*. The type of report the *FCA* requires will vary, depending on the type of business a *firm* undertakes. This information helps the *FCA* to determine whether a *firm* is complying with the requirements applicable to its business, and what procedures it is operating to ensure its compliance.

16.6.3B **G** [deleted]

Banks

16.6.4 **R** A *bank* must submit compliance reports to the *FCA*.

16.6.5 **R** **Compliance reports from a bank (see **■ SUP 16.6.4 R**)**

Report	Frequency	Due date
List of all <i>overseas regulators</i> for each legal entity in the <i>firm's group</i>	Annually	6 months after the <i>firm's</i> accounting reference date
Organogram showing the authorised entities in the <i>firm's group</i>	Annually	6 months after the <i>firm's</i> accounting reference date

Depositories of authorised funds

16.6.6 **R** A *depository* of an *authorised fund* must submit compliance reports in accordance with ■ SUP 16.6.7 R.

16.6.7 **R** Compliance reports from depositories of authorised funds (see SUP 16.6.6R)

Report	Frequency	Due date
Breach report on the <i>authorised fund manager's</i> breaches as set out in SUP 16.6.8R(1A)	Monthly	30 <i>business days</i> after month end
Oversight report on the <i>depository's</i> oversight visits as set out in SUP 16.6.8R(1B)	Quarterly	30 <i>business days</i> after quarter end (Note)

Note: The quarter ends are 31 March, 30 June, 30 September and 31 December.

16.6.8 **R** (1) [deleted]

- (1A) The breach report from a *depository* of an *authorised fund* to the *FCA* must include, for each *authorised fund* for which it is a *depository*:
- (a) details of all breaches of *COLL* or *FUND*, which came to the *depository's* attention or which were reported to the *depository* by the *authorised fund manager*, during the previous *month*;
 - (b) details of any changes to the reported details of an existing breach, whether reported under ■ SUP 16.6.8R(1A) or otherwise;
 - (c) details of all breaches that were reported, whether reported under ■ SUP 16.6.8R(1A) or otherwise, and that have been closed during the previous *month*; and
 - (d) whether the *authorised fund manager* has, in the opinion of the *depository*, adequate controls over:
 - (i) the *issue* and *cancellation* of *units* as detailed in ■ COLL 6.2 (Dealing); and
 - (ii) valuation and *pricing* as detailed in ■ COLL 6.3 (Valuation and pricing).

- (1B) The oversight report from the *depository* to the *FCA* must include:
- (a) details of each *authorised fund manager* visited during the previous quarter; and
 - (b) for each area reviewed:
 - (i) the findings and conclusions of the *depository*;
 - (ii) its recommendations; and
 - (iii) the *authorised fund manager's* response and comments, where available.

(2) [deleted]

(2A) [deleted]

(3) [deleted]

16.6.9 **G** [deleted]

16.6.10 **G**

- (1) A *depository* should report a breach only once under ■ SUP 16.6.8R(1A)(a) and once under ■ SUP 16.6.8R(1A)(c). When both reports are made in the same *month*, only a single entry in the form is required. Under ■ SUP 16.6.8R(1A)(b) a *depository* should report changes to the reported details of existing breaches.
- (2) A separate line should be entered on the form for each *rule* breached. For example, a breach of the investment limits in ■ COLL 5.2.11R that results in incorrect *pricing* of the *scheme* contrary to ■ COLL 6.3.3R should be recorded as two entries, with the same reference.
- (3) Under ■ SUP 16.6.8R(1A)(c) a *depository* should report all breaches that have been closed during the previous month. A breach can be closed in a number of ways. For example:
 - (a) A breach that does not involve changes to systems and controls may be considered closed when, in the opinion of the *depository*, the *authorised fund manager* has taken all necessary action to rectify the breach.
 - (b) A breach that requires changes to systems and controls that cannot be implemented promptly, may nevertheless be considered closed when, in the opinion of the *depository*, the *authorised fund manager* has implemented an effective temporary control to resolve the issue, taking into account the interests of *Unitholders*.
- (4) A *depository* should not consider a breach closed until any applicable compensation has been paid to the *scheme* and/or to *Unitholders*.

16.6.11 **R**

- (1) A *depository* must submit its breach report under ■ SUP 16.6.8R(1A) using the form REP011 in ■ SUP 16 Annex 12AR.
- (2) A *depository* must submit its oversight report under ■ SUP 16.6.8R(1B) using the form REP012 in ■ SUP 16 Annex 12AR.
- (3) A *depository* must submit the forms in ■ SUP 16 ■ Annex 12AR:
 - (a) online through the appropriate systems accessible from the *FCA's* website; or
 - (b) if the appropriate systems are unavailable, via email to fundsupervision@fca.org.uk.



16.7A Annual report and accounts

Application

16.7A.1 **R**

This section applies to every *firm* in the *regulatory activity group (RAG)* set out in column (1), which is a type of firm in column (2), of the tables in ■ SUP 16.7A.3 R and ■ SUP 16.7A.5 R, except:

- (1) [deleted]
- (2) [deleted]
- (3) an *oil market participant* that is not subject to the requirements of *IPRU(INV)* Chapter 3;
- (4) an *authorised professional firm* other than:
 - (a) a *firm* that must comply with *IPRU(INV)* 3, 5 or 13 in accordance with *IPRU(INV)* 2.1.4R; or
 - (b) a *CASS debt management firm*;
- (5) an *authorised professional firm* if the only *regulated activity* it carries on is *credit-related regulated activity* as a *non-mainstream regulated activity*;
- (6) a *financial conglomerate*; and
- (7) a local authority.

Purpose

16.7A.2 **G**

The purpose of this section is to require *firms* to submit their *annual report and accounts*, and the *annual report and accounts* of their *mixed activity holding companies*, to the *FCA* online through the appropriate systems accessible from the *FCA*'s website. This information is used in the monitoring of *firms* both individually and collectively.

Requirement to submit annual report and accounts

16.7A.3 **R**

A *firm* in the *RAG* in column (1) and which is a type of *firm* in column (2) must submit its *annual report and accounts* to the *FCA* annually on a single entity basis.

(1)	(2)
RAG	Firm type

1	UK bank Dormant asset fund operator A non-UK bank.
2.2	The Society
3	MIFIDPRU investment firms All other firms subject to the following chapters in IPRU(INV): (1) Chapter 3 (2) Chapter 5 (3) [deleted]
4	MIFIDPRU investment firms Collective portfolio management firm All other firms subject to the following chapters in IPRU(INV): (1) Chapter 3 (2) Chapter 5 (3) [deleted] (4) Chapter 12
5	All firms
6	All firms other than firms subject to IPRU (INV) Chapter 13
7	MIFIDPRU investment firms
8	All firms other than firms subject to IPRU (INV) Chapter 13

Exceptions from the requirement to submit an annual report and accounts

16.7A.4 **R**

- (1) An adviser (as referred to in IPRU(INV) 3-60(4)R), is only required to submit the *annual report and accounts* if:
 - (a) it is a *partnership* or *body corporate*; and
 - (b) the *annual report and accounts* were audited as a result of a statutory provision other than under the Act.
- (2) A *service company* is only required to submit the *annual report and accounts* if the reports and accounts were audited as a result of a statutory provision other than under the Act.

Requirement to submit annual report and accounts for mixed activity holding companies

16.7A.5 **R**

- A firm in the RAG group in column (1), which is a type of firm in column (2) and whose ultimate parent is a *mixed activity holding company* must:
- (1) submit the *annual report and accounts* of the *mixed activity holding company* to the FCA annually; and

(2) notify the FCA that it is covered by this reporting requirement by email using the email address specified in ■ SUP 16.3.10 G (3), by its accounting reference date.

	(1) RAG	(2) Firm type
1		UK bank
3		MIFIDPRU investment firm
4		MIFIDPRU investment firm
7		MIFIDPRU investment firm

16.7A.6 R Where a number of firms in the same group share the same mixed activity holding company parent, only one firm in the group is required to provide the report.

Method for submitting annual accounts and reports

16.7A.7 R Firms must submit the annual report and accounts to the FCA online through the appropriate systems accessible from the FCA's website, using the form specified in ■ SUP 16 Annex 1A.

Time period for firms submitting their annual report and accounts

16.7A.8 R Firms must submit their annual report and accounts in accordance with ■ SUP 16.7A.3 R within the following deadlines:

- (1) for a non-UK bank, within 7 months of the accounting reference date;
- (2) for the Society or a service company, within 6 months of the accounting reference date; and
- (3) for all other firms, within 80 business days of the accounting reference date.

Time period for firms submitting annual report and accounts for mixed activity holding companies

16.7A.9 R Firms must submit the annual report and accounts of a mixed activity holding company in accordance with ■ SUP 16.7A.5 R within 7 months of their accounting reference date.



16.8 Persistency reports from insurers and data reports on stakeholder pensions

Application

- 16.8.1 **G** The effect of **■ SUP 16.1.1 R** is that this section applies to:
- (1) every *insurer with permission to effect or carry out life policies, unless it is a non-directive friendly society*; and
 - (2) every *firm with permission to establish, operate or wind up a stakeholder pension scheme*.

Purpose

- 16.8.2 **G** The purpose of this section is to enable information on the persistency of life policies and data on stakeholder pensions to be prepared and provided to the *FCA* in a standard format. This information is used in the monitoring of *firms* both individually and collectively.

Requirement to submit persistency and data reports

- 16.8.3 **R**
- (1) An *insurer with a permission to effect or carry out life policies* must submit to the *FCA* a persistency report in respect of *life policies* by 30 April each year in accordance with this section.
 - (2) A *firm with permission to establish, operate or wind up a stakeholder pension scheme* must submit to the *FCA*:
 - (a) a data report on stakeholder pensions by 30 April each year using the form specified in **■ SUP 16 Annex 6R**.
 - (b) [deleted]

Alternative year end date

- 16.8.3A **R**
- (1) A *firm* may submit persistency and a data report for a 12 month period ending within 4 months of its *accounting reference date* if:
 - (a) it has notified the *FCA* of this intention by email using the email address specified in **■ SUP 16.3.10 G (3)** no later than the *firm's accounting reference date*; and
 - (b) it either:

- (i) has an *accounting reference date* other than 31 December; or
- (ii) undertakes *industrial assurance policy* business.

How to submit persistency and data reports

16.8.3B **R** *Firms* required to submit reports as set out in ■ SUP 16.8.3 R (1) and ■ SUP 16.8.3 R (2) must do so online through the appropriate systems accessible from the FCA's website.

Interpretation of this section

16.8.4 **R** In this section, and in ■ SUP 16 Annex 6R:

- (1) '12 month report' means the part of a persistency report or data report reporting on *life policies* or stakeholder pensions effected in Y-2, '24 month report' means the part of a persistency report or data report reporting on *life policies* or stakeholder pensions effected in Y-3, and so on;
- (2) 'CC' means the number of *life policies* or stakeholder pensions which:
 - (a) were effected during the period to which the calculation relates; and
 - (b) are reported on in the persistency report or data report (see ■ SUP 16.8.8 R to ■ SUP 16.8.15 R);
- (3) 'CF' means the number of *life policies* or stakeholder pensions within 'CC' which are treated as in force at the end of Y-1 or, for a report under ■ SUP 16.8.3 R (2) (b), the relevant 12 month period (see ■ SUP 16.8.16 R to ■ SUP 16.8.18 R);
- (4) 'contract anniversary' means the anniversary of the date on which the *life policy* or stakeholder pension was effected falling within Y-1;
- (5) 'data report' means a report in respect of stakeholder pensions complying with ■ SUP 16.8.19 R to ■ SUP 16.8.21 R;
- (6) [deleted]
- (7) 'group personal pension policy' means a *life policy* which is not a separate *pension scheme*, effected under a collecting arrangement made for the *employees* of a particular employer to participate in a personal pension arrangement on a group basis;
- (8) [deleted]
- (9) 'mortgage endowment' means an *endowment assurance effected* or believed to be effected for the purposes of paying off a loan on land;
- (10) 'new', in relation to a stakeholder pension, has the meaning given in ■ SUP 16.8.11 R (2);
- (11) 'ordinary assurance policy' means a *life policy* which is not an *industrial assurance policy*;

- (12) 'other life assurance' means a *life policy* other than a *pension policy*, *endowment assurance* or *whole life assurance*;
- (13) 'other pension policy' means a *pension policy* other than a *personal pension policy*;
- (14) 'persistency rate' means a rate calculated using this formula: $CF \times 100 / CC$ (see the example in ■ SUP 16.8.5G);
- (15) 'persistency report' means a report in respect of life policies and stakeholder pensions complying with ■ SUP 16.8.19A R and ■ SUP 16.8.21 R;
- (16) 'regular premium life policy' means a *life policy* where there is (or could be, or has been) a commitment by the policyholder to make a regular stream of contributions (for example by means of a direct debit mandate);
- (17) 'regular premium stakeholder pension' means a stakeholder pension where there is (or could be, or has been) a commitment by the policyholder to make a regular stream of contributions;
- (18) 'single premium life policy' means a *life policy* that is not a regular premium *life policy*, except that a recurrent single premium *life policy* must be treated as a regular premium *life policy*;
- (19) 'single premium stakeholder pension' means a stakeholder pension which is not a regular premium stakeholder pension, except that a recurrent single premium stakeholder pension must be treated as a regular premium stakeholder pension;
- (20) 'stakeholder pension' means an individual's rights under a *stakeholder pension scheme*;
- (21) 'substitute', in relation to stakeholder pension, has the meaning given in ■ SUP 16.8.11 R (2);
- (22) 'Y' means the year in which the report must be submitted, 'Y-1' means the preceding year, 'Y-2' means the next earlier year and so on; and
- (23) 'year' means calendar year, unless ■ SUP 16.8.3AR (1) applies in which case it means the 12 month period notified to the FCA.

16.8.5

G

Example of calculation of persistency rate for life policies that commenced during 1996 (see ■ SUP 16.8.3 R)

Y (year of reporting)	Number of <i>life policies</i> which commenced during 1996	Number of 1996 <i>policies</i> that cease to be in force during Y-1	Deaths and re-tire-ments (not included in CC and CF)	CF	CC
1998	1000	143	2	1000 - 143 - 2 = 855	1000 - 2 = 998
1999	1000	25	1	1000 - 143 - 25 - 2 - 1 = 829	1000 - 2 - 1 = 997

Report submitted in 1998 Persistency rate for *life policies* that commenced during Y-2 (that is 1996)

Report submitted in 1999 Persistency rate for *life policies* that commenced during Y-3 (that is 1996)

16.8.6 **G** *Firms* are reminded that annuity contracts other than deferred annuity contracts are not within the definition of '*life policy*'.

16.8.7 **R** [deleted]

Life policies and stakeholder pensions to be reported on in the persistency or data reports

16.8.8 **R** A persistency report or data report must report on a *life policy* or stakeholder pension if:

- (1) it is not of a type listed in ■ SUP 16.8.13 R or ■ SUP 16.8.14 R;
- (2) it was effected by:
 - (a) the *firm* submitting the report; or
 - (b) an unauthorised member of the *group* of the *firm* submitting the report and in circumstances in which that *firm* was responsible for the promotion of that *life policy* or stakeholder pension; or
 - (c) another *firm*, but is being carried out by the *firm* submitting the report; and
- (3) the *person* who sold it or who was responsible for its promotion was, in so doing, subject to *rules* in COBS.

16.8.9 **G** *Life policies* and stakeholder pensions falling within ■ SUP 16.8.8 R (2) (c) are those which have been transferred from another *firm*, for example under an insurance business transfer scheme under Part 7 of the Act (Control of Business Transfers).

- 16.8.10 **R** *Life policies* falling within **■ SUP 16.8.8 R**, which were sold subject to the conduct of business rules of a *previous regulator*, need to be reported only if they were required to be reported on by the rules of the *previous regulator* of the *firm* submitting the report.
- 16.8.11 **R**
- (1) A *life policy* or stakeholder pension which was issued in substitution for a similar contract may be treated as being effected on the inception date of the *previous life policy* or stakeholder pension, provided that the *firm* is satisfied that no loss to the *policyholder* is attributable to the substitution.
 - (2) A stakeholder pension which is treated as in (1) is a "substitute" stakeholder pension. A "new" stakeholder pension is any other stakeholder pension.
- 16.8.12 **G** Examples of loss to the *policyholder* under **■ SUP 16.8.11 R** are losses resulting from higher charges and more restrictive benefits and options.
- 16.8.13 **R** A persistency or data report must not report on any of the following:
- (1) a *life policy* or stakeholder pension that was cancelled from inception whether or not this was as a result of service of a notice under the *rules* on cancellation (**■ COBS 15**);
 - (2) [deleted]
 - (3) a *life policy* (excluding *income withdrawal*) or stakeholder pension which has terminated as a result of death, critical illness, retirement, maturity or other completion of the contract term;
 - (4) *income withdrawals* that have ceased as a result of the death of the *policyholder*;
 - (5) in the case of a persistency report only, a *life policy* which is a stakeholder pension;
 - (6) a *life policy* purchased by the trustees of an *occupational pension scheme* which is a *defined benefits pension scheme*;
 - (7) a *life policy* purchased by the trustees of an executive money purchase occupational pension scheme.
- 16.8.14 **R** A persistency report required by **■ SUP 16.8.3 R** need not contain information:
- (1) on a *life policy* if the number of *life policies* on substantially the same terms effected by the relevant *firm* (or member of the *firm's group*) in the relevant year did not exceed the higher of fifty and 1% of the total reportable *life policies* effected by the *person* in that year; and
 - (2) on *life policies* and stakeholder pensions if a *firm* has no *life policies* or stakeholder pensions to report on in **■ SUP 16 Annex 6R**.

16.8.14A R In circumstances where a firm has no data to report in one or both of the life policies and stakeholder pensions sections of SUP 16 Annex 6R, a firm must submit a nil return using the relevant field(s) in the form.

16.8.15 R If the term of an endowment assurance is less than five years, the life policy must only be included in a persistency report in respect of years up to and including the anniversary prior to maturity.

Life policies and stakeholder pensions to be treated as in force

16.8.16 R Subject to SUP 16.8.17 R and SUP 16.8.18 R, a life policy or stakeholder pension must be treated as in force at the end of Y-1 (that is, included in CF) if and only if:

- (1) in the case of a regular premium life policy:
(a) in the case of an industrial assurance policy on which the premiums are paid at intervals of four weeks, the premium has been paid in respect of the four-week period in which the policy anniversary falls; or
(b) in any other case, the premium has been paid in respect of the month in which the policy anniversary falls;
(2) in the case of a single premium life policy, the policy has not been surrendered as at the policy anniversary;
(3) in the case of a regular premium stakeholder pension:
(a) for a report required by SUP 16.8.3 R (2) (a), the premium has been paid in respect of the month in which the contract anniversary falls;
(b) [deleted]
(4) in the case of a single premium stakeholder pension:
(a) for a report required by SUP 16.8.3 R (2)(a), the contract has not been surrendered as at the contract anniversary.
(b) [deleted]

16.8.17 R A cluster life policy must be reported as a single life policy and must be treated as in force (that is included in CF) even if some of the constituent life policies have been terminated.

16.8.18 R An income withdrawal that has terminated other than by death of the policyholder must be treated as not in force at the end of Y-1 (that is, not included in CF).

Contents of the persistency or data report

- 16.8.19 R (1) [deleted]
(2) [deleted]
(3) [deleted]

16.8.19A **R** A persistency report on *life policies* and stakeholder pensions must be in the format of **■ SUP 16 Annex 6R**.

16.8.20 **R** [deleted]

16.8.21 **R** The *firm* must, if a persistency report reports on:

- (1) an *endowment assurance* with a term of five years or less:
 - (a) [deleted]
 - (b) report on such a policy in the report in **■ SUP 16 Annex 6R**;
- (2) a group personal pension policy, include the policy as a personal pension policy in the report in **■ SUP 16 Annex 6R**;
- (3) a mortgage endowment, also include the policy as an endowment assurance in the report in **■ SUP 16 Annex 6R**;
- (4) an *income withdrawal*, not include the policy under any other relevant category in **■ SUP 16 Annex 6R**.

16.8.22 **G** (1) [deleted]

(2) [deleted]

Records

16.8.23 **R** A *firm* must make and retain such records as will enable it to:

- (1) monitor regularly the persistency of *life policies* and stakeholder pensions effected through each of its *representatives*; and
- (2) make persistency reports or data reports to the *FCA* in accordance with **■ SUP 16.8.3R**.

16.8.24 **G** In order to comply with **■ SUP 16.8.23 R**, a *firm* will as a minimum need to make and retain separate records for:

- (1) *life policies* and stakeholder pensions originally promoted:
 - (a) by company representatives; or
 - (b) by intermediaries providing *independent advice* or *restricted advice*; or
 - (c) through the *firm's* own *direct offer financial promotions*;
 - (d) [deleted]
- (2) *life policies* and stakeholder pensions not within (1), including those effected as *execution-only transactions*, for inclusion in the relevant form under 'Other';
- (3) *life policies* and stakeholder pensions written assuming the payment of:

- (a) regular premiums;
 - (b) a single premium;
- (4) *life policies* written as:
- (a) ordinary assurance policies;
 - (b) *industrial assurance policies*;
- (5) the categories of *life policies* and stakeholder pensions referred to in
- SUP 16 Annex 6R.



16.9 Appointed representatives annual report

[deleted]

Readers should refer to the requirements set out in ■ SUP 12.7 (Notification requirements).



16.10 Verification of firm details

Application

- 16.10.1 **G** The effect of **■** SUP 16.1.1 R is that this section applies to every *firm* except:
- (1) an *ICVC*; or
 - (2) a *UCITS qualifier*; or
 - (2A) an *AIFM qualifier*; or
 - (3) [deleted]
 - (4) a *dormant asset fund operator*.

Purpose

- 16.10.2 **G** *Firm details* are used by the FCA :
- (1) to ensure that a *firm* is presented with the correct regulatory return when it seeks to report electronically;
 - (2) in order to communicate with a *firm*;
 - (3) as the basis for some sections of the *Financial Services Register*; and
 - (4) in order to carry out thematic analysis across sectors and groups of *firms*.

- 16.10.3 **G** In view of the importance attached to *firm details*, and the consequences which may result if they are wrong, this section provides the framework for a *firm* to check and correct them.

Requirement to check the accuracy of firm details and to report changes to the FCA

- 16.10.4 **R**
- (1) Within 60 *business days* of its *accounting reference date*, a *firm* must check the accuracy of its *firm details* through the relevant section of the FCA website.
 - (2) [paragraph suspended by FSA 2004/79]
 - (3) If any *firm details* are incorrect, the *firm* must submit the corrected *firm details* to the FCA using:

- (a) the appropriate form set out in ■ SUP 15 Ann 3 and in accordance with ■ SUP 16.10.4AR; or
- where the relevant details relate to an *appointed representative* of the *firm*:
- (i) the form in ■ SUP 12 Ann 3 (Appointed representative appointment) if the *appointed representative* is not included on the *Financial Services Register*;
 - (ii) the form in ■ SUP 12 Ann 4 (Appointed representative or tied agent – change details) if the details about an *appointed representative* on the *Financial Services Register* are incorrect; or
 - (iii) the form in ■ SUP 12 Ann 5 (Appointed representative termination) if a relationship with an *appointed representative* has been terminated but this is not reflected on the *Financial Services Register*,
- in accordance with the applicable *rules* in ■ SUP 12.7 (Notification and reporting requirements) or ■ SUP 12.8 (Termination of a relationship with an appointed representative or FCA registered tied agent).
- set out in ■ SUP 15 Ann 3 and in accordance with ■ SUP 16.10.4A R.

16.10.4-A **R** [deleted]

- 16.10.4A **R**
- (1) A *firm* must submit any corrected *firm details* under ■ SUP 16.10.4R(3) using the appropriate online systems accessible through the *FCA's* website.
 - (2) [deleted]
 - (a) to firm.details@fca.org.uk or via post or hand delivery to the *FCA* marked for the attention of the 'Supervision Hub'; or
 - (b) by using the appropriate online systems available from the *FCA's* website.
 - (3) Where a *firm* is obliged to submit corrected *firm details* online under (1), if the *FCA's* information technology systems fail and online submission is unavailable for 24 hours or more, until such time as facilities for online submission are restored, a *firm* must submit its corrected *firm details* to firm.details@fca.org.uk.

Frequency and timing of reports: confirming that firm details remain accurate

- 16.10.4AA **R**
- (1) This *rule* applies where, in complying with ■ SUP 16.10.4R(1), a *firm* does not need to submit corrected *firm details* under ■ SUP 16.10.4R(3).
 - (2) Within 60 *business days* of its *accounting reference date*, a *firm* must submit a report to the *FCA* confirming that the *firm details* which it has checked under ■ SUP 16.10.4R(1) remain accurate, using the appropriate online systems accessible through the *FCA's* website.

-
- 16.10.4B** **G** If the *FCA's* information technology systems fail and online submission is unavailable for 24 hours or more, the *FCA* will endeavour to publish a notice on its website confirming that online submission is unavailable and that the alternative methods of submission set out in **■ SUP 16.3.9 R** should be used.
- 16.10.4C** **G** Where **■ SUP 16.10.4AR (3)** applies to a *firm*, **■ GEN 1.3.2 R (Emergency)** does not apply.
- 16.10.5** **G** The *firm details* are made available to the *firm* when the *firm* logs into the appropriate section of the *FCA's* website. The *firm* should check the *firm details* and send any corrections to the *FCA*. The *FCA's* preferred method of receiving corrections to *firm details* is by the online forms available at the *FCA's* website.
- 16.10.6** **G** A *firm* may check, and submit corrections to, its *firm details* more frequently than annually.
- 16.10.7** **G** [deleted]

16.11 Product Sales, Performance and Back-book Data Reporting

Application

16.11.1 **R**

This section applies:

- (1) in relation to sales data reports, to a *firm*:
 - (a) which is a *home finance provider*; or
 - (aa) which is a *P2P platform operator* which facilitates entry into a *regulated mortgage contract, home purchase plan, home reversion plan or regulated sale and rent back agreement* where the lender or provider does not require permission to enter into the transaction; or
 - (b) which is:
 - (i) a *threshold 1 category A firm*;
 - (ii) a *threshold 1 category B firm*;
 - (iii) a *threshold 2 category A firm*;
 - (iv) a *threshold 2 category B firm*; or
 - (v) a *non-threshold short-term loan firm*; or
 - (c) which is, in respect of sales to a *retail client* or a *consumer*:
 - (i) an *insurer*; or
 - (ii) the *manager* of an *authorised AIF* or a *UCITS scheme*; or
 - (iii) the *operator* of an *investment trust savings scheme*, or a *personal pension scheme*; or
 - (iv) a *person* who issues or manages the relevant assets of the issuer of a *structured capital-at-risk product*;
 unless the *firm* is a *managing agent*;
- (2) in relation to performance data reports:
 - (a) to the *firm* ("A") which entered into the *regulated mortgage contract*;
 - (b) where the right of the lender to receive payments under the *regulated mortgage contract* has passed to another person ("B") by legal or equitable assignment or by operation of law:
 - (i) where B is a *firm* with *permission* for *administering a regulated mortgage contract*, *firm B* (and it is immaterial for this purpose whether B makes arrangements for A or another

person to administer the mortgage or to exercise the lender’s rights under it); or

(ii) where B is not a firm with permission for administering a regulated mortgage contract and B enters into an agreement with a firm (“C”) to administer the contract, firm C (it is immaterial for this purpose whether firm C is firm A, or whether firm C enters into an arrangement with another person to outsource or delegate the performance of some of those administration activities); or

- (c) to a firm which is:
 - (i) a threshold 1 category A firm;
 - (ii) a threshold 1 category B firm;
 - (iii) a threshold 2 category A firm; or
 - (iv) a threshold 2 category B firm.

- (3) in relation to back-book data reports, to a firm which is:
 - (a) a threshold 1 category A firm;
 - (b) a threshold 1 category B firm;
 - (c) a threshold 2 category A firm; or
 - (d) a threshold 2 category B firm.

16.11.1A G Where a regulated mortgage contract has been sold or securitised, the firm responsible for the performance data report should be the ‘principal administrator’ submitting the MLAR (see section G of SUP 16 Annex 19AR and the guidance notes on section G in SUP 16 Annex 19BG).

16.11.1B G This section will continue to apply to a threshold 1 category A firm, a threshold 1 category B firm, a threshold 2 category A firm or a threshold 2 category B firm regardless of the annual total value reported for relevant regulated credit agreements in subsequent reporting periods.

Purpose

- 16.11.2 G
 - (1) The purpose of this section is to set out the requirements for firms in the retail mortgage, investment, consumer credit lending and pure protection contract markets specified in SUP 16.11.1 R to report individual product sales data, to report individual performance data on regulated mortgage contracts and relevant regulated credit agreements, and to report historic back-book data to the FCA. In the case of firms in the sale and rent back market, there is a requirement to record, but not to submit, sales data. These requirements apply whether the regulated activity has been carried out by the firm, or through an intermediary which has dealt directly with the firm.
 - (2) The purpose of collecting this data is to assist the FCA in the ongoing supervision of firms engaged in retail activities and to enable the FCA to gain a wider understanding of market trends in the interests of protecting consumers.

16.11.3

R

- (3) Certain of the information is required under *PRA* rules: see ■ SUP 16.11.7R(2) to (5). This information is collected by the *FCA* for the *PRA*, but the *PRA* allows the *FCA* to retain the information for the *FCA*'s purposes.

Reporting requirement

- (1) A *firm* must submit a report (a 'data report') containing the information required by:
- (a) ■ SUP 16.11.5 R (a 'sales data report') within 20 *business days* of the end of the reporting period;
 - (b) for *regulated mortgage contracts* and relevant *regulated credit agreements*, ■ SUP 16.11.5A R (a 'performance data report'), within 30 *business days* of the end of the reporting period; and
 - (c) ■ SUP 16.11.5BR (a 'back-book data report'), within 30 *business days* of the end of the *firm*'s first reporting period, unless (3A) or (4) applies.
- (2) The reporting periods are;
- (a) for sales data reports, the four calendar quarters of each year beginning on 1 January;
 - (b) for performance data reports for *regulated mortgage contracts*, the six month periods beginning on 1 January and 1 July in each calendar year; and
 - (c) for performance data reports for relevant *regulated credit agreements*, the four calendar quarters of each year beginning on 1 January.
- (2A) The requirement set out in ■ SUP 16.11.3R applies as follows:
- (a) in relation to a *threshold 1 category A firm*, the first reporting period to which the requirement applies is the calendar quarter beginning on 1 January 2026;
 - (b) in relation to a *threshold 1 category B firm*:
 - (i) the first reporting period to which the requirement applies is calculated by reference to the quarter in which the relevant annual period ended;
 - (ii) the relevant annual period is the annual period in respect of which the *firm* first reported in accordance with ■ SUP 16.12.29CR;
 - (A) an annual total value of £2,000,000 or more, but less than £20,000,000, outstanding for relevant *regulated credit agreements*; or
 - (B) an annual total value of £2,000,000 or more, but less than £20,000,000, of new advances for relevant *regulated credit agreements*;
 - (iii) the first reporting period is the seventh calendar quarter following the quarter in which the relevant annual period ended;

- (c) in relation to a *threshold 2 category A firm*, the first reporting period to which the requirement applies is the calendar quarter beginning on 1 July 2025;
- (d) in relation to a *threshold 2 category B firm*:
 - (i) the first reporting period to which the requirement applies is calculated by reference to the quarter in which the relevant annual period ended;
 - (ii) the relevant annual period is the annual period in respect of which the *firm* first reported in accordance with
 - SUP 16.12.29CR;
 - (A) an annual total value of £20,000,000 or more outstanding for relevant *regulated credit agreements*; or
 - (B) an annual total value of £20,000,000 or more of new advances for relevant *regulated credit agreements*;
 - (iii) the first reporting period is the fifth calendar quarter following the quarter in which the relevant annual period ended.
- (3) [deleted]
- (3A) A *firm* must submit a nil return if no relevant sales have occurred in the quarter.
- (3B) A *firm* must submit a nil return in respect of performance data reports if it does not own any rights of a lender under a *regulated mortgage contract*, and only carries on the *regulated activity of administering a regulated mortgage contract for firms* which are themselves obliged to submit performance data reports under
 - SUP 16.11.1R(2).
- (4) The following types of *firm* must compile, and keep for at least five years from the end of the relevant quarter, a data report containing the information required by ■ SUP 16.11.5 R, but are not subject to the requirement in (1) to submit a data report (or to the requirement in ■ SUP 16.11.9 R:
 - (a) a *SRB agreement provider*; and
 - (b) a *P2P platform operator* which facilitates entry into a *regulated sale and rent back agreement* where the provider does not require permission to enter into the transaction.

16.11.4 **G**

- (1) A *firm* may submit a sales data report more frequently than required by ■ SUP 16.11.3 R if it wishes.
- (2) If it is easier and more practical for a *firm* to submit additional data relating to products other than those specified in ■ SUP 16.11.5 R, it may submit that additional data to the *FCA* in a data report.

Content of the report

16.11.5 **R**

A sales data report must contain sales data in respect of the following products:

- (1) *retail investments*;
- (2) *pure protection contracts*;
- (3) *regulated mortgage contracts* (including further advances (see ■ SUP 16.11.7R(3)) and internal product transfers and internal remortgages, irrespective of whether there is a new mortgage contract);
- (4) *home purchase plans*;
- (5) *home reversion plans*;
- (6) *regulated sale and rent back agreements*; and
- (7) *relevant regulated credit agreements*.
- (8) [deleted]

16.11.5A **R** A performance data report must contain performance data in respect of:

- (1) *regulated mortgage contracts* other than *legacy CCA mortgage contracts*; and
- (2) *relevant regulated credit agreements*,

as applicable.

16.11.5B **R**

- (1) Subject to (2), a back-book data report must contain data in respect of all relevant *regulated credit agreements* that are in force on the first day of the *firm's* first reporting period within the meaning of ■ SUP 16.11.3R(2A).
- (2) A back-book data report must not contain data in respect of a relevant *regulated credit agreement* which was *executed* on the first day of the *firm's* first reporting period within the meaning of ■ SUP 16.11.3R(2A).
- (3) A *firm* must only provide one back-book data report.

16.11.5C **R**

- (1) A *firm* which provided a back-book data report because it was either a *threshold 1 category A firm* or a *threshold 1 category B firm* is not required to provide an additional back-book data report if it subsequently becomes a *threshold 2 category B firm*.
- (2) A *firm* which provided a back-book data report because it was either a *threshold 2 category A firm* or a *threshold 2 category B firm* is not required to provide an additional back-book data report if it subsequently becomes a *threshold 1 category B firm*.

16.11.6 **G** *Guidance* on the type of products covered by ■ SUP 16.11.5 R, ■ SUP 16.11.5AR and ■ SUP 16.11.5BR is contained in ■ SUP 16 Annex 20G.

- 16.11.7** **R** (1) A data report must comply with the provisions of ■ SUP 16 Annex 21R.
- (2) But (3) to (5) apply where a *firm* which is required to submit a sales data report under ■ SUP 16.11.3R(1)(a) is a *PRA-authorised person* which is also required to submit information to the *FCA* under chapter 23 (regulatory mortgage contract reporting) of the *PRA's* Regulatory Reporting rules.
- (3) Where the sales data report relates to a further advance, ■ SUP 16.11.3R(1)(a) and ■ SUP 16 Annex 21R apply to the *firm* only in relation to the format in which the *data elements* in the report are to be submitted to the *FCA*.
- (4) Where the sales data report does not relate to a further advance, ■ SUP 16.11.3R(1)(a) and ■ SUP 16 Annex 21R apply to the *firm* in respect of the *data elements* listed in (5) only in relation to the format in which the *data elements* are to be submitted to the *FCA*.
- (5) The *data elements* are:
- (a) the total amount owed by the borrower to the *firm* and secured on the property immediately prior to the new borrowing;
 - (b) for a *second charge regulated mortgage contract*, the total amount owed by the borrower to third parties secured on the property;
 - (c) rate to which stress test applied; and
 - (d) contractual reversion rate.
- 16.11.8** **R** (1) A sales data report must relate both to transactions undertaken by the *firm* and to transactions undertaken by an intermediary which has dealt directly with the customer on the *firm's* behalf.
- (2) The requirement in (1) does not apply to transactions relating to *regulated credit agreements*.
- 16.11.8-A** **R** Where a *P2P platform operator* facilitates an arrangement under which a number of *persons* provide home finance to a single *customer*, either individually under separate contracts, or jointly and severally under a single contract:
- (1) the sales data report and performance data report of the *P2P platform operator* must include data in respect of the arrangement taken as a whole, as though it comprised a single transaction; and
 - (2) the sales data report and performance data report of any *firm* which is the lender or provider under any separate contract forming part of the arrangement must include data in respect of that contract.
- 16.11.8A** **G** Where the *manager* of an *authorised AIF* or a *UCITS scheme* receives business from a *firm* which operates a nominee account, the sales data report in respect of those transactions submitted by the *manager* should treat those transactions as transactions undertaken by the *manager* with the *firm*.

16.11.9 **R** A *firm* must provide a data report to the *FCA* electronically in a standard format provided by the *FCA*.

16.11.10 **G** A data report will have been provided to the *FCA* in accordance with
■ SUP 16.11.9 R only if all mandatory data reporting fields (as set out in
■ SUP 16 Annex 21R) have been completed correctly and the report has been accepted by the relevant *FCA* reporting system.

Use of reporting agents

- 16.11.11** **R**
- (1) A *firm* may appoint another *person* to provide a data report on the *firm's* behalf if the *firm* has informed the *FCA* of that appointment in writing.
 - (2) Where (1) applies, the *firm* must ensure that the data report complies with the requirements of ■ SUP 16.11 and identifies the originator of the transaction.



16.12 Integrated Regulatory Reporting

Application

16.12.1 **G** The effect of ■ SUP 16.1.1 R is that this section applies to every *firm* carrying on business set out in column (1) of ■ SUP 16.12.4 R except:

- (1) [deleted]
- (1A) [deleted]
- (2) an *oil market participant* that is not subject to the requirements of *IPRU(INV)* Chapter 3;
- (3) an *authorised professional firm* (other than one that must comply with *IPRU(INV)* 3, 5 or 13 in accordance with *IPRU(INV)* 2.1.4R, or that is a *CASS debt management firm*, where ■ SUP 16.12.4 R will apply in respect of the business the firm undertakes), which must (unless it is within (3A)) comply with ■ SUP 16.12.30 R ■ SUP 16.12.31 R;
- (3A) an *authorised professional firm* if the only *regulated activity* it carries on is *credit-related regulated activity* as a *non-mainstream regulated activity*; and
- (4) a *financial conglomerate*, which must comply with ■ SUP 16.12.32 R: *firms* that are members of a *financial conglomerate* will have their own reporting requirements under ■ SUP 16.12.32 R.
- (5) *UK designated investment firms*, which must comply with the reporting requirements in the *PRA Rulebook*.

Purpose

- 16.12.2 **G**
- (1) *Principle 4* requires *firms* to maintain adequate financial resources. The prudential sourcebooks, which are contained in the Prudential Standards block in the *Handbook*, set out the *FCA*'s detailed capital adequacy requirements. By submitting regular data, *firms* enable the *FCA* to monitor their compliance with *Principle 4* and their prudential requirements.
 - (2) The *data items* submitted help the *FCA* analyse *firms*' financial and other conditions and performance and to understand their business. By means of further collation and review of the data which the *data items* provide, the *FCA* also uses the *data items* to identify developments across the financial services industry and its constituent sectors.

16.12.3

R

(3) The requirements in this section differ according to a *firm's regulated activity group (RAG)*, as different information is required to reflect different types of business. Standard formats are used for reporting, to assist compatibility between *firms* which carry on similar types of business. Timely submission is important to ensure the *FCA* has up-to-date information.

Reporting requirement

(1) Any *firm* permitted to carry on any of the activities within each of the *RAGs* set out in column (1) of the table in ■ SUP 16.12.4 R must:

(a) (i) unless (ii) or (iii) applies, submit to the *FCA* the duly completed *data items* or other items applicable to the *firm* as set out in the provision referred to in column (2) of that table;

(ii) unless (iii) applies, where a *firm* is required to submit completed *data items* for more than one *RAG*, that *firm* must only submit the *data item* of the same name and purpose in respect of the lowest numbered *RAG* applicable to it, *RAG 1* being the lowest and *RAG 12* the highest;

(iii) where a *firm* is, but for this *rule*, required to submit *data items* for more than one *RAG* and this includes the submission of *data items* in respect of fees, the *FOS* or *FSCS* levy, or threshold conditions, that *firm* must only submit these *data items* if they belong to the lowest numbered of the *RAGs* applicable to it;

(iv) in the case of a *non-EEA bank*, or an *EEA bank* (whether or not it has *permission* for accepting deposits) other than one with *permission* for cross border services only, any *data items* submitted should, unless indicated otherwise, only cover the activities of the branch operation in the *United Kingdom*;

in the format specified as applicable to the *firm* in the provision referred to in column (2);

(b) submit this information at the frequency and in respect of the periods set out in the provision referred to in column (3); and

(c) submit this information by the due date referred to in the provision referred to in column (4).

(2) Unless (3) applies, any *data item* in (1) must be submitted by electronic means made available by the *FCA*;

(3) Paragraph (2) does not apply to:

(a) [deleted]

(aa) [deleted]

(b) *firms* in *RAG 2* in relation to the reporting requirements for *RAG 2* activities (except the *funeral plan provision activities*); and

(c) those *data items* specified as "No standard format", where ■ SUP 16.3.6 R to ■ SUP 16.3.10 G will apply.

(4) A *firm* that is a member of a *financial conglomerate* must also submit financial reports as required by ■ SUP 16.12.32 R.

16.12.3-A **G** [deleted]

16.12.3-B **G** [deleted]

16.12.3A **G** [deleted]

16.12.3B **G** *Firms' attention is drawn to ■ SUP 16.3.25 G regarding a single submission for all firms in the group.*

16.12.4 **R** Table of applicable *rules* containing *data items*, frequency and submission periods

(1)		(2)	(3)	(4)
RAG number	Regulated Activities	Provisions containing:		
		applicable data items	reporting frequency/period	due date
RAG 1	<ul style="list-style-type: none"> • accepting deposits • meeting of repayment claims • managing dormant asset funds (including the investment of such funds) 	RAG 1 firms should complete their prudential reporting requirements as set out in the PRA Rulebook.		
RAG 2.1	<ul style="list-style-type: none"> • effecting contracts of insurance • carrying out contracts of insurance • entering as provider into a funeral plan contract • carrying out a funeral plan contract as provider 	RAG 2.1 firms should complete their prudential reporting requirements as set out in the PRA Rulebook except firms carrying out funeral plan provision activities in relation to which SUP 16.12.8AR applies.		
RAG 2.2	<ul style="list-style-type: none"> • managing the underwriting capacity of a Lloyds syn- 	SUP 16.12.9 R	SUP 16.12.9 R	SUP 16.12.9 R

(1)		(2)	(3)	(4)
RAG number	Regulated Activities	Provisions containing:		
		applicable data items	reporting frequency/period	due date
RAG 3	<p>dicate as a managing agent at Lloyds</p> <ul style="list-style-type: none"> • advising on syndicate participation at Lloyds • arranging deals in contracts of insurance written at Lloyds • dealing in investment as principal • dealing in investments as agent • advising on investments (except P2P agreements) (excluding retail investment activities) • arranging (bringing about) deals in investments (excluding retail investment activities) • advising on P2P agreements (when carried on exclusively with or for professional clients) 	<p>SUP 16.12.10 R SUP 16.12.11 R</p>	<p>SUP 16.12.10 R SUP 16.12.12 R</p>	<p>SUP 16.12.10 R SUP 16.12.13 R</p>
RAG 4	<ul style="list-style-type: none"> • managing investments • establishing, operating or winding up a collective 	<p>SUP 16.12.14 R SUP 16.12.15 R</p>	<p>SUP 16.12.14 R SUP 16.12.16 R</p>	<p>SUP 16.12.14 R SUP 16.12.17 R</p>

(1)		(2)	(3)	(4)
RAG number	Regulated Activities	Provisions containing:		
		applicable data items	reporting frequency/period	due date
RAG 5	investment scheme <ul style="list-style-type: none"> • establishing, operating or winding up a stakeholder pension scheme • establishing, operating or winding up a personal pension scheme • managing an AIF • <i>managing a UK UCITS</i> • <i>operating an electronic system in relation to lending (FCA-authorised persons only)</i> • <i>home finance administration or home finance providing activity</i> • the activity of a P2P platform operator facilitating a home finance transaction, where the lender or provider does not require permission to enter into the transaction 	SUP 16.12.18BR and SUP 16.12.18C R	SUP 16.12.18BR and SUP 16.12.18C R	SUP 16.12.18BR and SUP 16.12.18C R

(1)		(2)	(3)	(4)
RAG number	Regulated Activities	Provisions containing:		
		applicable data items	reporting frequency/period	due date
RAG 6	<ul style="list-style-type: none"> • safeguarding and administration of assets (without arranging) • arranging safeguarding and administration of assets • acting as trustee or depositary of an AIF • acting as trustee or depositary of a UK UCITS 	SUP 16.12.19A R	SUP 16.12.20 R	SUP 16.12.21 R
RAG 7	<ul style="list-style-type: none"> • retail investment activities • advising on P2P agreements (except when carried on exclusively with or for professional clients) • advising on pensions transfers & opt-outs • arranging (bringing about deals) in retail investments 	SUP 16.12.22A R	SUP 16.12.23A R	SUP 16.12.24AR
RAG 8	<ul style="list-style-type: none"> • making arrangements with a view to transactions in investments • operating a multilateral trading facility 	SUP 16.12.25AR	SUP 16.12.26 R	SUP 16.12.27 R

(1)		(2)	(3)	(4)
RAG number	Regulated Activities	Provisions containing:		
		applicable data items	reporting frequency/period	due date
RAG 9	<ul style="list-style-type: none"> operating an organised trading facility home finance mediation activity insurance distribution activity (non-investment insurance contracts) funeral plan distribution 	SUP 16.12.28A R	SUP 16.12.28A R	SUP 16.12.28A R
RAG 10	<ul style="list-style-type: none"> the activities of an RIE 	SUP 16.12.29 G	SUP 16.12.29 G	SUP 16.12.29 G
RAG 11	<ul style="list-style-type: none"> bidding in emissions auctions 	SUP 16.12.29AR	SUP 16.12.29AR	SUP 16.12.29AR
RAG 12	<ul style="list-style-type: none"> credit-related regulated activity 	SUP 16.12.29C R	SUP 16.12.29C R	SUP 16.12.29C R

16.12.4B **G** [deleted]

Investment firm group reporting

16.12.4C **G** ■ MIFIDPRU 9 contains reporting requirements for:

- (1) UK parent entities of investment firm groups that are subject to consolidation under ■ MIFIDPRU 2.5; and
- (2) parent undertakings that are subject to the group capital test.

The reporting requirements apply even if the UK parent entity or parent undertaking is not an authorised person.

16.12.5 **R** [deleted]

16.12.6 **R** [deleted]

16.12.7 **R** [deleted]

Regulated Activity Group 2.1

16.12.8A **R**

The applicable *data items*, reporting frequencies and submission deadlines referred to in **■ SUP 16.12.4R** are set out in the table below. Reporting frequencies are calculated from a *firm's accounting reference date*, unless indicated otherwise. The due dates are the last day of the periods given in the table below following the relevant reporting frequency period.

Description of <i>data item</i>	<i>Data item</i> (note 1)	Frequency	Submission deadline
Funeral plan conduct return	FPR001	Quarterly (note 2)	15 <i>business days</i> after the quarter end
Funeral plan financials return: providers	FPR003a	Half yearly (note 3)	80 <i>business days</i> after the half year end
Note 1	When submitting the completed <i>data item</i> required, a <i>firm</i> must use the format of the <i>data item</i> set out in SUP 16 Annex 50A . Guidance notes for the completion of the <i>data items</i> are set out in SUP 16 Annex 50B .		
Note 2	Reporting frequencies and reporting periods for this <i>data item</i> are calculated on a calendar year basis and not from a <i>firm's accounting reference date</i> . Quarters end on 31 March, 30 June, 30 September and 31 December.		
Note 3	Reporting frequencies and reporting periods for this <i>data item</i> are calculated on a calendar year basis and not from a <i>firm's accounting reference date</i> . The relevant half year periods end on 30 June and 31 December.		

Regulated Activity Group 2.2

16.12.9 **R**

The applicable *data items* referred to in **■ SUP 16.12.4 R** are set out according to type of *firm* in the table below.

The applicable reporting frequencies for submission of *data items* and periods referred to in **■ SUP 16.12.4 R** are set out in the table below and are calculated from a *firm's accounting reference date*, unless indicated otherwise.

The applicable due dates for submission referred to in **■ SUP 16.12.4 R** are set out in the table below. The due dates are the last day of the periods given in the table below following the relevant reporting frequency period.

Description of <i>data item</i>	<i>Member's adviser</i>		the <i>Society</i> (note 1)		
	Frequency	Submission deadline	Description of <i>data item</i>	Frequency	Submission deadline
			Annual Lloyd's return	Annually	6 months after the <i>Society's accounting reference date</i>
			Syndicate accounts and re	Annually	6 months after the <i>Society's</i>

	<i>Member's adviser</i>	<i>the Society (note 1)</i>	
			<i>ports (note 2)</i>
			<i>accounting reference date</i>
Quarterly reporting statement	Quarterly	15 <i>business days</i> after the quarter end	
Balance Sheet			
FSA001 (note 20) or	Quarterly or half yearly	(note 14)	
FSA029	Quarterly (note 14)	(note 14)	
Income Statement			
FSA002 (note 20), or	Quarterly or half yearly (note 14)	(note 14)	
FSA030	Quarterly	(note 14)	
Capital Adequacy			
FSA003 (notes 4, 20) or	Monthly, quarterly or half yearly (note 14)	(note 14)	
FSA033 (note 12) or	Quarterly	(note 14)	
FSA034 (note 13) or	Quarterly	(note 14)	
FSA035 (note 13)	Quarterly	(note 14)	
Credit Risk			
FSA004 (notes 5, 20)	Quarterly or half yearly (note 14)	(note 14)	
Market Risk			
FSA005 (notes 6, 20)	Quarterly or half yearly (note 14)	(note 14)	
Large Exposures			
FSA008 (note 20)	Quarterly	20 <i>business days</i> (note 19)	

	<i>Member's adviser</i>	<i>the Society (note 1)</i>
Note 1	The <i>Society</i> must prepare its reports in the format specified in <i>IPRU(INS)</i> Appendix 9.11, unless Note 2 applies.	
Note 2	The <i>Society</i> must ensure that the annual syndicate accounts and reports are prepared in accordance with the Insurance Accounts Directive (Lloyd's Syndicate and Aggregate Accounts) Regulations 2008 (S.I. 2008/1950).	
Note 3	[deleted]	
Note 4	Only <i>firms</i> subject to <i>IPRU(INV)</i> 4 report <i>data item</i> FSA003.	
Note 5	<p>This applies to a <i>firm</i> that is required to submit <i>data item</i> FSA003 and, at anytime within the 12 <i>months</i> up to its latest <i>accounting reference date</i> ("the relevant period"), was reporting <i>data item</i> FSA004 ("Firm A") or not reporting this item ("Firm B").</p> <p>In the case of Firm A it must report this <i>data item</i> if one or both of its last two submissions in the relevant period show that the threshold was exceeded.</p> <p>In the case of Firm B it must report this item if both the last two submissions in the relevant period show that the threshold has been exceeded.</p> <p>The threshold is exceeded where <i>data element</i> 77A in <i>data item</i> FSA003 is greater than £10 million, or its currency equivalent, at the relevant reporting date for the <i>firm</i>.</p>	
Note 6	<p>This applies to a <i>firm</i> that is required to submit <i>data item</i> FSA003 and, at anytime within the 12 <i>months</i> up to its latest <i>accounting reference date</i> ("the relevant period"), was reporting <i>data item</i> FSA005 ("Firm A") or not reporting this item ("Firm B").</p> <p>In the case of Firm A it must report this <i>data item</i> if one or both of its last two submissions in the relevant period show that the threshold was exceeded.</p> <p>In the case of Firm B it must report this item if both the last two submissions in the relevant period show that the threshold has been exceeded.</p> <p>The threshold is exceeded where <i>data element</i> 93A in <i>data item</i> FSA003 is greater than £50 million, or its currency equivalent, at the relevant reporting date for the <i>firm</i>.</p>	
Note 7	[deleted]	
Note 8	[deleted]	
Note 9	[deleted]	
Note 10	[deleted]	
Note 11	[deleted]	
Note 12	FSA033 is only applicable to <i>firms</i> subject to <i>IPRU(INV)</i> 3.	
Note 13	Only applicable to <i>firms</i> subject to <i>IPRU(INV)</i> 5. FSA034 must be completed by a <i>firm</i> not subject to the exemption in <i>IPRU(INV)</i> 5.4.2R, unless it is a <i>firm</i> whose permitted business includes <i>establishing, operating or winding up a personal pension scheme</i> , in which case FIN071 must be completed.	

	Member's adviser	the Society (note 1)
	FSA035 must be completed by a <i>firm</i> subject to the exemption in IPRU(INV) 5.4.2R.	
Note 14	All UK <i>consolidation group</i> reports report half yearly on 45 <i>business days</i> submission. All other <i>firms</i> report monthly on 20 <i>business days</i> submission.	
Note 15	[deleted]	
Note 16	[deleted]	
Note 17	[deleted]	
Note 18	[deleted]	
Note 19	UK <i>consolidation group</i> reports have 45 <i>business days</i> submission.	
Note 20	<i>Firms</i> that are members of a UK <i>consolidation group</i> are also required to submit FSA001, FSA002, FSA003, FSA004, FSA005 and FSA008 on a UK <i>consolidation group</i> basis.	
Note 21	[deleted]	

16.12.9A **G** A member's adviser that is also a MIFIDPRU investment firm will also fall under one of the higher number RAGs that apply to MIFIDPRU investment firms. That means it will have to report data items in addition to those that it has to supply under RAG 2.2.

Regulated Activity Group 3

- 16.12.10 **R**
- (1) ■ SUP 16.12.11 R to ■ SUP 16.12.13 R do not apply to:
 - (a) a lead regulated firm (except in relation to data items 47 to 55 (inclusive));
 - (b) an OPS firm;
 - (c) a local authority;
 - (d) a service company.
 - (2) A PRA lead regulated firm and an OPS firm must submit a copy of its annual report and audited accounts within 80 business days from its accounting reference date.
 - (3) A PRA service company must submit a copy of its annual audited financial statements within 6 months from its accounting reference date. However, the firm need only submit this if the report was audited as a result of a statutory provision other than the Act.

16.12.11 **R** The applicable data items referred to in ■ SUP 16.12.4 R are set out according to firm type in the table below:

Description of data item	Firms' prudential category and applicable data items (note 1)		
	MIFIDPRU investment firms	Firms other than MIFIDPRU investment firms	
		IPRU(INV) Chapter 3	IPRU(INV) Chapter 5
Solvency statement	No standard format (note 4)	No standard format (note 6)	No standard format (note 4)

Description of data item	Firms' prudential category and applicable data items (note 1)			
	MIFIDPRU investment firms	Firms other than MIFIDPRU investment firms		
		IPRU(INV) Chapter 3	IPRU(INV) Chapter 5	IPRU(INV) Chapter 13
Balance sheet	FSA029 (note 2)	FSA029 (note 5)	FSA029	Section A RMAR
Income statement	FSA030 (note 2)	FSA030 (note 5)	FSA030	Section B RMAR
Capital adequacy	MIF001 (note 2 and 3)	FSA033 (note 5)	FSA034 or FSA035 or FIN071 (note 7)	Section D1 RMAR
Supplementary capital data for collective portfolio management investment firms	FIN067 (note 13)			
ICARA assessment questionnaire	MIF007 (note 3)			
Threshold conditions				Section F RMAR
Client money and client assets	FSA039	FSA039	FSA039	Section C RMAR
CFTC	FSA040 (note 8)	FSA040 (note 8)	FSA040 (note 8)	FSA040 (note 8)
Liquidity	MIF002 (notes 2, 3 and 10)			
Metrics reporting	MIF003 (notes 2 and 3)			
Concentration risk (non-K-COM)	MIF004 (notes 2, 3 and 11)			
Concentration risk (K-COM)	MIF005 (notes 2, 3 and 11)			
Group capital test	MIF006 (notes 3 and 12)			

Description of data item	Firms' prudential category and applicable data items (note 1)			
	MIFIDPRU investment firms	Firms other than MIFIDPRU investment firms		
		IPRU(INV) Chapter 3	IPRU(INV) Chapter 5	IPRU(INV) Chapter 13
Liquidity Questionnaire	MLA-M (note 9)	MLA-M (note 9)	MLA-M (note 9)	MLA-M (note 9)
Note 1	All firms (except MIFIDPRU investment firms in relation to items reported under MIFIDPRU 9) must, when submitting the completed data item required, use the format of the data item set out in SUP 16 Annex 24R. Guidance notes for completion of the data items are contained in SUP 16 Annex 25G.			
Note 2	A UK parent entity of an investment firm group to which consolidation applies under MIFIDPRU 2.5 must also submit this report on the basis of the consolidated situation.			
Note 3	Data items MIF001 – MIF007 must be reported in accordance with the rules in MIFIDPRU 9.			
Note 4	Only applicable to a firm that is a sole trader or partnership. Where the firm is a partnership, this report must be submitted by each partner.			
Note 5	Except if the firm is an adviser (as referred to in IPRU-INV (3)-60(4)R).			
Note 6	Only required in the case of an adviser (as referred to in IPRU-INV (3)-60(4)R) that is a sole trader.			
Note 7	FSA034 must be completed by a firm not subject to the exemption in IPRU(INV) 5.4.2R, unless it is a firm whose permitted business includes establishing, operating or winding up a personal pension scheme, in which case FIN071 must be completed. FSA035 must be completed by a firm subject to the exemption in IPRU(INV) 5.4.2R.			
Note 8	Only applicable to firms granted a Part 30 exemption order and operating an arrangement to cover forward profits on the London Metals Exchange.			
Note 9	Only applicable to RAG 3 firms carrying on home financing or home finance administration connected to regulated mortgage contracts, unless as at 26 April 2014 the firm's Part 4A permission was and remains subject to a restriction preventing it from undertaking new home financing or home finance administration connected to regulated mortgage contracts.			
Note 10	Does not apply to an SNI MIFIDPRU investment firm which has been granted an exemption from the liquidity requirements in MIFIDPRU 6.			
Note 11	Only applicable to a non-SNI MIFIDPRU investment firm.			
Note 12	Only applicable to a parent undertaking to which the group capital test applies.			
Note 13	Only applicable to firms that are collective portfolio management investment firms.			

16.12.11B R [deleted]

16.12.12 **R**

The applicable reporting frequencies for *data items* referred to in **■** SUP 16.12.4 R are set out in the table below according to *firm* type. Reporting frequencies are calculated from a *firm's accounting reference date*, unless indicated otherwise.

Data item	Non-SNI MIF-IDPRU investment firm	SNI MIFIDPRU investment firm	Investment firm group	Firm other than a MIFID-PRU investment firm
Solvency statement	Annually	Annually		Annually
FSA029	Quarterly	Quarterly	Quarterly	Quarterly
FSA030	Quarterly	Quarterly	Quarterly	Quarterly
[deleted]				[deleted]
FSA033				Quarterly
FSA034				Quarterly
FSA035				Quarterly
FSA039	Half yearly	Half yearly		Half yearly
FSA040	Quarterly	Quarterly		Quarterly
FIN067	Quarterly (note 3)	Quarterly (note 3)		
FIN071				Quarterly
MIF001	Quarterly (note 3)	Quarterly (note 3)	Quarterly (note 3)	
MIF002	Quarterly (note 3)	Quarterly (note 3)	Quarterly (note 3)	
MIF003	Quarterly (note 3)	Quarterly (note 3)	Quarterly (note 3)	
MIF004	Quarterly (note 3)		Quarterly (note 3)	
MIF005	Quarterly		Quarterly	
MIF006	Quarterly (note 3)	Quarterly (note 3)		
MIF007	Annually (note 4)	Annually (note 4)		
Section A RMAR				Half yearly (note 1) Quarterly (note 2)
Section B RMAR				Half yearly (note 1) Quarterly

Data item	Non-SNI MIF-IDPRU investment firm	SNI MIFIDPRU investment firm	Investment firm group	Firm other than a MIFID-PRU investment firm
Section C RMAR				(note 2) Half yearly (note 1) Quarterly (note 2)
Section D1 RMAR				Half yearly (note 1) Quarterly (note 2)
Section F RMAR				Half yearly
MLA-M	Quarterly	Quarterly	Quarterly	Quarterly
Note 1	Annual regulated business revenue up to and including £5 million.			
Note 2	Annual regulated business revenue over £5 million.			
Note 3	Reporting frequencies and reporting periods for this <i>data item</i> are calculated on a calendar year basis and not by reference to the <i>firm's accounting reference date</i> . The relevant quarters end on the last <i>business day</i> of March, June, September and December.			
Note 4	The reporting period for MIF007 is determined by the date on which the <i>firm</i> reviews its <i>ICARA process</i> under MIFID-PRU 7.8.2R and the submission date that applies under MIFID-PRU 7.8.4R.			

16.12.12A R

16.12.13 R

The applicable due dates for submission referred to in ■ SUP 16.12.4 R are set out in the table below. The due dates are the last day of the periods given in the table below following the relevant reporting frequency period set out in ■ SUP 16.12.12 R, unless indicated otherwise.

Data item	Quarterly	Half yearly	Annual
Solvency statement			3 months
FSA029	20 business days (note 1)		
	30 business days (note 2)		
FSA030	20 business days (note 1)		
	30 business days		

<i>Data item</i>	<i>Quarterly</i>	<i>Half yearly</i>	<i>Annual</i>
	(note 2)		
[deleted]	[deleted]		
FSA033	20 <i>business days</i>		
FSA034	20 <i>business days</i>		
FSA035	20 <i>business days</i>		
FSA039		30 <i>business days</i>	
FSA040	15 <i>business days</i>		
FIN067	20 <i>business days</i>		
FIN071	20 <i>business days</i>		
MIF001	20 <i>business days</i>		
	(note 1)		
	30 <i>business days</i>		
	(note 2)		
MIF002	20 <i>business days</i>		
	(note 1)		
	30 <i>business days</i>		
	(note 2)		
MIF003	20 <i>business days</i>		
	(note 1)		
	30 <i>business days</i>		
	(note 2)		
MIF004	20 <i>business days</i>		
	(note 1)		
	30 <i>business days</i>		
	(note 2)		
MIF005	20 <i>business days</i>		
	(note 1)		
	30 <i>business days</i>		
	(note 2)		
MIF006	20 <i>business days</i>		
MIF007	The submission date that applies under MIFIDPRU 7.8.4R		
Section A RMAR	30 <i>business days</i>	30 <i>business days</i>	
Section B RMAR	30 <i>business days</i>	30 <i>business days</i>	
Section C RMAR	30 <i>business days</i>	30 <i>business days</i>	
Section D1 RMAR	30 <i>business days</i>	30 <i>business days</i>	
Section F RMAR		30 <i>business days</i>	
MLA-M	20 <i>business days</i>		

<i>Data item</i>	Quarterly	Half yearly	Annual
Note 1	For reports relating to the position of an individual <i>firm</i> .		
Note 2	For reports relating to the <i>consolidated situation</i> of an <i>investment firm group</i> .		

16.12.13A R [deleted]

Regulated Activity Group 4

- 16.12.14 R (1) ■ SUP 16.12.15 R to ■ SUP 16.12.17 R do not apply to:
- (a) a *lead regulated firm* (except in relation to *data items* 47 to 55 (inclusive));
 - (b) an *OPS firm*;
 - (c) a local authority.
- (2) [deleted]

16.12.15 R The applicable *data items* referred to in ■ SUP 16.12.4 R are set out according to *firm* type in the table below:

<i>Firms' prudential category and applicable data items (note 1)</i>						
<i>Description of data item</i>	<i>MIFID-PRU investment firms</i>		<i>Firms other than MIFIDPRU investment firms</i>			
			<i>IPRU(INV)</i>		<i>IPRU(INV)</i>	
			<i>Chapter 3</i>	<i>Chapter 5</i>	<i>Chapter 11 (collective portfolio management firms only)</i>	<i>Chapter 12</i>
<i>Solvency statement (note 2)</i>	No standard format	No standard format	No standard format	No standard format	No standard format	No standard format
<i>Balance sheet</i>	FSA029 (note 3)	FSA029	FSA029	FSA029	FSA029	Section A RMAR
<i>Income statement</i>	FSA030 (note 3)	FSA030	FSA030	FSA030	FSA030	Section B RMAR

Description of data item	Firms' prudential category and applicable data items (note 1)					
	MIFID-PRU investment firms		Firms other than MIFIDPRU investment firms			
		IPRU(INV)		IPRU(INV)	IPRU(INV)	IPRU(INV)
		Chapter 3	Chapter 5	(collective portfolio management firms only)	Chapter 12	Chapter 13
Capital adequacy	MIF001 (note 3 and 4)	FSA033	FSA034 or FSA035 or FIN071 (note 5)	FIN066	FIN069	Section D1 RMAR
ICARA assessment questionnaire	MIF007 (note 4)					
Supplementary capital data for collective portfolio management investment firms	FIN067 (note 9)					
Threshold conditions						Section F RMAR
Volumes and types of business	FSA038	FSA038	FSA038	FSA038		FSA038

<i>Firms' prudential category and applicable data items (note 1)</i>						
Description of data item	<i>MIFID-PRU investment firms</i>		<i>Firms other than MIFIDPRU investment firms</i>			
	<i>IPRU(INV)</i>	<i>IPRU(INV)</i>	<i>IPRU(INV)</i>	<i>IPRU(INV)</i>	<i>IPRU(INV)</i>	<i>IPRU(INV)</i>
	Chapter 3	Chapter 5		<i>IPRU(INV)</i> Chapter 11 <i>(collective portfolio management firms only)</i>	Chapter 12	Chapter 13
Client money and client assets	FSA039	FSA039	FSA039	FSA039	FSA039	Section C RMAR
Liquidity	MIF002 (notes 3, 4 and 6)					
Metrics monitoring	MIF003 (notes 3 and 4)					
Concentration risk (non-K-CON)	MIF004 (notes 3, 4 and 7)					
Concentration risk (K-CON)	MIF005 (notes 3, 4 and 7)					
Group capital test	MIF006 (notes 4 and 8)					
Information on P2P agreements					FIN070	
Note 1	All firms, except MIFIDPRU investment firms in relation to items reported under MIFIDPRU 9, must, when submitting the completed data item required, use the format of the data item set					

Firms' prudential category and applicable data items (note 1)					
Description of data item	MIFID-PRU investment firms		Firms other than MIFIDPRU investment firms		
	IPRU(INV) Chapter 3	IPRU(INV) Chapter 5	IPRU(INV) Chapter 11 (collective portfolio management firms only)	IPRU(INV) Chapter 12	IPRU(INV) Chapter 13
	out in SUP 16 Annex 24. Guidance notes for completion of the data items are contained in SUP 16 Annex 25.				
Note 2	Only applicable to a firm that is a sole trader or partnership. Where the firm is a partnership, this report must be submitted by each partner.				
Note 3	A UK parent entity of an investment firm group to which consolidation applies under MIFIDPRU 2.5 must also submit this report on the basis of the consolidated situation.				
Note 4	Data items MIF001 – MIF007 must be reported in accordance with the rules in MIFIDPRU 9.				
Note 5	FSA034 must be completed by a firm not subject to the exemption in IPRU(INV) 5.4.2R, unless it is a firm whose permitted business includes establishing, operating or winding up a personal pension scheme, in which case FIN071 must be completed. FSA035 must be completed by a firm subject to the exemption in IPRU(INV) 5.4.2R.				
Note 6	Does not apply to an SNI MIFIDPRU investment firm which has been granted an exemption from the liquidity requirements in MIFIDPRU [6].				
Note 7	Only applicable to a non-SNI MIFIDPRU investment firm.				
Note 8	Only applicable to a parent undertaking to which the group capital test applies.				
Note 9	Only applicable to firms that are collective portfolio management investment firms.				

16

16.12.15A **G** [deleted]

16.12.15B **R** [deleted]

16.12.16 **R** The applicable reporting frequencies for data items referred to in **SUP 16.12.15 R** are set out in the table below according to firm type. Reporting frequencies are calculated from a firm's accounting reference date, unless indicated otherwise.

<i>Data item</i>	<i>Non-SNI MIF-IDPRU investment firm</i>	<i>SNI MIFIDPRU investment firm</i>	<i>Investment firm group</i>	<i>Firm other than a MIFID-PRU investment firm</i>
Solvency statement	Annually	Annually		Annually
FSA029	Quarterly	Quarterly	Quarterly	Quarterly
FSA030	Quarterly	Quarterly	Quarterly	Quarterly
[deleted]				[deleted]
FSA033				Quarterly
FSA034				Quarterly
FSA035				Quarterly
FSA038	Half yearly	Half yearly		Half yearly
FSA039	Half yearly	Half yearly		Half yearly
FIN067	Quarterly (note 3)	Quarterly (note 3)		
FIN071				Quarterly
MIF001	Quarterly (note 3)	Quarterly (note 3)	Quarterly (note 3)	
MIF002	Quarterly (note 3)	Quarterly (note 3)	Quarterly (note 3)	
MIF003	Quarterly (note 3)	Quarterly (note 3)	Quarterly (note 3)	
MIF004	Quarterly (note 3)		Quarterly (note 3)	
MIF005	Quarterly		Quarterly	
MIF006	Quarterly (note 3)	Quarterly (note 3)		
MIF007	Annually (note 4)	Annually (note 4)		
Section A RMAR				Half yearly (note 1) Quarterly (note 2)
Section B RMAR				Half yearly (note 1) Quarterly (note 2)
Section C RMAR				Half yearly (note 1) Quarterly

<i>Data item</i>	<i>Non-SNI MIF-IDPRU investment firm</i>	<i>SNI MIFIDPRU investment firm</i>	<i>Investment firm group</i>	<i>Firm other than a MIFID-PRU investment firm</i>
Section D1 RMAR				(note 2) Half yearly (note 1) Quarterly (note 2)
Section F RMAR				Half yearly
Note 1	Annual regulated business revenue up to and including £5 million.			
Note 2	Annual regulated business revenue over £5 million.			
Note 3	Reporting frequencies and reporting periods for this <i>data item</i> are calculated on a calendar year basis and not by reference to the <i>firm's accounting reference date</i> . The relevant quarters end on the last <i>business day</i> of March, June, September and December.			
Note 4	The reporting period for MIF007 is determined by the date on which the <i>firm</i> reviews its <i>ICARA process</i> under MIFID-PRU 7.8.2R and the submission date that applies under MIFID-PRU 7.8.4R.			

16.12.16A R [deleted]

16.12.17 R The applicable due dates for submission referred to in ■ SUP 16.12.4 R are set out in the table below. The due dates are the last day of the periods given in the table below following the relevant reporting frequency period set out in ■ SUP 16.12.16 R, unless indicated otherwise.

<i>Data item</i>	Quarterly	Half yearly	Annual
Solvency statement			3 months
FSA029	20 business days (note 1)		
	30 business days		

<i>Data item</i>	<i>Quarterly</i>	<i>Half yearly</i>	<i>Annual</i>
	(note 2)		
FSA030	20 <i>business days</i>		
[deleted]	[deleted]		
FSA033	20 <i>business days</i>		
FSA034	20 <i>business days</i>		
FSA035	20 <i>business days</i>		
FSA038		30 <i>business days</i>	
FSA039		30 <i>business days</i>	
FIN067	20 <i>business days</i>		
FIN071	20 <i>business days</i>		
MIF001	20 <i>business days</i>		
	(note 1)		
	30 <i>business days</i>		
	(note 2)		
MIF002	20 <i>business days</i>		
	(note 1)		
	30 <i>business days</i>		
	(note 2)		
MIF003	20 <i>business days</i>		
	(note 1)		
	30 <i>business days</i>		
	(note 2)		
MIF004	20 <i>business days</i>		
	(note 1)		
	30 <i>business days</i>		
	(note 2)		
MIF005	20 <i>business days</i>		
	(note 1)		
	30 <i>business days</i>		
	(note 2)		
MIF006	20 <i>business days</i>		
MIF007	The submission date that applies under MIFIDPRU 7.8.4R		
Section A RMAR	30 <i>business days</i>	30 <i>business days</i>	
Section B RMAR	30 <i>business days</i>	30 <i>business days</i>	
Section C RMAR	30 <i>business days</i>	30 <i>business days</i>	
Section D1 RMAR	30 <i>business days</i>	30 <i>business days</i>	
Section F RMAR		30 <i>business days</i>	

<i>Data item</i>	Quarterly	Half yearly	Annual
Note 1	For reports relating to the position of an individual <i>firm</i> .		
Note 2	For reports relating to the <i>consolidated situation</i> of an <i>investment firm group</i> .		

16.12.17A R [deleted]

Regulated Activity Group 5

16.12.18 R

16.12.18A R [deleted]

16.12.18AA R

- (1) ■ SUP 16.12.18B R and ■ SUP 16.12.18C R do not apply to:
 - (a) a *lead regulated firm*;
 - (b) an *OPS firm*;
 - (c) a local authority.
- (2) A *lead regulated firm* and an *OPS firm* must submit a copy of its annual report and audited accounts within 80 *business days* from its *accounting reference date*.

16.12.18B R

The applicable *data items*, reporting frequencies and submission deadlines referred to in ■ SUP 16.12.4 R are set out in the table below. Reporting frequencies are calculated from a *firm's accounting reference date*, unless indicated otherwise. The due dates are the last day of the periods given in the table below following the relevant reporting frequency period.

Description of <i>data item</i>	<i>Data item</i> (note 1)	Frequency	Submission deadline
Balance Sheet	Sections A.1 and A.2 MLAR	Quarterly	20 <i>business days</i>
Income Statement	Sections B.0 and B.1 MLAR	Quarterly	20 <i>business days</i>
Capital Adequacy (notes 4 and 5)	Section C MLAR	Quarterly	20 <i>business days</i>
Lending - Business flow and rates	Section D MLAR	Quarterly	20 <i>business days</i>
Residential Lending to individuals - New business profile	Section E MLAR	Quarterly	20 <i>business days</i>
Lending - arrears analysis	Section F MLAR	Quarterly	20 <i>business days</i>
Mortgage Administration - Business Profile	Section G MLAR	Quarterly	20 <i>business days</i>

Description of <i>data item</i>	<i>Data item</i> (note 1)	Frequency	Submission deadline
Mortgage Administration - Ar-rears analysis	Section H MLAR	Quarterly	20 <i>business days</i>
Analysis of loans to customers	Section A3 MLAR	Quarterly	20 <i>business days</i>
Provisions analysis	Section B2 MLAR	Quarterly	20 <i>business days</i>
Fees and Levies	Section J MLAR	Annually	30 <i>business days</i>
Sale and rent back	Section K MLAR	Annually	30 <i>business days</i>
Credit Risk (notes 2 and 4)	Section L MLAR	Quarterly	20 <i>business days</i>
Liquidity (notes 3 and 4)	Section M MLAR	Quarterly	20 <i>business days</i>
Note 1	When submitting the completed <i>data item</i> required, a <i>firm</i> must use the format of the <i>data item</i> set out in SUP 16 Annex 19A. Guidance notes for the completion of the <i>data items</i> are set out in SUP 16 Annex 19B.		
Note 2	<p>Only applicable to a <i>firm</i> that has one or more exposures that satisfy the conditions set out in MIPRU 4.2A.4 R, and:</p> <ul style="list-style-type: none"> - has permission to carry on any <i>home financing</i> which is connected to <i>regulated mortgage contracts</i>; or - has permission to carry on <i>home financing</i> and <i>home finance administration</i> which is connected to <i>regulated mortgage contracts</i> (and no other activity); or - has permission to carry on <i>home finance administration</i> which is connected to <i>regulated mortgage contracts</i> and has all or part of the <i>home finance transactions</i> that it administers on its balance sheet. 		
Note 3	<p>Only applicable to a <i>firm</i> that:</p> <ul style="list-style-type: none"> - is subject to MIPRU 4.2D; - has no restriction to its <i>Part 4A permission</i> preventing it from undertaking new <i>home financing</i> or <i>home finance administration</i> connected to <i>regulated mortgage contracts</i>; and - has permission to carry on any <i>home financing</i> or <i>home finance administration</i> connected to <i>regulated mortgage contracts</i>. 		
Note 4	<p>Not applicable if the <i>firm</i> exclusively carries on <i>home finance administration</i> or <i>home finance providing activities</i> in relation to <i>second charge regulated mortgage contracts</i> or <i>legacy CCA mortgage contracts</i> (or both).</p> <p>Also not applicable if the <i>firm</i> is a <i>P2P platform operator</i> facilitating <i>home finance transactions</i>.</p>		
Note 5	Only applicable to a <i>firm</i> that is subject to MIPRU 4.2 (Capital resources requirements).		

16.12.18C R

Additional applicable *data items*, reporting frequencies and submission deadlines referred to in ■ SUP 16.12.4 R are set out in the table below for a *firm* carrying on *home finance administration* or *home finance providing activities* in relation to *second charge regulated mortgage contracts*. Reporting frequencies are calculated from a *firm's accounting reference date*, unless indicated otherwise. The due dates are the last day of the periods given in the table below following the relevant reporting frequency period.

Description of <i>data item</i>	<i>Data item</i> (note 1)	Frequency	Submission deadline
Analysis of second charge loans to customers	Section A4 MLAR	Quarterly	20 <i>business days</i>
Second charge business flow and rates	Section D1 MLAR	Quarterly	20 <i>business days</i>
Second charge lending to individuals	Section E1 MLAR	Quarterly	20 <i>business days</i>
Second charge lending - arrears analysis	Section F1 MLAR	Quarterly	20 <i>business days</i>
Second charge mortgage administration – business profile	Section G1 MLAR	Quarterly	20 <i>business days</i>
Second charge mortgage administration - arrears analysis	Section H1 MLAR	Quarterly	20 <i>business days</i>
Note 1	When submitting the completed <i>data item</i> required, a <i>firm</i> must use the format of the <i>data item</i> set out in SUP 16 Annex 19AA R. Guidance notes for the completion of the <i>data items</i> are set out in SUP 16 Annex 19B.		

Regulated Activity Group 6

16.12.19 R

- (1) ■ SUP 16.12.19A R to ■ SUP 16.12.21 R do not apply to:
 - (a) a *lead regulated firm*;
 - (b) an *OPS firm*;
 - (c) a local authority.
- (2) [deleted]

16.12.19A R

The applicable *data items* referred to in ■ SUP 16.12.4 R are set out according to type of *firm* in the table below:

Description of data item	Firms' prudential category and applicable data items (note 1)			
	IPRU(INV) Chapter 3	IPRU(INV) Chapter 5		IPRU(INV) Chapter 13
Solvency statement (note 6)		No standard format		
Balance sheet	FSA029	FSA029		Section A RMAR
Income statement	FSA030	FSA030		Section B RMAR
Capital adequacy	FSA033	FSA034 or FSA035 or FIN071 or FIN072 (note 4)		Section D1 RMAR
Threshold conditions				Section F RMAR
Client money and client assets	FSA039	FSA039		Section C RMAR
Pillar 2 questionnaire		FSA019 (note 8)		
Note 1	When submitting the completed <i>data item</i> required, a <i>firm</i> must use the format of the <i>data item</i> set out in SUP 16 Annex 24. Guidance notes for completion of the data items are contained in SUP 16 Annex 25.			
Note 2	[deleted]			
Note 3	[deleted]			
Note 4	FSA034 must be completed by a <i>firm</i> not subject to the exemption in IPRU(INV) 5.4.2R, unless it is a <i>firm</i> whose permitted business includes <i>establishing, operating or winding up a personal pension scheme</i> , in which case FIN071 must be completed. FSA035 must be completed by a <i>firm</i> subject to the exemption in IPRU(INV) 5.4.2R, unless the <i>firm</i> is the depositary of a <i>UCITS scheme</i> in which case, FIN072 must be completed.			
Note 5	[deleted]			
Note 6	Only applicable to a <i>firm</i> that is a <i>partnership</i> , when the report must be submitted by each <i>partner</i> .			
Note 7	[deleted]			
Note 8	Only applicable to a <i>firm</i> that is the <i>depositary</i> of a <i>UCITS scheme</i> .			

16.12.20 **R** The applicable reporting frequencies for submission of *data items* referred to in **SUP 16.12.4 R** are set out in the table below. Reporting frequencies are calculated from a *firm's accounting reference date*, unless indicated otherwise.

Solvency statement	Annually
FSA019	Annually
FSA029	Quarterly

FSA030	Quarterly
[deleted]	[deleted]
FSA032	Quarterly
FSA033	Quarterly
FSA034	Quarterly
FSA035	Quarterly
FSA039	Half yearly
FIN071	Quarterly
FIN072	Quarterly
Section A RMAR	Half yearly (note 2) Quarterly (note 3)
Section B RMAR	Half yearly (note 2) Quarterly (note 3)
Section C RMAR	Half yearly (note 2) Quarterly (note 3)
Sections D1 and D2 RMAR	Half yearly (note 2) Quarterly (note 3)
Section F RMAR	Half yearly
Note 1	[deleted]
Note 2	Annual regulated business revenue up to and including £5 million.
Note 3	Annual regulated business revenue over £5 million.

16.12.21 **R**

The applicable due dates for submission referred to in **■ SUP 16.12.4 R** are set out in the table below. The due dates are the last day of the periods given in the table below following the relevant reporting frequency period set out in **■ SUP 16.12.20 R**.

<i>Data item</i>	Quarterly	Half yearly	Annual
Solvency statement			3 months
FSA019			2 months
FSA029	20 business days		
FSA030	20 business days		
[deleted]	[deleted]		
FSA032	20 business days		
FSA033	20 business days		
FSA034	20 business days		
FSA035	20 business days		
FSA039		30 business days	
FSA040	15 business days		
FIN071	20 business days		
FIN072	20 business days		

<i>Data item</i>	Quarterly	Half yearly	Annual
Section A RMAR	30 <i>business days</i>	30 <i>business days</i>	
Section B RMAR	30 <i>business days</i>	30 <i>business days</i>	
Section C RMAR	30 <i>business days</i>	30 <i>business days</i>	
Sections D1 and D2 RMAR	30 <i>business days</i>	30 <i>business days</i>	
Section F RMAR		30 <i>business days</i>	

Regulated Activity Group 7

16.12.22 **R**

- (1) ■ SUP 16.12.22A R to ■ SUP 16.12.24 R do not apply to:
 - (a) a *lead regulated firm* (except in relation to *data items* 47 to 55 (inclusive));
 - (b) an *OPS firm*;
 - (c) a local authority.
- (2) [deleted]

16.12.22A **R**

The applicable *data items* referred to in ■ SUP 16.12.4 R are set out according to type of *firm* in the table below:

<i>Firms' prudential category and applicable data item (note 1)</i>			
<i>Description of data item</i>	<i>MIFIDPRU investment firms</i>	<i>Firms subject to IPRU(INV)</i>	
		Chapter 13	<i>Firms that are also in one or more of RAGs 2 to 6 and not subject to IPRU(INV)</i> Chapter 13
Solvency statement	No standard format (note 2)		
Balance sheet	FSA029 (note 3)	Section A RMAR	
Income statement	FSA030 (note 3)	Section B RMAR	

Description of data item	Firms' prudential category and applicable data item (note 1)		
	MIFIDPRU investment firms	Firms subject to IPRU(INV) Chapter 13	Firms that are also in one or more of RAGs 2 to 6 and not subject to IPRU(INV) Chapter 13
Capital adequacy	MIF001 (notes 3 and 6)	Section D1 RMAR (note 9)	
Liquidity	MIF002 (notes 3, 4 and 6)		
Metrics monitoring	MIF003 (notes 3 and 6)		
Concentration risk (non-K-CON)	MIF004 (notes 3, 5 and 6)		
Concentration risk (K-CON)	MIF005 (notes 3, 5 and 6)		
Group capital test	MIF006 (notes 6 and 8)		
ICARA assessment questionnaire	MIF007 (note 6)		
Supplementary capital data for collective portfolio management investment firms	FIN067 (note 10)		
Professional indemnity insurance (note 11)	Section E RMAR	Section E RMAR	Section E RMAR
Threshold conditions		Section F RMAR	
Training and competence	Section G RMAR	Section G RMAR	Section G RMAR
COBS data	Section H RMAR	Section H RMAR	Section H RMAR
Client money and client assets	Section C RMAR	Section C RMAR	
Fees and levies	Section J RMAR	Section J RMAR	
Adviser charges	Section K RMAR (note 7)	Section K RMAR (note 7)	Section K RMAR (note 7)
Note 1	When submitting the completed <i>data item</i> required, a <i>firm</i> (except a <i>MIFIDPRU investment firm</i> in relation to an item reported under MIFIDPRU 9) must use the format of the data item set out in SUP 16 Annex 24R, or SUP 16 Annex 18AR in the case of the RMAR. Guidance notes for completion of the <i>data items</i> are contained in SUP 16 Annex 25, or SUP 16 Annex 18BG in the case of the RMAR.		

Firms' prudential category and applicable data item (note 1)			
Description of data item	MIFIDPRU investment firms	Firms subject to IPRU(INV) Chapter 13	Firms that are also in one or more of RAGs 2 to 6 and not subject to IPRU(INV) Chapter 13
Note 2	Only applicable to a firm that is a sole trader or partnership. Where the firm is a partnership, this report must be submitted by each partner.		
Note 3	A UK parent entity of an investment firm group to which consolidation applies under MIFIDPRU 2.5 must also submit this report on the basis of the consolidated situation.		
Note 4	Does not apply to an SNI MIFIDPRU investment firm which has been granted an exemption from the liquidity requirements in MIFIDPRU 6.		
Note 5	Only applicable to a non-SNI MIFIDPRU investment firm.		
Note 6	Data items MIF001 – MIF007 must be reported in accordance with the rules in MIFIDPRU 9.		
Note 7	This item only applies to firms that provide advice on retail investment products and P2P agreements.		
Note 8	Only applicable to a parent undertaking to which the group capital test applies.		
Note 9	Where a firm submits data items for both RAG 7 and RAG 9, the firm must complete Section D1.		
Note 10	Only applicable to firms that are collective portfolio management investment firms.		
Note 11	This item only applies to firms that are subject to an FCA requirement to hold professional indemnity insurance.		

16.12.22B **G** [deleted]

16.12.22C **R** [deleted]

16.12.23 **R** [deleted]

16.12.23A **R** The applicable reporting frequencies for data items referred to in **SUP 16.12.22A R** are set out in the table below. Reporting frequencies are calculated from a firm's accounting reference date, unless indicated otherwise.

<i>Data item</i>	Frequency			Annual regulated business revenue up to and including £5 million	Annual regulated business revenue over £5 million
	<i>Non-SNI MIFIDPRU investment firm</i>	<i>SNI MIFID-PRU investment firm</i>	<i>Investment firm group</i>		
Solvency statement	Annually	Annually			
FSA029	Quarterly	Quarterly	Quarterly		
FSA030	Quarterly	Quarterly	Quarterly		
FIN067	Quarterly	Quarterly			
MIF001	Quarterly (note 1)	Quarterly (note 1)	Quarterly (note 1)		
MIF002	Quarterly (note 1)	Quarterly (note 1)	Quarterly (note 1)		
MIF003	Quarterly (note 1)	Quarterly (note 1)	Quarterly (note 1)		
MIF004	Quarterly (note 1)		Quarterly (note 1)		
MIF005	Quarterly		Quarterly		
MIF006	Quarterly (note 1)	Quarterly (note 1)			
MIF007	Annually (note 2)	Annually (note 2)			
Section A RMAR				Half yearly	Quarterly
Section B RMAR				Half yearly	Quarterly
Section C RMAR				Half yearly	Quarterly
Section D1 RMAR				Half yearly	Quarterly
Section E RMAR	Half yearly	Half yearly	Half yearly	Half yearly	Quarterly
Section F RMAR	Half yearly	Half yearly	Half yearly	Half yearly	Half yearly
Section G RMAR	Half yearly	Half yearly	Half yearly	Half yearly	Half yearly
Section H RMAR	Half yearly	Half yearly	Half yearly	Half yearly	Half yearly
Section J RMAR	Annually	Annually	Annually	Annually	Annually
Section K RMAR	Annually	Annually	Annually	Annually	Annually
Note 1	Reporting frequencies and reporting periods for this <i>data item</i> are calculated on a calendar year basis and not by reference to the <i>firm's accounting reference date</i> . The relevant				

Data item	Frequency		Investment firm group	Annual regulated business revenue up to and including £5 million	Annual regulated business revenue over £5 million
	Non-SNI MIFIDPRU investment firm	SNI MIFID-PRU investment firm			
Note 2	quarters end on the last <i>business day</i> of March, June, September and December. The reporting period for MIF007 is determined by the date on which the <i>firm</i> reviews its <i>ICARA process</i> under MIFIDPRU 7.8.2R and the submission date that applies under MIFIDPRU 7.8.4R.				

16.12.24 **R** [deleted]

16.12.24A **R** The applicable due dates for submission referred to in **SUP 16.12.4 R** are set out in the table below. The due dates are the last day of the periods given in the table below following the relevant reporting frequency period set out in **SUP 16.12.23A R**, unless indicated otherwise.

Data item	Quarterly	Half yearly	Annual
Solvency statement			3 months
FSA029	20 <i>business days</i> (note 1) 30 <i>business days</i> (note 2)		
FSA030	20 <i>business days</i> (note 1) 30 <i>business days</i> (note 2)		
FIN067	20 <i>business days</i>		
MIF001	20 <i>business days</i> (note 1) 30 <i>business days</i> (note 2)		
MIF002	20 <i>business days</i> (note 1) 30 <i>business days</i> (note 2)		
MIF003	20 <i>business days</i> (note 1) 30 <i>business days</i>		

<i>Data item</i>	Quarterly	Half yearly	Annual
MIF004	(note 2) 20 <i>business days</i>		
MIF005	(note 1) 30 <i>business days</i>		
MIF006	(note 2) 20 <i>business days</i>		
MIF007	The submission date that applies under MIFIDPRU 7.8.4R		
Section A RMAR	30 <i>business days</i>	30 <i>business days</i>	
Section B RMAR	30 <i>business days</i>	30 <i>business days</i>	
Section C RMAR	30 <i>business days</i>	30 <i>business days</i>	
Section D1 RMAR	30 <i>business days</i>	30 <i>business days</i>	
Section E RMAR	30 <i>business days</i>	30 <i>business days</i>	
Section F RMAR		30 <i>business days</i>	
Section G RMAR		30 <i>business days</i>	
Section H RMAR		30 <i>business days</i>	
Section J RMAR			30 <i>business days</i>
Section K RMAR		30 <i>business days</i>	
Note 1	For reports relating to the position of an individual <i>firm</i> .		
Note 2	For reports relating to the <i>consolidated situation</i> of an <i>investment firm group</i> .		

Regulated Activity Group 8

16.12.25 **R**

- (1) ■ SUP 16.12.25A R does not apply to:
 - (a) a *lead regulated firm* (except in relation to *data items* 47 to 55 (inclusive));
 - (b) an *OPS firm*;
 - (c) a local authority;
 - (d) a *service company*.
- (2) [deleted]
- (3) [deleted]

16.12.25A R The applicable *data items* referred to in ■ SUP 16.12.4 R are set out according to type of *firm* in the table below:

Description of data item	Firms' prudential category and applicable <i>data items</i> (note 1)			
	MIFIDPRU investment firms	IPRU(INV) Chapter 3	IPRU(INV) Chapter 5	IPRU(INV) Chapter 13
Solvency statement (note 2)	No standard format			
Balance sheet	FSA029 (note 3)	FSA029	FSA029	Section A RMAR
Income statement	FSA030 (note 3)	FSA030	FSA030	Section B RMAR
Capital adequacy	MIF001 (notes 3 and 5)	FSA033	FSA034 or FSA035 or FIN071 (note 4)	Section D1 RMAR
Liquidity	MIF002 (notes 3 and 5)			
Metrics monitoring	MIF003 (notes 3 and 5)			
Concentration risk (non-K-CON)	MIF004 (notes 3, 5 and 7)			
Concentration risk (K-CON)	MIF005 (notes 3, 5 and 7)			
Group capital test	MIF006 (notes 5 and 6)			
ICARA assessment questionnaire	MIF007 (note 5)			
Threshold conditions				Section F RMAR (note 17)
Client money and client assets	FSA039	FSA039	FSA039	Section C RMAR (note 13) or FSA039
Note 1	All <i>firms</i> (except MIFIDPRU investment firms in relation to items reported under MIFIDPRU 9) when submitting the completed <i>data item</i> required, must use the format of the <i>data item</i> set out in SUP 16 Annex 24. Guidance notes for completion of the <i>data items</i> are contained in SUP 16 Annex 25.			

Description of data item	Firms' prudential category and applicable data items (note 1)			
	MIFIDPRU investment firms	IPRU(INV) Chapter 3	IPRU(INV) Chapter 5	IPRU(INV) Chapter 13
Note 2	Only applicable to a <i>firm</i> that is a <i>sole trader</i> or <i>partnership</i> . Where the <i>firm</i> is a <i>partnership</i> , this report must be submitted by each <i>partner</i> .			
Note 3	A <i>UK parent entity</i> of an <i>investment firm group</i> to which consolidation applies under MIFIDPRU 2.5 must also submit this report on the basis of the <i>consolidated situation</i> .			
Note 4	FSA034 must be completed by a <i>firm</i> not subject to the exemption in IPRU(INV) 5.4.2R, unless it is a <i>firm</i> whose permitted business includes <i>establishing, operating or winding up a personal pension scheme</i> , in which case FIN071 must be completed.			
	FSA035 must be completed by a <i>firm</i> subject to the exemption in IPRU(INV) 5.4.2R.			
Note 5	Data items MIF001 – MIF007 must be reported in accordance with the <i>rules</i> in MIFIDPRU 9.			
Note 6	Only applicable to a <i>parent undertaking</i> to which the <i>group capital test</i> applies.			
Note 7	Only applicable to a <i>non-SNI MIFIDPRU investment firm</i> .			

16.12.25B G [deleted]

16.12.25C R [deleted]

16.12.26 R The applicable reporting frequencies for *data items* referred to in ■ SUP 16.12.25A R are set out according to the type of *firm* in the table below. Reporting frequencies are calculated from a *firm's accounting reference date*, unless indicated otherwise.

Data item	Non-SNI MIFIDPRU investment firm	SNI MIFIDPRU investment firm	Investment firm group	Firm other than a MIFIDPRU investment firm
Solvency statement	Annually	Annually		Annually
FSA029	Quarterly	Quarterly	Quarterly	Quarterly
FSA030	Quarterly	Quarterly	Quarterly	Quarterly
[deleted]				[deleted]
FSA033				Quarterly
FSA034				Quarterly
FSA035				Quarterly
FSA039	Half yearly	Half yearly		Half yearly
FIN071				Quarterly

<i>Data item</i>	<i>Non-SNI MIF-IDPRU investment firm</i>	<i>SNI MIFIDPRU investment firm</i>	<i>Investment firm group</i>	<i>Firm other than a MIFID-PRU investment firm</i>
MIF001	Quarterly (note 3)	Quarterly (note 3)	Quarterly (note 3)	
MIF002	Quarterly (note 3)	Quarterly (note 3)	Quarterly (note 3)	
MIF003	Quarterly (note 3)	Quarterly (note 3)	Quarterly (note 3)	
MIF004	Quarterly (note 3)		Quarterly (note 3)	
MIF005	Quarterly		Quarterly	
MIF006	Quarterly	Quarterly		
MIF007	Annually (note 4)	Annually (note 4)		
Section A RMAR				Half yearly (note 1) Quarterly (note 2)
Section B RMAR				Half yearly (note 1) Quarterly (note 2)
Section C RMAR				Half yearly (note 1) Quarterly (note 2)
Section D1 RMAR				Half yearly (note 1) Quarterly (note 2)
Section F RMAR				Half yearly
Note 1	Annual regulated business revenue up to and including £5 million.			
Note 2	Annual regulated business revenue over £5 million.			
Note 3	Reporting frequencies and reporting periods for this <i>data item</i> are calculated on a calendar year basis and not by reference to the <i>firm's accounting reference date</i> . The relevant quarters end on the last <i>business day</i> of March, June, September and December.			
Note 4	The reporting period for MIF007 is determined by the date on which the <i>firm</i> reviews its <i>ICARA process</i> under MIFID-PRU 7.8.2R and the submission date that applies under MIFID-PRU 7.8.4R.			

16.12.26A **R** [deleted]

16.12.27 **R** The applicable due dates for submission referred to in **■** SUP 16.12.4 R are set out in the table below. The due dates are the last day of the periods given in the table below following the relevant reporting frequency period set out in **■** SUP 16.12.26 R, unless indicated otherwise.

<i>Data item</i>	Quarterly	Half yearly	Annual
Solvency statement			3 months
FSA029	20 business days (note 1)		
	30 business days (note 2)		
FSA030	20 business days (note 1)		
	30 business days (note 2)		
[deleted]	[deleted]		
FSA033	20 business days		
FSA034	20 business days		
FSA035	20 business days		
FSA039		30 business days	
FIN071	20 business days		
MIF001	20 business days (note 1)		
	30 business days (note 2)		
MIF002	20 business days (note 1)		
	30 business days (note 2)		
MIF003	20 business days (note 1)		
	30 business days (note 2)		
MIF004	20 business days (note 1)		
	30 business days (note 2)		
MIF005	20 business days (note 1)		
	30 business days		

<i>Data item</i>	Quarterly	Half yearly	Annual
	(note 2)		
MIF006	20 <i>business days</i>		
MIF007	The submission date that applies under MIFIDPRU 7.8.4R		
Section A RMAR	30 <i>business days</i>	30 <i>business days</i>	
Section B RMAR	30 <i>business days</i>	30 <i>business days</i>	
Section C RMAR	30 <i>business days</i>	30 <i>business days</i>	
Section D1 RMAR	30 <i>business days</i>	30 <i>business days</i>	
Section F RMAR	30 <i>business days</i>	30 <i>business days</i>	
Note 1	For reports relating to the position of an individual <i>firm</i> .		
Note 2	For reports relating to the <i>consolidated situation</i> of an <i>investment firm group</i> .		

16.12.27A **R** [deleted]

Regulated Activity Group 9

- 16.12.28 **R**
- (1) ■ SUP 16.12.28A R does not apply to:
 - (a) a *lead regulated firm*;
 - (b) an *OPS firm*;
 - (c) a local authority;
 - (d) a *third party processor* in respect of any *home finance activity*.
 - (2) A *lead regulated firm* and an *OPS firm* must submit a copy of its annual report and audited accounts within 80 *business days* from its *accounting reference date*.

16.12.28A **R** The applicable *data items*, reporting frequencies and submission deadlines referred to in ■ SUP 16.12.4 R are set out in the table below. Reporting frequencies are calculated from a *firm's accounting reference date*, unless indicated otherwise. The due dates are the last day of the periods given in the table below following the relevant reporting frequency period.

Description of data item	Data item (note 1)	Frequency		Submission deadline
		Annual regulated business revenue up to and including £5 million	Annual regulated business revenue over £5 million	
Home finance mediation activity and insurance distribution activity				
Balance Sheet	Section A RMAR	Half yearly	Quarterly	30 business days
Income Statement	Section B RMAR	Half yearly	Quarterly	30 business days
Capital Adequacy (note 3)	Section D1 RMAR	Half yearly	Quarterly	30 business days
Professional indemnity insurance (note 2)	Section E RMAR	Half yearly	Quarterly	30 business days
Threshold Conditions	Section F RMAR	Half yearly	Half yearly	30 business days
Training and Competence	Section G RMAR	Half yearly	Half yearly	30 business days
COBS data	Section H RMAR	Half yearly	Half yearly	30 business days
Supplementary product sales data	Section I RMAR	Half yearly	Annually	30 business days
Client money and client assets (note 3)	Section C RMAR	Half yearly	Quarterly	30 business days
Fees and levies	Section J RMAR	Annually	Annually	30 business days
Funeral plan distribution activity				
Funeral plan financials return: distributors (note 4)]	FPR003b	Half yearly (note 5)		80 business days
Note 1	When submitting the completed <i>data item</i> required, a <i>firm</i> must use the format of the <i>data item</i> set out in SUP 16 Annex 18A. Guidance notes for the completion of the data items is set out in SUP 16 Annex 18B.			
Note 2	This item only applies to <i>firms</i> that may be subject to an FCA requirement to hold professional indemnity insurance.			
Note 3	This item does not apply to <i>firms</i> who only carry on <i>home finance mediation activities</i> exclusively in relation to <i>second charge regulated mortgage contracts</i> or <i>legacy CCA mortgage contracts</i> (or both) and who are not otherwise expected to complete it by virtue of carrying out other regulated activities. This item also does not apply if the <i>firm</i> is a <i>P2P platform operator</i> facilitating <i>home finance transactions</i> and is not			

Description of data item	Data item (note 1)	Frequency		Submission deadline
		Annual regulated business revenue up to and including £5 million	Annual regulated business revenue over £5 million	
Home finance mediation activity and insurance distribution activity				
Note 4	required to submit it by virtue of carrying out other <i>regulated activities</i> . When submitting the completed <i>data item</i> required, a <i>firm</i> must use the format of the <i>data item</i> set out in SUP 16 Annex 50B. Guidance notes for the completion of the <i>data item</i> are set out in SUP 16 Annex 50B.			
Note 5	Reporting frequencies and reporting periods for this <i>data item</i> are calculated on a calendar year basis and not from a <i>firm's accounting reference date</i> . The relevant half year periods end on 30 June and 31 December.			

Regulated Activity Group 10

16.12.29 **G** RIEs have separate reporting as set out in REC.

Regulated Activity Group 11

16.12.29A **R** A *firm* must submit the form contained in ■ SUP 16 Annex 32R (Bidding in emissions auctions return) annually within 30 *business days* from its *accounting reference date* unless it is an *exempt MiFID commodities firm* that did not carry on any *auction regulation bidding* during the year to which that form relates.

Regulated Activity Group 12

16.12.29B **R** ■ SUP 16.12.29C R does not apply:

- (1) to a *credit firm* if the only *credit-related regulated activity* it carries on is *providing credit references*;
- (2) [deleted]
- (2A) to a *firm* if the only *credit-related regulated activity* it carries on is *advising on regulated credit agreements for the acquisition of land*;
- (3) with respect to *credit-related regulated activity* to the extent that it relates to *credit agreements secured by a legal or equitable mortgage on land*.

16.12.29C **R** The applicable *data items*, reporting frequencies and submission deadlines referred to in ■ SUP 16.12.4 R are set out in the table below. Reporting frequencies are calculated from a *firm's accounting reference date*, unless indicated otherwise. The due dates are the last day of the periods given in the table below following the relevant reporting frequency period.

Description of data item	Data item (note 1)	Frequency	Submission deadline	
		Annual revenue from <i>credit-related regulated activities</i> up to and including £5 million (note 2)	Annual revenue from <i>credit-related regulated activities</i> over £5 million	
Financial data (note 3)	CCR001	Annually	Half yearly	30 business days
Volumes (note 4)	CCR002	Annually	Half yearly	30 business days
Lenders (note 5)	CCR003	Annually	Half yearly	30 business days
Debt management (note 6)	CCR004	Annually	Half yearly	30 business days
Client Money & Assets (note 7)	CCR005	Annually	Half yearly	30 business days
Debt collection (note 8)	CCR006	Annually	Half yearly	30 business days
Key data (note 9)	CCR007	Annually	Annually	30 business days
Credit broking websites (note 10)				[deleted]
Note 1	When submitting the required <i>data item</i> , a <i>firm</i> must use the format of the <i>data item</i> set out in SUP 16 Annex 38A. Guidance notes for the completion of the data items is set out in SUP 16 Annex 38B.			
Note 2	References to revenue in SUP 16.12.29C R in relation to any <i>firm</i> do not include the amount of any repayment of any <i>credit</i> provided by that <i>firm</i> as <i>lender</i> .			
Note 3	(a) Subject to (b) to (d) below, this <i>data item</i> applies to all <i>credit firms</i> . (b) This <i>data item</i> does not apply to a <i>firm</i> if the only <i>credit-related regulated activity</i> for which it has <i>permission</i> is <i>operating an electronic system in relation to lending</i> . (c) This <i>data item</i> does not apply to a <i>firm</i> required to submit a Balance Sheet, Income Statement or Capital Adequacy <i>data item</i> from a RAG other than RAG 12. (d) This <i>data item</i> does not apply to a <i>firm</i> with <i>limited permission</i> unless it is a <i>not-for-profit debt advice body</i> and at any point in the last 12 <i>months</i> has held £1 million or more in <i>client money</i> or as the case may be, projects that it will hold £1million or more in <i>client money</i> in the next 12 <i>months</i> .			
Note 4	(a) Subject to (b) below, this <i>data item</i> applies to all <i>credit firms</i> . (b) This <i>data item</i> does not apply to a <i>firm</i> with <i>limited permission</i> unless it is a <i>not-for-profit debt advice body</i> and at			

Description of data item	Data item (note 1)	Frequency	Submission deadline
	any point in the last 12 months has held £1 million or more in <i>client money</i> or as the case may be, projects that it will hold £1million or more in <i>client money</i> in the next 12 months.		
Note 5	This data item applies to all <i>firms</i> with <i>permission</i> for entering into a regulated credit agreement as lender or exercising, or having the right to exercise, the lender's rights and duties under a regulated credit agreement.		
Note 6	(a) Subject to (b) to (d) below, this <i>data item</i> applies to a <i>debt management firm</i> and to a <i>not-for-profit debt advice body</i> that at any point in the last 12 months has held £1 million or more in <i>client money</i> or, as the case may be, projects that it will hold £1million or more in <i>client money</i> in the next 12 months. (b) This <i>data item</i> does not apply to a <i>firm</i> with <i>limited permission</i> other than a <i>not-for-profit debt advice body</i> within (a). (c) This <i>data item</i> does not apply to a <i>firm</i> required to submit a Capital Adequacy <i>data item</i> from a RAG other than RAG 12, or under SUP 16.13, unless (d) applies (d) Where a <i>firm</i> is required to submit a Capital Adequacy data item from a RAG other than RAG 12 or under SUP 16.13 but the <i>firm's</i> highest capital requirement derives from its activity under RAG 12, the <i>firm</i> should submit both CCR004 and the Capital Adequacy <i>data item</i> required from the RAG other than RAG 12 or SUP 16.13.		
Note 7	This <i>data item</i> applies to a CASS <i>debt management firm</i> , unless the firm is subject to a requirement imposed under section 55L of the Act stating that it must not hold <i>client money</i> , or such a requirement to the same effect.		
Note 8	This <i>data item</i> applies to a <i>firm</i> with <i>permission</i> to carry on <i>debt collecting</i> or operating an electronic system in relation to lending.		
Note 9	(a) Subject to (b) and (c) below, this <i>data item</i> applies to a <i>firm</i> that has <i>limited permission</i> . (b) This <i>data item</i> does not apply to an <i>authorised professional firm</i> that is a CASS <i>debt management firm</i> . Such a <i>firm</i> is instead required to submit the other <i>data items</i> in SUP 16.12.29C R as appropriate. (c) This <i>data item</i> does not apply to a <i>not-for-profit debt advice body</i> that at any point in the last 12 months has held £1 million or more in <i>client money</i> or, as the case may be, projects that it will hold £1million or more in <i>client money</i> in the next 12 months. Such a <i>not-for-profit debt advice body</i> is instead required to submit <i>data items</i> CCR001, CCR002, CCR004 and CCR005.		
Note 10	[deleted]		
Note 11	[deleted]		

Authorised professional firms

16.12.30 R

(1) An *authorised professional firm*, other than one that must comply with IPRU(INV) 3, 5 or 13 in accordance with IPRU(INV) 2.1.4R, or one

that is a *CASS debt management firm* or one that carries on only *credit-related regulated activity* as a *non-mainstream regulated activity*, must submit an annual questionnaire, contained in ■ SUP 16 Annex 9R, unless:

- (a) its only *regulated activities* are one or more of:
 - (i) *insurance distribution*;
 - (ii) *mortgage mediation*;
 - (iii) *retail investment*;
 - (iv) *mortgage lending*;
 - (v) *mortgage administration*;
 - (vi) *funeral plan distribution*; or
 - (b) its "main business" as determined by *IPRU(INV) 2.1.2R(3)* is *advising on, or arranging deals in, packaged products, or managing investments for private customers*;
- in which case the *authorised professional firm* must complete the appropriate report specified in ■ SUP 16.12.31 R.

- (2) The due date for submission of the annual questionnaire is four months after the *firm's accounting reference date*.
- (2A) Guidance on the completion of the annual questionnaire contained in ■ SUP 16 Annex 9R is set out in ■ SUP 16 Annex 9AG.
- (3) An *authorised professional firm* must also, where applicable, submit the other report to the *FCA* in accordance with ■ SUP 16.12.31 R in respect of the other *regulated activities* it undertakes under (1)(a).

16.12.30A R An *authorised professional firm* that must comply with *IPRU(INV) 3, 5, 10 or 13* in accordance with *IPRU(INV) 2.1.4R* must submit the relevant reports in ■ SUP 16.12.4 R to ■ SUP 16.12.29 G, according to the *regulated activity groups* that its business falls into.

16.12.30B R An *authorised professional firm* that is a *CASS debt management firm* and is not within ■ SUP 16.12.1G (3A) must complete the appropriate reports specified in ■ SUP 16.12.4 R and ■ SUP 16.12.29C R.

16.12.31 R Table of data items from an *authorised professional firm*

Report	Return (note 1)	Frequency (Note 4)	Due date
Adequate information relating to the following activities: (1) <i>insurance distribution activity</i> ; (2) <i>mortgage mediation activity</i> ; (3) <i>retail investment activity</i> ;	RMAR (Note 3)	Half yearly (quarterly for sections A to E for larger firms, subject to Note 3 exemptions) (note 2)	For half yearly report: 30 <i>business days</i> after period end For quarterly report: 30 <i>business days</i> after quarter end

Report	Return (note 1)	Frequency (Note 4)	Due date
(4) advising on, or arranging deals in, packaged products, or managing investments for private customers where these activities are the authorised professional firm's "main business" as determined by IPRU(INV) 2.1.2 R (3)			
Adequate information relating to mortgage lending and mortgage administration.	MLAR	Quarterly	20 business days after quarter end
Note 1	When giving the report required, a firm must use the return indicated. The RMAR and MLAR are located at SUP 16 Annex 18A and SUP 16 Annex 19A respectively. Guidance on the completion of the data items are located at SUP 16 Annex 18B and SUP 16 Annex 19B respectively.		
Note 2	For the purposes of RMAR reporting, a larger firm is a firm whose annual regulated business revenue in its previous financial year was greater than £5m. Annual regulated business revenue for these purposes is a firm's total revenue relating to insurance distribution activity, mortgage mediation activity and retail investment activity.		
Note 3	A firm which submits an MLAR is not required to submit sections A and B of the RMAR.		
Note 4	Reporting dates are calculated from a firm's accounting reference date.		

Financial conglomerates

16.12.32 **R**

- (1) A firm that is a member of a financial conglomerate must submit financial reports to the FCA in accordance with the table in ■ SUP 16.12.33 R if:
 - (a) it is at the head of a financial conglomerate; or
 - (b) its Part 4A permission contains a relevant requirement.
- (2) In (1)(b), a relevant requirement is one which:
 - (a) applies ■ SUP 16.12.33 R to the firm; or
 - (b) applies ■ SUP 16.12.33 R to the firm unless the mixed financial holding company of the financial conglomerate to which the firm belongs submits the report required under this rule (as if the rule applied to it).

16.12.33 R

Financial reports from a member of a financial conglomerate (see SUP 16.12.32 R)

Content of Report	Form (Note 1)	Frequency	Due Date
Calculation of supplementary capital adequacy requirements in accordance with one of the three technical calculation methods	Note 2	Note 5 Yearly	Note 5
Identification of significant <i>risk concentration</i> levels	Note 3	Yearly	4 months after year end
Identification of significant <i>intra-group transactions</i>	Note 4	Yearly	4 months after year end
Report on compliance with GENPRU 3.1.35 R where it applies	Note 6	Note 5	Note 5
Note 1	When giving the report required, a <i>firm</i> must use the form indicated, if any.		
Note 2	In respect of <i>FCA-authorised persons</i> , if Part 1 of GENPRU3 Annex 1 (method 1), or Part 2 of GENPRU 3 Annex 1 (method 2), or Part 3 of GENPRU 3 Annex 1 (method 3) applies, there is no specific form. Adequate information must be provided, specifying the calculation method used and each <i>financial conglomerate</i> for which the <i>FCA</i> is the <i>co-ordinator</i> must discuss with the <i>FCA</i> the form which this reporting will take and the extent to which verification by an auditor will be required.		
Note 3	Rather than specifying a standard format for each <i>financial conglomerate</i> to use, each <i>financial conglomerate</i> for which the <i>FCA</i> is the <i>co-ordinator</i> must discuss with the <i>FCA</i> the form of the information to be reported. This should mean that usual information management systems of the <i>financial conglomerate</i> can be used to the extent possible to generate and analyse the information required. When reviewing the <i>risk concentration</i> levels, the <i>FCA</i> will in particular monitor the possible risk of contagion in the <i>financial conglomerate</i> , the risk of a conflict of interests, the risk of circumvention of <i>sectoral rules</i> , and the level or volume of risks.		
Note 4	For the purposes of this reporting requirement, an <i>intra-group transaction</i> will be presumed to be significant if its amount exceeds 5% of the total amount of capital adequacy requirements at the level of the <i>financial conglomerate</i> . Rather than specifying a standard format for each <i>financial conglomerate</i> to use, each <i>financial conglomerate</i>		

Content of Report	Form (Note 1)	Frequency	Due Date
<p>Note 5</p> <p>Note 6</p>		<p>ate for which the FCA is the co-ordinator must discuss with the FCA the form of the information to be reported. This should mean that the usual information management systems of the <i>financial conglomerate</i> can be used to the extent possible to generate and analyse the information required.</p> <p>When reviewing the <i>intra-group transactions</i>, the FCA will in particular monitor the possible risk of contagion in the <i>financial conglomerate</i>, the risk of a conflict of interest, the risk of circumvention of <i>sectoral rules</i>, and the level or volume of risks.</p> <p>The frequency and due date will be as follows:</p> <p>(1) <i>banking and investment services conglomerate</i>; frequency is yearly with due date 45 <i>business days</i> after period end; and</p> <p>(2) <i>insurance conglomerate</i>: frequency is yearly with due date four months after period end for the capital adequacy return and three months after period end for the report on compliance with GENPRU 3.1.35 R where it applies.</p> <p>Adequate information must be added as a separate item to the relevant form for sectoral reporting.</p>	



16.13 Reporting under the Payment Services Regulations

Application

16.13.1 **G** This section applies to a *payment service provider* as set out in this section (see ■ SUP 16.1.1A D).

Purpose

- 16.13.2 **G** The purpose of this section is to:
- (1) give directions to *authorised payment institutions, small payment institutions and registered account information service providers* under regulation 109(1) (Reporting requirements) of the *Payment Services Regulations* in relation to:
 - (a) the information in respect of their provision of *payment services* and their compliance with requirements imposed by or under Parts 2 to 7 of the *Payment Services Regulations* that they must provide to the *FCA*; and
 - (b) the time at which and the form in which they must provide that information and the manner in which it must be verified;
 - (2) give directions to *payment service providers* under regulation 109(5) (Reporting requirements) of the *Payment Services Regulations* in relation to the form of the statistical data on fraud relating to different means of payment that must be provided to the *FCA* under regulation 109(4) of the *Payment Services Regulations* at least once per year;
 - (3) give directions to *payment service providers* under regulation 98(3) (Management of operational and security risks) of the *Payment Services Regulations* in relation to:
 - (a) the information that must be contained in the assessment of operational and security risks and the adequacy of mitigation measures and control mechanisms that must be provided to the *FCA*;
 - (b) the intervals at which that assessment must be provided to the *FCA* (if the assessment is required to be provided more frequently than once a year); and
 - (c) the form and manner in which that assessment must be provided; and
 - (4) [deleted]

(5) give directions to *payment service providers* referred to at SUP 16.13.3-BD under regulation 109(1) (Reporting requirements) of the *Payment Services Regulations* in relation to annual financial crime reporting to the FCA.

16.13.2-A G The purpose for which this section requires information to be provided to the FCA under regulation 109 of the *Payment Services Regulations* is to assist the FCA in the discharge of its functions under regulation 106 (Functions of the FCA), regulation 108 (Monitoring and enforcement) and regulation 109(6) (Reporting requirements) of the *Payment Services Regulations*.

16.13.2A G The purpose of this section is also to set out the rules applicable to *payment service providers* in relation to complete and timely reporting and failure to submit reports.

16.13.2B G *Authorised payment institutions* and *small payment institutions* should refer to the transitional provisions in ■ SUP TP 1.11 (Payment services and electronic money returns).

Reporting requirement

16.13.3 D

(1) An *authorised payment institution*, a *small payment institution* or a *registered account information service provider* must submit to the FCA the duly completed return applicable to it as set out in column (2) of the table in ■ SUP 16.13.4D.

(2) An *authorised payment institution*, a *small payment institution* or a *registered account information service provider* must submit the return referred to in (1):

(a) in the format specified as applicable in column (3) of the table in ■ SUP 16.13.4D;

(b) at the frequency and in respect of the periods specified in column (4) of that table;

(c) by the due date specified in column (5) of that table; and

(d) by electronic means made available by the FCA.

16.13.3-A D ■ SUP 16.4.5R (Annual controllers report) and ■ SUP 16.5.4R (Annual Close Links Reports) apply to an *authorised payment institution* as if a reference to *firm* in these *rules* were a reference to an *authorised payment institution*.

16.13.3-AA D ■ SUP 16.23.4R to ■ SUP 16.23.7R (Annual Financial Crime Report) apply to a *payment institution* as if a reference to *firm* in these *rules* and *guidance* were a reference to a *payment institution* and the reference to *group* is read accordingly, other than:

(1) a *payment institution* where its authorisation or registration permits it to provide only one or more of the following *payment services* and it is not permitted to carry on any *regulated activities*:

(a) *account information services*;

(b) *payment initiation services*; or

(c) *money remittance*, or

(2) a person with *temporary PI authorisation* that immediately before *IP completion day* was providing *payment services* other than through a branch in the UK or a UK-based agent.

16.13.3A D ■ SUP 16.3.11 R (Complete reporting) and ■ SUP 16.3.13 R (Timely reporting) also apply to *authorised payment institutions*, *small payment institutions* and *registered account information service providers* as if a reference to *firm* in these *rules* were a reference to these categories of *payment service provider*.

16.13.3B R ■ SUP 16.3.14 R (Failure to submit reports) also applies to *payment service providers* that are required to submit reports or assessments in accordance with this section and the *Payment Services Regulations* as if a reference to *firm* in this *rule* were a reference to the relevant category of *payment service provider*.

16.13.3C G *Authorised payment institutions*, *small payment institutions* and *registered account information service providers* are reminded that they should give the *FCA* reasonable advance notice of changes to their *accounting reference date* (among other things) under regulation 37 of the *Payment Services Regulations*. The *accounting reference date* is important because many frequencies and due dates for reporting to the *FCA* are linked to the *accounting reference date*.

16.13.4 D The table below sets out the format, reporting frequency and due date for submission in relation to regulatory returns that apply to *authorised payment institutions*, *small payment institutions* and *registered account information service providers*.

(1)	(2)	(3)	(4)	(5)
Type of payment service provider	Return	Format	Reporting Frequency	Due date
<i>authorised payment institution</i>	Authorised Payment Institution Capital Adequacy Return	FSA056 (Note 1)	Annual (Note 2)	30 <i>business days</i> (Note 3)
<i>registered account information service provider</i>	Authorised Payment Institution Capital Adequacy Return	FSA056 (Note 1)	Annual (Note 2)	30 <i>business days</i> (Note 3)
<i>small payment institution</i>	Payment Services Directive Transactions	FSA057 (Note 4)	Annual (Note 5)	1 <i>month</i> (Note 3)

(1)	(2)	(3)	(4)	(5)
Note 1	When submitting the completed return required, the <i>authorised payment institution</i> or <i>registered account information service provider</i> must use the format of the return set out in SUP 16 Annex 27CD. Guidance notes for the completion of the return are set out in SUP 16 Annex 27DG.			
Note 2	This reporting frequency is calculated from an <i>authorised payment institution's</i> or <i>registered account information service provider's</i> accounting reference date.			
Note 3	The due dates are the last day of the periods given in column (5) of the table above following the relevant reporting frequency period set out in column (4) of the table above.			
Note 4	When submitting the completed return required, the <i>small payment institution</i> must use the format of the return set out in SUP 16 Annex 28CD. Guidance notes for the completion of the return are set out in SUP 16 Annex 28DG.			
Note 5	This reporting frequency is calculated from 31 December each calendar year.			

Statistical data on fraud

- 16.13.5 **G** Regulation 109(4) of the *Payment Services Regulations* requires *payment service providers* to provide to the *FCA* statistical data on fraud relating to different means of payment.
- 16.13.6 **G** This requirement applies to:
- (1) *authorised payment institutions*;
 - (2) *small payment institutions*;
 - (3) *registered account information service providers*;
 - (4) *electronic money institutions*;
 - (5) *credit institutions* with permission to accept deposits under Part 4a of FSMA.
- 16.13.7 **D** This statistical data on fraud must be submitted to the *FCA* by electronic means made available by the *FCA* using the format of the return set out in ■ SUP 16 Annex 27ED. Guidance notes for the completion of the return are set out in ■ SUP 16 Annex 27FG.
- 16.13.8 **D**
- (1) In the case of an *authorised payment institution*, an *authorised electronic money institution* or a *credit institution* with permission to accept deposits under Part 4a of FSMA:
 - (a) the return set out in ■ SUP 16 Annex 27ED must be provided to the *FCA* every six months;
 - (b) returns must cover the reporting periods 1 January to 30 June and 1 July to 31 December; and
 - (c) returns must be submitted within two *months* of the end of each reporting period.

- (2) In the case of a *small payment institution*, a *registered account information service provider* or a *small electronic money institution*:
 - (a) two returns set out in ■ SUP 16 Annex 27ED must be provided to the *FCA* every twelve *months*. Each return must cover a *six-month* period;
 - (b) one return must cover the period 1 January to 30 June and the other return must cover the period 1 July to 31 December; and
 - (c) both returns must be submitted within two *months* of the end of the calendar year.

16.13.8A G The return in ■ SUP 16 Annex 27ED reflects the *EBA's* Guidelines on fraud reporting under the *Payment Services Directive 2 (PSD2)*, published on 18 July 2018 (EBA/GL/2018/05). The return also includes fraud reporting for *registered account information service providers*, as required by regulation 109 of the *Payment Services Regulations*.

Operational and Security Risk assessments

16.13.9 G Regulation 98(1) of the *Payment Services Regulations* provides that each *payment service provider* must establish a framework with appropriate mitigation measures and control mechanisms to manage the operational and security risks relating to the *payment services* it provides.

16.13.10 G Regulation 98(2) of the *Payment Services Regulations* provides that each *payment service provider* must provide to the *FCA* an updated and comprehensive assessment:

- (1) of the operational and security risks relating to the *payment services* it provides; and
- (2) on the adequacy of the mitigation measures and control mechanisms implemented in response to those risks.

The purpose of ■ SUP 16.13.11G to ■ 16.13.17G is to direct the form and manner of the assessment and the information that the assessment must contain.

16.13.11 G The *EBA* issued Guidelines on 12 December 2017 on the security measures for operational and security risks of payment services under the *Payment Services Directive* (EBA/GL/2017/17). The Guidelines specify requirements for the establishment, implementation and monitoring of the security measures that *payment service providers* must take to manage operational and security risks relating to the *payment services* they provide.

[**Note:** see *EBA* guidelines: Guidelines on the security measures for operational and security risks of payment services, 12 December 2017/EBA/GL/2017/17.]

16.13.12 D *Payment service providers* must comply with the *EBA's* Guidelines the on security measures for operational and security risks of payment services (EBA/GL/2017/17) as issued on 12 December 2017 where they are addressed to *payment service providers*.

16.13.13 **D** The assessments required by regulation 98(2) of the *Payment Services Regulations* must be submitted (except *payment service providers* mentioned in paragraph (1) (c) and (ca) of the *Glossary* definition of *payment service provider* and paragraph (1)(c) of the *Glossary* definition of *electronic money issuer*) to the *FCA*:

- (1) at least once every calendar year;
- (2) in writing, in the form specified in **■ SUP 16 Annex 27GD**, and attaching the documents described in that form; and
- (3) by electronic means made available by the *FCA*.

In the case of *credit institutions*, this provision applies only to those with permission to accept deposits under Part 4a of FSMA.

16.13.14 **G** *Payment service providers* (except *payment service providers* mentioned in paragraph (1) (c) and (ca) of the *Glossary* definition of *payment service provider* and paragraph (1)(c) of the *Glossary* definition of *electronic money issuer*) should submit the form and the assessments to the *FCA* in accordance with **■ SUP 16.13.13D(2)** as soon as practicable after the assessments have been completed. In the case of *credit institutions*, this paragraph applies only to those with permission to accept deposits under Part 4a of FSMA.

16.13.15 **G** *Payment service providers* (except *payment service providers* mentioned in paragraphs (1) (c) and (ca) of the *Glossary* definition of *payment service provider* and paragraph (1)(c) of the *Glossary* definition of *electronic money issuer*) may provide operational and security risk assessments to the *FCA* on a more frequent basis than once every calendar year if they so wish. *Payment service providers* (except *payment service providers* mentioned in paragraph (1) (c) and (ca) of the *Glossary* definition of *payment service provider* and paragraph (1)(c) of the *Glossary* definition of *electronic money issuer*) should not, however, submit such assessments more frequently than once every quarter. In the case of *credit institutions*, this paragraph applies only to those with permission to accept deposits under Part 4a of FSMA.

16.13.16 **G** Subject to the requirements in **■ SUP 16.13.13D**, *payment service providers* (except *payment service providers* mentioned in paragraph (1) (c) and (ca) of the *Glossary* definition of *payment service provider* and paragraph (1)(c) of the *Glossary* definition of *electronic money issuer*) should submit a nil return for each quarter in which they do not make a submission to the *FCA*. In the case of *credit institutions*, this paragraph applies only to those with permission to accept deposits under Part 4a of FSMA.

16.13.17 **G** [deleted]

16.13.17A **G** **■ SYSC 15A** (Operational resilience) sets out further provisions which are relevant to a *payment service provider's* Operational and Security Risk assessment.

16.13.18 **G** Article 17 of the *SCA RTS* permits *payment service providers* not to apply strong customer authentication in respect of legal persons initiating

electronic *payment transactions* through the use of dedicated payment processes or protocols that are only made available to *payers* who are not consumers, where the *FCA* is satisfied that those processes and protocols guarantee at least equivalent levels of security to those provided for by the *Payment Services Regulations*.

16.13.19 D *Payment service providers* intending to make use of the exemption in article 17 of the *SCA RTS* must include in the operational and security risk assessment submitted in accordance with ■ SUP 16.13.13D:

- (1) a description of the *payment services* that the *payment service provider* intends to provide in reliance on this exemption; and
- (2) an explanation of how the *payment service provider's* processes and protocols achieve at least equivalent levels of security to those provided for by the *Payment Services Regulations*.

16.13.20 D *Payment service providers* should comply with ■ SUP 16.13.19D at least three months before making use of the exemption in article 17 of the *SCA RTS*, and subsequently each time they prepare and submit the operational and security risk assessment required by regulation 98(2) of the *Payment Services Regulations* in respect of a period in which they have made use of the article 17 exemption.

16.13.21 G *Payment service providers* that follow the guidance in paragraphs 20.55 to 20.60 of the *FCA's* Approach Document and comply with ■ SUP 16.13.19D and ■ 16.13.20D may make use of the article 17 exemption on the basis that the *FCA* is satisfied with the levels of security of their processes and protocols, unless informed otherwise by the *FCA*.

[**Note:** see <https://www.fca.org.uk/publication/finalised-guidance/fca-approach-payment-services-electronic-money-2017.pdf>.]

Reporting statistics on the availability and performance of a dedicated interface

16.13.22 G Article 32(4) of the *SCA RTS* requires *account servicing payment service providers* that opt to provide a dedicated interface under article 31 of the *SCA RTS* to monitor the availability and performance of that interface. They must also publish on their website quarterly statistics on the availability and performance of the dedicated interface and of the interface used by its *payment services users*.

16.13.23 D *Account servicing payment service providers* shall submit to the *FCA* the quarterly statistics on the availability and performance of a dedicated interface that they are required by article 32(4) of the *SCA RTS* to publish on their website:

- (1) within 1 month of the quarter to which the statistics relate;
- (2) using the form set out in ■ SUP 16 Annex 46AD; and
- (3) by electronic means made available by the *FCA*.

16.13.24 **G** The quarterly statistics should cover the periods January to March, April to June, July to September and October to December.

An *account servicing payment service provider* becoming subject to the obligation in **■ SUP 16.13.23D** part way through a quarter should submit the first statistics only in relation to the part of the quarter when this obligation applied.

Guidance notes for completing the form set out in **■ SUP 16 Annex 46AD** are in **■ SUP 16 Annex 46BG**.

16.14 Client money and asset return

Application

16.14.1 **R** This section applies to a *CASS large firm* and a *CASS medium firm*.

Purpose

16.14.2 **G** The purpose of the *rules* and *guidance* in this section is to ensure that the *FCA* receives regular and comprehensive information from a *firm* which is able to hold *client money* and *safe custody assets* on behalf of its *clients*.

Report

16.14.3 **R**

- (1) Subject to (3), a *firm* must submit a completed *CMAR* to the *FCA* within 15 *business days* of the end of each month.
- (2) In this *rule* month means a calendar month and **■ SUP 16.3.13 R (4)** does not apply.
- (3) A *firm* which changes its 'CASS firm type' and notifies the *FCA* that it is a *CASS medium firm* or a *CASS large firm* in accordance with **■ CASS 1A.2.9 R** is not required to submit a *CMAR* in respect of the month in which the change to its 'CASS firm type' takes effect in accordance with **■ CASS 1A.2.12 R**, unless it was a *firm* to which the requirement in (1) applied immediately prior to that change taking effect.

16.14.4 **R** For the purposes of the *CMAR*:

- (1) *client money* is that to which the *client money rules* in **■ CASS 7** apply; and
- (2) *safe custody assets* are those to which the *custody rules* in **■ CASS 6** apply but only in relation to:
 - (a) the holding of *financial instruments* (in the course of *MiFID business*);
 - (b) the *safeguarding and administration of assets* (without *arranging*) (in the course of business that is not *MiFID business*);
 - (c) *acting as trustee or depositary of an AIF*, and in this case also include any *safe custody investments* to which the *firm*, when acting for an *authorised AIF*, is required by **■ CASS 6.1.16IAR (2)** to apply the *custody rules* under **■ CASS 6.1.1BR (2)**;

- (d) acting as trustee or depositary of a UK UCITS and in this case also include any safe custody investments to which the firm is required by ■ CASS 6.1.16IDR to apply the custody rules under ■ CASS 6.1.1BR(3); and
- (e) those excluded custody activities carried on by a firm acting as a small AIFM, that would amount to the safeguarding and administration of assets (without arranging) but for the exclusion in article 72AA of the RAO.

16.14.5 **G** For the avoidance of doubt, the effect of ■ SUP 16.14.4 R is that the following are to be excluded from any calculations which the CMAR requires:

- (1) any client money held by the firm in accordance with ■ CASS 5;
- (2) any safe custody assets in respect of which the firm is merely arranging safeguarding and administration of assets in accordance with ■ CASS 6;
- (2A) any safe custody assets for which a small AIFM is:
 - (a) carrying on those excluded custody activities that would merely amount to arranging safeguarding and administration of assets but for the exclusion in article 72AA of the RAO; and
 - (b) is doing so in accordance with ■ CASS 6; and
- (3) any client money or safe custody assets in respect of which the firm merely has a mandate in accordance with ■ CASS 8.

Method of submission

16.14.6 **R** A CMAR must be submitted by electronic means made available by the FCA.

Reporting of 'unbreakable' client money deposits

- 16.14.7 **R**
- (1) This rule applies to a firm in respect of a CMAR required under ■ SUP 16.14.3R where, at the end of the reporting period for the CMAR:
 - (a) the firm holds client money using a client bank account under ■ CASS 7.13.13R(3A)(b) (Segregation of client money); and
 - (b) the firm is unable to make a withdrawal from that client bank account until the expiry of a period lasting between 31 and 95 days.
 - (2) A firm must use a separate row in data field 13 of its CMAR to report on any aggregate positive balance of client money held with a particular bank which, as at the end of the reporting period for the CMAR:
 - (a) the firm is able to withdraw within a period of up to 30 days;
 - (b) the firm is unable to withdraw for a period of 31 to 60 days; and
 - (c) the firm is unable to withdraw for a period of 61 to 95 days.

16.14.8

G

- (3) (a) A *firm* must denote a balance falling under (2)(b) by using the words “unbreakable 31-60” in data field 13B of the *CMAR*.
 - (b) A *firm* must denote a balance falling under (2)(c) by using the words “unbreakable 61-95” in data field 13B of the *CMAR*.
- (1) Because of ■ SUP 16.14.7R(1)(b), ■ SUP 16.14.7R would not apply to a *firm* where, for example:
 - (a) it was using a *client bank account* under ■ CASS 7.13.13R(3A)(b) that had a fixed term of over 30 *days*, but by the end of the reporting period for the *CMAR* there were fewer than 31 *days* remaining before the *firm* could withdraw all the *money* in that account; or
 - (b) it was using a *client bank account* under ■ CASS 7.13.13R(3A)(b) that had a notice period of over 30 *days* for withdrawals, but by the end of the reporting period for the *CMAR* the *firm* had already served notice for withdrawal for all the *money* in that account and there were fewer than 31 *days* remaining before the end of the notice period.
 - (2) Further *guidance* is available in ■ SUP 16 Annex 29AG on completing data field 13 of the *CMAR* in cases where ■ SUP 16.14.7R applies.



16.15 Reporting under the Electronic Money Regulations

Application

16.15.1 **G** This section applies to *electronic money issuers* that are not *credit institutions* (see ■ SUP 16.1.1B D).

Purpose

16.15.2 **G** The purpose of this section is to give directions to the *electronic money issuers* referred to in ■ SUP 16.1.1B D under regulation 49 (Reporting requirements) of the *Electronic Money Regulations* in relation to:

- (1) the information in respect of their issuance of *electronic money* and provision of *payment services* and their compliance with requirements imposed by or under Parts 2 to 5 of the *Electronic Money Regulations* that they must provide to the *FCA*; and
- (2) the time at which and the form in which they must provide that information.

16.15.3 **G** The purpose of this section is also to set out the rules applicable to these types of *electronic money issuers* in relation to complete and timely reporting and, where relevant, the failure to submit reports.

16.15.3A **G** *Electronic money institutions* should refer to the transitional provisions in ■ SUP TP 1.11 (Payment services and electronic money returns).

Reporting requirement

16.15.4 **D** An *electronic money issuer* that is not a *credit institution* must submit to the *FCA*:

- (1) the duly completed return applicable to it as set out in column (2) of the table in ■ SUP 16.15.8 D; and
- (2) the return referred to in (1):
 - (a) in the format specified as applicable in column (3) of the table in ■ SUP 16.15.8 D;
 - (b) at the frequency and in respect of the periods specified in column (4) of that table;

- (c) by the due date specified in column (5) of that table; and
- (d) by electronic means made available by the *FCA* where necessary.

16.15.5 D ■ SUP 16.4.5 R (Annual Controllers Report) and ■ SUP 16.5.4 R (Annual Close Links Reports) apply to an *authorised electronic money institution* as if a reference to *firm* in these rules were a reference to an *authorised electronic money institution*.

16.15.5A D ■ SUP 16.23.4R to ■ SUP 16.23.7R (Annual Financial Crime Report) apply to an *electronic money institution* as if a reference to *firm* in these rules and guidance were a reference to an *electronic money institution* and the reference to *group* is read accordingly.

16.15.6 D ■ SUP 16.3.11 R (Complete reporting) and ■ SUP 16.3.13 R (Timely reporting) apply to an *authorised electronic money institution* and a *small electronic money institution* as if a reference to *firm* in these rules were a reference to an *authorised electronic money institution* and a *small electronic money institution*.

16.15.7 R ■ SUP 16.3.14 R (Failure to submit reports) also applies to an *authorised electronic money institution* and a *small electronic money institution* as if a reference to *firm* in these rules were a reference to an *authorised electronic money institution* and a *small electronic money institution*.

16.15.8 D The table below sets out the format, reporting frequency and due date for submission in relation to regulatory returns that apply to *electronic money issuers* that are not *credit institutions*.

(1) Type of <i>electronic money issuer</i>	(2) Return	(3) Format	(4) Reporting Frequency	(5) Due date (Note 4)
<i>Authorised electronic money institution</i> (Note 1)	EMI and SEMI Questionnaire	FIN060	Annual (Note 3)	30 <i>business days</i>
<i>Small electronic money institutions</i> (Note 2)	EMI and SEMI Questionnaire	FIN060	Annual (Note 5)	30 <i>business days</i>
	Total <i>electronic money</i> outstanding @ 31st December	FSA065	Annual (Note 5)	1 <i>month</i>

(1) Type of <i>electronic money issuer</i>	(2) Return	(3) Format	(4) Reporting Frequency	(5) Due date (Note 4)
(a) the Post Office Limited	<i>Average outstanding electronic money</i>	No standard format	Annual (Note 6)	30 <i>business days</i>
(b) the Bank of England				
(c) Government departments and local authorities				
(d) <i>credit unions</i>				
(e) municipal banks				
(f) the National Savings Bank				
Note 1	When submitting the completed returns required, the <i>authorised electronic money institution</i> must use the format of the returns set out in SUP 16 Annex 30HD. Guidance notes for the completion of the return are set out in SUP 16 Annex 30IG.			
Note 2	When submitting the completed returns required, the <i>small electronic money institution</i> must use the format of the returns set out in SUP 16 Annex 30JD (FIN060) and SUP 16 Annex 30GD (FSA065). Guidance notes for the completion of the FIN060 return are set out in SUP 16 Annex 30KG.			
Note 3	This field is calculated from the <i>authorised electronic money institution's accounting reference date</i> .			
Note 4	The due dates for returns are the last day of the periods given in column (5) of the table above following the relevant reporting frequency period set out in column (4) of the table above.			
Note 5	The reporting frequency in relation to FSA065 is calculated from 31 December each calendar year. In relation to FIN060, this field is calculated from the <i>small electronic money institution's accounting reference date</i> .			
Note 6	This is calculated from 31 December each calendar year.			



16.16 Prudent valuation reporting [deleted]

16.16.1 **R**



16.18 AIFMD reporting

Application

16.18.1 G This section applies to the following types of *AIFM* in line with ■ SUP 16.18.2 G:

- (1) a *full-scope UK AIFM*;
- (2) a *small authorised UK AIFM*;
- (3) a *small registered UK AIFM*;
- (4) an *above-threshold non-UK AIFM marketing in the UK*; and
- (5) a *small non-UK AIFM marketing in the UK*.

16.18.2 G

Type of AIFM	Rules	Directions	Guidance	AIFMD level 2 regulation
<i>full-scope UK AIFM</i>	FUND 3.4 (Reporting obligation to the FCA) and SUP 16.18.5 R			Article 110 (Reporting to competent authorities) (as replicated in SUP 16.18.4UK)
<i>small authorised UK AIFM</i>	SUP 16.18.6 R			Article 110 (Reporting to competent authorities) (as replicated in SUP 16.18.4UK)
<i>small registered UK AIFM</i>		SUP 16.18.7 D		Article 110 (Reporting to competent authorities) (as replicated in SUP 16.18.4UK)
<i>above-threshold non-UK AIFM</i>			SUP 16.18.8 G	Article 110 (Reporting to competent

Type of AIFM	Rules	Directions	Guidance	AIFMD level 2 regulation
<i>marketing in the UK</i>				authorities) (as replicated in SUP 16.18.4UK)
<i>small non-UK AIFM marketing in the UK</i>		SUP 16.18.9 D		Article 110 (Reporting to competent authorities) (as replicated in SUP 16.18.4UK)

Purpose

16.18.3

G

This section specifies the end dates for reporting periods for *AIFMs* and the reporting period for *small AIFMs* for the types of *AIFM* to whom this section applies. Although article 110 of the *AIFMD level 2 regulations* (Reporting to competent authorities) (as replicated in ■ SUP 16.18.4UK) applies certain reporting requirements directly to *AIFMs*, it does not specify the end dates for reporting periods for an *AIFM* and, for *small AIFMs*, it does not specify the reporting period. Therefore, *competent authorities* are required to specify these requirements.

Article 110 of the AIFMD level 2 regulation

16.18.4

UK

Reporting to the FCA	
1.	<p>In order to comply with the requirements of [FUND 3.4.2R] and directions given by the FCA under regulation 21(2) of the AIFM Regulations 2013, an AIFM shall provide the following information when reporting to the FCA:</p> <ul style="list-style-type: none"> (a) the main instruments in which it is trading, including a break-down of financial instruments and other assets, including the AIF's investment strategies and their geographical and sectoral investment focus; (b) the markets of which it is a member or where it actively trades; (c) the diversification of the AIF's portfolio, including, but not limited to, its principal exposures and most important concentrations. <p>The information shall be provided as soon as possible and not later than one month after the end of the period referred to in paragraph 3. Where the AIF is a fund of funds this period may be extended by the AIFM by 15 days.</p>
2.	<p>For each of the EU AIFs they manage and for each of the AIFs they market in the United Kingdom or the Union, AIFMs shall provide to the FCA the following information in accordance with [FUND 3.4.3R]:</p> <ul style="list-style-type: none"> (a) the percentage of the AIF's assets which are subject to special arrangements as defined in Article 1(5) of this Regulation arising from their illiquid nature as referred to in [FUND 3.2.5R(1)]; (b) any new arrangements for managing the liquidity of the AIF;

Reporting to the FCA	
	<ul style="list-style-type: none"> (c) the risk management systems employed by the AIFM to manage the market risk, liquidity risk, counterparty risk and other risks including operational risk; (d) the current risk profile of the AIF, including: <ul style="list-style-type: none"> (i) the market risk profile of the investments of the AIF, including the expected return and volatility of the AIF in normal market conditions; (ii) the liquidity profile of the investments of the AIF, including the liquidity profile of the AIF's assets, the profile of redemption terms and the terms of financing provided by counterparties to the AIF; (e) information on the main categories of assets in which the AIF invested including the corresponding short market value and long market value, the turnover and performance during the reporting period; and (f) the results of periodic stress tests, under normal and exceptional circumstances, performed in accordance with [FUND 3.6.3R(2) and 3.7.5R(2)(b)].
3.	<p>The information referred to in paragraphs 1 and 2 shall be reported as follows:</p> <ul style="list-style-type: none"> (a) on a half-yearly basis by AIFMs managing portfolios of AIFs whose assets under management calculated in accordance with Article 2 in total exceed the threshold of either EUR 100 million or EUR 500 million laid down in sub-paragraphs (b) and (a) respectively of regulation 9(1) of the AIFM Regulations 2013 but do not exceed EUR 1 billion, for each of the UK and EU AIFs they manage and for each of the AIFs they market in the United Kingdom or the Union; (b) on a quarterly basis by AIFMs managing portfolios of AIFs whose assets under management calculated in accordance with Article 2 in total exceed EUR 1 billion, for each of the UK and EU AIFs they manage, and for each of the AIFs they market in the United Kingdom or in the Union; (c) on a quarterly basis by AIFMs which are subject to the requirements referred to in point (a) of this paragraph, for each AIF whose assets under management, including any assets acquired through use of leverage, in total exceed EUR 500 million, in respect of that AIF; (d) on an annual basis by AIFMs in respect of each unleveraged AIF under their management which, in accordance with its core investment policy, invests in non-listed companies and issuers in order to acquire control.
4.	By way of derogation from paragraph 3, the FCA may deem it appropriate and necessary for the exercise of its function to require all or part of the information to be reported on a more frequent basis.
5.	AIFMs managing one or more AIFs which they have assessed to be employing leverage on a substantial basis in accordance with Article 111 of this Regulation shall provide the information required under [FUND 3.4.5R] at the same time as that required under paragraph 2 of this Article.
6.	AIFMs shall provide the information specified under paragraphs 1, 2 and 5 in accordance with the pro-forma reporting template set out in the Annex IV.
7.	[deleted]

Reporting to the FCA

[Note: Article 110 of the *AIFMD level 2 regulation*]

Reporting periods and end dates

16.18.5 **R** The reporting period of a *full-scope UK AIFM* must end on the following dates:

- (1) for *AIFMs* that are required to report annually, on 31 December in each calendar year;
- (2) for *AIFMs* that are required to report half-yearly, on 30 June and 31 December in each calendar year; and
- (3) for *AIFMs* that are required to report quarterly, on 31 March, 30 June, 30 September and 31 December in each calendar year.

16.18.6 **R** A *small authorised UK AIFM* must report annually and its reporting period must end on 31 December in each calendar year.

16.18.7 **D** A *small registered UK AIFM* must report annually and its reporting period must end on 31 December in each calendar year.

16.18.8 **G** In accordance with regulation 59(3)(a) of the *AIFMD UK regulation*, an *above-threshold non-EEA AIFM* that is *marketing* in the *UK* is required to comply with the implementing provisions of the *AIFMD UK regulation* that apply to a *full-scope UK AIFM* and relate to articles 22 to 24 *AIFMD* in so far as such provisions are relevant to the *AIFM* and the *AIF*. Therefore, such an *AIFM* should comply with the provisions in **■ SUP 16.18.5 R** that are applicable to a *full-scope UK AIFM*.

16.18.9 **D** A *small non-EEA AIFM marketing* in the *UK* must report annually and its reporting period must end on 31 December in each calendar year.

16.18.10 **G** All periods in this section should be calculated by reference to London time.

Guidelines

16.18.11 **G** *ESMA's* guidelines on reporting obligations under articles 3(3)(d) and 24(1), (2) and (4) of the *AIFMD*, 8 August 2014 (ESMA/2014/869EN), provide further details in relation to the requirements in this section.



16.19 Immigration Act compliance reporting

Application

- 16.19.1 D (1) This section applies to a *firm* which is subject to any of the following provisions of the Immigration Act 2014:
 - (a) the prohibition on opening a current account for a disqualified person in section 40;
 - (b) the requirement to carry out immigration checks in relation to current accounts in section 40A;
 - (c) the requirement to notify the existence of current accounts for disqualified persons in section 40B; and
 - (d) the requirement to close an account in accordance with section 40G.
- (2) This section does not apply to a *branch* of a *firm* where the *branch* is established outside the *United Kingdom*.

[Note: A *firm* is subject to the prohibition in section 40 and the requirements in sections 40A, 40B and 40G of the Immigration Act 2014 if it is a “bank” or “building society” for the purposes of section 42 of the Immigration Act 2014.]

Annual compliance reporting

- 16.19.2 D A *firm* must report its compliance with sections 40, 40A, 40B and 40G of the Immigration Act 2014 to the *FCA* annually.

Method for submitting compliance reports

- 16.19.3 D A *firm* must report its compliance in the form specified in ■ SUP 16 Annex 1AR using the appropriate online systems accessible from the *FCA*'s website.

Time period for submitting compliance reports

- 16.19.4 D A *firm* which is subject to ■ SUP 16.7A (Annual reports and accounts) must report its compliance at the same time that it submits its *annual reports and accounts* to the *FCA*.
- 16.19.5 D A *firm* which is not subject to ■ SUP 16.7A (Annual reports and accounts) must report its compliance within four months after its *accounting reference date*.



16.20

Submission of recovery plans and information for resolution plans [deleted]

16.20.1

R



16.21 Reporting under the MCD Order for CBTL firms

Application

16.21.1 **D** This section applies to a *CBTL firm* that enters into or promises to enter into a *CBTL credit agreement* as lender, or a *CBTL firm* in which the rights and obligations of the lender under a *CBTL credit agreement* are vested.

Purpose

16.21.2 **G** The purpose of this section is to direct *CBTL firms* in relation to:

the information that they must provide to the *FCA* on their *CBTL business* and their compliance with requirements imposed by Schedule 2 to the *MCD Order*; and

the time at which, and the manner and form in which, they must provide that information.

[Note: article 18(1)(c) of the *MCD Order*]

16.21.3 **G** The purpose of this section is also to make provision for *CBTL firms* in relation to the failure to submit reports.

Reporting requirement

- 16.21.4 **D**
- (1) A *CBTL firm* must submit a duly completed consumer buy-to-let return to the *FCA*.
 - (2) The return referred to in (1) must be submitted:
 - (a) in the format set out in ■ SUP 16 Annex 39AD; guidance notes for the completion of the return are set out in ■ SUP 16 Annex 39BG;
 - (b) online through the appropriate systems accessible from the *FCA*'s website; and
 - (c) within 30 *business days* following the end of the reporting period.
 - (3) The reporting period is the four calendar quarters beginning on 1 April.

-
- 16.21.5** **D** ■ SUP 16.3.11R (Complete reporting) and ■ SUP 16.3.13R (Timely reporting) apply as directions to a *CBTL firm* in relation to *CBTL business* as if a reference to *firm* in these provisions were a reference to a *CBTL firm*.
- 16.21.6** **R** ■ SUP 16.3.14R (Failure to submit reports) applies to a *CBTL firm* in relation to *CBTL business* as if a reference to *firm* in that *rule* were a reference to a *CBTL firm*.
- 16.21.7** **D**
- (1) A *CBTL firm* may appoint another *person* to provide a report on the *CBTL firm's* behalf if the *CBTL firm* has informed the *FCA* of that appointment in writing.
 - (2) Where (1) applies, the *CBTL firm* must ensure that the report complies with the requirements of ■ SUP 16.21.



16.22 Reporting under the Payment Accounts Regulations

Application

- 16.22.1 **G** This section applies to a *payment service provider* located in the *UK* other than:
- (1) a *credit union*;
 - (2) National Savings and Investment; and
 - (3) the Bank of England.

[Note: see ■ SUP 16.1.1ED]

Purpose

- 16.22.2 **G** The purpose of this section is to give directions to *payment service providers* under regulation 29 (Reporting requirements) of the *Payment Accounts Regulations* about:
- (1) the information concerning their compliance with the requirements imposed on them under Part 3 (Switching) and Part 4 (Access to payment accounts) of the *Payment Accounts Regulations*; and
 - (2) the time at which and the form in which they must provide that information.

Reporting requirement

- 16.22.3 **D** A *payment service provider* that offers a payment account within the meaning of the *Payment Accounts Regulations* must submit a duly completed report (referred to in this section as a “payment accounts report”) to the *FCA*.
- 16.22.4 **R** A *payment service provider* to which ■ SUP 16.22.3D applies and which is a *credit institution* is required to complete every row in the payment accounts report, including rows 4 and 5, in accordance with ■ SUP 16.22.5D to ■ SUP 16.22.10R, even if it has not been designated under regulation 21 of the *Payment Accounts Regulations*.

Frequency and timing of report

- 16.22.5 **D** The payment accounts report required by ■ SUP 16.22.3D and ■ SUP 16.22.4R must be submitted:
- (1) by electronic means made available by the *FCA*;
 - (2) in the format set out in ■ SUP 16 Annex 41AD; notes for the completion of the report are set out in ■ SUP 16 Annex 41BG; and
 - (3) within two *months* of the end of the relevant reporting period.
- 16.22.6 **D** The first reporting period is the period commencing on 18 September 2016 and ending on 28 February 2018.
- 16.22.7 **D** Subsequent reporting periods are consecutive periods of two years commencing on 1 March 2018 and on 1 March every other year thereafter.
- 16.22.8 **G** For example, the second reporting period commences on 1 March 2018 and ends on 29 February 2020 and the third reporting period commences on 1 March 2020 and ends on 28 February 2022.
- 16.22.9 **D** ■ SUP 16.3.11R (Complete reporting) and ■ SUP 16.3.13R (Timely reporting) apply to the submission of payment accounts reports under this section as if a reference to *firm* in those *rules* were a reference to *payment service provider*.
- 16.22.10 **R** ■ SUP 16.3.14R (Failure to submit reports) applies to the submission of payment accounts reports under this section as if a reference to *firm* in that rule were a reference to *payment service provider*.



16.23 Annual Financial Crime Report

Application

16.23.1 **R** This section applies to all *firms* (a) subject to the *Money Laundering Regulations* and (b) listed in the table below, except for:

- (1) a *credit union*;
- (2) a *P2P platform operator*;
- (3) an *authorised professional firm*; or
- (4) a *firm with limited permissions* only.
- (5) [deleted]

16.23.2 **R** Table: Firms to which SUP 16.23.1R applies (subject to the exclusions in SUP 16.23.1R).

a *UK bank*;

a *building society*;

a *non-UK bank*;

a *mortgage lender*;

a *mortgage administrator*; or

a *firm* offering *life and annuity* insurance products.

a *firm* that has permission to carry on one or more of the following activities:

- advising on investments*, provided that during the relevant financial year the *firm*:
 - (i) held *client money* under CASS 5 (Client money: insurance distribution activity) and/or CASS 7 (Client money rules); and/or
 - (ii) held *safe custody assets* under CASS 6 (Custody rules);
- arranging (bringing about deals) in investments*, provided that during the relevant financial year the *firm*:
 - (i) *arranging (bringing about deals) in investments*, provided that during the relevant financial year the *firm*:
 - (ii) held *safe custody assets* under CASS 6 (Custody rules);
- dealing in investments as agent*;
- dealing in investments as principal*;

assisting in the administration and performance of a contract of insurance in relation to non-investment insurance contracts;
managing investments;
establishing, operating or winding up a collective investment scheme;
establishing, operating or winding up a personal pension scheme;
establishing, operating or winding up a stakeholder pension scheme;
managing a UK UCITS;
managing an AIF;
safeguarding and administering investments;
acting as trustee or depositary of a UK UCITS;
acting as trustee or depositary of an AIF;
operating a multilateral trading facility; and/or
operating an organised trading facility.

a *firm* that has reported total revenue of £5 million or more as at its last accounting reference date and has permission to carry on one or more of the following activities:

advising on investments;
arranging (bringing about deals) in investments;
advising on pension transfers and pension opt-outs; and
credit-related regulated activity.

Purpose

16.23.3

G

- (1) The purpose of this section is to ensure that the *FCA* receives regular and comprehensive information about the *firm's* systems and controls in preventing *financial crime*.
- (2) The purpose of collecting the data in the Annual Financial Crime Report is to assist the *FCA* in assessing the nature of *financial crime* risks within the financial services industry.

Requirement to submit the Annual Financial Crime Report

16.23.4

R

A *firm* must submit the Annual Financial Crime Report to the *FCA* annually in respect of its financial year ending on its latest accounting reference date.

A *firm* is only required to submit data that relates to the parts of its business subject to the *Money Laundering Regulations*.

16.23.5

G

- (1) If a *group* includes more than one *firm*, a single Annual Financial Crime Report may be submitted, and so satisfy the requirements of all *firms* in the *group*.
- (2) Such a report should contain the information required from all the relevant *firms*, meet all relevant due dates, indicate all the *firms* on whose behalf it is submitted and give their firm reference numbers (FRNs). The obligation to report under ■ SUP 16.23.4R remains with the individual *firm*.

Method for submitting the Annual Financial Crime Report

16.23.6 **R** A firm must submit the Annual Financial Crime Report in the form specified in **SUP 16 Annex 42AR** using the appropriate online systems accessible from the FCA’s website.

Time period for firms submitting their Annual Financial Crime Report

16.23.7 **R** A firm must submit the Annual Financial Crime Report within 60 business days of the firm’s accounting reference date.

16.23A Employers' Liability Register compliance reporting

Application

16.23A.1 **R**

This section applies to any *firm* required to produce an employers' liability register in compliance with the requirements in ■ ICOPS 8.4.4R, which is a *firm carrying out contracts of insurance*, or a *managing agent* managing *insurance business*, including in either case business accepted under *reinsurance to close*, which includes UK commercial lines *employers' liability insurance*.

(2) In this section:

- (a) a "*director's certificate*" refers to a statement complying with the requirements in ■ SUP 16.23A.5R(1);
- (b) "*employers' liability insurance*" includes business accepted under *reinsurance to close covering employers' liability insurance* (including business that is only included as *employers' liability insurance* for the purposes of this section);
- (c) a "*qualified director's certificate*" refers to the statement complying with the requirements in ■ SUP 16.23A.5R(1)(b);
- (d) "*materially compliant*" has the meaning in ■ SUP 16.23A.5R;
- (e) the "*register*" is the employers' liability register complying with the requirements in ■ ICOPS 8.4.4R and ■ ICOPS 8 Annex 1;
- (f) the "*return*" is the employers' liability register compliance return at ■ SUP 16 Annex 44AR; and
- (g) "*supporting documents*" are the *director's certificate* and auditor's report specified in ■ SUP 16.23A.5R and ■ SUP 16.23A.6R.

Purpose

16.23A.2 **G**

■ ICOPS 8.4.4R requires a *firm* to produce the register. The register must be produced in compliance with the updating requirements in ■ ICOPS 8.4.11R(2). ■ SUP 16.23A sets out further requirements on the *firm* to obtain and submit to the FCA a statement that the *firm's* production of the register complies with the requirements in ■ ICOPS 8.4.4R, including supporting documents from a *director* and an auditor. It specifies the time, form and method of providing that information.

Reporting requirement

16.23A.3 **R**

- (1) A *firm* must submit the return annually to the *FCA*.
- (2) The return must be in relation to the register as at 31 March, covering the period of production of the register from 1 April to 31 March.
- (3) The return must be submitted online through the appropriate systems made available by the *FCA*:
 - (a) between the 1 and 31 August each year;
 - (b) in the format set out in ■ SUP 16 Annex 44AR; and
 - (c) any supporting documents must be provided in pdf format.

Content of return and supporting documents

16.23A.4 **R**

The return consists of the information required in the form at ■ SUP 16 Annex 44AR and the supporting documents specified in ■ SUP 16.23A.5R and ■ SUP 16.23A.6R.

Director's certificate

16.23A.5 **R**

- (1) A *firm* must obtain and submit to the *FCA* a written statement, by a *director* of the *firm* responsible for the production of the register, that, to the best of the *director's* knowledge, during the reporting period the *firm* in its production of the register is either:
 - (a) materially compliant with the requirements of ■ ICOBS 8.4.4R(2) and ■ ICOBS 8 Annex 1, including (where necessary) how the firm has used and continues to use its best endeavours in accordance with ■ ICOBS 8 Annex 1.1.1CR; or
 - (b) not materially compliant with the provisions referred to in ■ SUP 16.23A.5R(1)(a), in which case the statement must also set out, to the best of the *director's* knowledge, the information required by ■ SUP 16.23A.5R(3).
- (2) For the purposes of ■ SUP 16.23A.5R and ■ SUP 16.23A.6R, "materially compliant" means that in relation to at least ninety-nine percent of *policies* for which information is required to be included, the information in the register does not contain any inaccuracy or lack faithful reproduction (as relevant) that would affect the outcome of a search when compared to a search carried out with fully accurate and/or faithfully reproduced information.
- (3) The information referred to in ■ SUP 16.23A.5R(1)(b) is:
 - (a) a description of the ways in which the *firm*, in its production of the register, is not materially compliant;
 - (b) the number of *policies*, in relation to which, either:
 - (i) the *firm* is not able to include any information in the register; and/or
 - (ii) information is included in the register but information may be incorrect or incomplete,
 in each case as a proportion of the total number of *policies* required to be included in the register;

16.23A.5A **G**

- (c) where the *firm* is only practicably able to provide an estimate of the numbers in ■ SUP 16.23A.5R(3)(b), the basis of each estimate; and
 - (d) a description of the systems and controls used in the production of the register and of the steps, together with relevant timescales, that the *firm* is taking to ensure that it will be materially compliant as soon as practicable.
- (4) The *firm* must ensure that the *director's* certificate includes the description of "materially compliant" referred to in ■ SUP 16.23A.5R(2).

- (1) In relation to the written statement referred to in ■ SUP 16.23A.5R(1):
- (a) ■ SUP 16.23A.5R(1) does not preclude the relevant *director* from, in addition, including in the *director's* statement any of the following as relevant:
 - (i) if a *firm's* employers' liability register is more than materially compliant, a statement to this effect, and/or a statement of the extent to which the *director* considers, to the best of their knowledge, the *firm* to be compliant in its production of the register;
 - (ii) reasons for the level of any non-compliance; and/or
 - (iii) information relating to policies which are not required to be included in the register;
 - (b) the statement regarding the *firm's* level of compliance with the requirements in ■ ICOBS 8.4.4R(2) and ■ ICOBS 8 Annex 1, and, in relevant cases, the steps the *firm* is undertaking to ensure material compliance as soon as practicable, does not alter the underlying requirement that the *firm* has to comply fully with the relevant requirements in ■ ICOBS 8.4.4R(2) and ■ ICOBS 8 Annex 1 (that is, not just to a material extent). So, it is possible that a *firm* will be able to comply with ■ SUP 16.23A.5R(1) but continue to not fully comply with the underlying requirements, for example in respect of the *policies* falling outside the ninety-nine percent threshold. In relation to these *policies*, as well as those identified in any qualified *director's* certificate, the *firm* will need to remedy errors or omissions as soon as practicable, and have systems and controls in place to give effect to these on an ongoing basis.

Auditor's report

16.23A.6 **R**

- (1) A *firm* must obtain and submit to the FCA a report satisfying the requirements of ■ SUP 16.23A.6R(2), prepared by an auditor satisfying the requirements of ■ SUP 3.4 and ■ SUP 3.8.5R to ■ 3.8.6R, and addressed to the directors of the *firm*.
- (2) The report referred to in ■ SUP 16.23A.6R(1) must:
- (a) be prepared on the basis of providing an opinion under a *limited assurance engagement* confirming whether the auditor has found no reason to believe that the *firm*, solely in relation to the *firm's* extraction of information from its underlying records, has not materially complied with the requirements in ■ ICOBS 8.4.4R(2) and ■ ICOBS 8 Annex 1 in the production of its employer's liability register during the reporting period, having regard in particular

to the possible errors and omissions referred to in
■ SUP 16.23A.6R(2)(c) below;

- (b) use the description of "material compliance" as referred to in
■ SUP 16.23A.5R(2), adapted as necessary to apply solely to the
firm's extraction of information from its underlying records;
- (c) address, in particular, the following risks:
 - (i) information relating to certain *policies* issued or renewed on or after 1 April 2011 is entirely omitted from the register even though some relevant policy details are included in the *firm's* underlying records;
 - (ii) information relating to certain *policies* in respect of which claims were made on or after 1 April 2011 is entirely omitted from the register even though some relevant policy details are included in the *firm's* underlying records;
 - (iii) relevant information required to be included in the register, and which is included in the *firm's* underlying records, is omitted from, or is inaccurately entered on to, the register; and
 - (iv) information relating to *policies* which do not provide *employers' liability insurance* are included in the register.

16.23A.7 **R** For the purposes of ■ SUP 16.23A.5R(1) and ■ SUP 16.23A.6R(1) the *director's* certificate and report prepared by an auditor must be obtained and submitted to the FCA within the timeframe set out in ■ SUP 16.23A.3R(3)(a) and in the format set out in ■ SUP 16 Annex 44AR.

16.24 Retirement income data reporting

Application

16.24.1 **R** This section applies to:

- (1) (a) a *firm* with permission to establish, operate or wind up a personal pension scheme or a stakeholder pension scheme; and
- (b) a *firm* with permission to effect or carry out contracts of insurance in relation to life and annuity contracts of insurance.
- (2) [deleted]

Purpose

16.24.2 **G**

- (1) The purpose of this section is to set out the requirements for the *firms* specified in **SUP 16.24.1R** to report retirement income data.
- (2) The purpose of collecting this data is to assist the *FCA* in the ongoing supervision of *firms* providing certain retirement income products and to enable the *FCA* to gain a wider understanding of market trends in the interests of protecting consumers.

Reporting requirement

16.24.3 **R**

- (1) A *firm* must submit:
 - (a) a retirement income flow data return half-yearly; and
 - (b) a retirement income stock data and withdrawals flow data return annually;
 within 45 *business days* of the end of the relevant reporting period.
- (2) The relevant reporting periods are as follows:
 - (a) for retirement income flow data returns, the six month periods ending on 31 March and 30 September in each calendar year;
 - for retirement income stock data and withdrawals flow data returns, the twelve month period ending on 31 March in each calendar year.
- (3) A *firm* must submit a nil return if there is no relevant data to report.

(4) A *firm* must submit its completed returns to the *FCA* online through the appropriate systems accessible from the *FCA*'s website using the forms set out in ■ SUP 16 Annex 43AR.

16.24.4 **G** Guidance for completion of the returns in ■ SUP 16.24.3R(1) is set out in ■ SUP 16 Annex 43BG.

16.24.5 **G** *Firms'* attention is drawn to ■ SUP 16.3.25G regarding reports from a group.

16.25 Claims management reporting

Application

16.25.1 **G** The effect of **■ SUP 16.1.3R** is that this section applies to a *firm* with *permission* to carry on *regulated claims management activities*.

Purpose

- 16.25.2 **G**
- (1) The purpose of this section is to ensure that the *FCA* receives, on a regular basis, comprehensive information about the activities of *firms* which carry on *regulated claims management activities*.
 - (2) The purpose of collecting this data is to monitor *firms'* compliance with applicable *rules* and to assess and identify any emerging risks within the claims management industry.

Requirement to submit Annual Claims Management Report

16.25.3 **R** A *firm* must submit an Annual Claims Management Report to the *FCA* annually in respect of the period of 12 *months* ending on the *firm's* *accounting reference date*.

16.25.4 **G** *Firms* are only required to disclose in Annual Claims Management Reports information relating to the part of their business which is involved in carrying on *regulated claims management activities* and *ancillary activities*, except for questions 13 to 15, 19 to 27 and 30 to 34, which relate to the *firm* as a whole.

Method for submitting Annual Claims Management Report

16.25.5 **R** A *firm* must submit an Annual Claims Management Report in the format as set out in **■ SUP 16 Annex 45AR**, using the appropriate online systems specified on the *FCA's* website.

16.25.6 **G** A *firm* submitting an Annual Claims Management Report should read the guidance notes available in **■ SUP 16 Annex 45BG**.

Time period for submitting Annual Claims Management Report

16.25.7 **R** A *firm* must submit the Annual Claims Management Report within 30 *business days* of the *firm's* *accounting reference date*.

Group reporting

16.25.8

R

If a *group* includes more than one *firm*, a single Annual Claims Management Report may be submitted, and so satisfy the requirements of all *firms* in the *group*. Such a report should contain the information required from all of the *firms* in the *group*, meet all relevant due dates, indicate all the *firms* on whose behalf it is submitted and give their firm reference numbers. Nevertheless, the requirement to provide a report and the responsibility for the report remain with each *firm* in the *group*.

16.26 Reporting of information about Directory persons

Application

16.26.1 **R** This section of the *FCA Handbook* applies to an *SMCR firm* but it does not apply to a *pure benchmark SMCR firm*.

- 16.26.2** **G**
- (1) This section requires an *SMCR firm* to report information about its *Directory persons* to the *FCA*.
 - (2) An *SMCR firm* will need to report information about all of its *Directory persons*. A *firm* may also need to report information if it is a *sole trader* or if it has appointed an *appointed representative*.
 - (3) This section is also relevant to a *Directory person* whose name is or will be included in the *Directory*.

Purpose

- 16.26.3** **G**
- (1) Section 347(1) of the *Act* requires the *FCA* to maintain a record of various categories of *person*, such as *authorised persons* and *approved persons* as well as every *person* falling within such other classes as the *FCA* may determine (see section 347(1)(i)).
 - (2) The *FCA* has determined that individuals who are *Directory persons* should be included on the record required by section 347(1) of the *Act* (see section 347(1)(i) of the *Act*).
 - (3) The *FCA* is required to make the record available for inspection by members of the public in legible form at such times or places as the *FCA* may determine (see section 347(5) of the *Act*).

16.26.4 **G** The *FCA* expects there to be a number of benefits from the *Directory* being available for public inspection. For example, a *client* will be able to verify information about a *Directory person* who it is proposed will be involved in the provision of a service to them. Or a *firm* might cross-check information about a *Directory person* before that individual is hired by the *firm*.

16.26.5 **G** (1) This section contains *rules* which require an *SMCR firm* to report specified information to the *FCA* about its *Directory persons* for the purposes of that information being included in the *Directory*.

- (2) This section also contains *rules* which require reporting of additional information to the *FCA* about *Directory persons*. This includes a *Directory person's* date of birth, and, as the case may be, National Insurance number or passport number. The *FCA* needs this to ensure that information which is reported by a *firm* about a particular individual is as accurate as possible, for example, to prevent confusion between individuals with similar names. The information will also help the *FCA* in carrying out of its functions, for example, in its arrangements for supervising and enforcing compliance with relevant rules or requirements. However, this additional information will not be made available to the public through the *Directory*.

Reporting requirements: complete and accurate information

- 16.26.6 **R** (1) An *SMCR firm* must submit a duly completed and accurate report to the *FCA* for each *Directory person* in accordance with the provisions of this section.
- (2) The report for each *Directory person* must contain the information set out in ■ SUP 16 Annex 47AR, and be:
- (a) submitted online through the appropriate system which is accessible from the *FCA* website; and
- (b) in the appropriate format.
- 16.26.7 **R** (1) When submitting a report to the *FCA* in respect of a *Directory person* an *SMCR firm* must confirm that all the information being reported to the *FCA* in respect of that *Directory person* is complete and accurate.
- (2) That confirmation must be given online through the appropriate system which is accessible from the *FCA* website.
- 16.26.8 **G** (1) The information reported by the *firm* in respect of a *Directory person* which is to be included in the *Directory* will be uploaded onto the *Directory* shortly after the report is submitted.
- (2) It is the responsibility of a *firm* to ensure that any information that it reports about relevant *Directory persons* is accurate and complete.
- (3) The *FCA* will not verify the information about *Directory persons* which is reported by a *firm*.
- (4) If a *firm* becomes aware of any inaccuracies or errors in the information reported about a *Directory person* it must rectify that information in accordance with applicable *data protection legislation*.
- 16.26.9 **G** There are notes which accompany ■ SUP 16 Annex 47AR (Directory persons report) which are intended to help *firms* report the required information. The notes are in ■ SUP 16 Annex 47BG (Guidance notes for Directory persons report in SUP 16 Annex 47AR).

16.26.10 **R** ■ SUP 16.3.11R (Complete reporting) applies to the submission of *Directory persons* reports by an *SMCR firm*.

Reporting requirements: exceptional circumstances

16.26.11 **R** A *firm* may not report the information required in ■ SUP 16 Annex 47AR (15) where that *firm* has reason to believe that making public a *Directory person's* workplace location would put them at risk.

Frequency and timing of reports: general

16.26.12 **R** (1) A *firm* must submit a report required by this section in the frequency, and so as to be received by the *FCA* no later than the due date, specified for such a report.

(2) If a *firm* becomes aware of any inaccuracies or errors in the information reported about a *Directory person* it must rectify that information as soon as possible in accordance with applicable *data protection legislation* (see also ■ SUP 16.26.6R and ■ SUP 16.26.8G).

Frequency and timing of reports: certification employees

16.26.13 **R** In respect of a *certification employee*, an *SMCR firm* must submit a report within seven *business days* of:

- (1) the *certification employee* commencing performance of a *certification function*;
- (2) the *certification employee* ceasing performance of a *certification function*; or
- (3) the *firm* becoming aware of any other change to the information last reported to the *FCA* in respect of that *certification employee*.

16.26.14 **G** An example of when an *SMCR firm* would need to submit a report to the *FCA* under ■ SUP 16.26.13R(3) is where the individual changes their name.

Seven *business days* is intended to be the maximum length of time for making a notification. By reporting more quickly, firms can improve the accuracy of the information included in the *Directory*.

Frequency and timing of reports: non-SMF director Directory person

16.26.15 **R** In respect of a *non-SMF director Directory person*, an *SMCR firm* must submit a report within seven *business days* of:

- that *person* becoming a *non-SMF director Directory person* at the *firm*; or
- that *person* ceasing to be a *non-SMF director Directory person* at the *firm*; or
- the *firm* becoming aware of any other change to the information last reported to the *FCA* in respect of that individual.

Frequency and timing of reports: sole trader Directory person or appointed representative Directory person

16.26.16 **R** In respect of an *appointed representative Directory person* or a *sole trader Directory person*, an *SMCR firm* must submit a report within seven *business days* of:

- (1) that *person* commencing performance of a function which requires a qualification under **TC App 1.1** (Activities and Products/Sectors to which TC applies subject to Appendices 2 and 3);
- (2) that *person* ceasing to perform a function which requires a qualification under **TC App 1.1** (Activities and Products/Sectors to which TC applies subject to Appendices 2 and 3); or
- (3) the *firm* becoming aware of any other change to the information last reported to the *FCA* in respect of that individual.

16.26.17 **R** If the *FCA’s* information technology systems fail and online submission of the reports required under this section is not possible on the reporting day (see paragraph (3)), the time period for submission of reports is extended in accordance with paragraph (2).

If on the reporting day, the online submission of reports is not possible for more than one hour, the *firm* must submit the relevant report on the first *business day* on which the online submission of reports is next possible.

In this *rule*, the “reporting day” is the day on which the *firm* must submit a report under this section as determined in accordance with **SUP 16.26.13R** to **SUP 16.26.16R**.

Frequency and timing of reports: reporting to the FCA at least once every twelve months

16.26.18 **R** (1) Paragraph (2) applies where an *SMCR firm* has not submitted any reports to the *FCA* in respect of a *Directory person* in accordance with the provisions of this section within the relevant period (see **SUP 16.26.20R**).

(2) An *SMCR firm* must submit a report to the *FCA* confirming that the information previously reported by the *firm* in respect of its *Directory persons* remains accurate and up-to-date.

(3) The confirmation to be submitted to the *FCA* under paragraph (2) must be submitted no later than the first *business day* following the end of the relevant period (see **SUP 16.26.20R**).

16.26.19 **R** An *SMCR firm* may submit a confirmation of accuracy at any time.

16.26.20 **R** (1) For the purposes of **SUP 16.26.18R**, the “relevant period” is the period which:
(a) starts on the day on which the *SMCR firm* last:

- (i) submitted a report to the *FCA* in respect of any of its *Directory persons*; or
 - (ii) submitted a confirmation in accordance with ■ SUP 16.26.18R;
 - (iii) submitted a confirmation in accordance with ■ SUP 16.26.19R; and
- (b) subject to (2), ends 364 days after the day specified in (a).
- (2) If the relevant period includes the 29 February of a given year, the period ends 365 days after the day specified in paragraph (1)(a).

Failure to submit a report

- 16.26.21 **R** ■ SUP 16.3.14R (Failure to submit reports) applies to the failure by an *SMCR firm* to submit a complete report about its *Directory persons* in accordance with the *rules* set out in this section by the date on which it is due.
- 16.26.22 **G** Failure to submit a report in accordance with the *rules* in, or referred to in, this chapter or the provisions of relevant legislation may also lead to the imposition of a financial penalty and other disciplinary sanctions.
- 16.26.23 **G** The *firm* is responsible for ensuring delivery of the required report by the relevant due date. If a report is received by the *FCA* after the due date and the *firm* believes its delivery arrangements were adequate, it may be required to provide proof of those arrangements.



16.27 General insurance value measures reporting

Who?

- 16.27.1 **R** The effect of **■ SUP 16.1.1R** is that this section applies to every *firm* of a type listed in column 1 of the table in **■ SUP 16.27.8R**.
- 16.27.2 **R** The *rules* in this section do not apply to a *TP firm* or a Gibraltar-based firm where the *state of the risk* is an *EEA State* or Gibraltar, to the extent that the *EEA State* in question or Gibraltar imposes measures of like effect.

What?

- 16.27.3 **R** This section applies to a *firm* which has carried on the business described in column 2 of the table in **■ SUP 16.27.8R** in relation to *general insurance contracts*:
 - (1) which are of a product type set out in **■ SUP 16 Annex 48R**;
 - (2) excluding contracts set out in **■ SUP 16.27.4R**; and
 - (3) excluding contracts entered into where the *customer* was habitually resident outside the *UK* at the time.
- 16.27.4 **R** This section does not apply in relation to the following types of *general insurance contracts*:
 - (1) no claims bonus protection;
 - (2) private medical insurance;
 - (3) contracts provided with a *packaged bank account*;
 - (4) contracts entered into by a *commercial customer*; or
 - (5) *group policies*.

Purpose

- 16.27.5 **G** (1) The purpose of this section is to require *firms* to submit information on certain value measures *general insurance contracts* in a standard format to the *FCA*. This information enables the publication of the

value measures data in the pursuance of the *FCA*'s effective competition and consumer protection objectives.

- (2) The purpose of ■ SUP 16.27 is to provide the *FCA* with general insurance value measures data that it can use to publish guidance (and which may also assist with the *FCA*'s monitoring of *firms*' compliance with ■ PROD 4.5). The purpose of that publication is to:
 - (a) promote competition in relation to product value, by creating incentives for *firms* to make improvements to products and address poor product performance; and
 - (b) protect *consumers* by reducing the potential for harm caused by the sale or purchase of poor value products.

Definitions

16.27.6

R

In this section and ■ SUP 16 Annex 48R, ■ SUP 16 Annex 48AR and ■ SUP 16 Annex 48BG:

"add-on <i>policy</i> " means	a <i>policy</i> that is sold in connection with, or alongside, another product.
"average claims pay-out" means	total claims pay-out cost divided by the number of claims where all or part of the claim has been accepted and a pay-out has been made and/or benefits provided and the claim is closed at the end of the reporting period.
"average number of <i>policies</i> in force" means	the average number of <i>policies</i> in force during the relevant reporting period, calculated by adding up the total <i>policies</i> in force at the end of each <i>month</i> and dividing by the total number of months in the reporting period.
"claim" means	any claim made by a potential beneficiary, including queries in respect of a potentially claimable event or loss (which has taken place).
"claims acceptance rate" means	(a)the number of claims registered; less (b)the number of claims rejected; divided by (c)the number of claims registered.
"claims accepted" means	claims where all or part of the claim has been accepted and a pay-out has been made and/or benefit provided, and the claim is closed or settled during the reporting period.
"claims complaints" means	complaints of a type that are reported in column O of the DISP 1 Annex 1R Table 4 or would have been reported if the threshold of 500 opened complaints was disregarded.

"claims complaints as a percentage of claims" means	the percentage calculated using the formula:
	$A/B \times 100$
	where:
	(a) A = claims complaints
	(b) B = claims registered
"claims frequency" means	the number of claims registered divided by the average number of <i>policies</i> in force.
"claims pay-out cost" means	the total costs of providing benefits to <i>policy</i> beneficiaries in relation to claims accepted during the reporting period including:
	(a) the total monetary value (£) of claim pay-outs;
	(b) the total cost incurred by the provider <i>firm</i> in providing non-monetary benefits; and
	(c) specific claims costs incurred by the provider <i>firm</i> in handling individual claims including claims investigation costs.
"claims registered" means	all claims during the reporting period less the number of:
	(a) claims walkaways;
	(b) claims in respect of which the potential beneficiary reports an event or loss giving rise to the claim but does not wish to make a claim;
	(c) claims rejected for insurance fraud; and
	(d) claim rejected because the <i>policy</i> has been lawfully voided by the <i>insurer</i> .
"claims rejected" means	claims by potential beneficiaries of the <i>policy</i> , declined or rejected in the reporting period, regardless of:
	(a) when the claim was registered;
	(b) whether or not the claim is rejected at the first notification of loss;
	(c) whether the claim is rejected for breach of a <i>policy</i> condition, pursuant to an applicable <i>policy</i> exclusion, due to the application of an excess or otherwise,
	but excluding claims rejected for insurance fraud or because the <i>policy</i> has been lawfully voided by the <i>insurer</i> .

“claims walkaways” means	claims closed during the reporting period due to the potential beneficiary not pursuing the claim.
“distribution arrangement” means	in relation to the relevant product, each distribution arrangement through which the product is sold, as identified by the consumer facing <i>firm</i> or brand.
“no claims bonus protection” means	a <i>contract of insurance</i> which will, in the event of a claim, within certain limits, protect the purchaser’s number of years during which a person is deemed not to have made a claim for the purposes of calculating the no claims bonus discount incorporated by a provider into the price of a motor insurance product.
“policy sales” means	<i>policies</i> sold in the reporting period, including renewals, and regardless of the period covered by the contracts.
“reporting period” means	(a)the period beginning on 1 January and ending on 31 December; or (b)any shorter period in accordance with SUP 16.27.12 (2).
“stand-alone <i>policy</i> ” means	a <i>policy</i> that is not sold in connection with, or alongside, another product.
“total gross retail premiums (written)” means	the total amount of gross written premium, based on the premiums charged to the end consumer (excluding insurance premium tax) in relation to policies sold during the reporting period.
“value measures data” means	the data required to be included in a value measures report and set out in SUP 16.27.10R to 16.27.11R.
“value measures report” means	the report referred to in SUP 16.27.7R.

Requirement to submit a value measures report

16.27.7

R

Where a *firm* of a type set out in column 1 of the table in ■ SUP 16.27.8R has carried on the business in column 2 of the same row in relation to the products set out in ■ SUP 16 Annex 48R, it must:

- (1) submit to the *FCA* a report containing the value measures data in relation to that business; and
- (2) submit the report in accordance with ■ SUP 16.27.12R to ■ SUP 16.27.17R.

16.27.8

R

This is the table referred to in ■ SUP 16.27.7R.

(1) Type of firm	(2) Nature of business
An insurer other than a TP firm or Gibraltar-based firm	all contracts of insurance effected by the insurer.
A TP firm or Gibraltar-based firm	all contracts of insurance effected by the TP firm or Gibraltar-based firm from an establishment of the firm (or its appointed representative) in the UK.
A TP firm or Gibraltar-based firm	all contracts of insurance effected by the firm (a) from an establishment outside the UK with a customer in the UK; and (b) which were not manufactured by a firm operating from an establishment in the UK.
A firm manufacturing from an establishment in the UK	all contracts of insurance effected by a TP firm or Gibraltar based-firm from an establishment outside the UK with a customer in the UK.
A firm, a TP firm or a Gibraltar-based firm which, from an establishment in the UK, either: (1) manufactures; or, if not, (2) advises on or proposes contracts of insurance which it does not manufacture.	all contracts of insurance effected by a firm from an establishment outside the UK with a customer in the UK without carrying on a regulated activity in the UK.
An insurance intermediary	contracts of insurance in relation to which: (a) the insurance intermediary carried on or was responsible for insurance distribution activities; and (b) the provider entering into the contract as principal is not an authorised person in relation to that activity. References to firms in SUP 16 include references to these unauthorised providers, where the context requires.
A managing agent	any contracts of insurance written at the Society.

16.27.9

R

Firms must comply with the following in relation to the table in

■ SUP 16.27.8R:

- (1) where different insurers underwrite different elements of the cover that form part of the same policy, then the insurer underwriting the main part of the cover (and in the event of any doubt, the first part of the cover recorded in the policy) must report the value measures data for all elements of the cover (including optional extras and cover extensions);
- (2) the exception to (1) is in relation to policies which include a legal expenses product element (after the event or before the event legal

expenses, as described in ■ SUP 16 Annex 48R), where the *insurer* of the legal expenses element must separately report the value measures data for the legal expenses element; and

- (3) references to *manufacturing* are to *manufacturing* in whole or in part. Where there is more than one *firm* referred to in column 1 that *manufactures a contract of insurance*, then only one must report the value measures data and each *firm* must agree in writing with the others which *firm* is responsible.

Content of the report and value measures data

16.27.10 **R**

A value measures report must contain value measures data set out in ■ SUP 16.27.11R as follows:

- (1) the data must be completed in respect of each of the products set out in ■ SUP 16 Annex 48R; and
- (2) the data must only be included in relation to each product within the scope of ■ SUP 16.27 where both of the following criteria have been met in respect of that product in the relevant reporting period:
 - (a) total gross retail premiums (written) exceed £400,000; and
 - (b) more than 3,000 *policies* involving the *firm* in the manner set out in column 2 of ■ SUP 16.27.8R are in force.

16.27.11 **R**

The value measures data is:

- (1) the number of policy sales;
- (2) total gross retail premiums (written);
- (3) the number of claims registered;
- (4) average number of policies in force;
- (5) claims frequency;
- (6) the number of claims accepted;
- (7) the number of claims rejected;
- (8) claims acceptance rate;
- (9) total claims pay-out cost;
- (10) average claims pay-out;
- (11) the amount that the top 2% of claim pay-outs are above;
- (12) the names of the five largest distribution arrangements;
- (13) the number of claims walkaways;

- (14) the number of claims complaints; and
- (15) claims complaints as a percentage of claims.

Annual submission date and reporting period

- 16.27.12** **R** (1) The value measures report must be submitted annually on or before 28 February and contain information in relation to the immediately preceding reporting period.
- (2) Where a *firm* carried on business in relation to one or more of the products set out in **■ SUP 16 Annex 48R** for part of a reporting period, its value measures report should contain value measures data for the part of the reporting period that it operated.

Format and method of submission and format

- 16.27.13** **R** A value measures report must be completed using the form and format set out in **■ SUP 16 Annex 48AR**, using the notes for completion in **■ SUP 16 Annex 48BG**.

- 16.27.14** **R** The report must be submitted online through the appropriate systems accessible from the *FCA's* website.

- 16.27.15** **R** A value measures report will not be considered as submitted to the *FCA* unless all the mandatory reporting fields set out in **■ SUP 16 Annex 48AR** have been completed correctly and the report has been accepted by the relevant *FCA* reporting system.

- 16.27.16** **G** If the *FCA's* information technology systems fail and online submission is unavailable for 24 hours or more, the *FCA* will endeavour to publish a notice on its website confirming that online submission is unavailable and that the alternative methods of submission set out in **■ SUP 16.3.9R** (Method of submission of reports) should be used.

Value measures disclosure

- 16.27.17** **R** Any *firm* that submits a value measures report to the *FCA* must include a statement that:

it understands that the *FCA* produces and publishes *guidance* that contains the value measures data that the *firm* submitted to the *FCA*; and/or

it has informed any other *firm* to whom the relevant value measures data relate that the *FCA* publishes the *guidance* referred to in (1).

Publication of value measures data by the FCA

- 16.27.18** **G** The *FCA* publishes *guidance* that contains the value measures data for the following purposes:

- (1) to promote competition in relation to product value, by creating incentives for *firms* to make improvements to products and address poor product performance; and
- (2) to protect consumers by reducing the potential for harm caused by the sale or purchase of poor value products.

16.27.19 **G** The *FCA* publishes firm-level value measures data in bands. The *FCA* will only publish firm-level value measures data in bands for claims frequency, claims acceptance rate, average claims pay-outs and claims complaints as a percentage of claims where the value measures report shows that, in respect of the relevant product, both of the criteria in **■** SUP 16.27.10R(2)(a) and (b) have been met.



16.28 Home insurance and motor insurance pricing reporting

Who?

16.28.1 **R** The effect of **■ SUP 16.1.1R** is that this section applies to every *firm* of a type listed in column 1 of the table in **■ SUP 16.28.8R**.

What?

16.28.2 **R** This section applies to a *firm* which has carried on the business described in column 2 of the table in **■ SUP 16.28.8R** in relation to any of the following types of *general insurance contracts*:

- (1) *home insurance*; or
- (2) *motor insurance*.

16.28.3 **R** This section does not apply in relation to the following types of products:

- (1) *policies* entered into by a *commercial customer*; or
- (2) *group policies*.

Purpose

16.28.4 **G** The purpose of this section is to require *firms* to submit information on their *home insurance* and *motor insurance* contracts, add on *policies* and *retail premium finance* in a standard format to the *FCA*. This information will assist the *FCA* in pursuing the purposes of **■ SUP 16.28** as set out in **■ SUP 16.2.1G**.

Definitions

16.28.5 **R** In this section and **■ SUP 16 Annex 49AR** and **■ SUP 16 Annex 49BG**:

<p>"add-on <i>policy</i>" means</p>	<p>An <i>additional product</i> which is a <i>general insurance contract</i> sold as a separate contract or <i>policy</i> in connection with, or alongside, a <i>motor insurance</i> or <i>home insurance policy</i>.</p>
<p>"average prior year gross <i>premium</i>" means</p>	<p>The average gross <i>premium</i> paid by a <i>customer</i> of <i>tenure T_n</i> for the product in the reporting category when that <i>customer's tenure</i> was <i>T_{n-1}</i>.</p>

“buildings and contents” means	<i>Home insurance</i> cover for both the structure and contents of domestic properties, including any core related liability cover.
“buildings only” means	<i>Home insurance</i> cover for the structure of (but not the contents of) domestic properties, including any core related liability cover.
“claims-related reporting period” means	The period elected by a <i>firm</i> for the purposes of providing the additional claims-related information in SUP 16.28.12R for the core product which must be either (i) the reporting period or (ii) to the extent that it is different from the reporting period, the <i>firm’s</i> own financial year.
“contents only” means	<i>Home insurance</i> cover for the contents of (but not the structure of) domestic properties, including any core related liability cover.
“core product” means	The <i>home insurance</i> or <i>motor insurance policy</i> , including any cover extension or optional extra which forms part of the same contract as that <i>policy</i> , irrespective of whether that cover extension or optional extra is an <i>additional product</i> .
“expected claims cost” means	The expected risk cost when calculating the <i>policy’s premium</i> , excluding any loading for expenses (including claims handling) or profit and gross of <i>reinsurance</i> .
“expected claims ratio” means	The expected claims cost as a percentage of the gross written <i>premium</i> .
“fees” means	A <i>firm’s remuneration</i> in relation to its <i>home insurance</i> and <i>motor insurance</i> business which is paid by the <i>customer</i> and which is not included in the gross <i>premium</i> paid by the <i>customer</i> for the core product, add-on <i>policy</i> or <i>retail premium finance</i> as reported by the <i>firm</i> .
“gross premium” means	The <i>gross price</i> charged for a core product or add-on <i>policy</i> .
“net-rated premium” means	The <i>net-rated price</i> charged for a core product or add-on <i>policy</i> .
“price-setting intermediary” means	An <i>insurance intermediary</i> whose role includes setting the gross <i>premium</i> paid by the <i>customer</i> for the core product or setting the price of any add-on <i>policy</i> , or <i>retail premium finance</i> .
“reporting period” means	the 12-month period beginning on 1 January and ending on 31 December.

Requirement to submit a pricing information report

16.28.6 **R** Where a *firm* of a type set out in column 1 of the table in **■ SUP 16.28.8R** has carried on the business in column 2 of the same row in relation to *home insurance* or *motor insurance* products, it must:

- (1) submit to the *FCA* a report containing the specified information in relation to their *home insurance* and *motor insurance* products, add on *policies, retail premium finance* and fees; and
- (2) submit the report in accordance with **■ SUP 16.28.14R** to **■ SUP 16.28.18R**.

16.28.7 **R** A *TP firm* or a *Gibraltar-based firm* which is of a type set out in column 1 of the table in **■ SUP 16.28.8R** (or which is treated as if it is) and has carried on the business in column 2 of the same row in relation to *home insurance* or *motor insurance* products in the *UK* must:

- (1) submit to the *FCA* a report containing the specified information in relation to their *UK home insurance* and motor insurance products, add on *policies, retail premium finance* and fees; and
- (2) submit the report in accordance with **■ SUP 16.28.14R** to **■ SUP 16.28.18R**.

16.28.8 **R** This is the table referred to in **■ SUP 16.28.1R, 16.28.2R, 16.28.6R** and **16.28.7R**

(1) Type of firm	(2) Nature of business
An <i>insurer</i>	<i>Contracts of insurance</i> effected by the <i>insurer</i> .
A non-price setting <i>insurance intermediary</i>	<i>Contracts of insurance</i> in relation to which: (a) the <i>insurance intermediary</i> carried on or was responsible for <i>insurance distribution activities</i> ; but (b) the <i>firm</i> was not acting as a price-setting <i>intermediary</i> .
A price-setting <i>insurance intermediary</i>	<i>Contracts of insurance</i> , in relation to which: (a) the price-setting <i>intermediary</i> carried on or was responsible for <i>insurance distribution activities</i> ; and (b) the <i>firm</i> was acting as a price-setting <i>intermediary</i> .
A <i>managing agent</i>	<i>Contracts of insurance</i> written at Lloyd's.
An <i>insurer, insurance intermediary</i> or <i>managing agent</i>	<i>Additional products</i> relating to <i>contracts of insurance</i> where the <i>firm</i> is responsible for setting the price of the <i>additional product</i> .

16.28.9 **R** *Firms* must comply with the following in relation to the table in **■ SUP 16.28.8R**.

- (1) Where different *insurers* or *managing agents* underwrite different elements of the cover that forms part of the same *core policy*, then the *insurer* or *managing agent* underwriting the largest proportion of the cover (and in the event of any doubt, the first part of the cover recorded in the *policy*) must report the pricing information in ■ SUP 16.28.11R and ■ SUP 16.28.12R for all elements of the *policy*.
- (2) Only the *firm* which sets the price of an *additional product* to be paid by a *consumer* is required to report the pricing information in ■ SUP 16.28.13R in respect of that *additional product*. Where the *additional product* is *retail premium finance* and its price is set by a *retail premium finance* provider (and not by an *insurer*, an *insurance intermediary* or *managing agent*), the *insurer*, *insurance intermediary* or *managing agent* which has the direct relationship with the *consumer* must report the pricing information in ■ SUP 16.28.13R in respect of that *retail premium finance*.
- (3) Only the *firm* which levies fees on a *consumer* is required to report the pricing information in ■ SUP 16.28.13R in respect of those fees.
- (4) Where an *insurance intermediary* forgoes commission or gives a cash or cash-equivalent incentive (within the meaning of ■ ICOBS 6B.2.12R) on the *premium* on *gross-rated business*, this business must only be reported by the *insurer* with its *gross-rated business* (not separately by the *insurance intermediary*).
- (5) An *insurance intermediary* must notify the FCA if the *firm* forgoes commission or gives a cash or cash-equivalent incentive (within the meaning of ■ ICOBS 6B.2.12R) on the *gross price* set by the *insurer* on either or both of more than 25% of the *home insurance policies* or more than 25% of the *motor insurance policies* sold by the *firm* in a reporting period.

Content of the report and pricing information

R A pricing information report must contain pricing information set out in ■ SUP 16.28.11R (core pricing information for the core product), ■ SUP 16.28.12R (additional claims-related information for the core product) and ■ SUP 16.28.13R (pricing information for related *additional products* and fees) as follows:

- (1) the information must be completed separately in respect of each *firm's home insurance* and *motor insurance* business;
- (2) where a *firm* has a multi-product *policy* which includes both *home insurance* and *motor insurance* in a single *policy*, that *policy* should be split between *home insurance* and *motor insurance* and reported as two separate *policies*.
- (3) the information in ■ SUP 16.28.11R and ■ SUP 16.28.12R must be provided on an aggregated basis for each of the following product types in a *firm's motor insurance* business, including the *closed books* which must also be separately disclosed in (11) below:
 - (a) car;
 - (b) motorcycles, including tricycles; and
 - (c) other (being product types not included in (a) or (b));

- (4) the information in ■ SUP 16.28.11R and ■ SUP 16.28.12R must be provided on an aggregated basis for each of the following product types in a *firm's home insurance business*, including the *closed books* which must also be separately disclosed in (11) below:
 - (a) buildings only;
 - (b) contents only; and
 - (c) buildings and contents;
- (5) in respect of the information in ■ SUP 16.28.11R only, the aggregated information for each of the categories set out in (3) and (4) must be further split out into products sold via the following types of *channel*:
 - (a) direct (aggregated across all direct sales including telephone, internet and branch);
 - (b) price comparison websites (aggregated across all price comparison websites);
 - (c) intermediated (aggregated across sales made through *insurance intermediaries*, excluding those sales included in (b) or (d); and
 - (d) *affinity/partnership schemes* (aggregated across all such schemes);
- (6) in splitting the information in ■ SUP 16.28.11R on products into the types of *channel* via which they were sold in accordance with (5), products should be allocated to the type of *channel* used to determine the *channel* for the purposes of determining the *equivalent new business price* for that customer in accordance with ■ ICOBS 6B.2.5R;
- (7) where a price-setting *intermediary* makes sales directly to *consumers*, the information in ■ SUP 16.28.11R on these products should be allocated to the direct sales type of *channel* in (5)(a), not the intermediated type of *channel* in (5)(c);
- (8) the pricing information in ■ SUP 16.28.11R for each type of *channel* in (5) must be further split into categories representing the *tenure* of the *customers* (broken down by the year of *tenure*);
- (9) *insurers* and *managing agents* must report the required information in ■ SUP 16.28.11R for each *channel* and *tenure* combination as derived from (5) and (8) separately for *gross-rated business* and *net-rated business*;
- (10) in respect of the information in ■ SUP 16.28.12R only, the aggregated information for each of the categories set out in (3) and (4) must be reported as the total aggregated for each product type (no split between type of *channel* or *tenure*);
- (11) pricing information in ■ SUP 16.28.11R only must also be provided separately, split into the type of *home insurance* product or *motor insurance* product (where relevant) for each segment of business that:
 - (a) is a *closed book* containing 10,000 *policies* or more; or
 - (b) comprises all other *closed books* which are not reported in (a) above, on an aggregated basis;

- (12) the pricing information for *closed books* in (11) must be further split out into categories representing the *tenure* of customers (broken down by year of *tenure*);
- (13) pricing information in ■ SUP 16.28.13R for related *additional products* must be split out between each of the following:
 - (a) *retail premium finance*; and
 - (b) *add-on policies*;
- (14) pricing information in ■ SUP 16.28.13R for fees must be split out between each of the following:
 - (a) *pre-contractual fees*; and
 - (b) *post-contractual fees*; and
- (15) the pricing information in (13) and (14) must then be further split into categories representing the *tenure* of the *customers* (broken down by the year of *tenure*).

16.28.11 **R** The core pricing information for the core product is:

- (1) total gross written *premium*;
- (2) total net-rated written *premium* (*net-rated business* only);
- (3) average gross *premium*;
- (4) average net-rated *premium* (*net-rated business* only);
- (5) average prior year gross *premium*;
- (6) number of *policies* in force at the end of the reporting period;
- (7) total number of *policies* incepted or *renewed*;
- (8) expected claims ratio;
- (9) expected claims cost; and
- (10) proportion of *customers* where the expected claims ratio falls within each of the following bandings:
 - (a) greater than 0% but less than or equal to 10%;
 - (b) greater than 10% but less than or equal to 20%;
 - (c) greater than 20% but less than or equal to 30%;
 - (d) greater than 30% but less than or equal to 40%;
 - (e) greater than 40% but less than or equal to 50%;
 - (f) greater than 50% but less than or equal to 60%;
 - (g) greater than 60% but less than or equal to 70%;
 - (h) greater than 70% but less than or equal to 80%; and
 - (i) greater than 80%.

16.28.12 **R** The additional claims-related information for the core product is:

- (1) total earned *premium*;
- (2) average earned *premium*;
- (3) *gross incurred claims ratio*;
- (4) developed *gross incurred claims ratio* for the claim-related reporting period 1 year prior to the current such period;
- (5) developed *gross incurred claims ratio* for the claim-related reporting period 2 years prior to the current such period;
- (6) developed *gross incurred claims ratio* for the claim-related reporting period 3 years prior to the current such period;
- (7) total prior year's reserve release; and
- (8) total prior year's reserve strengthening.

16.28.13 **R** The pricing information for related *additional products* and pre- and post-contractual fees that are not part of the *gross premium* for the core product is:

- (1) the total charged for *retail premium finance* (including *retail premium finance* on add-on policies);
- (2) the number of *customers* with *retail premium finance*;
- (3) the *APR* range;
- (4) the total gross written *premiums* for add-on *policies* inception or renewed;
- (5) the number of add-on *policies* inception or renewed;
- (6) the total pre-contractual fees paid by all *customers*;
- (7) the average pre-contractual fees across those *customers* who incurred fees;
- (8) the total post-contractual fees paid by all *customers*; and
- (9) the average post-contractual fees across those *customers* who incurred fees.

Annual submission date and reporting period

16.28.14 **R** The pricing information report containing the information in **SUP 16.28.11R** and **SUP 16.28.13R** in relation to the reporting period (which begins on 1 January and ends on 31 December of the immediately preceding calendar year) must be submitted annually on or before 31 March.

- 16.28.15** **R** The pricing information report containing the information in **■ SUP 16.28.12R** in relation to the claims-related reporting period must be submitted either:
- (1) where a *firm's* claims-related reporting period is the reporting period, annually on or before 31 March; or
 - (2) where a *firm's* claims-related reporting period is not the reporting period, annually on the date which is 3 *months* following the end of the claims-related reporting period.

Format and method of submission and format

- 16.28.16** **R** A pricing information report must be completed using the forms and format set out in **■ SUP 16 Annex 49AR**, using the notes for completion in **■ SUP 16 Annex 49BG**.
- 16.28.17** **R** The report must be submitted online through the appropriate systems accessible from the *FCA's* website.
- 16.28.18** **R** A pricing information report will not be considered as submitted to the *FCA* unless all the mandatory reporting fields set out in **■ SUP 16 Annex 49AR** have been completed correctly and the report has been accepted by the relevant *FCA* reporting system.
- 16.28.19** **G** If the *FCA's* information technology systems fail and online submission is unavailable for 24 hours or more, the *FCA* will endeavour to publish a notice on its website confirming that online submission is unavailable and that the alternative methods of submission set out in **■ SUP 16.3.9R** (Method of submission of reports (see **■ SUP 16.3.8R**)) should be used.



16.29 MIFIDPRU Remuneration Report

Application

- 16.29.1 **R** This section applies to a *MIFIDPRU investment firm*, except where:
 - (1) the *MIFIDPRU investment firm* is part of a *group* to which prudential consolidation applies in accordance with provisions of the *UK CRR* and the *PRA Rulebook*; and
 - (2) the reports in (3) have been submitted to the *PRA* on behalf of the consolidation group and each covers the *MIFIDPRU investment firm*.
 - (3) the reports referred to in (2) are:
 - (a) the Remuneration Benchmarking Information Report; and
 - (b) the Higher Earners Report.

Purpose

- 16.29.2 **G** The purpose of this section is to ensure that the *FCA* receives regular information in a standard format to assist it in assessing the effectiveness of a *MIFIDPRU investment firm's remuneration* and incentive arrangements.

Reporting requirement

- 16.29.3 **R** A *firm* to which this section applies must submit the MIFIDPRU Remuneration Report:
 - (1) in the format set out in ■ SUP 16 Annex 51R;
 - (2) in accordance with the instructions in ■ SUP 16 Annex 52G; and
 - (3) online through the appropriate systems accessible from the *FCA's* website.

- 16.29.4 **R** The information in the MIFIDPRU Remuneration Report must be denominated in pound sterling.

- 16.29.5 **R** Where a *MIFIDPRU investment firm* does not form part of an *investment firm group* to which consolidation applies under ■ MIFIDPRU 2.5, it must complete the report on a solo basis in respect of *remuneration* awarded in the last completed financial year to all relevant staff of the *firm* who mainly carried on their professional activities within the *UK*.

16.29.6 **R** Where a *MIFIDPRU investment firm* forms part of an *investment firm group* to which consolidation applies under **■ MIFIDPRU 2.5**, it must not complete the report on a solo basis. The *MIFIDPRU investment firm* must complete the report on a consolidated basis in respect of *remuneration* awarded in the last completed financial year to all relevant staff of the *firm* who mainly undertook their professional activities within the *UK*.

16.29.7 **G** **■ SUP 16.3.25G** permits a single report to be submitted to meet the reporting requirements of all *firms* in a *group*.

Frequency and timing of report

- 16.29.8** **R**
- (1) A *firm* to which this section applies must submit a MIFIDPRU Remuneration Report to the *FCA* annually.
 - (2) The *firm* must submit that report to the *FCA* within 4 months of the end of the *firm's accounting reference date*.



16.30 Baseline Financial Resilience Report

Application

16.30.1 **R** This section applies to any *firm* except:

- (1) a *firm* with *limited permission*;
- (2) a *MIFIDPRU investment firm*;
- (3) a *not-for-profit debt advice body*;
- (4) a *PRA-authorised person*;
- (5) a *supervised run-off firm*; and
- (6) a *TP firm*.

16.30.2 **R** This section also applies to:

- (1) an *authorised electronic money institution*;
- (2) an *authorised payment institution*;
- (3) a *registered account information service provider*;
- (4) a *small electronic money institution*;
- (5) a *small payment institution*; and
- (6) a *UK RIE*.

16.30.3 **R** In this section, a reference to a *firm* includes the *firms* listed in ■ SUP 16.30.2.

Purpose

16.30.4 **G** The purpose of this section is to require *firms* to provide the *FCA* with regular information in a standard format. This information will assist the *FCA* in assessing *firms'* financial resilience and targeting supervisory resources according to *firms'* risk of failure and the harm they would cause if they failed.

Reporting requirement

- 16.30.5** **R** A *firm* to which this section applies must submit FIN 073 ('the Baseline Financial Resilience Report'):
- (1) in the format set out in ■ SUP 16 Annex 53R;
 - (2) in accordance with the instructions in ■ SUP 16 Annex 54G; and
 - (3) online, through the appropriate systems accessible from the FCA's website.

- 16.30.6** **R** The information in the Baseline Financial Resilience Report must be denominated in pound sterling.

Frequency and timing of report

- 16.30.7** **R** A *firm* must submit the Baseline Financial Resilience Report:
- (1) once every quarter; and
 - (2) within 20 *business days* after the relevant reporting reference date.

- 16.30.8** **R** A *firm's* reporting reference dates are:
- (1) Its *accounting reference date*;
 - (2) Its *accounting reference date* plus 3 months;
 - (3) Its *accounting reference date* plus 6 months; and
 - (4) Its *accounting reference date* plus 9 months.

- 16.30.9** **R** The information in the Baseline Financial Resilience Report must show the position at the relevant reporting reference date.



16.31 Financial promotion approval reporting

Application – who?

16.31.1 **R** This section applies to a *firm* (including a *Gibraltar-based firm*) with *approver permission*.

Application – what?

16.31.2 **R** This section applies to a *firm* in relation to its *approval* of *financial promotions* for which it requires *approver permission*.

16.31.3 **G** The effect of **■** SUP 16.31.2R is that the *rules* in this section do not:

- (1) apply in relation to any *financial promotions* which a *firm* approves within the scope of an *approver permission exemption*;
- (2) require a *firm* to notify, or include within a bi-annual report details of, such *financial promotions*.

Purpose

16.31.4 **G**

- (1) The effect of section 55NA of the *Act* is that a *firm* is unable to *approve* a *financial promotion* unless:
 - (a) the *firm* is a *permitted approver* in relation to the *financial promotion*; or
 - (b) an *approver permission exemption* applies.
- (2) The *rules* in this section impose requirements on *firms* with *approver permission* to provide the *FCA* with information about their *approval* of *financial promotions* (other than in reliance on an *approver permission exemption*).
- (3) The purpose of these requirements is to enable the *FCA* to:
 - (a) effectively monitor the compliance of *approved financial promotions* with its *financial promotion rules*;
 - (b) identify where *firms* which have *approved financial promotions* *approve* amendments to, or *withdraw approvals* of, *financial promotions* for reasons which might give rise to a risk of harm to *consumers*; and
 - (c) identify any emerging risks to *consumers*.

- (4) The *rules* in this section include requirements to:
 - (a) notify the *FCA* in a timely manner of each:
 - (i) *approval of a financial promotion relating to a qualifying cryptoasset or non-mass market investment; or*
 - (ii) *amendment or withdrawal of a prior approval of any financial promotion by reason of a notifiable concern; and*
 - (b) provide a report to the *FCA* on a 6-monthly basis relating to the *firm's* activity of *approving financial promotions*.

Approval notification requirement

16.31.5 **R**

A *firm* must submit the information in (3) to the *FCA* within 7 days of *approving a financial promotion* relating to:

- (a) a *qualifying cryptoasset*; or
- (b) a *non-mass market investment*.

A *firm* must submit the information in (3)(a) to the *FCA* within 7 days of:

- (a) *approving amendments to a financial promotion made because of a notifiable concern; or*
- (b) *withdrawing approval of a financial promotion because of a notifiable concern.*

The information is:

- (a) the information in the table at **■ SUP 16.31.6R**; and
- (b) a copy of each of the communications comprising the *financial promotion* (see **■ SUP 16.31.12G(1)**) that is the subject of the *financial promotion*.

16.31.6 **G**

This is the table referred to in **■ SUP 16.31.5R**.

	Approving a financial promotion	Approving amendments to a financial promotion	Withdrawing approval of a financial promotion
(1)	The reason for making the notification.		
(2)	The reference number for any previous notification submitted pursuant to SUP 16.31.5R relating to the <i>approval of the financial promotion</i> .		
(3)	The name of the <i>controlled investment</i> (or <i>person engaging in controlled claims management activity</i>) to which the <i>financial promotion</i> relates.		
(4)	The kind of <i>investment</i> (or <i>controlled claims management activity</i>) to which the <i>financial promotion</i> relates (selected from the list in SUP 16 Annex 55R).		
(5)	Whether the <i>investment</i> that is the subject of the <i>financial promotion</i> is subject to a restriction on its promotion as a <i>restricted mass market investment</i> or <i>non-mass market investment</i> .		

	Approving a financial promotion	Approving amendments to a financial promotion	Withdrawing approval of a financial promotion
(6)	The name of the <i>unauthorised person</i> or <i>persons</i> who has or have prepared the content of the <i>financial promotion</i> for which <i>approval</i> is sought.		
(7)	Whether the <i>unauthorised person</i> or <i>persons</i> in (6) carry on their business from a place of business outside the <i>UK</i> and, if so, the primary country from which that business is carried on.		
(8)	Where the <i>unauthorised person</i> or <i>persons</i> in (6) is or are <i>bodies corporate</i> , their Companies House number(s) (or international equivalent(s)).		
(9)	Where the <i>financial promotion</i> may be addressed to, or disseminated in such a way that it is likely to be received by, <i>retail clients</i> and where relevant: (a) the size, or potential size, of the offer (expressed in sterling); and (b) the maximum rate of return included in the <i>financial promotion</i> (expressed as a percentage).		
(10)	The date of the <i>approval</i> .		The date of the withdrawal of the <i>approval</i> .
(11)		The date on which the <i>financial promotion</i> was first <i>approved</i> .	
(12)	The medium (or media) by which the <i>financial promotion</i> will, or is intended to, be <i>communicated</i> .	The medium (or media) by which the amended <i>financial promotion</i> will, or is intended to, be <i>communicated</i> .	The medium (or media) in relation to which <i>approval</i> of the <i>financial promotion</i> has been withdrawn.
(13)		The reason(s) for the amendments to the <i>financial promotion</i> .	The reason(s) for the withdrawal of the <i>approval</i> .

Definition of notifiable concern

16.31.7 **R**

A notifiable concern is a concern:

- (1) that an element of an *approved financial promotion* risks causing harm to *consumers*; or
- (2) relating to the integrity or propriety of an *unauthorised person* or *persons* for whom a *firm* has *approved a financial promotion*.

16.31.8 **G**

- (1) A notifiable concern may arise, for example, where a *firm* that has *approved a financial promotion*:
 - (a) becomes aware that the *financial promotion* does not comply, or no longer complies, with applicable *financial promotion rules* such that it risks causing harm to *consumers*; or

- (b) receives information which suggests that the *unauthorised person* or *persons* for whom the *financial promotion* was *approved* have provided misleading information in connection with that *approval*.
- (2) In deciding whether to notify the *FCA* of *approval* of amendments to, or withdrawal of *approval* of, a *financial promotion*, a *firm* should consider the purpose of the notification *rule* (■ SUP 16.31.4G(3)).

Bi-annual reporting requirement

16.31.9 **R**

- (1) A *firm* must submit the information in ■ SUP 16.31.10R to the *FCA* half yearly within 30 *business days* of the end of each reporting period.
- (2) Except as specified in (3), the reporting periods for the purpose of (1) are:
 - (a) the 6 *months* immediately following a *firm's accounting reference date*; and
 - (b) the 6 *months* immediately preceding and including a *firm's accounting reference date*.
- (3) A *firm* must submit its first report for the purpose of (1) in respect of the reporting period beginning on the date on which *approval* is granted to the *firm* and ending on the earlier of:
 - (a) the *firm's accounting reference date*; and
 - (b) the date falling 6 *months* after the *firm's accounting reference date*.
- (4) A *firm* must submit a return even if it has not *approved* any *financial promotions* or received any relevant complaints during a reporting period.

16.31.10 **R**

The information in ■ SUP 16.31.9R(1) is, for the relevant reporting period:

- (1) the total number of *financial promotions approved*;
- (2) the number of *financial promotions* relating to each of the *investment types* in ■ SUP 16 Annex 55R *approved*;
- (3) the number of *financial promotions approved* relating to:
 - (a) *restricted mass market investments*; and
 - (b) *non-mass market investments*;
- (4) the number of complaints received relating to the *firm's approval* of *financial promotions*;
- (5) the total revenue (expressed in sterling) generated by the *firm's* activity of *approving financial promotions*;
- (6) unless the *firm* has reported no revenue for the purpose of (5), the total revenue (expressed in sterling) generated by the *firm's regulated activities*;

(7) unless the *firm* has reported no revenue for the purpose of (5), the *firm's* total revenue.

16.31.11 **R** Reference in ■ SUP 16.31.10R to a *firm's* revenue is to a *firm's* income (before expenses). Total revenue refers to all income received across a *firm's* entire business, both regulated and unregulated.

Guidance

16.31.12 **G**

(1) For the purposes of this section, reference to a *firm approving*, or withdrawing approval of, a '*financial promotion*' is to a *firm approving*, or withdrawing approval of, one or more communications which can together be considered to form part of a single invitation or inducement to *engage in investment activity* or to *engage in claims management activity*.

(2) This means that where a *firm approves* the content of more than one communication, including across multiple media, in respect of the same investment activity and conveying a consistent message, the *FCA* would only expect:

(a) to receive one notification in respect of those communications for the purposes of ■ SUP 16.31.5R; and

(b) the *firm* to report one *approval* for the purposes of ■ SUP 16.31.10R.

(3) An example of the scenario in (2) would be where a *firm approves* a number of communications relating to the same product or service as part of a single marketing campaign.

(4) Where a *firm* has *approved* one or more communications comprising a single '*financial promotion*' relating to a particular product or service as described in (2), and is later approached to *approve* a substantively different communication or communications relating to the same product or service, this should be considered as a new '*financial promotion*' for the purposes of this section.

(5) For the purposes of ■ SUP 16.31.5R(2)(a), the *FCA* considers that amendments to an *approved financial promotion* are likely to require further *approval* where those amendments relate to the communication's substance as an invitation or inducement to *engage in investment activity* or *engage in claims management activity*.

(6) This means that changes to administrative information, such as contact details, within a communication are unlikely to require *approval*. However, changes to information which may affect a recipient's assessment of whether to respond to, or act upon, the communication are likely to require further *approval*.

(7) Even where a *firm* is not required to make a notification to the *FCA* under the *rules* in this section, the *firm* should consider whether a particular matter is one of which the *FCA* would reasonably expect notice (*Principle 11*), having regard to the purpose of the *rules* in this section (■ SUP 16.31.4G(3)). For example, where a *firm* is approached to *approve a financial promotion* relating to an *investment* which risks causing harm to *consumers*.

(8) ■ SUP 16.31.10R(4) refers to the number of complaints received relating to a *firm's approval of financial promotions*. This figure should include complaints received directly by the *firm* about *financial promotions* which it has *approved* and any complaints about *approved financial promotions* received by *persons* for whom it has *approved such financial promotions*. To this end, a *firm* should maintain arrangements for those *unauthorised persons* for whom it *approves financial promotions* to forward any complaints, or relevant parts of complaints, relating to *approved financial promotions* to the *firm*.

Method of submission

16.31.13 R

- (1) A *firm* must submit the notifications and reports required by this section to the *FCA* online through the appropriate systems accessible from the *FCA's* website.
- (2) If the *FCA's* information technology systems fail and online submission is unavailable for 24 hours or more, until such time as facilities for online submission are restored, a *firm* must submit the relevant notification or report in the way set out in ■ SUP 16.3.9R (Method of submission of reports).

16.31.14 G

If the *FCA's* information technology systems fail and online submission is unavailable for 24 hours or more, the *FCA* will endeavour to publish a notice on its website confirming that online submission is unavailable and that the alternative methods of submission set out in ■ SUP 16.3.9R (Method of submission of reports) should be used.

Record-keeping

16.31.15 G

Firms are reminded of the need to maintain adequate records which are sufficient to enable the *FCA* to monitor compliance with requirements under the *regulatory system* (■ SYSC 9). *Firms* should therefore maintain appropriate records of *approvals*, withdrawals of *approvals* and *approvals* of amendments to *financial promotions* even where formal notification to the *FCA* (pursuant to ■ SUP 16.31.5R) is not required. *Firms* subject to the *rules* in ■ COBS 4 should also refer to ■ COBS 4.11.

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FIN-A Annual Report and Accounts

Annual Accounts		A
1	On what basis have the firm's accounts been prepared?	IFRS / UK GAAP / Other / N/A
3	Did the firm generate income from regulated activities in the accounting period?	Yes / No / N/A
4	Are the firm's net assets positive?	Yes / No / N/A
5	Are the firm's annual report and accounts prepared on a going concern basis?	Yes / No / N/A
6	Does the firm have any contingent liabilities?	Yes / No / N/A
7	If the firm's submitted annual report and accounts have been subject to an audit, has the auditor qualified their opinion, added an explanatory paragraph expressing an adverse opinion and/or provided written comment on internal controls?	Yes / No / N/A
[Upload functionality]		
Immigration Act 2014		
2	Has the firm complied with the prohibition in section 40 of the Immigration Act 2014, the requirements in section 40A, 40B and 40G of the Immigration Act 2014 and any requirements imposed by or under the Immigration Act 2014 (Bank Accounts) Regulations 2014?	Yes / No / N/A



Guidance notes for the completion of FIN-A in SUP 16 Annex 1AR

General Notes

Form FIN-A should only be completed by *firms* subject to the reporting requirements under ■ SUP 16.7A and/or by *firms* who are required to provide attestations of compliance with requirements under the Immigration Act 2014 under ■ SUP 16.19.

Form FIN-A is designed to allow *firms* to:

- upload the *annual report and accounts* documentation required by ■ SUP 16.7A;
- extract information from the *firm's annual report and accounts*; and (where applicable) attest to compliance with requirements under the Immigration Act 2014 under ■ SUP 16.19.

Firms not subject to the Immigration Act 2014 should answer 'N/A' to question 2A.

UK *branches* of EEA banks and dual regulated *firms* are not required to submit copies of their *annual report and accounts* to the FCA, and should answer 'N/A' to questions listed under 'Annual Accounts'.

Firms who wish to make a notification to the FCA to comply with Principle 11 should review the guidance set out in ■ SUP 15 (Notifications to the FCA).

Main Details

Annual Accounts

1	<p>On what basis have the firm's accounts been prepared?</p> <p><i>Firms</i> who are subject to the reporting requirements in SUP 16.7A should select one of 'IFRS', 'UK GAAP' or 'Other'. Once selected, the person submitting the data can upload the <i>annual report and accounts</i>.</p> <p>If the <i>firm</i> is not subject to the reporting requirements in SUP 16.7A they should select 'N/A'.</p>
3	<p>Did the firm generate income from regulated activities in the accounting period?</p> <p><i>Firms</i> should indicate whether they have generated an income from <i>regulated activities</i> by selecting 'Yes' or 'No'.</p>
4	<p>Are the firm's net assets positive?</p> <p><i>Firms</i> should indicate if the total value of their assets is greater or equal to the total value of their liabilities by selecting 'Yes'. Where <i>firms'</i> assets are less than the total value of their liabilities they should select 'No'.</p>
5	<p>Are the firm's annual report and accounts prepared on a going concern basis?</p> <p><i>Firms</i> should indicate whether the <i>annual report and accounts</i> were prepared on a going concern basis by selecting 'Yes' or 'No'.</p>
6	<p>Does the firm have any contingent liabilities?</p> <p><i>Firms</i> should indicate whether the most recent <i>annual report and accounts</i> or accompanying notes make reference to contingent liabilities by selecting 'Yes' or 'No'.</p>

7 If the firm's submitted annual report and accounts have been subject to an audit, has the auditor qualified their opinion, added an explanatory paragraph expressing an adverse opinion and/or provided written comment on internal controls?

Firms should select 'Yes' if the *firm's* most recent *annual report and accounts* have been subject to an audit and the auditor;

- (a) qualified the report on the audited *annual report and accounts*, and/or
- (b) added an explanatory paragraph expressing an adverse opinion;
- (c) included a paragraph headed:
 - (i) emphasis of matter;
 - (ii) other matter; or
 - (iii) material uncertainty related to going concern; or
- (d) provided written comment on internal controls.

Firms should select 'No' if:

- (e) the annual report and accounts have been subject to an audit, but none of the conditions at (a) to (d) apply.

Firms should select 'N/A' if:

- (f) the firm is not subject to an audit requirement; or
- (g) the firm is not required to submit their annual report and accounts.

Immigration Act 2014

2 Has the firm complied with the prohibition in section 40 of the Immigration Act 2014, the requirements imposed by or under sections 40A, 40B and 40G of the Immigration Act 2014 and any requirements imposed by or under the Immigration Act 2014 (Bank Accounts) Regulations 2014?

Firms should indicate whether they are in compliance with their obligations under the Immigration Act as at the end of the reporting period by selecting one of 'Yes', 'No' or 'N/A'.

Firms should only select 'N/A' if they are not subject to obligations under the Immigration Act 2014.

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Persistency report

This annex consists only of one or more forms. Forms are to be found through the following address:

Persistency Report - SUP 16 Annex 6 R



Guidance notes for completion of the FCA Persistency Report

This annex consists of guidance notes, which are available here: [SUP 16 Annex 6A G](#)



Annual questionnaire for authorised professional firms

This annex consists only of the Annual Questionnaire for Authorised Professional Firms
Forms/sup/SUP_16_Annex_9_20201001.pdf



Guidance notes for completion of annual questionnaire for authorised professional firms in SUP 16 Annex 9R

This annex consists only of one or more forms. Forms are to be found through the following address:
SUP_Chapter16_Annex9a_20201001.pdf

Reports from depositaries of ICVCs, AUTs and ACSs [deleted]



Reports from depositaries of authorised funds

SUP 16 Annex 12A

Guidance notes on reports from depositaries of authorised funds

Monthly Return of Breaches – Authorised Funds

Breach Type	The specific <i>rule</i> in <i>COLL</i> or <i>FUND</i> that has been breached.
New Breaches	Breaches identified for the first time during the most recent reporting period.
Existing Breaches	Mark as an existing breach if reporting a change in the reported details of an existing breach or if reporting the closure of an existing breach.
Maximum Percentage	The percentage figure will depend on the breach type. For example, a breach of an investment limit should show the greatest percentage amount by which the value of the asset(s) exceeded the relevant limit during the period of the breach.
Breach Start Date	The date when the breach first occurred.
Breach Identification Date	The date when the breach was identified (this may be the same day as or later than the breach start date).
Breach Closure Date	The date when a breach was closed following the implementation of any corrective actions and if applicable, payment of compensation to the <i>scheme</i> and/or <i>Unitholders</i> .
Breach Description	A brief statement describing the nature of the breach, and why and how it occurred.
Action Taken or Planned	The corrective action implemented or planned to close a new or existing breach, and the final outcome when a breach has been closed. If resolution will require a long-term (>6 months) project, timelines should be included.

Quarterly Return of Oversight Visits – Authorised Funds

Findings	A brief description of findings and conclusions, including examples.
Recommendations	Actions requested of the <i>authorised fund manager</i> by the <i>depositary</i> to remedy any findings. If resolution will require a long-term (>6 months) project, timelines should be included.
<i>AFM's</i> response and comments	Any statement from the <i>authorised fund manager</i> in response to the <i>depositary's</i> findings and recommendations.

Return cover sheet

This annex consists only of one or more forms. Forms are to be found through the following address:

Return Cover Sheet - Forms/sup/sup_chapter16_annex13r_20130401.pdf



Quarterly and annual returns for Credit Unions [deleted]

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**Notes on completing the quarterly and annual returns for Credit Unions
[deleted]**

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Firm details (See SUP 16.10.4R)

A: Communications with a *firm*

1. Name of the *firm*
2. Trading name(s) of the *firm*
3. [deleted]
4. Registered office
5. Principal place of business
- 5A. Head office
- 5B. UK branch address (if the *firm* is a *branch*)
6. Website address
7. Complaints contact and complaints officer
8. The name and email address of the primary compliance contact

B: Information about a *firm* and its appointed representatives on the *Financial Services Register*

- 8A. Information about any *appointed representative* of the *firm*
9. [deleted]
10. [deleted]
11. [deleted]

C: Other information about a *firm*

12. [deleted]
13. [deleted]
14. Name and address of *firm's* auditor
- 14A. Name and address of *firm's* actuary (where relevant)
15. [deleted]
16. *Accounting reference date*
- 16A. Financial year end date
17. Locum
18. The name and email address of the *firm's* principal user of the appropriate systems accessible from the *FCA's* website



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Retail Mediation Activities Return ('RMAR')

This annex consists only of one or more forms. Forms are to be found through the following address:

Retail Mediation Activities Return ('RMAR') - SUP_16_Annex_18A_20201001.pdf



Notes for Completion of the Retail Mediation Activities Return ('RMAR')

Introduction: General notes on the RMAR

1. These notes aim to assist *firms* in completing and submitting the relevant sections of the **Retail Mediation Activities Return ('RMAR')**.

2. The purpose of the *RMAR* is to provide a framework for the collection of information required by the *FCA* as a basis for its supervision activities. It also has the purpose set out in *paragraph 16.12.2G* of the Supervision Manual, i.e. to help the *FCA* to monitor *firms'* capital adequacy and financial soundness.

Defined terms

3. *Handbook* terms are italicised in these notes.

4. Terms referred to in the *RMAR* and these notes, where defined by the Companies Acts 1985 or 2006, as appropriate, or other relevant accounting provisions, bear that meaning for these purposes. The descriptions indicated in these notes are designed simply to repeat, summarise or amplify the relevant statutory or other definitions and terminology without departing from their full meaning or effect.

Key abbreviations

5. The following table summarises the key abbreviations that are used in these notes:

APF	<i>Authorised professional firm</i>
AR	<i>Appointed representative</i>
CASS	The Client Assets sourcebook, part of the <i>Handbook</i>
COBS	The Conduct of Business sourcebook, part of the <i>Handbook</i>
CREDS	The Credit unions sourcebook, part of the <i>Handbook</i>
DISP	Dispute resolution: Complaints sourcebook, part of the <i>Handbook</i>
EEA	The <i>European Economic Area</i>
ICOB	The Insurance: Conduct of Business sourcebook, part of the <i>Handbook</i>
IDD	The <i>Insurance Distribution Directive</i>
IMD	The <i>Insurance Mediation Directive</i>
IPRU(INV)	The Interim Prudential sourcebook for investment businesses, part of the <i>Handbook</i>
ISD	The <i>Investment Services Directive</i>
LTCI	Long term care insurance
MCOB	The Mortgages and Home Finance: Conduct of Business sourcebook, part of the <i>Handbook</i>
MiFID	The <i>Markets in Financial Instruments Directive</i>
MIPRU	The Prudential sourcebook for Mortgage and Home Finance Firms, and Insurance Intermediaries
PII	Professional indemnity insurance
RMAR	Retail Mediation Activities Return, i.e. the information requirements to which these notes refer.

SUP	The Supervision manual, part of the <i>Handbook</i>
TC	Training and Competence, part of the <i>Handbook</i>

Scope

6. The following *firms* are required to complete the sections of the *RMAR* applicable to the activities they undertake as set out in ■ SUP 16.12:

(a) *firms* with *permission* to carry on *insurance distribution activity* in relation to *non-investment insurance contracts*.

By way of example, this would include a broker advising on private motor insurance, household insurance or critical illness cover. It would not though include *advice* on a *life policy*;

(b) *firms* with *permission* to carry on *home finance mediation activity*;

(d) *firms* (defined as *retail investment firms*) that have *retail clients*, and have *permission* to carry on the following activities in relation to *retail investment products*:

- (i) *advising on investments*;
- (ii) *arranging (bringing about) deals in investments*;
- (iii) *making arrangements with a view to transactions in investments*;

Retail investment products are defined as:

- (i) a *life policy*; or
- (ii) a *unit*; or
- (iii) a *stakeholder pensions scheme*; or
- (iv) a *personal pension scheme*; or
- (v) an *interest in an investment trust savings scheme*; or
- (vi) a *security in an investment trust*; or
- (vii) any other *designated investment* which offers exposure to underlying financial assets, in a packaged form which modifies that exposure when compared with a direct holding in the financial asset; or
- (viii) a *structured capital-at-risk product*;

whether or not any of (i) to (vii) are held within an *ISA* or a *CTF*; and

(c) *personal investment firms*;

(e) other investment *firms* that have *permission* to *advise on P2P agreements* and do not carry on that activity exclusively with or for *professional clients*.

For the purposes of completing the *RMAR* in relation to the activity of *advising on P2P agreements* only, 'retail investments' and '*retail investment products*' should be understood as including *P2P agreements*, and references to retail investment advising and retail investment activity should be understood as including *advice on P2P agreements*.

The practical effect of the *retail client* limitation in the definition of *retail investment firms* is to exclude from the requirements *firms* that carry on *retail investment activities* exclusively with or for *professional clients* or *eligible counterparties*.

[**Note:** all *long-term care insurance contracts* are defined as *life policies*, and as such are included as *retail investment products*]

7. [deleted]

8. [deleted]

EEA firms

9. In accordance with the relevant directives, *incoming EEA firms* are not subject to all reporting requirements. In broad terms, this means that *incoming EEA firms* carrying on *regulated activities* by way of *cross border services* only are not required to complete the *RMAR*.

10. In broad terms, *incoming EEA firms* carrying on *regulated activities* through a branch in the *United Kingdom* are not required to complete the sections of the *RMAR* in the following table.

Prudential reporting requirements	Section A (balance sheet)
	Section B (profit & loss)
	Section C (<i>client money</i>)
	Section D (capital requirements)
Threshold conditions	Section E (professional indemnity insurance)
	Section F (save in relation to questions about <i>approved persons</i>)
Training and Competence	Section G
<i>Adviser charges</i>	Section K

11. *Firms* that only carry on reinsurance distribution are not required to complete sections C or K.

Authorised professional firms

12. *Authorised professional firms* ('APFs') that are subject to ■ IPRU-INV 2.1.3R (for their *investment activity*) or ■ MIPRU 4.1.10R (for *insurance distribution activity* or *home finance mediation activity*) are not required to complete sections A, B2 or D. APFs that are members of the Law Society of England and Wales, the Law Society of Scotland or the Law Society of Northern Ireland are also not required to complete section C (see below).

13. The application of the capital requirements to APFs is set out in ■ IPRU-INV 2.1.2R (for *retail investment activity*) and ■ MIPRU 4.1.10R (for *home finance mediation activity* and *insurance distribution activity*).

14. Where APFs are required to submit financial information (i.e. sections A to E), they should do so in relation to all of their *regulated activities*. Sections F and K should also be completed in relation to all *regulated activities*. Other sections (G to I) need not include information in relation to *non-mainstream regulated activities*. However, APFs may complete all sections on the basis of all of their *regulated activities* if this approach is more cost effective.

Accounting principles

15. Subject to paragraph 15A below, which is in respect of section K only, the following principles should be adhered to by *firms* in the submission of financial information (sections A to E and section K).

(a) Unless a rule requires otherwise, amounts to be reported within the *firm's* balance sheet and profit and loss account should be determined in accordance with:

(i) the requirements of all relevant statutory provisions (e.g. Companies Act 2006, and secondary legislation made under this Act) as appropriate;

(ii) UK generally accepted accounting practice (UK GAAP) or, where applicable, *international accounting standards*;

(iii) the provisions of (c) and (d) below.

(b) If the *firm* is a body corporate with one or more *subsidiaries*, its financial statements should be unconsolidated.

(c)

(i) With the exception of section J, and sections K from 31 December 2012, all amounts should be shown in one of the reporting currencies accepted by the GABRIEL system, unless otherwise specified in the *Handbook* (e.g. in ■ MIPRU 3.2.7R). Section J, and sections K from 31 December 2012, must be completed in pounds sterling.

(ii) A *firm* should translate assets and liabilities denominated in other currencies into the chosen reporting currency using the closing mid-market rate of exchange.

(iii) Taxation, when reported at a quarter or half year end, should be based on an estimate of the likely effective tax rate for the year applied to the interim.

(iv) Balances on *client bank accounts* and related client accounts must not form part of the *firm's* own balance sheet.

(d) No netting is permitted (that is, amounts in respect of items representing assets or income may not be offset against amounts in respect of items representing liabilities or expenditure, as the case may be, or vice versa).

15A. For the completion of section K, all figures should be provided on an accruals basis in line with UK Generally Accepted Accounting Practice (UK GAAP) or International Accounting Standards (IAS), unless a *firm* elects to complete section K on a cash basis. A *firm* may elect to complete section K, and only section K, on a cash basis by selecting this as the accounting basis for section K on GABRIEL.

Other

16. You will note that some questions in the *RMAR* refer to the "last reporting date". If the *RMAR* is being completed for the first time, you should treat the date the *firm* became authorised to carry on any of the relevant *regulated activities* as the "last reporting date", except where otherwise indicated (e.g. in sections E & H).

Where questions in the *RMAR* refer to "as at the end of the reporting period", you should treat the last day of the reporting period specified on GABRIEL as "as at the end of the reporting period".

17. Unless otherwise indicated, the information submitted should cover all of the *firm's* transactions in the relevant products, and all of its customers and *market counterparties* (where relevant).

NOTES FOR COMPLETION OF THE RMAR

Section A: Balance sheet

The balance sheet data should be compiled in accordance with generally accepted accounting practice. Incorporated *firms* will already be submitting this information to Companies House under Companies Act requirements, and it would normally be expected that non-incorporated *firms* would compile this data for management purposes.

Insurance intermediaries subject to *MIPRU* should, where debtors include amounts owed by their directors, group undertakings or undertakings in which the firm has a participating interest, enter the total amount falling due to the firm within one year in the data entry field entitled:

"Memo (1):

Total amount falling due within one year from directors, fellow group undertakings or undertakings in which the firm has a participating interest where included in Debtors."

Insurance intermediaries subject to *MIPRU* should, where they include *shares* in *group undertakings* as part of their investments, where such investments are held as current assets, enter the total value to the *firm* in the data entry field entitled:

"Memo (2):

Value of shares in group undertakings where such investments are held as current assets."

If further assistance is required in completing the balance sheet, professional guidance should be sought.

This information will be used by the *FCA* to monitor the *firm's* financial position and satisfy itself as to the *firm's* ongoing solvency. Aggregated data may also be used to inform our supervision activities.

The frequency of reporting for this section is determined by ■ SUP 16.12.

Firms that have *appointed representatives* ('ARs') should note that balance sheet data should be submitted for the *firm* only, not its ARs.

Section B: Profit & loss account

Profit & loss ('P&L') should be reported on a cumulative basis throughout the *firm's* financial year.

B1 – regulated business revenue: covers the data required on the *firm's* revenue from its *regulated activities* within the scope of the *RMAR*.

B2 – other P&L: incorporates the remainder of the profit & loss data requirements.

Firms that receive combined income in relation to both regulated and non-regulated activities may have difficulties in separately identifying their regulated income from their non-regulated income. If this is the case, *firms* should, (a) in the first instance, ask the provider of the income for an indication of the regulated/non-regulated split; and (b) if this is not available, make an estimate of the income derived from each activity.

In sub-section B1, a *firm* that has *appointed representatives* ('ARs'), including a *network*, should ensure that the figures submitted for income are calculated before deducting any commissions shared with its ARs in respect of the *regulated activities* for which the *firm* has accepted responsibility as *principal*.

[**Note:** *Home purchase, reversion and regulated sale and rent back activity* should be included under the existing mortgage headings in this section of the *RMAR*]

Guide for completion of individual fields

Commissions (gross)	<p>This should include all commission income in respect of the relevant regulated business:</p> <ul style="list-style-type: none"> • for <i>home finance transactions</i>, this includes commissions received for <i>advising on home finance transactions</i> and <i>arranging</i>, but not, providing and administration; • for <i>non-investment insurance contracts</i>, it should include commissions received for advising, arranging and dealing activities; • for <i>retail investments</i>, only commission received in relation to the relevant activities should be recorded here. <p>Gross commissions will include commission that is received and passed on to another <i>person</i>.</p> <p>Where commission is shared between two or more <i>firms</i>, the gross commission should not be double counted, i.e. each <i>firm</i> should report only the commission it has received.</p>
Commissions (net)	<p>This should be the amount of the gross commission figure that is retained by the <i>firm</i> and, where applicable, its <i>appointed representatives</i>, (i.e. not passed on to another <i>person</i>) in respect of each type of business.</p>
Fees/ Adviser charges / Consultancy charges	<p>You should record here <i>adviser charges</i> and <i>consultancy charges</i>, and net income received from <i>customers</i> or other sources on a fixed fee rather than commission basis, but only in respect of the relevant <i>regulated activities</i>.</p>
Other income from regulated activities	<p>You should record here any income that has derived from the relevant <i>regulated activities</i> during the reporting period, which has not been recorded under commissions or fees, <i>adviser charges</i> or <i>consultancy charges</i>.</p> <p>Such income may include interest on <i>client money</i>, where the <i>firm</i> is permitted to retain this, or payments made by product providers on a basis other than fees or commissions.</p>

Regulated business revenue	<p>This is the total of the <i>firm's</i> income during the reporting period in relation to its relevant <i>regulated activities</i>.</p> <p>For an <i>insurance intermediary</i> or a <i>home finance intermediary</i>, this should be calculated in the same way as 'annual income', as specified in MIPRU 4.3.3R (although in this context the period is not generally annual).</p> <p>This rule states: "For a firm which carries on <i>insurance distribution activity</i> or <i>home finance mediation activity</i>, annual income... is the amount of all brokerage, fees, <i>commissions</i> and other related income (for example, administration charges, overrides, profit shares) due to the <i>firm</i> in respect of or in relation to those activities".</p>
Income from other regulated activities	You should record here any income from other <i>regulated activities</i> outside the scope of the <i>RMAR</i> .
Other revenue (income from non-regulated activities)	You should record here any income from other <i>regulated activities</i> outside the scope of the <i>RMAR</i> .

Section C Client money and assets

'Client money' is defined in the *Glossary*. In broad terms, *client money* includes *money* that belongs to a *client*, and is held by a *firm* in the course of carrying on *regulated activities*, for which the *firm* has responsibility for its protection. It does not include *deposits* (where the *firm* acts as deposit-taker).

The *client money rules* define further what is and is not *client money*, and set out requirements on *firms* for the proper handling of and accounting for *client money*. If a *firm* holding *client money* fails there is a greater direct risk to consumers and a greater adverse impact on market confidence compared (for example) to a *firm* that only holds *money* under risk transfer arrangements.

Note 1: a *firm* should complete section C of the *RMAR* for the *money* it receives or holds in the course of, or in connection with, its *insurance distribution activity* (see ■ CASS 5).

Note 2: [deleted]

Note 3: a *firm* that receives or holds *money* for its *MiFID business* or *designated investment business* that is not *MiFID business* and holds *money* to which ■ CASS 5 applies, may make an election under ■ CASS 7.10.3R(1) or (2) to comply with ■ CASS 7 for *money* it receives in the course of, or in connection with, its *insurance distribution activities*. Where a *firm* has made such an election, it should not complete section C of the *RMAR*, except to confirm that it holds *money* in connection with *insurance distribution activities* and has elected to comply with ■ CASS 7.

Note 4: a *firm* (e.g., a property management *firm*) that complies with the Royal Institute of Chartered Surveyors (RICS) Members' Accounts rules or, in relation to a service charge, the requirement to segregate such *money* in accordance with section 42 of the Landlord and Tenant Act (LTA) 1987 is deemed to comply with ■ CASS 5.3 to ■ CASS 5.6, provided that it satisfies the requirements of ■ CASS 5.5.49R to the extent that the *firm* will hold *money* as trustee or otherwise on behalf of its clients. Such a *firm* should only complete the questions in section C of the *RMAR* indicated in the guide for completion of individual fields below.

Note 5: an *authorised professional firm* regulated by The Law Society (of England and Wales), The Law Society of Scotland or The Law Society of Northern Ireland must comply with the rules of its *designated professional body* as specified in ■ CASS 5.1.4R, and if it does so, it will be deemed to comply with ■ CASS 5.2 to ■ CASS 5.6. These *firms* are not therefore required to complete section C of the *RMAR*.

Note 6: this *data item* does not apply to *firms* who only carry on *home finance mediation activities* exclusively in relation to *second charge regulated mortgage contracts* or *legacy CCA mortgage contracts*

(or both) and who are not otherwise expected to complete it by virtue of carrying out other *regulated activities*: see ■ SUP 16.12.28AR, Note 3.

Note 7: *firms* should complete all applicable fields.

Guide for completion of individual fields

Question	Guidance notes
Does your <i>firm</i> receive or hold <i>money</i> in the course of, or in connection with, its <i>insurance distribution activity</i> ?	<i>Firms</i> should answer 'yes' here if they hold <i>money</i> such that CASS 5.1 to CASS 5.6 applies (see CASS 5.1.1R).
	<i>Firms</i> to which note 4 applies should also answer 'yes'.
Has your <i>firm</i> elected under CASS 7.10.3R(1) or (2) to comply with CASS 7?	See note 3.
How does your <i>firm</i> hold <i>money</i> received in the course of, or in connection with, its <i>insurance distribution activity</i> ?	You should answer 'yes' or 'no' under each of the headings, as appropriate.
	<p>CASS 5 Client money:</p> <p>see CASS 5.1</p> <p>As agent of insurer:</p> <p>see CASS 5.1.5R and CASS 5.2 – holding money as agent of insurance undertaking under a written risk transfer agreement and not as <i>client money</i>.</p> <p><i>Firms</i> to which note 4 applies should select 'no' under each heading, unless they hold <i>money</i> when acting both in the capacity of an insurance broker and of a property management company.</p> <p>A <i>firm</i> may answer 'yes' under both headings.</p>
Is your <i>firm's</i> CASS 5 <i>client money</i> held under the CASS 5.3 statutory trust or under one or more CASS 5.4 non-statutory trusts?	You should indicate here the type of trust under which <i>client money</i> is held:
	Statutory trust – see CASS 5.3
	Non-statutory trust – see CASS 5.4
	A <i>firm</i> may answer 'yes' under both headings.
If non-statutory, has an auditor's confirmation of systems and controls been obtained?	This refers to the requirement in CASS 5.4.4R(2) that the <i>firm</i> must obtain and keep current, written confirmation from its auditor that the <i>firm</i> has adequate systems and controls in place to meet the requirements under CASS 5.4.4R(1).
	This requirement is separate to the annual audit requirement in SUP 3.10.
Is <i>client money</i> invested or placed in anything other than a <i>client bank account</i> ?	You should indicate 'yes' here if the <i>firm</i> has invested any <i>client money</i> other than in a <i>client bank account</i> .
	See CASS 5.5.14R which states that a <i>firm</i> may satisfy the requirement to segregate <i>client money</i> by segregating or arranging for the segregation of <i>designated investments</i> with a value at least equivalent to such <i>money</i> as would otherwise be segregated.
Highest <i>client money</i> requirement (for money	This means of segregation is only permitted for <i>client money</i> held under a non-statutory trust.
	See CASS 5.5.63R and CASS 5.5.66R to CASS 5.5.67R

Question	Guidance notes
<p>held as <i>client money</i>, taken from the <i>firm's client money</i> calculations)</p>	<p>A <i>firm</i> should enter the highest <i>client money</i> requirement calculated during the period. This would be taken from the <i>firm's client money</i> calculations performed during the period.</p> <p>Only the single highest <i>client money</i> requirement figure should be entered, not the aggregate of the client money requirements calculated during the period.</p>
<p>Highest account balance (for <i>money held as client money</i>, taken from the <i>firm's</i> records)</p>	<p>This refers to <i>money held as CASS 5 client money</i> under a statutory trust or non-statutory trust(s). The amount should be taken from the <i>firm's</i> own records and should include <i>client money</i> held as agent of insurer which is co-mingled with other <i>client money</i> in a <i>client money</i> account (see CASS 5.1.5AR).</p> <p>If your <i>firm</i> segregates <i>designated investments</i> under a non-statutory trust (see CASS 5.5.14R), you should also include the value of these investments.</p> <p>If your <i>firm</i> operates both statutory and non-statutory trust accounts, you should enter two balances: one for the highest balance in statutory trust accounts and one for the highest balance in non-statutory trust accounts.</p>
<p>Highest account balance for money held purely as agent of insurer (and not co-mingled with <i>client money</i>)</p>	<p>This refers to money held purely as agent of insurer under risk transfer agreements (see CASS 5.2) and held separate to any CASS 5 <i>client money</i>. The amount should be taken from the <i>firm's</i> own records.</p> <p>If <i>money</i> held as agent of insurer is co-mingled with CASS 5 <i>client money</i> in a <i>client bank account</i> (see CASS 5.1.5AR), it should be reported in the previous field and therefore should not be reported in this field.</p> <p>The data reported in questions 20 to 23 should be taken from the <i>firm's client money</i> calculation performed closest, and prior, to the end of the reporting period.</p>
<p><i>Client money</i> requirement as at end of the reporting period</p>	<p>See CASS 5.5.63R and CASS 5.5.66R to CASS 5.5.68R</p>
<p><i>Client money</i> resource as at end of the reporting period</p>	<p>See CASS 5.5.63R and CASS 5.5.65R</p>
<p>Surplus (+) or deficit (-) of <i>client money</i> resource against <i>client money</i> requirement</p>	<p>See CASS 5.5.63R This should be the difference between the <i>client money</i> requirement and the <i>client money</i> resource.</p>
<p>Adjustments made to withdraw an excess or rectify a deficit</p>	<p>See CASS 5.5.63R</p> <p>This should be the amount of money paid into or withdrawn from the <i>client bank account</i> following the <i>client money</i> calculation performed closest, and prior, to the end of the reporting period.</p>
<p>Is your <i>firm</i> exempt from the client asset audit requirement?</p>	<p>See SUP 3.1.2R note 4</p> <p>If the <i>firm</i> does not hold <i>client money</i> or other client assets in relation to <i>insurance intermedi</i></p>

Question	Guidance notes
<p>If not exempt, have you obtained a client assets audit in the last 12 months?</p>	<p><i>ation activities</i> or only holds up to, but not exceeding, £30,000 of <i>client money</i> under a statutory trust arising under CASS 5.3 state 'yes' here.</p> <p><i>Firms</i> to which note 4 applies should answer this question.</p> <p>See SUP 3.1 to SUP 3.7 and SUP 3.11.</p> <p>If the <i>firm</i> has obtained a client assets audit in the last 12 months enter 'yes'. If it has not, enter 'no'.</p> <p><i>Firms</i> to which note 4 applies should answer this question.</p>
<p>What is the name of your <i>firm's</i> client assets auditor?</p>	<p>Enter the name of the <i>firm's</i> auditor as it appears on the Financial Reporting Council's register of statutory auditors.</p> <p><i>Firms</i> to which note 4 applies should answer this question.</p>
<p>According to your last client assets audit report, what was the auditor's opinion on your <i>firm's</i> compliance with the <i>client money rules</i> as at the period end date?</p>	<p>This refers to the opinion at the end of the audit period.</p> <p>The <i>firm</i> should select from 'clean', 'qualified' or 'adverse', as appropriate.</p> <p>In this question, the period end date refers to the period covered by the audit report and will therefore refer to a different period to the reporting period for this return.</p> <p><i>Firms</i> to which note 4 applies should answer this question.</p>
<p>Have any notifiable <i>client money</i> issues been raised, either in the <i>firm's</i> last client assets audit report or elsewhere, that have not been notified to the FCA since the last reporting period for this return?</p>	<p>Answer yes if the <i>firm</i> has not, since the last reporting period for this return, notified the FCA of any breaches in relation to the following notification requirements:</p> <p>CASS 5.5.61R: failure of a bank, broker or <i>settlement agent</i>.</p> <p>CASS 5.5.76R: failure to perform calculations or reconciliation.</p> <p>CASS 5.5.77R: failure to make good a <i>shortfall</i> by the close of business on the day the calculation is performed.</p>
<p>Does your <i>firm</i> hold any client documents or other assets (other than <i>client money</i>) in accordance with CASS 5.8?</p>	<p>If the <i>firm</i> is subject to the requirements of CASS 5.8, state 'yes' here.</p>

Section D Regulatory Capital

[Note: Home purchase, reversion and regulated sale and rent back activity should be included under the heading of home finance in this section of the RMAR]

'Higher of' requirements

In this section there are separate calculations of regulatory capital and capital resources requirements for the different types of business covered by the data requirements. The calculations are the same, however, for both *home finance mediation activity* and *insurance distribution activity* relating to *non-investment insurance contracts*.

(i) The left column of the form covers the appropriate capital resources and connected requirements in ■ MIPRU 4 for *firms* carrying on *home finance mediation activity* (save for *firms* carrying on *home finance mediation activities* exclusively in relation to *second charge regulated mortgage contracts* or *legacy CCA mortgage contracts*, or both) or *insurance distribution activity* relating to *non-investment insurance contracts* (the requirements have to be completed for all applicable categories), or both.

(ii) For such a *firm* that is also subject to *MIFIDPRU*, the requirement is the higher of the two capital resources requirements that apply (see ■ MIPRU 4.2.5R) and is compared with the higher of the two capital resources calculations (see ■ MIPRU 4.4.1R).

(iii) For such a *firm* that is also subject to *IPRU(INV)*, the requirement is as computed in ■ IPRU-INV 13.13.3R and is compared with the higher of the two capital resources calculations (see ■ MIPRU 4.4.1R).

(iv) *Firms* that carry on *designated investment business* and are subject to the *RMAR*, but do not meet the definition of *personal investment firm* are not subject to the requirements of ■ IPRU-INV 13. Such *firms*, e.g., stockbrokers that advise on *retail investments* as an incidental part of their business, remain subject to the financial resources requirements associated with their principal *regulated activities*.

Guide for completion of individual fields

<p>Is the <i>firm</i> exempt from these capital resources requirements in relation to any of its retail or distribution mediation activities?</p>	<p>The <i>firm</i> should indicate here if any <i>Handbook</i> exemptions apply in relation to the capital resources requirements in <i>MIPRU</i> or <i>IPRU-INV 13</i>. Examples of <i>firms</i> that may be subject to exemptions include:</p> <ul style="list-style-type: none"> • Lloyd’s <i>managing agents</i> (MIPRU 4.1.11R); • solo consolidated <i>subsidiaries of banks</i> or <i>building societies</i>; • small <i>credit unions</i> (as defined in MIPRU 4.1.8R); and • <i>investment firms</i> not subject to IPRU-INV 13 (unless they additionally carry on <i>home finance mediation activity</i> or <i>insurance distribution activity</i> relating to <i>non-investment insurance contracts</i>).
<p>Home finance mediation and non-investment insurance distribution</p>	
<p>Base requirement</p>	<p>The minimum capital requirements for <i>firms</i> carrying on <i>home finance mediation activity</i> and for <i>insurance distribution activity</i> relating to <i>non-investment insurance contracts</i> are set out in MIPRU 4.2.11R.</p>
<p>5% of annual income (firms holding client money)</p>	<p>For <i>firms</i> that hold <i>client money</i> or other <i>client assets</i> in relation to <i>insurance distribution activity</i> or <i>home finance mediation activity</i>, this should be calculated as 5% of the annual income (see MIPRU 4.2.11R(2)) from the <i>firm’s insurance distribution activity, home finance mediation activity, or both</i>.</p>
<p>2.5% of annual income (firms not holding client money)</p>	<p>For <i>firms</i> that do not hold <i>client money</i> or other <i>client assets</i> in relation to <i>insurance distribution activity</i> or <i>home finance mediation activity</i>, this should be calculated as 2.5% of the annual income (see MIPRU 4.2.11R(1)) from the <i>firm’s insurance distribution activity, home finance mediation activity, or both</i>.</p>

Capital requirements (higher of above)	The higher of the base requirement and 5% of annual income (<i>firms</i> that hold <i>client money</i> or other <i>client assets</i>), or the higher of the base requirement and 2.5% of annual income (<i>firms</i> that do not hold <i>client money</i> or other <i>client assets</i>)
Other FCA capital resources requirements (if applicable)	<p>The FCA may from time to time impose additional requirements on individual <i>firms</i>. If this is the case for your <i>firm</i>, you should enter the relevant amount here. This excludes capital resources requirements in relation to PII, which are recorded below.</p> <p>If the <i>firm</i> carries on <i>designated investment business</i> as well as <i>home finance mediation activity</i>, <i>insurance distribution activity</i> or both, requirements under IPRU(INV), MIFIDPRU and MIPRU must be considered to determine the appropriate requirement (see general notes (i) to (iii) above). If the resulting requirement for a firm is higher than the base MIPRU requirement then you should include the difference here.</p>
Additional capital resources requirements for PII (if applicable)	If the <i>firm</i> has any increased excesses on its PII policies, the total of the additional capital requirements required by the table in MIPRU 3.2.14R should be recorded here. See also section E of the RMAR.
<p>Total capital resources requirement</p> <p>Capital resources</p>	<p>Totals of lines 5, 6 and 7</p> <p>This should be the capital resources calculated in accordance with MIPRU 4 for incorporated or unincorporated <i>firms</i> as applicable.</p> <p>For <i>firms</i> that are additionally subject to IPRU(INV) or MIFIDPRU, this should be the higher of the capital resources per MIPRU 4 and the financial resources determined by IPRU(INV) or MIFIDPRU. See MIPRU 4.4.1R.</p>
Capital resources excess/deficit	This should show the difference between the capital resources that the <i>firm</i> has and its capital resources requirement.
<p>Personal investment firm (retail investment activities only) – IPRU(INV) 13</p> <p>Note: <i>Firms</i> that carry on <i>retail investment activities</i>, but no other <i>designated investment business</i>, are subject to this section.</p>	
Category of personal investment firm	If the <i>firm</i> is subject to IPRU-INV 13, it should enter here its category as defined in the <i>Glossary</i> , i.e., <i>category B1 firm</i> etc.
Capital resources requirement	The capital resources requirement should be calculated in accordance with IPRU-INV 13.13.2R to IPRU-INV 13.13.4G.
Additional capital resources requirement for PII (if applicable)	If the <i>firm</i> has increased excesses or exclusions on its PII policies, the total of the additional capital resources requirements required by IPRU-INV 13.1 should be recorded here. See also Section E of the RMAR.
Other FCA capital resources requirements (if applicable)	The FCA may from time to time impose additional requirements on individual <i>firms</i> . If this is the case for your <i>firm</i> , you should enter the relevant amount here. This excludes capital resources

	requirements in relation to PII, which are recorded above.
	A <i>firm</i> that has a permission to operate a personal pension will be subject to an additional capital requirement under IPRU-INV 5; this should be included here.
Total capital resources requirement	The total of lines 12, 13 and 14.
Capital resources	Capital resources should be calculated in accordance with IPRU-INV 13.15.3R.
Surplus/deficit of capital resources	This is the difference between the capital resources (line 16) and the total capital resources requirement (line 15).
Capital resources per MIPRU 4 (home finance mediation activity and non-investment insurance distribution activity)	
Incorporated firms	
Share capital	Share capital in section A which is eligible for inclusion as regulatory capital.
Reserves	These are the audited accumulated profits retained by the <i>firm</i> (after deduction of tax and dividends) and other reserves created by appropriations of share premiums and similar realised appropriations. Reserves also include gifts of capital, for example, from a <i>parent undertaking</i> . Any reserves that have not been audited should not be included in this field unless the <i>firm</i> is eligible to do so under MIPRU 4.4.2R(3).
Interim net profits	Interim net profits should be verified by the <i>firm's</i> external auditor, net of tax or anticipated dividends and other appropriations. Any interim net profits that have not been verified should not be included in this field unless the <i>firm</i> is eligible to do so under MIPRU 4.4.2R(3).
Revaluation reserves	Revaluation reserves (unrealised reserves arising from revaluation of fixed assets) can only be included here if audited.
Eligible subordinated loans	Subordinated loans should be included in capital resources on the basis of the provisions in MIPRU 4.4.7R and MIPRU 4.4.8R.
Less investments in own shares	Amounts recorded in the balance sheet as investments which are invested in the <i>firm's</i> own shares should be entered here for deduction.
Less intangible assets	Any amounts recorded as intangible assets in section A above should be entered here for deduction.
Unincorporated firms and limited liability partnerships	
Capital of a sole trader or partnership or LLP members' capital	See MIPRU 4.4.2R
Eligible subordinated loans	Subordinated loans should be included in capital resources on the basis of the provisions in MIPRU 4.4.7R and MIPRU 4.4.8R.

<p>Personal assets not needed to meet non-business liabilities</p>	<p>MIPRU 4.4.5R and 4.4.6G allow a sole trader or partner to use personal assets to cover liabilities incurred in the <i>firm's</i> business unless:</p> <p>(1) those assets are needed to meet other liabilities arising from:</p> <p>(a) personal activities; or</p> <p>(b) another business activity not regulated by the FCA; or</p> <p>(2) the <i>firm</i> holds <i>client money</i> or other <i>client</i> assets.</p> <p>This field may be left blank if the <i>firm</i> satisfies the capital resources requirements without relying on personal assets.</p>
<p>Less intangible assets</p>	<p>Any amounts recorded as intangible assets in Section A above should be entered here for deduction.</p>
<p>Less interim net losses</p>	<p>Interim net losses should be reported where they have not already been incorporated. The figures do not have to be audited to be included.</p>
<p>Less excess of drawings over profits for a sole trader or partnership or LLP</p>	<p>Any excess of drawings over profits should be calculated in relation to the period following the date as at which the capital resources are being calculated. The figures do not have to be audited to be included.</p>

Capital resources per IPRU(INV) 13.15.3R

IPRU(INV) requires that all *personal investment firms* have financial resources of at least £20,000 at all times. This section is designed to evaluate *firms'* adherence to this requirement.

The amounts entered here should be in accordance with IPRU-INV 13.15.3R.

Section E Professional indemnity insurance

[**Note:** *Home purchase, reversion and sale and rent back activity* should be included under the existing mortgage headings in this section of the RMAR]

This section requires *firms* to confirm that they are in compliance with the prudential requirements in relation to professional indemnity insurance (PII).

Data is required in relation to all PII policies that a *firm* has in place, up to a limit of ten (the system will prompt you to submit data on all applicable policies). If a *firm* has more than ten policies, it should report only on the ten largest policies by premium.

Note on the scope of Section E: *retail investment firms* that fall within the scope of these data requirements, but do not meet the definition of *personal investment firm*, i.e. are not subject to ■ IPRU-INV 13, will **not** be subject to this section.

The PII requirements for *authorised professional firms* ('APFs') that carry on *retail investment activities* are set out in ■ IPRU-INV 2.3. APFs that carry on *home finance mediation activity* or *insurance distribution activity* are subject to the full requirements of ■ MIPRU 3.

Firms which are subject to the requirements in both IPRU(INV) and MIPRU must apply the PII rules outlined in ■ IPRU-INV 13, not ■ MIPRU 3.

Guide for completion of individual fields

Part 1

Does your firm hold a comparable guarantee or	This question will establish whether a <i>firm</i> is ex-
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equivalent cover in lieu of PII, or is it otherwise exempt from holding PII in respect of any regulated activities (tick as appropriate)?

empt from the requirements and so is not required to hold PII.

The conditions for comparable guarantees and exemptions from the PII requirements for *firms* carrying on **insurance distribution** or **home finance mediation** are set out in MIPRU 3.1.1R paragraphs (3) to (6).

Personal investment firms can only be exempted by individual waiver granted by the FCA (unless IPRU-INV 13.1.7R applies in respect of comparable guarantees).

If the *firm* is required to hold PII – i.e. is not exempt from holding PII – you should enter 'no' in the data field.

A *firm* is NOT exempt from holding PII if:

- the *firm* has a group policy with an insurer; or
- the *firm* has permission for the regulated business that requires PII, but does not currently carry it out; or

it is a *personal investment firm* meeting the exemption requirements for *mortgage intermediaries* and *insurance intermediaries* in MIPRU 3.

Retail investment firms that do not meet the definition of *personal investment firm* are not required to complete this section of the RMAR.

Firms are required to take out and maintain PII at all times.

You should only enter 'n/a' if the *firm* is exempt from the PII requirements for all the *regulated activities* forming part of the RMAR.

This question will ensure that a *firm* does not fill in Part 2 of the PII section of the RMAR each time it reports, if the information only changes annually. Where the RMAR form requires information which a *firm* has not submitted previously then this should be completed in the first submission period after those changes have come into force.

If the *firm* is reporting for the first time, you should enter 'yes' here and complete the data fields.

You should only enter 'n/a' if the *firm* is exempt from the PII requirements for all the *regulated activities* forming part of the RMAR.

You should select 'yes' or 'no' to identify whether there has been a change in the cover in your *firm's* PII policy or policies since the last reporting date. If you enter 'yes' then you should specify any changes to the level of excess, period of cover or exclusion(s) in the relevant data fields.

If the firm does not hold a comparable guarantee or equivalent cover and is not exempt, does the firm currently hold PII?

Has the firm renewed its PII cover since the last reporting date?

Has the basis of your PII cover changed since the last reporting date?

Part 2

What activities are covered by the policy(ies)?

You should indicate which *regulated activities* are covered by the *firm's* PII policy or policies.

If your policy excludes all business activities carried on prior to a particular date (i.e. a retroactive start date), then insert the date here, if not please insert 'n/a'

Required terms of PII are set out for *personal investment firms* in IPRU-INV 13.1.5R and for *home finance intermediaries* and *insurance intermediaries* in MIPRU 3.2.4R.

Examples of a retroactive start date:

(1) A *firm* has a retroactive start date of 01/01/2005 on its policy if:

- A client is advised by the *firm* to purchase an XYZ policy on 01/03/2004 (i.e. before the retroactive start date).
- The client makes a formal complaint about the sale of XYZ policy to the *firm* on 01/04/2006 (i.e. while this PII cover is still in place).
- The complaint is upheld, but the *firm's* current PII Insurer will not pay out any redress for this claim as the transaction took place before 01/01/2005, the retroactive start date in the policy.

Insert '01/01/05' for this question on the *RMAR*.

(2) A *firm* does not have a retroactive start date if:

A client is advised by the *firm* to purchase an XYZ policy on 01/03/2006.

The client makes a formal complaint about the sale of XYZ policy to the *firm* on 01/04/2006 (i.e. while this PII cover is still in place).

The complaint is upheld, but the *firm's* current PII Insurer will pay out any redress owed by the *firm* to the client over any prescribed excess, and to the limit of indemnity provided for. There is no date in the policy before which any business transacted may not give rise to a valid claim.

Insert 'n/a' for this question on the *RMAR*.

This should be the annual premium that is paid by the *firm*, net of tax and any other add-ons.

You should record here the indemnity limits on the *firm's* PII policy or policies, both in relation to single claims and in aggregate.

Those firms subject to the *Mortgage Credit Directive (MCD)* (see MIPRU 3.2.9AR) or the *Insurance Distribution Directive (IDD)* requirements should state their limit in Euros; those that are not subject to the *MCD* or *IDD* should select 'Sterling' from the drop-down list.

Insurance intermediaries, see MIPRU 3.2.7R and select either 'Euros' or 'Sterling' as applicable. *Home finance intermediaries* that are not *MCD credit intermediaries* should state their limit in Sterling (see MIPRU 3.2.9R).

For *personal investment firms*, see IPRU-INV 13.1.9R and 13.1.13R and select either 'Euros' or 'Sterling' as applicable.

If the *firm* is subject to more than one of the above limits (because of the scope of its *regulated activities*) and has one PII policy for all of

Annual premium

Limit of indemnity

<p>Policy excess</p>	<p>its <i>regulated activities</i>, the different limits should be reflected in the policy documentation. If there is more than one limit, only the highest needs to be recorded in this field.</p> <p>For <i>insurance intermediaries</i> and <i>home finance intermediaries</i>, see MIPRU 3.2.10-14R</p> <p>For <i>personal investment firms</i>, see IPRU-INV 13.1.25R.</p>
<p>Increased excess(es) for specific business types (only in relation to business you have undertaken in the past or will undertake during the period covered by the policy)</p>	<p>If the prescribed excess limit is exceeded for a type or types of business, the type(s) of business to which the increased excess applies and the amount(s) of the increased excess should be stated here.</p> <p><i>Firms</i> should record each business type subject to an increased excess separately.</p> <p>(Some typical business types include advice on non-mainstream pooled investments, pensions, endowments, splits/zeros, precipice bonds, income drawdown, <i>lifetime mortgages</i>, discretionary management, delegated authority work.)</p>
<p>Policy exclusion(s) (only in relation to exclusions you have had in, or will have during, the period covered by the policy)</p>	<p>If there are any exclusions in the <i>firm's</i> PII policy which relate to any types of business or activities that the <i>firm</i> has carried out either in the past or during the lifetime of the policy, enter the business type(s) to which the exclusions relate here.</p> <p><i>Firms</i> should record each business type or activity subject to an exclusion separately.</p> <p>If no exclusions apply to the <i>firm's</i> PII policy, <i>firms</i> should state this here (eg 'No exclusions apply to this policy').</p> <p>(Some typical business types include advice on non-mainstream pooled investments, pensions, endowments, splits/zeros, precipice bonds, income drawdown, <i>lifetime mortgages</i>, discretionary management.)</p>
<p>Time period to which the policy exclusion(s) relate</p>	<p>For any exclusions in the <i>firm's</i> PII policy, the <i>firm</i> should select whether the exclusion applies to types of business or activities carried out in the past ('past business'), during the period covered by the policy ('future business') or both ('past and future business').</p>
<p>Type of exclusion(s) (only in relation to business you have undertaken in the past or will undertake during the period covered by the policy)</p>	<p>The <i>firm</i> should enter the type of exclusion from the drop-down list. Some typical types include the volume of business or activity covered by the policy, the specific type of a particular business/activity covered by the policy and sub-limits to the level of indemnity for particular types of business/activity.</p> <p>If the type of exclusion is not listed firms should select 'other'.</p>
<p>Start Date</p> <p>End Date</p>	<p>The date the current cover began.</p> <p>The date the current cover expires.</p>

<p>Insurer name (please select from the drop-down list)</p>	<p>The <i>firm</i> should select the name of the <i>insurance undertaking</i> or Lloyd's syndicate providing cover named on the schedule or certificate of insurance. If the PII provider is not listed you should select 'other'.</p> <p>If a policy is underwritten by more than one <i>insurance undertaking</i> or Lloyd's syndicate, you should select the name of the lead <i>insurer</i> on your schedule or certificate of insurance.</p>
<p>Annual income as stated on the most recent proposal form</p>	<p>This should be the income as stated on the <i>firm's</i> most recent PII proposal form. For a <i>personal investment firm</i>, this is relevant income arising from all of the <i>firm's</i> activities for the last accounting year before the policy began or was renewed (IPRU-INV 13.1.8R). For <i>insurance intermediaries</i> and <i>home finance intermediaries</i> this is the annual income given in the <i>firm's</i> most recent annual financial statement from the relevant <i>regulated activity</i> or activities (MIPRU 4.3.1R to MIPRU 4.3.3R).</p>
<p>Amount of additional capital required for increased excess(es) (where applicable, total amount for all PII policies)</p>	<p>This should be calculated using the tables in IPRU-INV 13.1.19R or MIPRU 3.2.14R as applicable. The total of additional capital (i.e. in relation to all of the <i>firm's</i> PII policies) should have been reported under 'additional capital requirements for PII' and/or 'additional own funds for PII' in Section D.</p>
<p>Amount of additional own funds required for policy exclusion(s)</p>	<p><i>Personal investment firms</i> only – this should be calculated in line with IPRU-INV 13.1.23R. The total of additional capital resources (i.e. in relation to all of the <i>firm's</i> PII policies) should have been reported under 'additional capital requirements for PII' and/or 'additional capital resources for PII' in section D.</p>
<p>Total of additional own funds required</p>	<p><i>Personal investment firms</i> only – this is the same figure as in section D, representing the total of additional capital resources required under IPRU-INV 13.1.23R to 13.1.27R for all of the <i>firm's</i> PII policies.</p>

Section F Threshold conditions

Close links

This section relates to *threshold condition 3*. *Firms* should consult ■ COND 2.3, as well as Chapter 11 of the Supervision Manual ('SUP').

Sole traders, firms which have *permission* to carry on *retail investment activities* only, *firms* with *permission* only to *advise on P2P agreements* (unless that activity is carried on exclusively with or for *professional clients*) or *firms* which have *permission* to carry on only one, or only both of:

- (a) *insurance distribution activity*: or
- (b) *home finance activity*;

and are not subject to the requirements of ■ SUP 16.4 or ■ SUP 16.5 (requirement to submit annual controllers report; or annual close links reports), will submit these reports in *RMAR* section F instead.

Controllers

In very broad terms, so far as those required to fill in this part of the return are concerned, the *Handbook* requires notification of changes in a *firm's controllers* as follows.

A UK domestic firm other than a UK insurance intermediary must notify the FCA of any of the following events concerning the firm:

- (1) a person acquiring control or ceasing to have control;
- (2) an existing controller acquiring an additional kind of control or ceasing to have a kind of control;
- (3) an existing controller increasing or decreasing a kind of control which he already has so that the percentage of shares or voting power concerned becomes or ceases to be equal to or greater than 20%, 30% or 50%;
- (4) an existing controller becoming or ceasing to be a parent undertaking.

An overseas firm must notify the FCA of any of the following events concerning the firm:

- (1) a person acquiring control or ceasing to have control;
- (2) an existing controller becoming or ceasing to be a parent undertaking.

A UK insurance intermediary must notify the FCA of any of the following events concerning the firm:

- (1) a person acquiring control;
- (2) a controller:
 - (a) decreasing the percentage of shares held in the firm from 20% or more to less than 20%; or
 - (b) decreasing the percentage of shares held in a parent undertaking of the firm from 20% or more to less than 20%; or
 - (c) decreasing the percentage of voting power which it is entitled to exercise, or control the exercise of, in the firm from 20% or more to less than 20%; or
 - (d) decreasing the percentage of voting power which it is entitled to exercise, or control the exercise of, in a parent undertaking of the firm from 20% or more to less than 20%;
- (3) an existing controller becoming or ceasing to be a parent undertaking.

A summary of these notification requirements is provided in Annex 1G of ■ SUP 11.

This section of the return replaces the annual controllers reporting requirement in ■ SUP 16.4.5R, which does not now apply to those firms subject only to the RMAR for the purposes of regulatory reporting. Moreover, the exemptions for certain other firms from the existing reporting requirement in ■ SUP 16.4.1G are retained.

Guide for completion of individual fields

Close links	
Has there been a notifiable change to the firm's close links?	See SUP 11.9. All firms should have notified the FCA immediately if they have become aware that they have become or ceased to be closely linked with another person. If there have been any changes in close links that have not been notified to the FCA, you should do this now. For detailed guidance on what constitutes a close link, see COND 2.3.
If yes, has the FCA been notified of it?	See SUP 11.9. All firms should have notified the FCA immediately if they have become aware that they have become or ceased to be closely linked

	with <i>another person</i> . If there have been any changes in <i>close links</i> that have not been notified to the <i>FCA</i> , you should do this now. For detailed <i>guidance</i> on what constitutes a <i>close link</i> , see COND 2.3.
Controllers	
Has there been a notifiable change to the firm's controllers including changes to the percentage of shares or voting power they hold in your firm?	See SUP 11.4. If there have been any changes in <i>controllers</i> that have not been notified to the <i>FCA</i> , you should do this by means of your usual supervisory channels.
If yes, has the FCA been notified of it?	See SUP 11.4. If there have been any changes in <i>controllers</i> that have not been notified to the <i>FCA</i> , you should do this by means of your usual supervisory channels.

Section G Training and competence

[Note: Home purchase, reversion and regulated sale and rent back activity should be included under the 'advising on mortgages' heading in this section of the RMAR]

Principle 3 of the *Principles for Businesses* requires *firms* to take reasonable care to organise and control their affairs responsibly and effectively, with adequate risk management systems. This includes making proper arrangements for individuals associated with a *regulated activity* carried on by a *firm* to achieve and maintain competence.

We will use the data we collect in this section to assess the nature of *firms'* compliance with training and competence requirements. It will also establish the extent and nature of *firms'* business, and thereby assess the potential risks posed by *firms'* business activities.

Firms that have *appointed representatives* ('ARs') should note that the information submitted in this section should include its ARs as well as the *firm* itself.

Section G: guide for completion of individual fields

General information		
17	Did the <i>firm</i> do any of the following activities during the reporting period?	Indicate whether the <i>firm</i> undertook any of the stated activities by selecting "Y" or "N" for each of the columns.
1	Total number of <i>employees</i> at the <i>firm</i> as at the end of the reporting period	This should be the total number of <i>employees</i> that worked for the <i>firm</i> as at the end of the reporting period. Therefore, <i>employees</i> that may have worked for the <i>firm</i> during the period but were not employed as at the end date should not be included.
Of which:		
2	Number of <i>employees</i> that give advice in each area	'Advice' is given where the sale of a product is based on a recommendation given to the <i>customer</i> on the merits of a particular product. If <i>employees</i> advise in relation to more than one business type advising on mortgages, advising on non-investment insurance, advising on <i>retail investment products</i> or advising on second (and subsequent) charge mortgages), they should be counted in each applicable field. Note: in relation to advising on non-investment insurance, this total should not include employees that do not advise <i>retail customers</i> . Each area should be considered to refer to the four business types in the form.

26	Number of individual advisers employed by the <i>firm</i>	The total should be the actual number of individual advisers employed by the <i>firm</i> , regardless of whether they advise in one or more areas.
3	Number of <i>employees</i> that give advice (FTE)	This should be the same data as above, but expressed in 'full time equivalent' terms. E.g. if the firm has 20 part time <i>employees</i> that work 50% of normal hours, the figure would be 10.
4	Number of <i>employees</i> that supervise others to give advice in each area	Note the requirements in the Training & Competence Sourcebook (TC 2.1.2R, TC 2.1.3G, TC 2.1.4G and TC 2.1.5R) for <i>employees</i> to be appropriately supervised, and also the competencies that are required for those who supervise others. If any of these <i>employees</i> carries out supervisory activities in relation to more than one business type, they should be counted in each applicable field. Each area should be considered to refer to the four business types in the form.
27	Number of individual <i>employees</i> with supervisory responsibilities	The total should be the actual number of individual supervisors at the <i>firm</i> , regardless of whether they supervise in one or more areas.
5	Number of advisers assessed as competent by the <i>firm</i> in each area	This is a subset of the 'number of <i>employees</i> that give advice in each area' above. See TC Appendix 1.1R for the detailed training & competence requirements relating to individual activities. If <i>employees</i> are competent in relation to more than one business type, they should be counted in each applicable field. Each area should be considered to refer to the four business types in the form.
30	Number of advisers assessed as competent in one or more areas	The total should be the actual number of individuals assessed by the <i>firm</i> as competent in one or more of the four business types specified in columns A-C and E.
18	Number of fully qualified advisers	The total number of advisers holding appropriate qualifications to carry on activities 2, 3, 4, 6, 12 and 13 in TC Appendix 1.1.1 R (other than in relation to a <i>Holloway sickness policy</i> where the <i>Holloway policy special application conditions</i> are met).
19	Number of advisers holding a valid Statement of Professional Standing (SPS)	The total number of <i>retail investment advisers</i> holding a valid SPS from an <i>accredited body</i> .
6	Number of advisers that hold an appropriate qualification in each area	This is a subset of the 'number of <i>employees</i> that give advice in each area' above. In the case of certain activities, TC 2 imposes requirements on firms in relation to their <i>employees</i> and passing examinations. The relevant activities to which TC applies and require <i>employees</i> to obtain appropriate qualifications can be found in TC Appendix 1. Then appropriate qualifications for these activities can be found in TC Appendix 4E. If advisers have appropriate qualifications in relation to more than one business type, they should be counted in each applicable field. Each area should be considered to refer to the four business types in the form.

29	Number of individual advisers holding at least one appropriate qualification	The total should be the actual number of individuals holding at least one appropriate qualification for advising on mortgages, acting as a <i>retail investment adviser</i> , or advising on second (and subsequent) charge mortgages.
25	Number of <i>employees</i> that left the <i>firm</i> during the reporting period	The total should be the actual number of <i>employees</i> whose last day of employment fell within the reporting period.
7	Number of advisers that left the <i>firm</i> during the reporting period	This is the total number of advisory <i>employees</i> whose last day of employment fell within the reporting period. If any of these advisers used to carry out advisory activities in relation to more than one business type, they should be counted in each applicable field.
28	Number of individual advisers that left the <i>firm</i> during the reporting period.	The total should be the actual number of individual advisers whose last day of employment fell within the reporting period.
Non-investment insurance (retail customers)		
20	Which types of non-investment insurance advice were provided by the firm in the reporting period?	For each type of advice, the <i>firm</i> should indicate whether or not advice has been provided on that basis / business type. Fair Analysis of the Market If an <i>insurance intermediary</i> informs a <i>customer</i> that it gives (including a <i>personal recommendation</i>) advice on the basis of a fair analysis of the market, it must give that advice (including a <i>personal recommendation</i>) on the basis of an analysis of a sufficiently large number of <i>contracts of insurance</i> available on the market to enable it to make a recommendation, in accordance with professional criteria, regarding which <i>contract of insurance</i> would be adequate to meet the <i>customer's</i> needs. (See ICOBS 5.3.3R, ICOBS 4.1.6R, ICOBS 4.1.7R and ICOBS 4.1.8G). Restricted – Multi-tie A <i>firm</i> provides advice on products selected from a limited number of provider firms. Restricted – Single-tie A <i>firm</i> provides advice on products selected from one provider firm only.
Mortgages (and second and subsequent charge mortgages)		
21 and 22	Which types of mortgage advice were provided by the <i>firm</i> in the reporting period? What types of second (and subsequent) charge mortgage advice were provided by the <i>firm</i> in the reporting period?	For each type of advice, the <i>firm</i> should indicate whether or not advice has been provided on that basis / business type. <i>Firms</i> should refer to MCOB 4.4A when answering these questions.
Retail Investment Advice		
23	Which types of retail investment advice were provided by the <i>firm</i> in the reporting period?	Independent For a <i>retail investment firm</i> to provide <i>independent advice</i> it must assess a sufficient range of relevant products available on the market which must (1) be sufficiently diverse with regard to their type and issuers or product providers, to ensure that the <i>client's</i> invest-

ment objectives can be suitably met; and (2) not be limited to relevant products issued or provided by: (a) the *firm* itself or by entities having close links with the *firm*; or (b) other entities with which the *firm* has such close legal or economic relationships, including contractual relationships, as to present a risk of impairing the independent basis of the advice provided (COBS 6.2B.11R).

Restricted

A *retail investment firm* provides *restricted advice* if:

- (a) it makes *personal recommendations to retail clients* in relation to *retail investment products* which are not *independent advice*; or
- (b) it provides *basic advice*.

Clawed back commission (retail investment firms only)

Commission is typically paid to advisers in two main ways:

- (1) non-indemnity commission – this is where payments from providers/lenders to advisers are non-refundable should the policy lapse, cancel or be surrendered.
- (2) indemnity commission – this is colloquially known as 'up-front' commission and describes the situation where a provider would pay an adviser an amount of money based on a percentage of the first year's premiums for a regular premium contract. This sum is paid immediately on commencement, on the assumption that the policy will stay in force for a number of months/years ('the earnings period'). Should the customer stop paying premiums within the 'earnings period' (generally between 24 and 48 months), then the provider would ask the adviser to repay the 'unearned' commission. This is known as '**clawback**'.

Clawed back commission (retail investment firms only)

13	Clawed back commission by number:	Number of policies where cancellations have led to commissions being clawed back during the reporting period.
14	Clawed back commission by value:	Total value of clawed back commission during the period.

Sub heading: Professional standards data

Professional Standards Data

24	Please provide the following information for each of the <i>retail investment advisers</i> employed by the <i>firm</i> as at the end of the reporting period:	<p>Adviser ID</p> <p>Surname</p> <p>Forename</p> <p>Individual Reference Number (IRN)</p> <p>Please enter the adviser's IRN if they have one. If the adviser has an IRN, no further ID details are required and the <i>firm</i> should move on to complete the 'adviser qualification' questions.</p> <p>NI Number, Date of Birth, Passport Number, Nationality</p> <p>If an adviser does not have an IRN, the <i>firm</i> should enter both a National Insurance (NI) number and Date of Birth for unique identification or, if they do not have an NI number, Date of Birth, current Passport Number and Nationality.</p>
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Nationality refers to the country issuing the passport from which the number is provided. For example, the nationality of a person in possession of a British passport issued by HM Passport Office is "British".

This information should only be provided in the appropriate combinations; completing only NI number and Nationality, for instance, would not be acceptable.

Adviser Qualification

Part Qualified, Fully Qualified

For each *retail investment adviser*, the *firm* should indicate whether the adviser is part or fully qualified by selecting "Y" or "N" from the dropdown menu.

Accredited Body

The *firm* should, in respect of each competent *retail investment adviser*, indicate the *accredited body* from which the Statement of Professional Standing (SPS) was obtained. Where the *retail investment adviser* has attained each module of an appropriate qualification (fully qualified for reporting purposes), but has not yet been assessed as competent to carry on the activities of a *retail investment adviser*, then 'No SPS' should be selected from the dropdown menu.

Activity Start Date

For each *retail investment adviser*, other than those who have attained each module of an appropriate qualification, the *firm* should provide the date at which the *employee* first began to carry on the activity of a *retail investment adviser*, even if this was for a different *firm*.

SPS Start Date

For each competent *retail investment adviser*, provide the date of issue for their current SPS. Where the *retail investment adviser* has attained each module of an appropriate qualification but has not yet been assessed competent to carry on the activities of a *retail investment adviser*, this field is not required.

Section H Conduct of Business ('COBS') Data

In this section we are seeking data from *firms* in relation to general conduct of business and monitoring of appointed representatives.

We will use the data collected in this section to establish the extent and nature of *firms'* business, and thereby assess the potential risks posed by *firms'* business activities.

Firms that have *appointed representatives* ('ARs') should note that the information submitted in this section should take account of the business generated by its ARs as well as the *firm* itself.

General COBS data

In this sub-section we are requesting general information on the *firm's* conduct of business.

Monitoring of appointed representatives

An appointed representative ('AR') is a *person* (other than an *authorised person*) who:

- (1) is a party to a contract with an *authorised person* who:
 - (a) permits or requires him to carry on business of a description prescribed in the *Appointed Representatives Regulations*; and
 - (b) complies with such requirements as are prescribed in those Regulations; and
- (2) is someone for whose activities in carrying on the whole or part of that business his *principal* has accepted responsibility in writing; and who is therefore an *exempt person* in relation to any *regulated activity* comprised in the carrying on of that business for which his *principal* has accepted responsibility.

A *firm* has significant responsibilities in relation to an AR that it has appointed, which are set out in detail in ■ SUP 12. In summary, the *firm* is responsible, to the same extent as if it had expressly permitted it, for anything the *appointed representative* does or omits to do, in carrying on the business for which the *firm* has accepted responsibility.

Before a *firm* appoints a *person* as an *appointed representative*, and afterwards **on a continuing basis**, it should take reasonable care to ensure that:

- (1) the appointment does not prevent the *firm* from satisfying and continuing to satisfy the *threshold conditions*;
- (2) the *person*:
 - (a) is solvent;
 - (b) is suitable to act for the *firm* in that capacity; and
 - (c) has no *close links* which would be likely to prevent the effective supervision of the *person* by the *firm*;
- (3) the *firm* has adequate:
 - (a) controls over the *person's regulated activities* for which the *firm* has responsibility (see ■ SYSC 3.1); and
 - (b) resources to monitor and enforce compliance by the *person* with the relevant requirements applying to the *regulated activities* for which the *firm* is responsible and with which the *person* is required to comply under its contract with the *firm*. Accordingly, *firms* are required to monitor and oversee the activities of their ARs. It is the *firm's* responsibility to be able to demonstrate that it has adequate procedures and resources in place to monitor these activities;
- (4) the *firm* is ready and organised to comply with the other applicable requirements contained or referred to in ■ SUP 12; and
- (5) the *person's* activities do not, or would not, result in undue risk of harm to *consumers* or market integrity.

By collecting the high level data required in this sub-section, we will be able to gain an understanding of the methods that *firms* are employing to remain in compliance with the monitoring requirements. This will be used to inform thematic and/or *firm*- specific work in this area.

Guide for completion of individual fields

General COBS data	
Do regulated activities form the core business of the firm?	<p>'Core business' for these purposes is the activity from which the largest percentage of the <i>firm's</i> gross income is derived.</p> <p>Note for an <i>authorised professional firm</i> ('APF') specifying that its core business is 'professional</p>

<p>If not, specify type of core business</p>	<p>services': if the <i>firm's</i> income from <i>regulated activities</i> is 50% or more of its total income (disregarding a temporary variation of not more than 5% over the preceding year's figure), then it should have regard to IPRU-INV 2.1.2R (4) and give notification to the FCA.</p> <p>The <i>firm</i> should specify its core business from the drop-down list.</p> <p>You should select Other if none of the categories is applicable to the <i>firm's</i> business, e.g. loss assessor, professional services provided by an APF.</p>
<p>Monitoring of Appointed Representatives ('ARs')</p> <p>Number of ARs registered with the firm as at the end of the reporting period</p>	<p>Total number of ARs for which the <i>firm</i> has regulatory responsibility, as at the end of the reporting period.</p>
<p>Of which, number of 'secondary' ARs as at the end of the reporting period</p>	<p>An AR is a secondary AR if:</p> <ul style="list-style-type: none"> • the activities for which it is exempt are limited to <i>insurance distribution activities</i> only; and • its principal purpose is to carry on activities other than <i>insurance distribution activities</i>.
<p>Of which, number of introducer ARs as at the end of the reporting period</p>	<p>See <i>Glossary</i> definition</p>
<p>Number of advisers within ARs as at the end of the reporting period</p>	<p>This should be the total of advisory staff across all of the <i>firm's</i> appointed representatives. Advisory staff are those that advise <i>customers</i> on the merits of purchasing a particular product.</p> <p>By definition this total will not include staff at introducer ARs.</p>
<p>Does the firm have appropriate systems and procedures in place to ensure that the activities of its ARs are effectively monitored and controlled?</p>	<p>A summary of the <i>firm's</i> responsibilities under SUP 12 is set out under the sub-heading "monitoring of appointed representatives" above.</p> <p>The <i>firm</i> should be able to demonstrate that it has been in compliance with the requirements in SUP 12 throughout the reporting period.</p>
<p>Number of ARs that have been subject to monitoring visits by the firm during the reporting period.</p>	<p>This is one of the ways in which <i>firms</i> with ARs may fulfil their responsibilities under SUP 12.</p>
<p>Number of ARs that have been subject to file reviews by the firm during the reporting period.</p>	<p>This is one of the ways in which <i>firms</i> with ARs may fulfil their responsibilities under SUP 12.</p>
<p>Number of ARs that have been subject to financial checks by the firm during the reporting period.</p>	<p>This is one of the ways in which <i>firms</i> with ARs may fulfil their responsibilities under SUP 12.</p>
<p>Has any other monitoring of ARs by the <i>firm</i> taken place?</p>	<p>If the <i>firm</i> uses other methods to fulfil its monitoring responsibilities under SUP 12, you should state 'yes' here.</p>

Section I Supplementary product sales data

Most of the product sales data ('PSD') required by the FCA is collected quarterly from product providers. However, this process does not include all types of *non-investment insurance contract*, and also leaves other gaps in data on sales, which we aim to fill by means of the data collected in this section.

We use this data in conjunction with PSD to identify market trends and thus inform our thematic supervision work. In addition to this, we may use the combined sales data to form a view about the state of affairs of individual *firms*, which may inform supervisory or other action.

Firms that have appointed representatives ('ARs') should note that the information submitted in this section should also take account of the business of its ARs as well as the *firm* itself.

(i) Non-investment insurance product information

In this section *firms* are asked for aggregate data on their advising and arranging activities (for *non-investment insurance contracts* with *retail customers*). The information required is an indication of the product types in which the *firm* has been active during the reporting period, and a further indication of how significant this activity is (i.e. whether it forms more than 40% by premium of all of the *firm's* retail non-investment insurance activities).

This information enables us to ascertain the importance of each product type to the *firm* and to target thematic work in this area.

Total non-investment insurance premium derived from retail customers (annualised)	Regular policy premiums received for a policy should be reported only once as an annualised figure in the return for the period that covers the date of the sale. There is then no need to report in subsequent returns. An annualised figure is also required if a policy premium is paid in one single payment.
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(ii) non-investment insurance chains

It is common practice in the non-investment insurance market for some *firms* to pass their business to another intermediary rather than directly to the product provider, forming a 'chain'. Product Sales Data only identifies the *firm* that has submitted the business to the product provider, although this may not necessarily be the intermediary that originated the sale. This section captures data on sales that form part of chains. Collecting information on gross and net brokerage (as outlined in Sub-section B1 above) gives us some information about the extent to which a *firm* is part of a chain, and to supplement this, we are requesting the following data in this section:

- (1) whether transactions in the listed product types have been passed up a chain;
- (2) whether this business is significant. 'Significant', in this context, is where the premium collected in relation to business forming part of a chain amounts to (a) more than 40% of premium collected for all non-investment insurance business, or (b) more than 40% of premium collected for all retail business in a particular product; and
- (3) whether, in relation to this business, the *firm* has dealt directly with the *customer* during the reporting period (i.e. has been the first intermediary in the chain).

[Note: Lloyd's brokers are exempt from the reporting requirement in this section]

Guide for completion of individual fields

(i) non-investment insurance contracts – product information	
Please indicate in column A each product type where the firm has advised or arranged transactions for retail customers during the reporting period	You should indicate in column A for each relevant product.
Please indicate in column B where the firm's business for retail customers in the product type formed more than 40% by premium of all of its non-investment insurance activities.	You should indicate in column B for each relevant product, based on an estimate of the percentage of business. If you think the product might account for more than 40% of business but are not sure, you should indicate that it does.
(ii) non-investment insurance chains	
Total non-investment insurance premium derived from retail customers	You should state here the total of premiums payable by <i>Retail customers</i> during the reporting period in relation to non-investment insurance products.
Of this business, please indicate in column D	If this business is significant (see definition above)

where this business is significant (see notes above)	for one or more product types, this should be indicated in column D.
Product types:	The product types in this table are defined in the Interim Prudential sourcebook for insurers ('IPRU(INS)').

Section J: Data required for calculation of fees

Part 1

[Note: Home purchase, reversion and regulated sale and rent back activity should be included under the home finance headings in this section of the RMAR]

This information is required so that we can calculate the fees payable by firms in respect of the FCA, FOS and the FSCS.

Data for fees calculations	Firms will need to report data for the purpose of calculating FCA, FOS and FSCS levies.
FCA	The relevant information required is the tariff data set out in FEES 4 Annex 1AR Part 3 under fee-blocks A.13, A.18 and A.19. Note that firms are required to report tariff data information relating to all business falling within fee blocks A.13/A.18/A.19 and not simply that relating to retail investments.
FOS	The relevant information required is the tariff data set out in FEES 5 Annex 1R industry blocks 8, 9, 16 and 17. Note that firms are required to report tariff data information relating to all business falling within industry blocks 8/9, 16 and 17.
FSCS	The relevant information required is the tariff data set out in categories 1.1, 2.1 and 4.1, FEES 6 Annex 3AR. Note that firms are required to report tariff data information relating to all business falling within categories 1.1, 2.1 and 4.1, FEES 6 Annex 3AR.

Personal investment firms and firms whose regulated activities are limited to one or more of: insurance distribution activity, home finance mediation activity, or retail investment activity, are required to complete Part 1, section J of the RMAR.

Part 2

Firms submitting section J are required to identify in Part 2 how much of the annual income reported in 3A (life distribution and pensions intermediation) or 4A (investment intermediation) in Part 1 is earned from carrying on regulated activities relating to the offer or sale to or purchase by or on behalf of clients of enhanced reporting investments, broken down by category of enhanced reporting investments and by number of clients. A category of enhanced reporting investment is a type of investment listed in COBS 9.3.5G(1).

For example, say a firm has earned £5,000 from arranging deals in units in qualified investor schemes on behalf of 26 investors. It has also earned £400 from advising two clients to purchase unlisted shares. Units in qualified investor schemes are a type of non-mainstream pooled investment, while the unlisted shares in this example are non-readily realisable securities. Accordingly, the firm would report:

Enhanced reporting investment	Annual income (per single unit of currency)	No. of clients
Non-mainstream pooled investment	£5000	26
Non-readily realisable securities	£400	2

Both Parts 1 and 2

Firms which do not yet have data for a full 12 months ending on their *accounting reference date* (for example if they have not traded for a complete *financial year* by the time of the *accounting reference date*) should complete Section J with an 'annualised' figure based on the actual income up to their *accounting reference date*. That is, such *firms* should pro-rate the actual figure as if the *firm* had been trading for 12 months up to the *accounting reference date*. So for a *firm* with 2 months of actual income of £5000 as at its *accounting reference date*, the 'annualised' figure that the *firm* should report is £30,000.

The *guidance* in the following table sets out the *rules* which related to the data required in Section J of ■ SUP 16 Annex 18AR.

	FCA Annual Income (£s)	FOS Relevant Annual Income (£s)	FSCS Annual Eligible Income (£s)
Home finance intermediation	FEES 4 Annex 11AR, 13G	FEES 5 Annex 1R industry block 16	FEES 6 Annex 3AR category 4.1
General insurance distribution	FEES 4 Annex 11AR, 13G	FEES 5 Annex 1R industry block 17	FEES 6 Annex 3AR category 1.1
Life distribution and investment intermediation	FEES 4 Annex 11AR, 13G	FEES 5 Annex 1R industry block 8, 9	FEES 6 Annex 3AR category 2.1

Section K Adviser charges

In this section we are seeking data from *firms* about *adviser charges* in respect of a *firm* providing a *personal recommendation* to a *retail client* on a *retail investment product* (■ COBS 6.1A and ■ COBS 6.1B). We will use the data we collect to monitor and analyse the way these *firms* comply with the *rules* on *adviser charges*.

For the purposes of this *guidance* on section K and the field labels used on the data collection form, it has been assumed that the form will be completed on the default accruals basis set out in paragraph 15 in the accounting principles section of this Annex. Where a *firm* elects to report on a cash basis, in accordance with paragraph 15A in the accounting principles section of this Annex, references to the amount due within the reporting period should be read to mean the amount received within the reporting period.

The data in this section should only relate to the provision of a *personal recommendation* by the *firm* to a *retail client* for a *retail investment product* (or any related service provided by the *firm*).

Firms that have *appointed representatives* ('ARs') should include data from their ARs in the information submitted in this section.

Where *firms* are required to report data to two decimal places, *firms* should round the data to two decimal places (using a 5 in the third decimal place to round up) rather than report the data on a truncated basis. For example, two-thirds (2/3) should be reported as 0.67.

If a *firm* exclusively provides *independent advice* or *restricted advice*, the sections of the form not relevant to the *firm* should be left blank. This is illustrated in example 1.

Example 1 – Completing the form where the firm only provides either independent advice or restricted advice

A *firm* that exclusively provides *independent advice* would need to complete sections 1, 3 and 4 (columns A, B and E), leaving section 2 and columns C and D of section 4 blank.

A *firm* that exclusively provides *restricted advice* would need to complete sections 2, 3 and 4 (columns C, D and E), leaving section 1 and columns A and B of section 4 blank.

A *firm* providing both *independent* and *restricted advice* would need to complete sections 1 to 4 as appropriate.

Any revenue reported should be exclusive of VAT levied on the *retail client* (if applicable).

The way retail clients pay an adviser charge (columns A and B for rows 2 to 5 and 7 to 10)

Firms are required to provide a breakdown of the data provided in rows 2 to 5 and 7 to 10 based on the way in which a *retail client* pays their *adviser charge*.

Column A should include data on the *adviser charges* that are paid directly by the *retail client*. This would include, for example, where the *retail client* paid the *firm* directly through a cheque or bank transfer or where a payment was made on behalf of the *retail client* by the *retail client's* lawyer.

Where the *adviser charge* is facilitated by a *retail investment product* provider or *platform service provider*, this should be reported in column B.

Guide for completion of individual fields

In row 1, *firms* should select one of 'Independent/Restricted/Both/Did not provide advice' to indicate the type(s) of advice provided by the *firm*. *Firms* providing *independent advice* only should then complete sections 1, 3 and 4. *Firms* providing *restricted advice* only should then complete sections 2, 3 and 4. *Firms* providing both *independent advice* and *restricted advice* should complete all four sections. *Firms* that did not provide advice during the reporting period should select 'Did not provide advice' and complete the accounting basis question. Other sections should be left blank.

Retail investment product revenue from adviser charges (rows 2, 3, 7 and 8)

Revenue from all initial *adviser charges* including initial, one-off and ad hoc *adviser charges* (rows 2 and 7)

Firms should report the total revenue from distinct one-off advice services, being those services that are not covered by an ongoing *adviser charge*, as at the end of the reporting period. This would include, for example, revenue from initial, one-off and ad hoc *adviser charges*, irrespective of whether the charge is paid as a single payment or through regular instalments.

Where an initial *adviser charge* is paid through regular instalments, which is only permitted in limited cases (as set out in COBS 6.1A.22R), only the amounts due within the reporting period should be reported. This is illustrated in example 2.

Example 2 - Reporting revenue from initial adviser charges payable in instalments

A *firm* giving *independent advice* provides advice to a *retail client* about a *retail investment product* where regular contributions are being made and there is a £600 initial *adviser charge* payable in two equal amounts – now and in 12 months' time. *Firms* should report £300 in row 2, as this is the amount due from that *retail client* within the reporting period. The remaining £300 of the total *adviser charge* payable would be reported for a future reporting period when it is due from the *retail client*.

Revenue from ongoing *adviser charges* (rows 3 and 8)

Firms should report the total revenue due within the reporting period for *adviser charges* for ongoing services which are not initial charges.

Where a *firm* has an agreement to provide both initial and ongoing advice, the revenue for the initial and ongoing advice services should be reported separately in rows 2 and 3 respectively for *independent advice*, and 7 and 8 for *restricted advice*.

Where a *firm* charges a *retail client* a fee for advice on a *retail investment product* and a *pure protection contract* or mortgage, *firms* should only report the *adviser charge* that relates to the *retail investment product*. This is illustrated in example 3.

Example 3 – Advice in relation to a retail investment product and non-investment product

A *firm* giving *independent advice* charges a *retail client* £1,000 for initial advice in relation to both a *retail investment product* and a *pure protection contract*. *Firms* should only report the *adviser charge* for the investment advice. In this case, the *firm's* charging structure quotes the cost of this investment advice as £600; therefore, £600 should be reported in row 2.

If a *firm* makes a management charge which covers *adviser charges* and charges for services that do not relate to a *personal recommendation* on *retail investment products*, then it should report the full amount of the management charge received. *Firms* should not differentiate between the amounts relevant to the different services. For example, if a *firm* makes a management charge for a non-discretionary management service that predominantly relates to advice on stocks and shares, but provides *personal recommendations* on *retail investment products* as part of this service, then it should report the whole of this charge.

If the *adviser charge* is partially paid directly by the *retail client* and partially facilitated by a *retail investment product* provider, the proportion of the *adviser charge* paid through each method should be reported separately on the form in the relevant columns. This is illustrated in example 4.

Example 4 – Reporting adviser charges that are paid by retail clients from more than one source

A *retail client* agrees to pay £1,000 for initial advice provided by a *firm* giving *independent advice* for a single contribution investment. The *retail client* pays £600 directly from their bank account, with £400 facilitated by a *platform service provider*. The form would be completed as follows:

Types of advice provided		A	
1	Indicate the type(s) of advice provided by the <i>firm</i>	Independent	
Section 1 – Independent advice			
		A	B
		<i>Adviser charges</i> paid direct by <i>retail clients</i>	<i>Adviser charges</i> facilitated by product providers or <i>platform service providers</i>
Retail investment products revenue from adviser charges (monetary amount)			
2	Revenue from all initial <i>adviser charges</i> including initial, one-off and ad hoc <i>adviser charges</i>	£600	£400
3	Revenue from ongoing <i>adviser charges</i>		
Payments of initial adviser charges (number)			
4	Aggregate number of initial <i>adviser charges</i> payable as lump-sum payments due from <i>retail clients</i> within the reporting period	0.60	0.40
5	Aggregate sum of the proportion of initial <i>adviser charges</i> , payable through regular instalments, due from <i>retail clients</i> within the reporting period		

Please note: for the purpose of this example, rows 4 to 5 are also completed.

If a *firm* offsets the *adviser charge* due from the *retail client* with trail commission received from an investment *product provider* for investments held by that *retail client* before 31 December 2012, *firms* should report the total *adviser charge* that is agreed with the *retail client*. This is illustrated in example 5. The conditions under which a *firm* may receive such commission are set out in ■ COBS 6.1A.4AR and there is further guidance at ■ COBS 6.1A.4AAG.

Example 5 – Commission offset against an adviser charge

A *firm* giving *independent advice* enters into an agreement to provide a *retail client* with ongoing advice. The *firm* charges the *retail client* £500 for this ongoing advice, but receives £200 in trail commission for existing investments held by the *retail client*. This trail commission is used to reduce the actual amount due from the *retail client* to £300. *Firms* should report the full £500 *adviser charge* in row 3, as this is the total *adviser charge* agreed with the *retail client*.

Payments of initial adviser charges (rows 4, 5, 9 and 10)

The data reported in this section of the form relates to the number of initial advice services provided within the reporting period, as at the end of the reporting period. This would include the number of services for which there are initial, one-off and ad hoc *adviser charges*. The data provided should be reported to two decimal places.

Aggregate number of initial *adviser charges* payable as lump sum payments due from *retail clients* within the reporting period (rows 4 and 9)

Firms should report the total number of initial adviser services provided where the *adviser charge* is payable as a single payment and due from *retail clients* in the reporting period, i.e. the *retail client* pays the entire initial *adviser charge* in one payment. Data reported in this section should be broken down by the way the *adviser charge* is paid. Where an individual *retail client* pays the initial *adviser charge* through more than one source, the proportion of the total payment made by that individual *retail client* should be identified and reported as a fraction to two decimal places in the applicable columns, as in example 4 above.

If an initial *adviser charge* is not paid in full, it should be recorded under row 5 where *independent advice* is provided or row 10 where *restricted advice* is given.

Aggregate sum of the proportion of initial *adviser charges*, payable through regular instalments, due from *retail clients* within the reporting period (rows 5 and 10)

An initial *adviser charge* may be structured to be payable over a period of time when it relates to a *retail investment product* for which an instruction from the *retail client* for regular payments is in place and the *firm* has disclosed that no ongoing *personal recommendations* or service will be provided (COBS 6.1A.22R(2)).

Firms should calculate the proportion of initial *adviser charges*, payable through regular instalments, that were due from each *retail client* within the reporting period. Each instalment due within the reporting period should be captured by the *firm* as a fraction expressed as a decimal, to two decimal places, representing the amount paid off as a proportion of the amount owed. The sum of these proportions should be reported in the appropriate data field (row 5 for *independent advice* and row 10 for *restricted advice*) to two decimal places.

Data reported in this section should be broken down by the way the *adviser charge* is paid. Where the *retail client* pays an initial *adviser charge* through more than one source, the proportion of the charge paid through each source should be identified and reported in the applicable column.

Data for rows 5 and 10 can be calculated either using (1) the length of the repayment period, if these instalments are of equal value or (2) the amount paid. These two methods are outlined below (both methods should arrive at the same answer).

(1) For each *retail client* calculate the number of *months* in the reporting period in which equal instalments are made divided by the total number of *months* in which payments are due to be made. Report the sum of the proportions based on payment mechanism and type of advice in the appropriate field.

(2) For each instalment calculate the amount paid divided by the total amount due. Report the sum of the proportions based on payment mechanism and type of advice in the appropriate field.

This is illustrated in examples 6 and 7.

Example 6 – Reporting the number of initial adviser charges invoiced as regular payments

An *firm* giving *independent advice* provides advice to *retail client A* about an investment where regular contributions are being made and a £600 initial *adviser charge* is payable in two equal amounts – now and in 12 *months'* time. *Firms* should report 0.50 in row 5 for *retail client A*, as half the total initial *adviser charge* was payable within the reporting period. 0.50 would also be reported in a future reporting period, when the remaining *adviser charge* is due from *retail client A*.

The same *firm* provides advice to another *retail client* B about an investment where regular contributions are being made. A £900 initial *adviser charge*, payable in three equal instalments over the next three reporting periods, is agreed. 0.33 would be reported in row 5 for *retail client* B, as one-third of the total initial *adviser charge* is payable as at the end of the reporting period.

Reflecting the agreements with *retail clients* A and B, the form would be completed as follows:

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SUP_16_ann_18B_02.pdf

Number of one-off advice services (rows 6 and 11)

Total number of initial advice services, including initial, one-off and ad hoc advice services, provided within the reporting period (rows 6 and 11)

Firms should report the total number of distinct, chargeable one-off advice services provided to *retail clients* during the reporting period. This includes any advice given that was not funded through an ongoing *adviser charge*, which could include, for example, initial, one-off and ad hoc advice services for which there is a corresponding initial *adviser charge*.

Rows 6 and 11 measure the number of one-off advice services provided to *retail clients* in the reporting period. Where the same *retail client* received more than one such advice service, such as an initial advice service and a separate ad hoc advice service that was funded through a separate *adviser charge*, this should be reported as two one-off advice services.

Any advice agreements that were cancelled, with no initial *adviser charge* being paid, or where any initial charge paid was returned to the *retail client*, should not be reported. However, any initial advice services where the *retail client* paid an *adviser charge* to the adviser, even if the *retail client* did not act on the recommendations of that adviser, should be reported.

To illustrate the difference between data reported by an *independent advice firm* in row 6 and that previously provided in rows 4 and 5 (or where *restricted advice* has been provided, the difference between the data reported in row 11 and that previously provided in rows 9 and 10) please see example 8.

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To extend this example into the next reporting period (rp2):

- Assume the same *firm* provided an initial advice service to four *retail clients* in the reporting period rp2 but did not provide any ad hoc services to any other *retail clients*.
- Each *retail client* paid the *adviser charges* for the initial advice services by a lump sum within the reporting period.
- The *retail client* that received an initial advice service on an investment where regular contributions were being made in the previous reporting period (rp1), and was paying their *adviser charge* in two equal instalments across two reporting periods, was due to pay the final instalment within the reporting period rp2.

Again assuming all *retail clients* paid the *adviser charge* directly from their bank account and *independent advice* was given by the *firm*, the form for reporting period rp2 would be completed as follows:

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Retail clients paying for ongoing advice services (rows 12 – 14)

Number of *retail clients* paying *Firms* should report the number of *retail clients* paying for ongoing

<p>for ongoing advice services at the end of the reporting period (row 12)</p>	<p>advice services (i.e. paying ongoing <i>adviser charges</i>) at the end of the reporting period.</p>
<p>Number of <i>retail clients</i> who start paying for ongoing advice services during the reporting period (row 13)</p>	<p>This would include any <i>retail clients</i> who have an ongoing adviser charging agreement, even if the <i>adviser charges</i> due are, fully or partially, offset with trail commission received from a <i>retail investment product</i> provider in respect of an investment held by that <i>retail client</i> before 31 December 2012. Any <i>retail clients</i> on a contract entered into before 31 December 2012, whereby the <i>retail client</i> has not entered into an ongoing adviser charging agreement and any ongoing advice received is fully funded through provider commission, should be excluded. Any such commission payments would need to meet the rules in COBS 6.1A.4AR and COBS 6.1A.4AAG.</p> <p><i>Firms</i> should report the number of <i>retail clients</i> that started paying for an ongoing advice service (i.e. paying ongoing <i>adviser charges</i>) within the reporting period. This could include:</p> <ul style="list-style-type: none"> • new <i>retail clients</i> to the <i>firm</i> that agreed to start paying for an ongoing advice service; • existing <i>retail clients</i> of the <i>firm</i> that may, for example, have previously received an initial advice service but had started paying for ongoing advice in the reporting period;
<p>Number of <i>retail clients</i> who stop paying for ongoing advice services during the reporting period (row 14)</p>	<p>existing retail clients of the <i>firm</i> that were previously on a commission-based agreement established before 31 December 2012, but moved to an adviser charging agreement and started paying ongoing <i>adviser charges</i> in the reporting period.</p> <p><i>Firms</i> should report the number of <i>retail clients</i> that were paying an <i>adviser charge</i> for ongoing advice during the reporting period, but stopped paying for ongoing advice by the end of the reporting period.</p>

In completing rows 12 to 14, some *firms* may find it easier to report the number of ongoing advice agreements with *retail clients* rather than the number of *retail clients* receiving ongoing advice. For example, if a *firm* has a single advice agreement with a couple, this agreement can be reported as '1' on the return even though, in effect, two *retail clients* are receiving advice. In contrast, if a *firm* has separate advice agreements for each individual member of the couple, this should be reported as '2' on the return.

Types of adviser charging structures (rows 15 – 22)

Firms should provide data for all charging structures which are relevant to their *firm*, with those that are not relevant left blank. The minimum and maximum *adviser charge* reported should be reported to two decimal places.

Some *firms* may operate a range of different *adviser charges* relating to different advice services they offer or the amount invested by a *retail client*, such as 0.25% for a basic ongoing advice service and 0.75% for a premium ongoing service. In this example, 0.25% should be reported as the minimum *adviser charge* in row 20 and 0.75% as the maximum. Likewise, if 0.75% was charged for the first £50,000 under advice and 0.50% for amounts exceeding £50,000 – 0.50% should be reported as the minimum and 0.75% as the maximum.

Where a *firm* charges different hourly rates dependent on which individual in the *firm* undertakes work on behalf of the *retail client*, *firms* should ensure that their typical charging structure reflects, as closely as practicable, the total *adviser charge* the *retail client* will pay. So, for example, where it is unlikely that a *retail client* could simply pay for one hour of a paraplanner's time, as an adviser would always need to be involved to provide a *personal recommendation*, it would be misleading to quote the paraplanner's hourly rate as the minimum hourly *adviser charge* levied by the *firm*. Instead the minimum charge should be based on the total *adviser charge* payable for the service as a whole.

The data provided in this section can be based on the *firm's* published tariff or price lists for disclosing the costs of adviser services to *retail clients* and will only require updating as and when the tariff is updated (although *firms* are required to resubmit this data in every reporting period). The only exception

to this will be when the *firm* offers a combined charging structure (reported in rows 18 and 22), such as where there is a fixed fee and also a percentage of investment charge. Under these types of combined charging structure arrangements, *firms* should record the actual minimum and maximum charges charged in the reporting period. For example, where the *firm's* charging structure is a combination of a fixed fee element and a percentage basis, the *firm* will need to work out what the actual maximum and minimum *adviser charges* charged in the reporting period were in order to report values as a monetary amount.

Where a *firm* has no range in their charging structure, the minimum and maximum *adviser charges* should be recorded as the same.

Where a *retail client* agrees an initial *adviser charge* for a *retail investment product* for which an instruction for regular contributions is in place and the *adviser charge* is payable in instalments, to complete rows 15 to 22 *firms* should report the total *adviser charge*, even if that advice is paid over different reporting periods. This is illustrated in example 9.

Example 9 – Reporting the adviser charging structures invoiced as regular payments

A *firm* provides advice on a *retail investment product* where regular contributions are being made, with a 2% *adviser charge* payable in three equal instalments over different reporting periods. For the purpose of completing row 16, the *adviser charge* would be 2.00%.

Likewise, if the *adviser charge* was £600 as a fixed fee payable in three equal instalments over different reporting periods, for the purpose of completing row 17, the *adviser charge* would be £600.00.

Where an ongoing *adviser charge* is payable more frequently than once a year (e.g. the ongoing *adviser charge* is payable monthly, quarterly or six-monthly), the annualised amount due from the *retail clients* should be reported in rows 20 and 21. This is illustrated in example 10.

Example 10 – Reporting ongoing adviser charging structures where retail clients pay the ongoing adviser charge on a monthly, quarterly or six-monthly basis

A *firm* charges its *retail clients* between £20 and £50 per month for ongoing advice. For the purpose of completing row 21, the annual amount due from the *firm's retail clients* should be reported. So, in this example, the minimum ongoing *adviser charge* would be £240 and the maximum £600.

Another *firm* charges its *retail clients* a flat 0.5% of assets under advice for providing an ongoing advice service during the year. Even where this charge is levied monthly, quarterly or six-monthly, 0.50% should be reported in row 20.

Section M Pension Transfer Specialist advice

The data in this section should only relate to advice on *pension transfers* or *pension conversions*, meaning advice on the merits of a *pension transfer* or a *pension conversion* from *defined benefits pension schemes* or other *safeguarded benefits* but excluding transfers from or conversions of *safeguarded benefits* that are *guaranteed annuity rates*. A *retail client* transferring or converting multiple defined benefit pensions should be counted as a single *retail client* within RMA-M.

For this *guidance* on section M, all questions below relate to activity in the reporting period.

Guide for completion of individual fields

Qualifying question

1	Has the <i>firm</i> or its <i>appointed representatives</i> provided advice to <i>retail clients</i> on converting or transferring from <i>defined benefits (DB) pension schemes</i> or other pensions with <i>safeguarded benefits</i> (excluding <i>guaranteed annuity rates</i>) in the reporting period?	This should include advice that was either <i>full pension transfer</i> or <i>conversion advice</i> or <i>abridged advice</i> . If the answer to the qualifying question is no, then no further questions need to be answered.
Part 1 – Business model		
2	How many <i>retail clients</i> in total did the <i>firm</i> and its <i>appointed representatives</i> provide with	This should only include the total number of <i>retail clients</i> that were provided with <i>full pension</i>

Qualifying question		
	only <i>full pension transfer or conversion advice</i> ?	<i>transfer or conversion advice</i> , including those that were recommended not to transfer or convert. It should exclude <i>retail clients</i> that were only provided with <i>abridged advice</i> .
3	How many <i>retail clients</i> in total did the <i>firm</i> and its <i>appointed representatives</i> provide with <i>abridged advice</i> ?	This should include the total number of <i>retail clients</i> that were provided with <i>abridged advice</i> , including those that were recommended not to transfer or convert and those that proceeded to take <i>full pension transfer or conversion advice</i> .
4	How many <i>pension transfer specialists</i> were employed by, or working under the responsibility of, the <i>firm</i> and its <i>appointed representatives</i> at the end of the reporting period? Please provide the full-time equivalent numbers.	This should include all <i>pension transfer specialists</i> providing advice under the authorisation of the <i>firm</i> completing this return. This should not include <i>pension transfer specialists</i> working alongside the <i>firm</i> , but under responsibility of another authorised <i>firm</i> . Please express as full-time-equivalent numbers eg an individual working 4 out of 5 days per week should be recorded as 0.80 FTE. Data must be entered to 2 decimal places.
5	How many introductions for advice on <i>pension transfers</i> and <i>pension conversions</i> were accepted by the <i>firm</i> , or its <i>appointed representatives</i> , from other authorised <i>firms</i> ?	This should include introductions for <i>full pension transfer or conversion advice</i> and <i>abridged advice</i> . This should not include introductions from <i>firms</i> or individuals that are not authorised.
6	How many introductions for advice on <i>pension transfers</i> and <i>pension conversions</i> were accepted by the <i>firm</i> , or its <i>appointed representatives</i> , from introducer <i>firms</i> that were not authorised?	This should include introductions for <i>full pension transfer or conversion advice</i> and <i>abridged advice</i> . This should not include referrals not done by way of business, for example by friends or family. Nor should it include referrals from <i>UK</i> accredited accountancy or legal <i>firms</i> that are regulated by a <i>designated professional body</i> . For more information on introducers, please see our website: https://www.fca.org.uk/news/news-stories/investment-advisers-responsibilities-accepting-business-unauthorised-introducers-lead-generators
7	Of the total <i>retail clients</i> in Question 2, how many did the <i>firm</i> and its <i>appointed representatives</i> provide with <i>full pension transfer or conversion advice</i> but not on the investment	This is specifically looking for the number of <i>retail clients</i> where the choice of investment for the proceeds of the transfer has been recommended by another authorised <i>firm</i> or chosen

Qualifying question		
	of proceeds of the transfer or conversion?	by the <i>retail client</i> (whether based on information provided by an introducer or not).
Part 2 – Appointed representatives		
8	Of the <i>retail clients</i> who were reported under Question 2, how many were advised by an <i>appointed representative</i> of the <i>firm</i> ?	This is specifically looking for the number of <i>retail clients</i> advised by the <i>firm's appointed representatives</i> .
9	Of the <i>retail clients</i> reported in Question 3, how many were given <i>abridged advice</i> by an <i>appointed representative</i> of the <i>firm</i> ?	As with Question 8, this is specifically looking for the number of <i>retail clients</i> advised by <i>appointed representatives</i> .
10	Focusing on the <i>appointed representative</i> that gave <i>full pension transfer or conversion advice</i> to the most <i>retail clients</i> , how many <i>retail clients</i> did they advise?	<i>Firms</i> should identify the <i>appointed representative</i> that provided <i>full pension transfer or conversion advice</i> to the highest number of <i>retail clients</i> .
Part 3 – Personal recommendations to transfer		
11	Of the <i>retail clients</i> reported in Question 2, how many did the <i>firm</i> and its <i>appointed representatives</i> provide with a <i>personal recommendation</i> to transfer or convert their pension?	This should include the total number of <i>retail clients</i> that were provided with <i>full pension transfer or conversion advice</i> , excluding those that were recommended not to transfer or convert.
12	Of the <i>retail clients</i> in Question 11, what was the total transfer value of the <i>pension transfers</i> and <i>pension conversions</i> ?	This should be the total transfer value of <i>pension transfers</i> and <i>pension conversions</i> collected by the <i>principal firm</i> and <i>appointed representatives</i> from those <i>retail clients</i> provided with a <i>personal recommendation</i> to transfer or convert their pension (as reported under Question 11).
13	Of the <i>retail clients</i> reported in Question 11, what was the total revenue derived from initial <i>advisory charges</i> for <i>full pension transfer advice</i> , including advice on the investment of the proceeds?	This should be the total revenue collected by the <i>principal firm</i> and <i>appointed representatives</i> for the initial <i>advisory charges</i> for <i>full pension transfer or conversion advice</i> . This should include all initial charges for the <i>full pension transfer or conversion advice</i> , including the investment advice on the proposed destination where relevant, and arranging a <i>pension transfer</i> or <i>pension conversion</i> . It should exclude any ongoing charges the <i>retail client</i> has agreed to pay. It should also exclude any separate initial charges for <i>abridged advice</i> .

Qualifying question		
14	Of the <i>retail clients</i> reported under Question 11, how many satisfied the requirement for one or more of the exceptions to the ban on contingent charging and so charged in full or partially on a contingent basis?	<p>This should include the total number of <i>retail clients</i> that were provided with a <i>personal recommendation</i> to transfer or convert their pension, that were also charged in full or partially on a contingent basis.</p> <p>Only <i>retail clients</i> that satisfy the requirement for the serious ill-health carve-out exemption and/or the serious financial difficulty carve-out exemption may be charged in full or partially on a contingent basis.</p>
Part 4 – Personal recommendations not to transfer		
15	Of the <i>retail clients</i> reported in Question 2, how many did the <i>firm</i> and its <i>appointed representatives</i> provide with a <i>personal recommendation</i> not to transfer or convert their pension after receiving <i>full pension transfer or conversion advice</i> ?	This should include the total number of <i>retail clients</i> that were provided with a <i>personal recommendation</i> NOT to transfer or convert their pension after receiving only full pension transfer or conversion advice. This should not include <i>abridged advice</i> recommendations.
16	Of the <i>retail clients</i> reported in Question 3, how many did the <i>firm</i> and its <i>appointed representatives</i> provide with a <i>personal recommendation</i> not to transfer or convert their pension after receiving <i>abridged advice</i> ?	This should include the total number of <i>retail clients</i> that were provided with a <i>personal recommendation</i> NOT to transfer or convert their pension after receiving only <i>abridged advice</i> . This should not include <i>full pension transfer or conversion advice</i> recommendations.
17	Of the <i>retail clients</i> reported in Question 15, what was the total transfer value of the <i>pension transfers</i> and <i>pension conversions</i> ?	This should include the total transfer value of <i>retail clients</i> provided with a <i>personal recommendation</i> not to transfer or convert their pension after receiving <i>full pension transfer or conversion advice</i> .
18	Of the <i>retail clients</i> reported in Question 15, what was the total revenue derived from the initial <i>advisory charges</i> for <i>full pension transfer or conversion advice</i> on the <i>pension transfers</i> and <i>pension conversions</i> ?	<p>This should be the revenue collected by the principal <i>firm</i> and <i>appointed representatives</i>.</p> <p>This should not include transfer revenue from <i>abridged advice</i> recommendations.</p>
19	Of the <i>retail clients</i> reported in Question 16, what was the total revenue derived from <i>abridged advice</i> on <i>pension transfers</i> and <i>pension conversions</i> ?	This should be the revenue collected by the principal <i>firm</i> and <i>appointed representatives</i> .
20	For how many <i>retail clients</i> did the <i>firm</i> arrange a <i>pension transfer or conversion</i> on an insistent client basis after provid-	<i>Retail clients</i> should only be considered insistent clients if the <i>firm</i> or its <i>appointed representatives</i> initially provided a per-

Qualifying question

21

ing *full pension transfer or conversion advice*?

Of the *retail clients* that satisfied the requirement for one or more of the exceptions to the ban on contingent charging and charged in full or partially on a contingent basis, what was the total initial revenue derived from the *firm* accepting to process the *pension transfers* or *pension conversions* on a non-insistent client basis (including providing advice on the investment of the proceeds)?

sonal recommendation not to transfer following *full pension transfer or conversion advice*.

This should be the total initial revenue derived from *retail clients* that satisfy the requirement for one of the exceptions to the ban on contingent charging and charged in full or partially on a contingent basis, and that **WERE NOT** processed on an insistent client basis.

Only *retail clients* that satisfy the requirement for the serious ill-health carve-out exemption and/or the serious financial difficulty carve-out exemption may be charged in full or partially on a contingent basis.

22

Of the *retail clients* that satisfied the requirement for one or more of the exceptions to the ban on contingent charging and charged in full or partially on a contingent basis what was the total initial revenue derived from the *firm* accepting to process the *pension transfers* or *pension conversions* on an insistent client basis (including providing advice on the investment of the proceeds)?

This should be the total initial revenue derived from *retail clients* that satisfy the requirement for one of the exceptions to the ban on contingent charging and charged in full or partially on a contingent basis, and that **WERE** processed on an insistent client basis.

Only *retail clients* that satisfy the requirement for the serious ill-health carve-out exemption and/or the serious financial difficulty carve-out exemption may be charged in full or partially on a contingent basis.

Part 5 – Ongoing services

23

How many *retail clients* did the *firm* arrange a *pension transfer* or *pension conversion* for?

This should be measured at the point of receiving the *retail client's* request to arrange a *pension transfer* or *pension conversion*.

This should include:

- those advised to transfer or convert by the *firm* or its *appointed representatives* (as reported in Question 11);
- insistent client transfers or conversions (as reported in Question 20); and
- any *retail client* that did not receive advice on the transfer or conversion by the *firm* (for example, for less than £30k pots or those transfers or conversions executed by the *firm* where the *retail client* had re

Qualifying question		
24	Of the <i>retail clients</i> in Question 23, how many agreed to an ongoing advice service provided by the <i>firm</i> its <i>appointed representatives</i> ?	ceived advice from a different <i>firm</i>). This should be the total number of <i>retail clients</i> that the <i>firm</i> arranged a <i>pension transfer</i> or <i>pension conversion</i> for, that also agreed to an ongoing advice service provided by the <i>firm</i> or its <i>appointed representatives</i> ?
Part 6 – Charging structures		
25	Of the <i>retail clients</i> reported in Question 2, how many were advised under a charging structure which meant the advisory charge was only payable if the retail client proceeded with the transfer or conversion (charging fully or partially contingent on a transfer or conversion taking place)?	This should be the total number of <i>retail clients</i> that were eligible one or more of the exemptions to the ban on contingent charging and charged in full or partially on a contingent basis.
26	Of the <i>retail clients</i> reported under Question 2, how many were advised under a charging structure which meant that the <i>advisory charge</i> remained the same whether or not the <i>retail client</i> proceeded with the transfer or conversion? (charging completely non-contingent)	This should be the total number of <i>retail clients</i> that were not eligible for one or more of the exceptions to the ban on contingent charging and charged in full on a non-contingent basis. This excludes <i>retail clients</i> who only received <i>abridged advice</i> .
Part 7 – Product and investment solutions		
27	How many <i>retail clients</i> proceeded to transfer or convert into an investment solution that had annual ongoing product and investment charges (excluding ongoing advice charges) of 0.75% or less?	This should include all charges associated with the ongoing investment eg discretionary fund management, platform, product, tax wrapper or investment charges. This should not include ongoing advice charges. Where the cost is expected to vary over time, include the average for the first 5 years. This should not include <i>retail clients</i> that did not plan to have any money remain invested, such as those immediately making a full encashment or purchasing an annuity with the full balance of the transfer.
28	How many <i>retail clients</i> proceeded to transfer or convert into an investment solution that had annual ongoing product and investment charges (excluding ongoing advice charges) of more than 0.75% and less than or equal to 1.5%?	This should include all costs associated with the ongoing investment eg discretionary fund management, platform, product, tax wrapper or investment charges. This should not include ongoing advice charges. Where the cost is expected to vary over time, include the average for the first 5 years. This should

Qualifying question

29	How many <i>retail clients</i> proceeded to transfer or convert into an investment solution that had annual ongoing product and investment charges (excluding ongoing advice charges) of more than 1.5%?	not include <i>retail clients</i> that did not plan to have any money remain invested, such as those immediately making a full en-cashment or purchasing an annuity with the full balance of the transfer. This should include all costs associated with the ongoing investment eg discretionary fund management, platform, product, tax wrapper or investment charges. This should not include ongoing advice charges. Where the cost is expected to vary over time, include the average for the first 5 years. This should not include <i>retail clients</i> that did not plan to have any money remain invested, such as those immediately making a full en-cashment or purchasing an annuity with the full balance of the transfer.
30	How many <i>retail clients</i> proceeded to transfer into a solution that had higher ongoing charges than their workplace pension?	This should include <i>retail clients</i> advised to transfer and insistent client transfers. This should not include <i>retail clients</i> that planned to immediately withdraw the full balance on transfer. It should also not include <i>retail clients</i> without a workplace pension or where the workplace pension would not accept a transfer.
31	How many <i>retail clients</i> proceeded to transfer into a workplace pension?	This question refers to those <i>retail clients</i> that proceeded to transfer to a workplace pension covered by 0.75% charge cap.
32	How many <i>retail clients</i> proceeded to transfer or convert where the investment solution included investments subject to regulatory restrictions on retail distribution?	This should include <i>retail clients</i> advised to transfer and insistent client transfers. For investments subject to restrictions on retail distribution see COBS 9.3.5G: https://www.handbook.fca.org.uk/handbook/COBS/9/3.html?date=2016-03-07
33	How many <i>retail clients</i> proceeded to transfer into a qualifying recognised overseas pension scheme (QROPs) or another overseas pension scheme?	This should include <i>retail clients</i> advised to transfer and insistent client transfers.
Part 8 – Guidance		
34	How many <i>retail clients</i> were provided with guidance (eg through a triage service) in the reporting period?	This should include <i>retail clients</i> that were provided with guidance from the <i>principal firm</i> and its <i>appointed representative</i> only.

Qualifying question		
35	Of the <i>retail clients</i> reported under Question 2, how many were provided with guidance (eg through a triage service)?	This should include the total number of <i>retail clients</i> that the <i>firm</i> and its <i>appointed representatives</i> provided with <i>full pension transfer or conversion advice</i> that were also provided with guidance.

Mortgage Lenders & Administrators Return ('MLAR')

This annex consists only of one or more forms. Forms are to be found through the following address:

Mortgage Lenders and Administrators Return ('MLAR') - SUP 16 Annex 19A R



Mortgage Lenders & Administrators Return ('MLAR') - sub-forms for second charge regulated mortgage activity

This annex consists only of one or more forms. Forms are to be found through the following address:

Mortgage Lenders & Administrators Return ('MLAR') - sub-forms for second charge regulated mortgage activity - SUP 16 Annex 19AA R



Notes for completion of the Mortgage Lenders & Administrators Return ('MLAR')

Contents	
Introduction:	General notes on the return
Section A:	Balance Sheet
Section B:	Profit & Loss Account
Section C:	Capital
Section D:	Lending: Business Flows & Rates
Section E:	Residential Lending to Individuals: New Business Profile
Section F:	Lending: Arrears Analysis
Section G:	Mortgage Administration: Business profile
Section H:	Mortgage Administration: Arrears analysis
Section J:	Fee tariff measures
Section K:	Sale and rent back (SRB agreement) business
Section L:	Credit risk
Section M:	Liquidity

INTRODUCTION: GENERAL NOTES ON THE RETURN

1. Introduction

This section covers a number of points that have relevance across the return generally:

- Overview
- Purpose of reporting requirements
- Regulated mortgage contracts and the wider mortgage market
- Home reversion plans and Home purchase plans
- Sale and rent back business
- Accounting conventions
- Accuracy
- Time period
- Loans made before 31 October 2004
- Second charge regulated mortgage contracts
- Specific items:
 - (i) positions to be reported gross
 - (ii) foreign currencies

2. Overview of reporting requirements

The data requirements for *firms* carrying on the *regulated activities* of *home finance providing activity* and *administering a home finance transaction* consist of quarterly, half yearly and annual information. The same data requirements apply to a *P2P platform operator* facilitating *home finance transactions* where a lender or provider does not require permission to enter into the transaction, and references to *home finance providers* or *home finance administrators* should be read as including such *P2P platform operators*, where relevant.

This *guidance* deals only with the quarterly requirements, however, which are referred to as the Mortgage Lenders and Administrators Return (*MLAR*). The remaining data requirements are applied to *firms* through existing rules within the following sections of the *Handbook*:

- the Dispute Resolution: Complaints sourcebook for complaints reporting; and
- Chapter 16 of the Supervision manual for controllers reports (section 16.4), close links report (section 16.5) and annual accounts (section 16.12).

Because the *MLAR* is activity based, not all sections are applicable to all types of *home finance activity firm*. The applicability of each section is explained in the table below:

Section	Applicability:
A1 and A2: Balance sheet	Applies to all <i>home finance activity firms</i> except: <ul style="list-style-type: none"> • A <i>firm</i> that is required to submit a balance sheet by a lower numbered <i>regulated activity group</i>, as described in SUP 16.12.3R(1)(a)(iii) • An <i>incoming EEA firm</i> (note a)
A3: Analysis of loans to customers	Applies to all <i>home finance activity firms</i>
A4: Analysis of second charge loans to customers	Applies to all <i>home finance activity firms</i> in respect of <i>second charge regulated mortgage contracts</i> .
B1: Income statement	Applies to all <i>home finance activity firms</i> except: <ul style="list-style-type: none"> • A <i>firm</i> that is required to submit an income statement by a lower numbered <i>regulated activity group</i>, as described in SUP 16.12.3R(1)(a)(iii) • An <i>incoming EEA firm</i> (note a)
B2: Provisions analysis	Applies to all <i>home finance activity firms</i>
C: Capital	Applies to all <i>home finance activity firms</i> except: <ul style="list-style-type: none"> • A <i>firm</i> that is required to submit a capital adequacy data item by a lower numbered <i>regulated activity group</i>, as described in SUP 16.12.3R(1)(a)(iii) • An <i>incoming EEA firm</i> (note a) • A <i>firm</i> which is a solo-consolidated subsidiary of an authorised <i>credit institution</i> • A <i>firm</i> which exclusively carries on <i>home finance activities</i> in relation to <i>second charge regulated mortgage contracts</i>, as set out in SUP 16.12.18BR (note 4).
D: Lending: business flows and rates	Applies to all <i>firms</i> with <i>permission</i> to undertake a <i>home finance providing activity</i> except: <ul style="list-style-type: none"> • <i>SRB agreement providers</i> • <i>SRB administrators</i>
D(a): Second charge business flows and rates	Applies to all <i>home finance providing activity firms</i> in respect of <i>second charge regulated mortgage contracts</i> .

Section	Applicability:
E: Residential lending to individuals: new business profile	Applies to all <i>firms</i> with <i>permission</i> to undertake a <i>home finance providing activity</i> except: <i>SRB agreement providers</i> <i>SRB administrators</i>
E1(a) and E2(a): Second charge lending to individuals	Applies to all <i>home finance providing activity firms</i> in respect of <i>second charge regulated mortgage contracts</i> .
F: Lending: Arrears Analysis	Applies to all <i>firms</i> with <i>permission</i> to undertake a <i>home finance providing activity</i> except: <ul style="list-style-type: none"> • <i>SRB agreement providers</i> • <i>SRB administrators</i>
F(a): Second charge lending: Arrears analysis	Applies to all <i>home finance providing activity firms</i> in respect of <i>second charge regulated mortgage contracts</i> .
G: Mortgage Administration: Business Profile	Applies to all <i>firms</i> with <i>permission</i> to undertake <i>administering a home finance transaction</i> , except: <ul style="list-style-type: none"> • <i>SRB administrators</i>
H: Mortgage Administration: Arrears analysis	Applies to all <i>firms</i> with <i>permission</i> to undertake <i>administering a home finance transaction</i> , except: <ul style="list-style-type: none"> • <i>SRB administrators</i>
H(a): Second charge mortgage administration: Arrears analysis	Applies to all <i>firms</i> with <i>permission</i> to undertake <i>administering a home finance transaction</i> , in respect of <i>second charge regulated mortgage contracts</i> .
J: Fee tariff measures	Applies to all <i>home finance activity firms</i>
K: Sale and rent back business	Applies to <i>SRB agreement providers</i> and <i>SRB administrators</i>
L: Credit risk	Applies to a <i>firm</i> that meets the conditions of SUP 16.12.18BR (notes 2 and 4).
M: Liquidity	Applies to a <i>firm</i> that meets the conditions of SUP 16.12.18BR (notes 3 and 4).
<p>Note (a): <i>Credit Institutions</i> passporting under <i>BCD</i> for <i>mortgage lending</i> (which also includes <i>mortgage administration</i>), or other <i>firms</i> passporting under another EU Directive for a non-mortgage activity and holding a <i>top-up permission</i> from the <i>appropriate regulator</i> for <i>mortgage lending</i> and/or <i>mortgage administration</i>. Also includes <i>firms</i> classed as "<i>Treaty firms</i>" under Schedule 4 of the <i>Act</i>. But any other <i>EEA firm</i> type should complete in full all sections of the <i>MLAR</i> described above this table, as it would not be eligible for any reduction in reporting requirements.</p>	

3. Purpose of reporting requirements

The reasons why the *FCA* requires this data from *home finance providers* and *administrators* are as follows:

- to assess the probability of the failure of *firms* and the impact of failure on the ability of the *FCA* to meet its statutory objectives, including an assessment of compliance with the *threshold conditions*;
- to assist with prudential supervision of *firms*; and
- to help assess the risks in the home finance market as a whole to inform, for example, the *FCA*'s thematic work. By this we mean that we will use some of our supervisory resources to examine issues (known as 'themes') that affect a number of *firms* rather than *firms* individually. The data collected will

be considered alongside other information we receive, to identify trends and issues that inform our supervision of *firms*.

The *MLAR* requires *home finance providers* and *administrators* to submit four types of data:

- financial data to assist in the prudential supervision of *home finance providers* and *administrators*. A quarterly financial return is required, including a balance sheet and profit and loss account;
- quarterly reporting of quantitative and qualitative data by all *home finance providers* and *administrators* to enable monitoring of compliance with the requirements of *MCOB*;
- quarterly provision of qualitative home finance information by all *home finance providers* and *administrators* to enable the *FCA* to understand developments in the home finance markets as a whole, and to inform future policy developments and prudential supervision; and
- annual reporting of information on fee tariff measures.

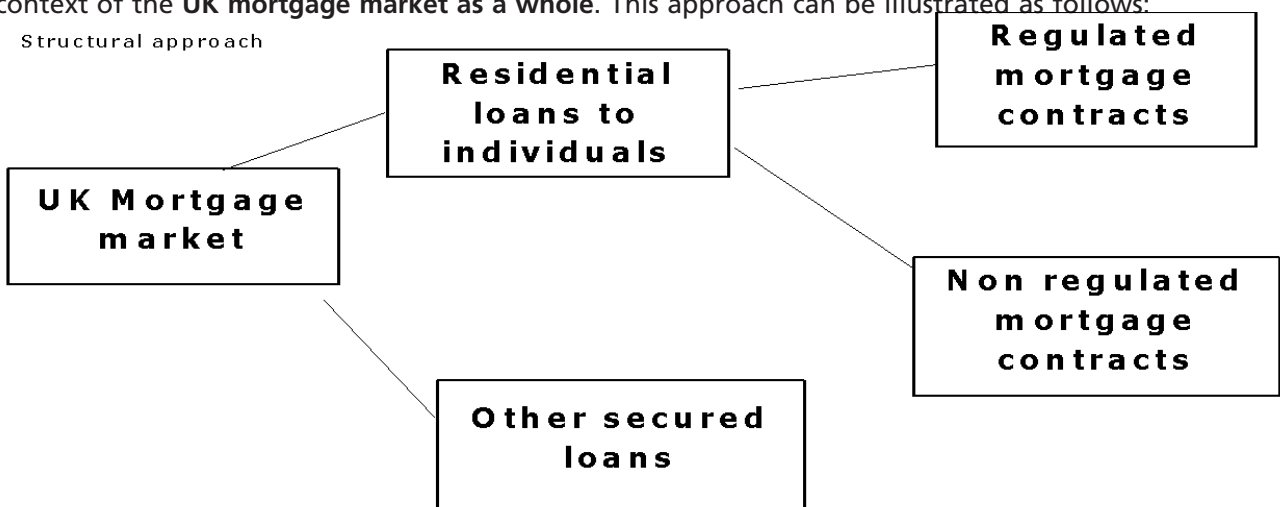
The reporting requirements set out in the *MLAR* enable the *FCA* to realise these information needs. In particular:

Tables A to C, L, M:	provide the framework for the <i>FCA</i> 's financial monitoring and prudential supervision of <i>home finance providers</i> and <i>administrators</i> ;
Tables D to F:	provide the framework for the provision of qualitative home finance information by <i>home finance providers</i> ;
Tables G, H:	provide the framework for the <i>FCA</i> 's monitoring of <i>administering a home finance transaction activity</i> ;
Table J:	provides information on fee tariff measures for <i>home finance providers</i> and <i>administrators</i> ;
Table K:	provides the framework for the <i>FCA</i> 's monitoring of <i>SRB agreement providers</i> and <i>SRB administrators</i> .

4. Regulated mortgage contracts and the wider mortgage market

Given this background to reporting requirements, the *FCA*'s approach to obtaining information on *mortgage lending* has been structured so that *regulated mortgage contracts* are seen within the wider context of the *UK mortgage market as a whole*. This approach can be illustrated as follows:

Structural approach



Each of these key terms is explained below:

(i) UK mortgage market

This refers to all lending secured on land and buildings in the *United Kingdom*, whether to individuals, housing associations or corporates. However, given the importance of mortgages to individuals we have chosen to look at the market in terms of two components, namely 'residential lending to individuals' and 'other secured lending'. Loans and mortgages secured on land in the *EEA* other than the *UK* should be reported in 'other loans' in section A3 of the *MLAR*.

(ii) Residential loans to individuals

This is a discrete category of the mortgage market, and has characteristics (e.g. in terms of products, lending criteria and methods of credit assessments) that are often markedly different from those applying to other types of secured lending (e.g. to corporates).

It is lending to individuals secured by mortgage on land and buildings where the lender has either a first or second (or subsequent) charge, where at least 40% of the land and buildings is used for residential purposes, and where the premises are for occupation by either the borrower (or dependant), or any other third party (e.g. it includes 'buy to let' lending to individuals).

Only loans where there is a one-to-one correspondence between the loan and a specific security should be included within 'residential loans to individuals'. Do not include here any residential loans to individuals that are part of a 'business loans' type package (involving multiple loans and multiple securities, where there is no one-to-one correspondence between a loan and a specific security), but report them under 'other secured lending'.

Regulated mortgage contracts that are secured on UK land are therefore a subset of this market category.

Examples of **non-regulated mortgage contracts** which fall under the wider category of residential loans to individuals include: buy-to-let loans and other types of loan where the property is not for use by the borrower (or qualifying dependants). Prior to 21 March 2016, non-regulated mortgage contracts also included second charge mortgage lending.

(iii) Other secured lending

This covers all other forms of lending secured on land and buildings in the *United Kingdom*. Primarily it covers secured lending to corporate bodies (including to housing associations), but it also includes lending to individuals which, although being secured on land and buildings, is not deemed to be residential (e.g. the residential element is less than 40%). A corporate body for this purpose is any entity other than an individual. Loans and mortgages secured on land in the *EEA* other than the *UK* should be reported in 'other loans' in section A3 of the *MLAR*.

It also includes any residential lending to an individual that forms part of a 'business loan' type package. These arrangements between a lender and a borrower are usually offered by a lender's specialist business or corporate lending departments. They typically involve a number of loans secured against a range of securities including the borrower's residential property, business premises and the business itself. Such packages involve no specific one-to-one correspondence between a single loan and a single security, and instead the lender assesses loan cover against the basket of securities in the package. Given the business nature of this type of lending, it would therefore be misleading to try and classify some or all of the loan elements in such cases to any part of 'residential lending to individuals', and hence all such lending should be reported under 'other secured lending'. This is for *MLAR* reporting purposes only; the actual categorisation or treatment for *MCOB* purposes remains unchanged.

(iv) Regulated mortgage contract

This is defined in the *Handbook* as follows:

- (a) (in relation to a contract) a contract which:
 - (i) (in accordance with article 61(3) of the *Regulated Activities Order*) at the time it is entered into, meets the following conditions:
 - (A) a lender provides credit to an individual or to trustees (the 'borrower'); and

(B) the obligation of the borrower to repay is secured by a mortgage on land in the EEA, at least 40% of which is used, or is intended to be used, in the case of credit provided to an individual, as or in connection with a dwelling; or (in the case of credit provided to a trustee who is not an individual), as or in connection with a dwelling by an individual who is a beneficiary of the trust, or by a *related person*;

(ii) is not a *home purchase plan*, a limited payment second charge bridging loan, a second charge business loan, an investment property loan, an exempt consumer buy-to-let mortgage contract, an exempt equitable mortgage bridging loan, an exempt housing authority loan or a limited interest second charge credit union loan within the meaning of article 61A(1) or (2) of the *Regulated Activities Order*; and

(iii) if the contract was entered into before 21 March 2016:

(A) at the time the contract was entered into, entering into the contract constituted the *regulated activity of entering into a regulated mortgage contract*; or

(B) the contract is a consumer credit back book mortgage contract within the meaning of article 2 of the *MCD Order*.

(b) (in relation to a *specified investment*) the *investment*, specified in article 88 of the *Regulated Activities Order*, which is rights under a *regulated mortgage contract* within (a).

[Note: articles 3(1)(a) and 4(2) of the *MCD*]

Loans and mortgages secured on land in the EEA other than the UK, although regulated mortgages, should be reported in 'other loans' in section A3 of the *MLAR*.

(v) Second charge regulated mortgage contract

A *second charge regulated mortgage contract* is defined in the *Handbook* as a *regulated mortgage contract* which is not a *first charge legal mortgage*. Therefore, it includes second and subsequent charge mortgages.

Data which is provided in relation to a *second charge regulated mortgage contract* in A3(a), D(a), E(1)(a), E(2)(a), F(a), or H(a) in ■ SUP 16 Annex 19AAR will also need to be provided as part of the *data items* in A3, D, E, F or H, as the case may be, in ■ SUP 16 Annex 19AR.

The guidance on how to submit the *data items* in A3, D, E, F or H of ■ SUP 16 Annex 19AR applies to A3(a), D(a), E(1)(a), E(2)(a), F(a) or H(a) of ■ SUP 16 Annex 19AAR where the same terms are used in the corresponding parts of ■ SUP 16 Annex 19AAR.

4a. Home reversion and home purchase plans

Definitions

A home reversion plan

This is defined in the *Handbook* as follows:

(in accordance with article 63B(3) of the *Regulated Activities Order*) an arrangement comprised in one or more instruments or agreements which meets the following conditions at the time it is entered into:

(a) the arrangement is one under which a *person* (the *reversion provider*) buys all or part of a *qualifying interest in land* from an individual or trustees (the *reversion occupier*);

(b) the *reversion occupier* (if he is or she an individual) or an individual who is a beneficiary of the trust (if the *reversion occupier* is a trustee), or a related person, is entitled under the arrangement to occupy at least 40% of the land in question as or in connection with a dwelling and intends to do so; and

(c) the arrangement specifies that the entitlement to occupy will end on the occurrence of one or more of:

- (i) a *person* in (b) becoming a resident of a care home;
- (ii) a *person* in (b) dying; or
- (iii) the end of a specified period of at least twenty years from the date the *reversion occupier* entered into the arrangement;

in this definition "related person" means:

- (A) that *person's* spouse or civil partner;
- (B) a *person* (whether or not of the opposite sex) whose relationship with that *person* has the characteristics of the relationship between husband and wife; or
- (C) the *person's* parent, brother, sister, child, grandparent or grandchild.

Guidance to home reversion (HR) and home purchase plan (HPP) firms on the completion of the MLAR

It is recognised that HR and HPP products are not loans as such, being effectively sale and lease products. However, in order to use the *MLAR* as a vehicle for capturing some data on these products, they are to be treated for *MLAR* purposes as if they were loan products. This means that:

- (i) For a *firm* which is a provider of HR and/or HPP products:
 - HR and HPP products are to be included in the balance sheet within A1.6 "Loans to Customers". This may differ from the reporting of such products in a *firm's* published accounts.
 - Within section A3, which contains a further breakdown of "Loans to Customers", HR and HPP products are to be reported within the single category A3.5 "Other Loans".
 - As a consequence, the *FCA* will be able to capture the key balances outstanding on these products (including any which may have been securitised).
- (ii) For a *firm* which is undertaking administration of HR and/or HPP products (and where that *firm* did not also act as provider of these products):
 - HR and HPP products being administered for third parties are to be reported in section G.
 - Within G1 and G2 they are to be reported within the "Other firms" category. They should however be shown under "regulated loans" solely for the purposes of recording their administration in the *MLAR*.
 - In section G2.2, when entering the "name of firm" in column 2, add "HR" and/or "HPP" in brackets after the name, as appropriate.

4b. Sale and rent back (SRB) agreement business

Definitions

A regulated sale and rent back agreement

This is defined in the *Handbook* as follows:

(in accordance with article 63J(3)(a) of the *Regulated Activities Order*) an arrangement comprised in one or more instruments or agreements, in relation to which the following conditions are met at the time it is entered into:

- (a) the arrangement is one under which a *person* (an agreement provider) buys all or part of the *qualifying interest in land* in the *United Kingdom* from an individual or trustees (the "agreement seller"); and

(b) the agreement seller (if they are an individual) or an individual who is the beneficiary of the trust (if the agreement seller is a trustee), or a related person, is entitled under the arrangement to occupy at least 40% of the land in question as or in connection with a dwelling, and intends to do so;

but excluding any arrangement that is a regulated home reversion plan.

Guidance to regulated SRB firms on the completion of the MLAR

This section explains how SRB *firms* should complete the *MLAR*.

SRB providers and administrators should complete the following sections of the *MLAR*:

- Section A (balance sheet);
- Section B (profit and loss account);
- Section C (capital);
- Section J (fees tariff measures): and
- Section K (sale and rent back business).

SRB *firms* should **not** complete sections D to H, L or M in respect of their SRB business.

SRB providers should note the following in relation to their reporting of SRB agreements and SRB assets:

In section A

- Do **not** enter any information on SRB agreements in A1.6 'Loans to customers' or A3.5 'Other loans'.
- Report SRB assets in A1.11.
- Report any liabilities incurred in acquiring SRB assets in A2.7.

In section B

- Where applicable, information on SRB agreements should be entered in B2.5 'Other loans'.

As a consequence the *FCA* will be able to capture key information on these products.

5. Accounting conventions

Unless the contrary is stated in these guidance notes, the return should be compiled using generally accepted accounting practice.

However, information in respect of lending (e.g. balances, advances, interest rates, arrears etc) to be reported in sections D, E, F, G, H and J of the return should not be fair-valued but should be reported as the contractual position (i.e. as between lender and borrower).

All amounts should be shown in one of the reporting currencies accepted by the relevant platform provided by the *FCA*, unless otherwise specified in the *Handbook*.

6. Accuracy

It is expected that entries on the return will be actual values, or in some cases close approximations established or drawn from the *firm's* systems and prepared on the basis of being the best information in the time available for their compilation.

If such 'close approximations' are considered by the *firm* as likely to be materially different from the underlying actual values, the *firm* should advise its supervisory team of data items affected.

7. Time periods

Where stock figures are required (e.g. balance sheet, capital position) the information is required as at the *firm's* accounting reference date and the three quarter ends following this date (see ■ SUP 16.3.13R).

Where flow figures are required, these are either for **3 months only** (i.e. the latest quarter) as in for example lending figures in tables D and E, or **cumulative in the 'year to date'**, (e.g. profit and loss in table B), covering the period from the *firm's* accounting reference date to the end of the reporting quarter.

8. Loans made before 31 October 2004

This section does not apply to *second charge regulated mortgage contracts*.

(i) Classifying the 'back book'

Many loans made before 31 October 2004 became *regulated as regulated mortgage contracts* on 21 March 2016 or, depending on the nature of the loan and the applicable transitional provisions, on a date no later than 21 March 2017; these loans should be treated as *regulated mortgage contracts* in the *MLAR* accordingly. Loans made before 31 October 2004 which continue not to be *regulated as regulated mortgage contracts* fall into the following categories:

- residential loans to individuals which, for the purposes of the *MLAR*, should be classified as non-regulated (see Introduction, section 4(ii)); for example at A3.3 and D1.2.
- other secured loans (see Introduction, section 4(iii)); for example at A3.4 and D1.3 .
- other loans (see Guidance for A3.5).

The approach to classification for pre-31 Oct 2004 loans will, of necessity, need to be a pragmatic one. We do not, for example, envisage the need to look at individual paper loan files. Rather, we expect the *firm* to apply its knowledge of its various loan books, products and their characteristics, to come up with some realistic allocation rules. This enables the *firm* to apply some automatic process to its computerised loan records, and thereby classify individual loans into each of the relevant categories used in the *MLAR*. Such a process may not be perfect, and it may result in a few loans being wrongly allocated, but it will be sufficient for the purpose.

(ii) Specific treatment of residential loans to individuals

Any loans made before 31 October 2004 that have not become regulated as *regulated mortgage contracts*, should be reported as non-regulated loans in the various parts of the *MLAR*.

This reporting basis for loans should continue until such time, if ever, that a subsequent transaction on the loan causes it to be formally treated as a regulated contract.

(iii) Further advances on loans made before 31 October 2004 which have not already become regulated as regulated mortgage contracts

We cannot be prescriptive about whether a further advance (or any other variation) to a pre-31 October 2004 mortgage which has not already become regulated as a *regulated mortgage contract* (see (i) above) will have the effect of creating a new *regulated mortgage contract*. Whether a variation amounts to creating a new contract will depend on each lender's individual mortgage documentation. This documentation will differ, possibly significantly, between *firms*. Each lender will need to review its existing documentation and take a view on the scope that this provides for making changes.

In practice this means that:

- If the lender can make a further advance without creating a new contract (i.e. makes a variation to the existing mortgage contract), then the further advance should be added to the original loan and the combined loan treated as a single loan for *MLAR* reporting. This combined loan should be reported as 'non-regulated';
- If making a further advance creates a new contract, (and this further advance is a *regulated mortgage contract*) then the correct reporting approach will be determined as follows:

(a) where the original loan was made before 31 October 2004, has not in the meantime become a *regulated mortgage contract* (for example, because it is not a *regulated credit agreement*) but would otherwise satisfy the specific requirements of a *regulated mortgage contract*, and the further advance is documented in a new loan agreement separate from the original loan (and is not a variation to the existing mortgage contract), the original loan and further advance may be treated as one for *MLAR* reporting, being shown as 'regulated' under "Residential loans to individuals";

(b) where the original loan did not satisfy the defined conditions of a *regulated mortgage contract* at the time it was entered into and has not in the meantime become a *regulated mortgage contract*, and the further advance is documented in a new loan agreement separate

from the original loan (and is not a variation to the existing mortgage contract), the old loan and further advance will be treated as two separate loans for most aspects of *MLAR* reporting, the former being 'unregulated' while the latter will be reported as 'regulated'. However, for the LTV and Income Multiple analysis, while the *firm* should only show the amount of the further advance in the relevant "cell", the "cell" should be determined by using the total amount of the loan (old loan + further advance) when deciding which LTV band and which Income Multiple band are applicable; and

(c) where the lender decides to combine the original loan and the further advance to create a single new contract that replaces the existing mortgage contract and is a *regulated mortgage contract*, this should be reported as 'regulated'.

9. Specific items

(i) Positions to be reported gross

In general, liabilities and assets should be shown gross, and not netted off (unless there is a legal right of set-off). Thus an account which moves from credit to debit will move from one side of the balance sheet to the other.

A notable exception to this however concerns the reporting of loan assets, which should follow ■ MIPRU 4.2.14R to ■ MIPRU 4.2.16G. Such assets should be shown in the balance sheet net of linked funding; similarly in other tables where balances are reported on the same basis. Only sections A3, D2, G and H require the reporting of such loan assets on a 'gross' basis.

The treatment of loan assets that are being operated as part of a current account **offset mortgage** product (or similar products where *deposit* funding is offset against loan balances in arriving at a net interest cost on the account) will depend on the conditions pertaining to the mortgage product. The balance outstanding on such loans will need to be reported on the basis of the contractually defined balance according to the terms of the mortgage product. This might be the amount of loan excluding any offsetting funds, or it might be the net amount.

(ii) Foreign currencies

Firms should report in the currency of their annual audited accounts, where this is Sterling, Euro, US Dollars, Canadian Dollars, Swedish Kroner, Swiss Francs or Yen. Where annual audited accounts are reported in a currency outside those specified above, please translate these values into an equivalent within the list using an appropriate rate of exchange at the reporting date, or where appropriate, at the rates of exchange fixed under the terms of any relevant currency hedging transaction, and use that value in the return. Please report in thousands where stated on the return. *Firms* should apply the same accounting treatment as for their published accounts.

SECTION A: BALANCE SHEET

Balance sheet analysis

A1, A2	The balance sheet is intended to reflect the practices used in compiling published or other accounts, although its format in the MLAR (with 'total assets' and 'total liabilities') will not necessarily be the same as that used by firms in their regular accounts. 'Loans to customers' is expected to be the <i>customer</i> balance after any write-offs have been taken.
A1.6	Loans to customers may be a non-standard accounting sub-head for some <i>firms</i> whose business is not primarily mortgage related. But since this is an explicit <i>MLAR</i> data requirement, it should be split out from the sub-head under

A1.11	which it is routinely shown in the <i>firm's</i> other accounts. Include <i>HR</i> and <i>HPP</i> products here.
	Other current assets should include all assets measured at fair value not included in any other asset category on the return. Include any SRB assets here.
A2.1	Shareholders' funds should include any unrealised gains or losses resulting from the fair valuation of available-for-sale financial assets, and any fair value gains or losses arising on cash flow hedges of financial instruments measured at cost or amortised cost.
A2.7	Other liabilities should include all liabilities measured at fair value not included in any other liability category on the return. Include any liabilities incurred in acquiring SRB assets here.
A3	<p>Analysis of loans to customers</p> <p>This section recognises that some lenders may have securitised loans on their balance sheet, and hence provides for unsecuritised/securitised loans to be shown separately.</p>
	<p>Unsecuritised balances are analysed in terms of three elements: gross loan balances (before deduction of any provisions); provisions balances in respect of those balances; and the net balances after deduction of such provisions.</p>
	<p>Securitised balances are analysed in a similar way, except that 'gross' also means before the deduction of any linked non-recourse funding, the amount of which is also to be shown separately.</p>
A3.1-4	See Introduction (paragraphs 4(i) to (iv)) for details of the coverage of these terms.
A3.5	Other loans refers to any lending secured on land and buildings outside of the <i>UK</i> , any loan for which security is provided other than by land and buildings, together with all unsecured loans (e.g. consumer credit, personal loans, or such loans to corporates). Loans and mortgages secured on land in the <i>EEA</i> other than the <i>UK</i> should be reported here.
A3.6	It is expected that net balances on unsecuritised loans plus net balances on securitised loans will equal the entry shown at A1.6 in the main balance sheet analysis of assets.

SECTION B: PROFIT & LOSS ACCOUNT

B0	<p>Financial year to date</p> <p>In terms of reporting period, the analysis should be compiled on a 'year to date' basis, covering successively 3, 6, 9 or 12 <i>months</i> from the <i>firm's</i> accounting reference date.</p>
B1	<p>Profit & Loss Account</p> <p>The P&L section is intended to reflect the practices used in compiling accounts prepared under</p>

the Companies Acts, although its format in the *MLAR* (with explicit focus on financial items such as interest, fees & commissions etc) will not necessarily be the same as that used by *firms* in their regular accounts.

The reason for this approach is that most lenders to which this section is applicable are mortgage specialists, and as such it is considered desirable to put their P&L format onto a similar basis as that used for *banks* and *building societies*.

The analysis therefore requires the *firm's* profit & loss account to be re-structured in a way that makes a number of items explicit in the interests of achieving consistency with other reporting *firms*.

B1.1

Focuses on gross profit from non-financial activities

B1.2-1.7

Covers a range of income elements which are more closely related to financial activities, including in particular those associated with mortgage lending. In particular B1.7 Other income should include unrealised gains in respect of assets and liabilities which have been measured on a fair value basis.

B1.9-1.13

Covers a range of expenditure elements, including those related to non-financial and also to financial (including mortgage related) activities. In particular B1.13 Other expenses should include unrealised losses in respect of assets and liabilities which have been measured on a fair value basis.

B1.15

Operating Profit is total income less total expenses.

B1.16

Provisions covers write-offs and provisions charges on bad and doubtful debts, (including for example on mortgage loans); any suspended interest (i.e. any interest included in Interest receivable which, through loan default, impairment or otherwise, is deemed unlikely to be received); and any other provisions for contingent liabilities.

B2

Provisions analysis

This supplementary analysis draws together the key movements in provisions balances from the *firm's accounting reference date* up to the reporting quarter end.

The two 'flow items', namely write-offs and provisions charges, are those relating to the period from the *firm's accounting reference date* up to the reporting date.

The total of provisions charges in line B2.6 (column 3) will not necessarily be the same as the provisions charge in the Profit & Loss analysis at B1.16 (since this latter item may include further provisions against other asset items not included in B2.6, or provisions arising from other sources).

SECTION C: CAPITAL

INTRODUCTION

The *threshold conditions* state that the resources of a firm must be adequate in the opinion of the FCA in relation to the *regulated activities* that the firm seeks to carry on or carries on. In addition, a firm is required to maintain 'adequate financial resources'. A *home finance administrator* or *lender* should have adequate capital and funding in order to be able to meet these requirements.

In addition, the FCA and the PRA are required to identify the main risks to their statutory objectives. In assessing firm-specific risks we are required to assess the risks arising from the financial failure of a firm (due to business risks from the external environment, or control risks arising from the firm itself) which might affect both the market and individual customers. The specific FCA objectives that are potentially impacted are those relating to market confidence and consumer protection.

Details provided in this section on Capital are drawn from the appropriate provisions of ■ MIPRU 4 (Capital Resources).

C1-2

CAPITAL RESOURCES

C1 and C2 set out the individual components of **eligible capital** and the **separate deductions** that should be made to arrive at capital resources.

Components of eligible capital are:

(1) Share capital

Share capital must be fully paid (i.e. the firm is under no obligation to repay this capital unless and until the firm is wound up) and may include ordinary share capital or preference share capital (excluding preference shares redeemable by shareholders within two years).

See paragraph (7) Subordinated loans below for details of the limits that may apply to the inclusion of redeemable preference shares in capital resources.

(2) Partnership or sole trader capital

Partnership capital is capital made up of the partners' capital account. The capital account is an account into which capital contributed by the partners is paid and from which, under the terms of the partnership agreement, an amount representing capital may be withdrawn by a partner only if he or she ceases to be a partner and an equal amount is transferred to another such account by his or her former partners or any person replacing him or her as their partner, or the partnership is otherwise dissolved or wound up.

Sole trader capital is the net balance on the firm's capital account and current account.

(3) Reserves

Reserves are accumulated profits retained by the firm (after deduction of tax, dividends and proprietors' or partners' drawings) and other reserves created by appropriations of share premiums and similar realised appropriations. Reserves also include gifts of capital, for example, from a parent company. For partnerships, reserves include partners' current accounts according to the most recent financial statement. Reserves must be audited unless the firm is eligible to include unaudited reserves in its capital resources calculation under MIPRU 4.4.2R.

The reserves figure is subject to the following adjustments, where appropriate:

(a) any unrealised gains must be deducted or, where applicable, any unrealised losses added back in on cash flow hedges of financial instruments measured at cost or amortised cost;

(b) any unrealised gains must be deducted or, where applicable, any unrealised losses added back in on debt instruments held in the available-for-sale financial assets category. Any unrealised gains or losses on equities held in the available-for-sale financial assets category should be reported at C1.5;

(c) in respect of a *defined benefit occupational pension scheme*, any *defined benefit asset* must be derecognised;

A *firm* may substitute for a *defined benefit liability* the *firm's deficit reduction amount* provided that that election is applied consistently in respect of any one *financial year*.

(4) Interim net profits and partners' interim current accounts

A *firm* is not required to take into account interim net profits. However, if it does, the profits have to be verified by the *firm's* external auditors, net of tax, anticipated dividends or proprietors' drawings and other appropriations unless the *firm* is eligible to include unverified interim net profits in its capital resources calculation under MIPRU 4.4.2R.

In terms of the verification for inclusion, for the first, second and third financial quarters *firms* may include interim profits in their *MLAR*, on the understanding that the *firm* will obtain the required verification from its external auditors within two months of the financial quarter end. (The *FCA* may ask for a copy of the verification statement.) For the fourth quarter the *FCA* will rely on the forthcoming audited accounts as providing verification and accordingly the full year's profits should be included in the make-up of eligible capital under interim profits in the return.

(5) Revaluation reserve

Firms should report reserves relating to the revaluation of fixed assets.

(6) General/collective provisions

Firms should report general/collective provisions that are held against potential losses that have not yet been identified, but which experience indicates are present in the *firm's* portfolio of assets. Such provisions must be freely available to meet these unidentified losses wherever they arise. General/collective provisions must be verified by external auditors and disclosed in the *firm's annual report and accounts* annual report and accounts unless the *firm* is eligible to include unaudited general and collective provisions in its capital resources calculation under MIPRU 4.4.2R.

(7) Subordinated loans

Subordinated debt (i.e. the amount of principal outstanding before amortisation) must not form part of the capital resources of a *firm* unless it meets the following conditions:

- (1) it has an original maturity of at least five years or is subject to five years' notice of repayment;
- (2) the claims of the subordinated creditors must rank behind those of all unsubordinated creditors;
- (3) the only events of default must be non-payment of any interest or principal under the debt agreement or the winding up of the *firm*;
- (4) the remedies available to the subordinated creditor in the event of non-payment or other default in respect of the subordinated debt must be limited to petitioning for the winding up of the *firm* or proving the debt and claiming in the liquidation of the *firm*;
- (5) the subordinated debt must not become due and payable before its stated final maturity date except on an event of default complying with (3);
- (6) the agreement and debt are governed by the law of England and Wales, or of Scotland, or of Northern Ireland;

- (7) to the fullest extent permitted under the rules of the relevant jurisdiction, creditors must waive their right to set off amounts they owe the *firm* against subordinated amounts owed to them by the *firm*;
- (8) the terms of the subordinated debt must be set out in a written agreement or instrument that contains terms that provide for the conditions set out in (1) to (7); and
- (9) the debt must be unsecured and fully paid up.

For a *mortgage lender* or *mortgage administrator* undertaking business connected to regulated mortgage contracts (unless its *Part 4A permission* prevents it from undertaking new business), MIPRU 4.4.8R limits the amount of subordinated loans and redeemable preference *shares* that can be included in eligible capital.

In Table C of the *MLAR* the *firm* will deduct from capital resources under item C2.3a any amount by which the subordinated loans and redeemable preference *shares* exceed the limit in MIPRU 4.4.8R.

Treatment of eligible capital items (listed above) in section C1:

- C1.1 Reserves:** include items
 - reserves
 - revaluation reserves
- C1.2 Interim profits:** include items
 - interim net profits
 - *partners'* interim current accounts
- C1.3 Issued capital:** include items
 - *share* capital
 - *partnership* or *sole trader* capital
- C1.3a Subordinated loans**
- C1.4 General/collective provisions**
- C1.5 Other eligible capital:** includes
 - any other item of eligible capital not required to be included in items C1.1 to C1.4, including any unrealised gains or losses on equities held in the available for sale financial assets portfolio.
- C1.6 Total eligible capital**

This is the sum of the components listed in C1.1 to C1.5.
- C2 Deductions from capital**
- C2.1 Investments in own shares** represents any investment in the *shares* of the company, quantified as fixed assets in the balance sheet.
- C2.2 Intangible assets** are the full balance sheet value of goodwill, capitalised development costs, brand names, trademarks and similar rights and licences.
- C2.3 Interim net losses** refers to the cumulative amount covering the period from the *firm's accounting reference date* to the end of the current quarter. All the current year's losses should be reported. Unpublished losses from the previous accounting period should also be shown here.

C2.3a	<p>Subordinated loan and redeemable preference share restriction</p> <p>This is the amount of any excess as computed under the restriction explained in paragraph (7) of the C1-2 CAPITAL RESOURCES section above.</p>
C2.4	<p>Other deductions from capital: include</p> <ul style="list-style-type: none"> • Excess of drawings over profits for partnerships or sole traders: firms should report the difference between the personal drawings of a partnership or sole trader and the profit in the period, where the drawings exceed the profit for the period.
C2.5	<p>Total deductions</p> <p>This is the sum of the components listed in C2.1 to C2.4.</p>
C3	<p>CAPITAL RESOURCES CALCULATION</p>
C3.1	<p>Capital resources</p> <p>This is total eligible capital less total deductions (C1.6 to C2.5).</p>
C3.2	<p>Capital requirement</p> <p>This is the amount calculated in sections C4.6(e) or C5.5(c), whichever is applicable.</p>
C3.3	<p>Surplus/(Deficit) of resources</p> <p>This is the capital resources less the capital requirement (C3.1 to C3.2).</p>
C4	<p>CAPITAL REQUIREMENTS</p> <p>Capital requirement for a lender, or an administrator with administered assets on its balance sheet</p>
C4.1	<p>The capital requirement for lenders or administrators that have the <i>regulated mortgage contracts</i> that they administer on their balance sheet is asset-based, and the information required is detailed in C4.2 to C4.6.</p>
C4.2	<p>Total assets: this is the total value of assets as shown at line A1.12 in section A of the <i>MLAR</i>.</p>
C4.2a	<p>Assets subject to the credit risk requirement</p> <p>This is the amount of assets subject to the credit risk requirement computation as shown at line 6A in section L of the <i>MLAR</i>.</p> <p>This is relevant for a <i>mortgage lender</i>; or <i>mortgage administrator</i> with its administered assets on balance sheet, that undertakes business connected to <i>regulated mortgage contracts</i> and has one or more exposures which satisfy the conditions set out in MIPRU 4.2A.4R.</p>
C4.3	<p>Undrawn commitments</p> <p>Undrawn commitments means the total of those amounts which a borrower has the right to draw down from the <i>firm</i> but which have not yet been drawn down (see MIPRU 4.2.12R and MIPRU 4.2.13G).</p> <p>However, undrawn commitments should not be included in the calculation of capital requirements if they have an original maturity of up to one year or if they can be unconditionally cancelled at any time by the lender.</p> <p>Similarly, existing mortgage offers should not be included in the calculations of capital requirements if the offer has an original maturity of up to one year or can be unconditionally cancelled at any time by the lender.</p>
C4.4	<p>Intangible assets: this is the amount shown at C2.2.</p>
C4.5	<p>Total adjusted assets: this is the sum of C4.2 and C4.3, less C4.2a and C4.4.</p>

C4.6	<p>CAPITAL REQUIREMENT</p> <p>This section sets out how to calculate the capital requirement for a lender, or an administrator with administered assets on its balance sheet (see MIPRU 4.2.12R, MIPRU 4.2.18R and MIPRU 4.2.23R):</p> <ul style="list-style-type: none"> (a) is the minimum requirement of £100,000; (b) is 1% of the amount shown as total adjusted assets at C4.5, i.e. the assets that are not subject to the credit risk requirement calculation; (c) is the credit risk requirement as shown at line 9E in section L of the <i>MLAR</i>; (d) is the total of (b) and (c); and (e) is the capital requirement which is the higher of the fixed amount at (a) and the sum shown at (d).
C5	<p>Capital requirements for an administrator not having administered assets on its balance sheet</p>
C5.1	<p>This section sets out the income-based capital requirements applicable to <i>administrators</i> that do not have the assets that they administer on their balance sheet. The information requirements are detailed in C5.2 – 5.5.</p> <p><i>Firms</i> should report the following amounts from both their most recent annual financial statement and their estimated accounts for the current reporting year.</p>
C5.2	<p>Total income</p> <p><i>Firms</i> should report the amount of total income in their most recent (or other) financial statements, and an estimate of income for the current reporting year.</p> <p>Total income should include both revenue and gains arising in the course of the ordinary activities of a <i>firm</i>. Revenue consists of commissions, fees, net interest income, dividends, royalties and rent. Only gains that are recorded in the profit and loss account should be included in income. What is relevant for the calculation of income is the amount of actual income generated rather than the gross cash streams of any one transaction (see MIPRU 4.3.7R).</p>
C5.3	<p>Relevant adjustments</p> <p>The following exceptional items must be deducted from the <i>firm's</i> total income:</p> <ul style="list-style-type: none"> (1) profit on the sale or termination of an operation; (2) profit arising from a fundamental reorganisation or restructuring having a material effect on the nature and focus of the <i>firm's</i> operations; and (3) profits on the disposal of fixed assets, including <i>investments</i> held in long-term portfolio.
C5.4	<p>Total relevant income</p> <p>Is the sum of C5.2 minus C5.3.</p>
C5.5	<p>CAPITAL REQUIREMENT</p> <p>This sets out how to calculate the capital requirement for <i>administrators</i> administrator not having administered assets on its balance sheet (see MIPRU 4.2.19R):</p>

- (a) is the minimum requirement of £100,000;
- (b) is 10% of the amount shown as total relevant income at C5.4 above; and
- (c) is the capital requirement which is the higher of the minimum amount at (a) and the calculation shown at (b).

SECTION D1: LENDING – BUSINESS FLOWS AND RATES

D1-D4 For details of the terms ‘**Residential lending to individuals**’ (and regulated/unregulated), and ‘**other secured loans**’, see Introduction, paragraphs 4 (i) – (iv).

D1 Loans: Advances/Repayments – Row & Column Analysis

For the two categories of loan assets, details are requested under various **transaction columns** that explain the transition from the previous quarter’s balances to the current quarter’s balances.

D1 Loans: Advances/Repayments – Transactions (columns)

Advances made in quarter should include:

- (a) instalments released in the quarter for instalment advances;
- (b) re-advances, i.e. where previous charge cancelled;
- (c) further advances;
- (d) in the case of loans that have a facility to draw down extra amounts over and above the sum originally advanced, the total of any further amounts drawn down in the quarter;
- (e) the deduction from advances made of advance cheques cancelled;

but should exclude:

- (f) the amount of any loan books acquired in the quarter (which should be reported in ‘other debits/credits etc’):
- (g) retentions imposed, which should be included as they are released;
- (h) sundry debits, i.e. any items not approved and not included in commitments, e.g. insurance debits, fines, insurance guarantees, valuation fees, arrangement fees (unless formally treated as part of loan, that is where such amounts are repaid over the period of the loan);
- (i) any movements on overdrafts.

Repayment of principal should include:

- (a) repayment of principal including capital repayments, full or partial redemptions and the principal element of the normal monthly payment;
- (b) mortgage receipts temporarily posted to *investment* accounts;
- (c) transfers from *investment* accounts to mortgage accounts;

but should exclude:

- (d) the amount of any loan book sold during the quarter (to be reported in ‘other debits/credits etc’);

- (e) sundry credits to accounts, such as insurance premiums, fines, fees, etc;
- (f) advance cheques cancelled;
- (g) *investment* receipts temporarily posted to mortgage accounts;
- (h) any movement in overdrafts.

In determining the amount shown under **repayment of principal**, it is recognised that *firms* may need to estimate the amount of interest repaid where amounts repaid include both interest and principal, and/or where the amount of interest repayable is not the same as the amount charged (e.g. annual review or deferred interest schemes, or where a loan is not being fully serviced).

Write-offs in quarter

This is the amount of written off mortgage balances in the quarter (and of provisions charged to the income and expenditure account) and is to be on a basis consistent with amounts shown in the *firm's* published accounts as 'written off' within the analysis of changes in loss provision usually appearing as Notes to the Accounts.

The amount written off may arise for example from:

- (a) sale of a property in possession where there is a shortfall; or
- (b) a decision to write down the mortgage debt on a loan still on the books. This may arise where the *firm* has taken the view that it is certain that a loss will arise and that it is prudent to write down the mortgage debt rather than carry the full debt and an offsetting provision. Examples might include certain fraud cases, or where arrangements have been reached with the borrower to reduce the mortgage debt repayable;
- (c) the amount should be net of any write-backs in the quarter. If there are more write-backs than write-offs the net figure should be shown as a negative.

Other debits/(credits) and transfers (net) should include:

- (a) interest charged to the loan account in the period;
- (b) interest repaid during the period;
- (c) amounts charged to loan accounts and amounts received from borrowers in respect of such items as insurance premiums, valuation fees, and fines etc;
- (d) mortgage balances acquired following takeover / merger;
- (e) loan books acquired from other lenders in the quarter;
- (f) loan books sold to other lenders in the quarter;
- (g) loan books securitised during the quarter;
- (h) the transfer of any securitised assets back onto the balance sheet (e.g. following the closure of a securitised pool of loans);
- (i) transfers (net) should include any reclassified loans (e.g. where there has been a change in the use of the land on which the loan is secured to/from residential; or a change in status of loan from/to regulated/non-regulated etc);
- (j) all movements on overdrafts (that is, net change in overdraft balances), other than write-offs.

NB: Balances on loan books acquired/sold/securitised should be as at the date of the relevant event and not be subject to any revaluation factors.

Overdraft analysis (final 3 columns of D1):

The term “overdraft” here and in other columns of D1, is used to cover two types of revolving credit facilities: overdrafts and credit cards.

The balance at end of quarter in column 6 is further analysed into loan balances excluding overdrafts and, separately, balances on overdrafts.

The final column in D1 represents the sum total, across all overdraft accounts included in the penultimate column, of the individual credit limits on each such overdraft.

D2 Loans: Book movements

The 'transactions in the quarter' columns are analyses of amounts already included within the 'other debits/(credits) and transfers (net)' column of section D1.

- (a) 'loans acquired' represents balances on any relevant loan books acquired during the quarter from other lenders;
- (b) 'loans sold' represents balances on any relevant loan book (i.e. parcel of loans) sold during the quarter to another lender;
- (c) 'loans securitised' represents balances on any loans that the *firm* has securitised in the quarter. It includes balances on loans subject to securitisation transactions which should follow MIPRU 4.2.14R to MIPRU 4.2.16G. Securitised loans brought back onto the balance sheet in the quarter should also be included and the amount here should be net of them. If the amount of securitised loans brought back onto the balance sheet is greater than the securitised balance then the net figure should be reported as a negative; and
- (d) 'other' represents the net amount of other transaction amounts included in 'other debits/(credits) and transfers (net)' in D1.

NB: As a result, D2 (item (a) – item (b) – item (c) + item (d)) should equal D1 (item 'other debits/(credits) and transfers (net)').

The final column 'balance at end quarter on loan assets subject to non-recourse funding' represents all such loan assets (and not just the amount treated as transactions in the quarter), and requires the 'gross amount' of such loan assets to be reported against relevant line item categories. Non-recourse funding can be established either by contract or in-substance. The 'gross amount' is the amount of any such loan that would be shown in a *firm's* published or other balance sheet as X in the example below:

gross loan asset	=	X
less non-recourse funding	=	Y
net loan asset	=	X-Y

In the analysis here at D2, it is therefore the gross loan asset at the end of the reporting quarter that should be reported in the final column. Once securitised, it is recognised that end quarter gross balances will not necessarily remain constant (due either to borrower repayments, the possibility of any further advances, or other arrangements for 'topping up' a pool of securitised loans, etc).

D3 Loans: Interest rates

Basis

Interest rates in this table are **nominal annual rates** charged to the *customer* on loan accounts excluding overdrafts (as defined in D1). They should ignore the effect of any interest rate swaps or other hedging contracts that might exist, and also ignore the effect of any offsetting deposit account (as for example in the case of an offset mortgage).

This provides an analysis of weighted average interest rates for the loan assets reported under 'Loans excluding overdrafts' in column 7 of D1 above. 'Interest rates at end of quarter' (columns 4, 5, and 6 of section D3) means rates applying at least throughout the last day of

the quarter, so *firms* should not use rates which only come into operation at the beginning of the next quarter. Points to note on specific columns are:

(1) Balances at end quarter

Accrued interest should be included (even though it is excluded when computing the weighted average rate).

The first 'of which' analysis is designed to obtain information on balances subject to **fixed rates** of interest and balances subject to **variable rates** of interest. (The two amounts should add to the balance in column 1). For these purposes:

'**fixed**' means the rate of interest is fixed for a stated period. It should also include any products with a 'capped rate' (i.e. subject to a guaranteed maximum rate) and any products that are 'collared loans' (i.e. subject to a minimum and a maximum rate). Annual review or stabilised payment loans should be excluded (since the purpose is merely to smooth cash flow on variable rate loans);

'**variable**' includes all other interest rate bases (i.e. other than those defined above as 'fixed') applying to particular products, including those at, or at a discount or premium to, one of the *firm's* administered lending rates and those linked to an index. However if any such loan products are subject to a 'capped rate', then treat as 'fixed'.

The second 'of which' analysis is designed to obtain information on loan balances according to whether the nominal annual interest rate charged to the customer at the quarter-end is higher than the prevailing Bank of England Base (or repo) Rate (BBR). For these purposes the BBR is that applying on the last day of the reporting quarter. The analysis is subdivided into four categories:

- (a) loan balances where the rate charged is **less than 2% above BBR**. Include here also all loan balances where the rate charged is less than BBR (as a result the sum of these four columns will equal the figure in the TOTAL column);
- (b) loan balances where the rate charged is **2% or up to 3% above BBR**;
- (c) loan balances where the rate charged is **3% or up to 4% above BBR**;
- (d) loan balances where the rate charged is **4% or more above BBR**.

(2) Weighted average nominal annual rates

- (a) Interest rates reported in Table D3 provide a broad indication of **market rates**. **They should ignore the effect of any interest rate swap or hedging**. For each line item the weighted average rate should be derived as follows:
 - (i) identify the various nominal/quoted interest rates that apply to elements of this line item; then
 - (ii) for each separate nominal/quoted rate, multiply that rate by the amount of end quarter balances (excluding accrued interest) for which that rate applies; and
 - (iii) add up the results of (ii) for all the different rates for this line item; and
 - (iv) divide the total calculated in (iii) by the corresponding end quarter balance in column 1, 2 or 3 less accrued interest (against the line item concerned).

NB: in the 'of which' analysis that requires separate reporting of weighted 'fixed' and 'variable' rates, a cross **check for each row** is that the weighted average nominal rate on all balances is equal to the weighted average of the reported fixed and variable rates in the subsequent two columns.

D3.1 – Other Points

3.8

The interest rate to be used is the rate charged to the loan account, which in certain circumstances will differ from the interest rate 'payable' by a borrower. These circumstances include deferred interest loans, interest roll-up loans, annual review schemes or where the loan is not performing.

Advances in quarter refers to the same amount as covered under 'advances in quarter' in the Loans: Advances/Repayments analysis in Section D1 above.

D4 Loans: Commitments (columns)

Commitments made since end of previous quarter

should include:

- (a) the aggregate of formally agreed advances (whether or not the mortgage offer has been accepted by the prospective borrower), including amounts recommended for retention, all instalment elements, and further advances;

but should exclude:

- (b) commitments from previous quarters that have been cancelled in the current quarter;
- (c) retentions imposed and subsequently not released;
- (d) instalment commitments that have not been taken up;
- (e) advance cancellations that are not re-issued;
- (f) sundry debits, e.g. insurance debits, fines, insurance guarantees, valuation fees, arrangement fees etc (unless formally treated as part of the loan, that is where such amounts are repaid over the period of the loan).

Cancellations in quarter

Includes (b), (c), (d) and (e) above.

Advances made in quarter

This refers to the same amount as covered under 'advances in quarter' in section D1 above.

Other debits/(credits) and transfers (net)

This is unlikely to be needed on a routine basis. It is intended to cover less frequent events such as loan commitments acquired on merger with another firm or acquisition of a loan book; or transferred on sale of a package of loans; or where 'commitments outstanding' need adjusting for reasons not attributable to other columns.

SECTION E: RESIDENTIAL LOANS TO INDIVIDUALS - New business profile

E1-6 Gross advances in quarter

Covers actual advances made in the quarter. For these purposes separate advances (e.g. stage payments) made in the period on the same mortgage should count as a single advance for the 'number' column in sections E3, E4, E5 and E6.

NB: 'gross advances' should be compiled on the same basis as in section D1 above and therefore relevant totals for each section in E1 to E6 should also agree with the amount of gross advances reported in D1.

E3-6 Balances outstanding

Covers balances at end of the quarter. Relevant sub-totals should agree with corresponding balances shown under 'Loans excluding overdrafts' in column 7 of D1.

E1/2 By Income Multiple and LTV (Loan to Valuation ratio)

The amount to be included in the table is the **gross advance**, but its allocation to a specific cell is determined according to income multiple and LTV which are both defined using the size of the loan (as defined below).

For *second charge regulated mortgage contracts*, the calculation of income multiples and LTVs are to also include the outstanding balance of the *first charge regulated mortgage contract* and any higher priority *second charge regulated mortgage contracts*.

E1/2 By Income Multiple and LTV

Income multiple based on single or joint incomes

For this analysis, 'income' should be taken as **gross annual income** before tax or any other deductions.

The loan should first of all be categorised to 'single' or 'joint' income basis, and the income multiple calculated as described below:

- (i) **Single income basis.** This means only one person's income was taken into account when making the lending assessment/decision.
The income multiple here is the total loan amount divided by the borrower's total income (total of the borrower's main income and any other reckonable income, e.g. overtime, to the extent that the *firm* takes such additional income into account in whole or in part).
- (ii) **Joint income basis.** This means that two or more persons' incomes were used in the lending assessment/decision.
The income multiple here is the total loan amount divided by the aggregate income of the two or more borrowers.
- (iii) **Other.** This category is to be used when the loan assessment is based, only partly or not at all, on one or more persons' incomes. Thus include here:
Under Single Income section (E1.6/E1.13)
 - **Buy to let loans** where the loan assessment is based on the rental yield of the property (but not buy to let loans based solely on one or more persons' incomes which should be shown against the relevant income multiple category);
 - **Lifetime mortgages** since in most if not all instances, the concept of a supporting income is not applicable;
 - **Other products** (no current examples)**Under Joint Income section (E2.6/E2.13)**
 - **Business loans**, where typically the loan assessment will be based on mixed sources of business/personal income or perhaps just on the capacity of a person's business to support the loan;
 - **Other products** that have similar characteristics, that is where the loan assessment is based on either mixed income sources or non-personal incomes.
- (iv) **Not evidenced.** This 'of which' analysis applies to loans made on the basis of one or more persons' incomes, and therefore should exclude any loans reported in "Other" (defined in (iii) above).
It covers loans where: the lender has no independent documentary evidence to verify income (e.g. as provided by an employer's reference, a bank statement, a salary slip, a P60, or audited/certified accounts).

For the purpose of **income multiples**, the multiple is of **loan** to income where **loan** is as defined below.

Loan to valuation ratio LTV

Should be based on the following:

- (i) **loan** is defined for:
 - (a) **new borrowers** - as the amount of actual advance or, in the case of loans where the amount advanced in the period is less than the total amount of the loan which the *firm* has agreed to lend (for example loans with additional drawing facilities or loans involving instalments/stage payments/retentions), is the amount of committed advance (including any committed drawing facilities);
 - (b) **existing borrowers** - as the total amount of debt outstanding including the further advance plus any committed drawing facilities at the time of the further advance;

and will include MIG ("mortgage indemnity guarantee"), building and other insur-

ance premiums and other sundry items if these are included in the amount advanced;

- (ii) **valuation** is to be taken as the most recent valuation of the property which is subject to the mortgage (the existence of additional collateral on any other property should be ignored when calculating LTV). For these purposes, "recent valuation" can either be based on an actual valuation, or an estimated valuation using indexed valuation methodology applied to an original actual valuation. In the case of staged construction or self-build schemes, valuation means 'expected final value of the property' at the time the *firm* is committed to making the loan (i.e. takes the lending decision).

E3 Credit history

This seeks to categorise lending in terms of a borrower's previous credit history, as measured at the point when the new advance is made. For these purposes, it is only necessary to establish a borrower's credit history at a single point in time, i.e. at the time of making the loan. In practice this will usually be done at the 'offer' stage of making a loan. It is not intended that credit history should be reassessed after the loan has been made. However, if a further advance is made, then it will be necessary to re-assess.

In particular the aim is to separately identify under the heading 'Impaired credit history', those loans where it appears that the borrower has some form of adverse credit history:

- (i) at the point when the new advance is made and the loan is reported under 'Gross advances';
- (ii) subsequently for reporting under 'Balances outstanding', the amount of the loan at the quarter end to such a borrower (who at the point when the present loan was advanced, was deemed to have had an adverse credit history).

However, if there is subsequently a further advance on the loan (which will be reported under 'Gross advances' in E3), this is an occasion to re-assess the borrower's credit history. At that stage, the total amount of the loan (including further advance) should be classified under 'Balances outstanding' on the basis of the credit history as determined at the time of making the further advance. This means that the further advance and total loan amount will be reported on a consistent basis.

E3.1 Impaired credit history

If any of the following conditions are met at the time of making the loan, the borrower should be reported as having **an impaired credit history**:

- (i) arrears on a previous (or current) mortgage or other secured loan within the last two years, where the cumulative amount overdue at any point reached three or more monthly payments;
- (ii) arrears on a previous (or current) unsecured loan within the last two years, where the cumulative amount overdue at any point reached three or more monthly payments;
- (iii) one or more county court judgments (CCJs), with a total value greater than £500, within the last three years;
- (iv) being subject to an Individual voluntary arrangement (IVA) at any time within the last three years;
- (v) being subject to a bankruptcy order at any time within the last three years;

but *firms* should not include technical arrears as part of the above definition. Technical arrears means circumstances where the borrower has been the victim of a banking error giving rise to late payment.

NB: In (i) to (v), *firms* should ignore whether the borrower has subsequently paid off arrears, or has satisfied/discharged a CCJ or IVA or bankruptcy.

In the case of loans involving **two or more borrowers**, the impaired credit test is whether any one of the borrowers individually meets any of the five listed impaired credit conditions.

E4 Payment type

This section analyses loans in terms of how the borrower is contractually expected to service the loan, and is split into four categories:

- repayment;
- interest only;
- combined; and
- other.

E4.1 Repayment (capital and interest) This is the traditional payment option available to borrowers. Such loans involve regular periodic payments covering interest for the period and some repayment of capital.

E4.2 Interest only

This is the type of loan which requires the borrower to make regular payments of interest only (i.e. without any obligation to make periodic payments of capital). It includes 'endowment' type loans, others having an independent ultimate repayment vehicle (e.g. PEP, ISA or pension mortgages), as well as other interest-only loans where there is either no specific ultimate repayment vehicle in place or where the lender does not formally require one to be in place.

E4.3 Combined

This section is for loans where both of the above payment types are in place (i.e. part of the loan is 'repayment', and part is 'interest only').

E4.4 Other

This category will contain loans where no regular periodic payment obligation is in place, for example secured overdraft facilities or secured credit cards, and *lifetime mortgages*.

E5 By drawing facility

These are loans which include an option to draw down further amounts (i.e. where, at the outset of the loan, extra drawing rights exist over and above the original amount advanced, **but not** those arising only in relation to previous overpayments).

The drawing facility category is also meant to indicate a facility that is only exercisable by the borrower (e.g. via a cheque book, on line transaction or on demand). It would therefore not apply to situations where a loan is merely subject to retentions or stage payments, since the borrower does not have a draw-down option that they can exercise.

E5.1 Extra drawing facility

These are loans which in general are structured as follows:

Example structure when flexible loan contract agreed

Amount of loan advanced	£65,000
Amount of extra drawing facility agreed to (but not advanced at outset of loan)	£15,000
Total loan facility up to	£80,000

E5.1 (a) Loans including unused facility

This means the total loan facility i.e. the sum of the amount of loan advanced and the amount of extra drawing facility agreed (but not advanced at the outset of the loan):

- (i) **gross advances in quarter** should detail those loans that include an extra drawing facility: show the number and amount of such loans;

- (ii) **loans outstanding** means the end quarter balances (on original advance plus any subsequent draw downs) plus the residual amount of any unused drawing facility that remains available to the borrower: show the number and amount of such loans.

(b) Unused facility This is the amount of the extra drawing facility that has not been drawn down by the borrower:

- (i) **gross advances** in quarter should detail the unused facility element of such loans: show the amount;
- (ii) **loans outstanding** means the end quarter balances of any unused extra drawing facility that remains available to the borrower: show the amount.

(c) Net loans

This can be calculated by subtracting the entry in row b) from the entry in row a).

E5.2 Loans with no extra drawing facility

Firms should report all other loans here.

E5.3 TOTAL

This figure should be calculated as follows:

- (i) for 'Number' by adding E5.1(a) and E5.2, and
- (ii) for 'Amount' by adding E5.1(c) and E5.2.

E6 By purpose

E6.1/2 House purchase

Loans where the borrower is purchasing a house (or flat etc). *Firms* should include stage payments on such transactions here and not in 'further advances'. A distinction is drawn between loans for house purchase where the purpose is for owner occupation, or for buying with a view to letting ('buy to let').

Loans for owner occupation are required to be sub divided into those to first time buyers (FTBs, that is where the tenure of the main borrower immediately before this advance was not owner-occupier) and those to other buyers.

E6.2 Buy to let (BTL)

Such loans typically involve the borrower purchasing a residential property with the intention of letting it out on a rental basis.

The majority of BTL loans will be those used by the borrower to acquire a property with the intention of letting it on a commercial basis to unrelated third parties. That is to persons who, in relation to the borrower, are not '*related persons*' (where '*related persons*' are those set out in subsections (A), (B) and (C) of section 4 (iv) of the Introduction). These BTL loans are not *regulated mortgage contracts* and hence should be shown in columns 5 to 8 of E6.2 under '*Non regulated loans*'.

However, where a BTL loan is used by the borrower to acquire a residential property that will be occupied by a *related person*, such a loan will normally be a *regulated mortgage contract* (providing it satisfies the other requirements of a *regulated mortgage contract*) and should therefore be shown in columns 1 to 4 of E6.2 under '*Regulated loans*'. An example of such a loan is where a parent buys a house or flat for use by a student son or daughter, with a plan to take in other students on a rental basis.

Further advances and remortgages on any BTL loans should be included within E6.2.

Further advances and drawdowns

E6.3

A further loan (either as a further advance, or as a second charge loan where the *firm* has the first charge) to an existing borrower of the *firm*, secured on the same property; or a drawdown on a flexible mortgage.

The underlying purpose of the further advance or drawdown is not relevant and could include e.g. purchasing freehold interest in a currently owned leasehold property; buying a second property on the security of the first; as a consumer loan fully secured on residential property.

However, further advances and drawdowns on existing buy to let loans, and on *lifetime mortgage* loans should instead be reported against E6.2 and E6.6 respectively.

E6.4/5 Re-mortgage

Loans where the borrower is not moving house but is refinancing an existing loan, either one already with the *firm* or one from another lender. The whole amount of the new advance should be classified as a 're-mortgage' even if it is larger than the existing loan.

Re-mortgages from another lender are well understood, and need no further comment.

But a 're-mortgage' by one of a firm's existing borrowers (i.e. 'own borrower' in E6.4) will not always be transacted in exactly the same way by different lenders. The following comments are designed to provide some illustrative examples, and indicate how the actual transaction between lender and borrower should be reported:

- **Example 1:** borrower changes from variable rate to fixed rate, with loan amount unchanged, at say £100k. Some lenders' systems formally treat this as a redemption and a new loan advance which is reportable under "advances" in D1 (in which case report as "re-mortgage" under this analysis of advances in E6), but other lenders treat it as an interest variation and not as a new advance (so not included in advances in D1 or E).

- **Example 2:** borrower changes from variable rate to fixed rate and takes out additional loan at the same time, say extra £25k on top of existing £100k. Some lenders will treat as a redemption of £100k and a new advance of £125k (in which case the £125k is a re-mortgage), but others may treat as two loans (with first loan regarded as just subject to an interest rate variation, and the extra loan as a "further advance").

- It is recognised that practices vary among lenders when it comes to further advances or re-mortgages. What is important is that the actual transaction between the lender and the borrower is reflected in the MLAR.

- Thus if a firm genuinely treats the advance of new money as a further advance (perhaps setting up a second sub-account), then that should be reported as such (e.g. at E6.3).

- However if the old loan is formally replaced with a new loan (at the same or increased size) and this is reported in "advances" in D1, then the new loan should similarly be reported in E, and in E6.4 shown as a "re-mortgage".

NB: However, re-mortgages on existing buy to let loans, and on *lifetime mortgage* loans, should instead be reported against E6.2 and E6.6 respectively.

E6.6 Lifetime mortgages

(i) Regulated loans: Lifetime mortgages (columns 1 to 4)

This is defined in the *Handbook* as follows:

- (1) an *article 3(1)(b) credit agreement* or a *regulated mortgage contract* which is not a *retirement interest-only mortgage*, under which:
 - (a) entry into the mortgage is restricted to older *customers* above a specified age; and
 - (b) the lender may or may not specify a mortgage term, but will not seek full repayment of the loan (including interest, if any, outstanding) until the occurrence of one or more of the *specified life events*; and

- (c) while the *customer* continues to occupy the mortgaged land as their main residence:
 - (i) no instalment repayments of the capital and no payment of interest on the capital (other than interest charged when all or part of the capital is repaid voluntarily by the customer) are due or capable of becoming due; or
 - (ii) although interest payments may become due, no full or partial repayment of the capital is due or capable of becoming due; or
 - (iii) although interest payments and partial repayment of the capital may become due, no full repayment of the capital is due or capable of becoming due; or

- (2) an *MCD exempt lifetime mortgage* which is not a *retirement interest-only mortgage*.

(ii) Non- regulated loans: 'Lifetime mortgage' (columns 5 to 8)

Loans to be included under these columns include:

- loans having broadly similar characteristics to those set out in (i)(a), (b) and (c) above, but which were advanced before 31 October 2004. Such loans will usually have been known as 'equity release loans';
- loans made after 31 October 2004, which whilst not satisfying the full criteria needed to be classed as a *regulated mortgage contract* (e.g. since a second but not a first charge is taken), nonetheless match the characteristics set out in (i)(a), (b) and (c) above.

(iii) Further advances and re-mortgages on any of the loans described in (i) and (ii) above, should be included within E6.6

E6.7 Other

Would include for example where a borrower is not moving house but takes a loan on the security of his previously unmortgaged property.

SECTION F: LENDING - ARREARS ANALYSIS

Introduction

The guidance notes in this section serve two purposes: they provide guidance for

- (i) Items **F1 to F5** shown in *MLAR* table F.

For these sections, the analysis of lending refers to onbalance sheet loan assets only, but excluding overdrafts (i.e. as included under 'Loans excluding overdrafts' in column 7 of section D1 of table D).

The responsibility for completing table F lies with the authorised lender, irrespective of whether the lender administers the loans itself or out-sources the administration elsewhere. The information should therefore appear as part of the lender's *MLAR*.

- (ii) Items **H1 to H5** shown in *MLAR* table H.

For these sections, which cover reporting of arrears by *firms* with a *mortgage administrator's* activity, the analysis should include arrears in respect of the types of residential loans to individuals set out in the guidance notes for table G, but only where the firm is acting as 'principal administrator'. For *guidance* on items H1 to H5 see corresponding guidance against items F1 to F5. Similarly references in the *guidance* notes to any items F1 to F5 should also be read as referring to items H1 to H5 when completing table H.

F1 – F4

Arrears categorisation by type of loan

For these sections, the analysis of lending is divided into two main types:

- (i) residential loans to individuals (split between regulated and non-regulated business);
- (ii) all other secured loans.

The analysis is based on expressing **the amount of arrears** on each loan as a percentage of the *customer's balance outstanding* on the loan, allocating cases to relevant arrears bands, providing details of cases moving up into more serious arrears bands in the quarter, and giving information on loan performance during the quarter. (In cases where there is more than one loan secured on a single property, these should be amalgamated, where possible, in reporting details of arrears cases.)

Definitions of terms used above, and those related to them, are given below in sections having side headings numbered 1, 2, 3, 4, 5 and 6.

F1.6/
F2.6 &
F3.6/ F4.6

In possession: cases should be included here where the property is taken in possession (through any method e.g. voluntary surrender, court order). For development loans in particular, cases should also be included where the appointment of a receiver and/or a manager has been made, or where the security is being enforced in other ways (which may or may not also involve the existence of arrears e.g. building finance case with interest roll-up, no arrears, but a current valuation is less than the outstanding debt).

1. Balance outstanding (columns 3 and 6)

1.1 This is the amount of total debt at the reporting date, and should comprise the total amount outstanding (after deducting any write-offs but without deduction for any provisions) in respect of:

- (i) the principal of the advance (including any further advances made);
- (ii) interest accrued on the advance (but only up to the reporting date), including any interest suspended;
- (iii) any other sum which the borrower is obliged to pay the *firm* and which is due from the borrower, e.g. fees, fines, administration charges, default interest and insurance premiums;

and is intended to be consistent with the basis used for presentation of gross balances outstanding shown in the balance sheet section of the return (i.e. at A3 Column 1 for on-balance sheet or unsecuritised balances, and at A3 column 4 for securitised balances), with the addition for tables F and H of any interest suspended not included in the balance sheet.

2. Amount of arrears (columns 2 and 4)

2.1 Arrears will arise through the borrower failing to service any element of his debt obligation to the *firm*, including capital, interest, fees, fines, administrative charges, default interest or insurance premiums.

2.2 At the reporting date, the **amount of arrears** is the difference between:

- (i) the accumulated total amounts of (monthly or other periodic) **payments due** to be received from the borrower; and
- (ii) the accumulated total amount of **payments actually made** by the borrower.

2.3 Only amounts which are **contractually due** at the reporting date should be included in 2.2(i) above. That is:

- (i) include accrued interest only up to the reporting date but not beyond; and
- (ii) only include a proportion of any annual insurance premium if the *firm* permits such amounts to be paid in periodic instalments. However if the terms of the loan or the lender's practice are such as to permit insurance premiums to be added to the loan principal then do not treat such amounts as contractually due;
- (iii) similarly, where 'any other sum' has been added to the loan (see 1.1 (iii) above), only include such proportions as are contractually due (e.g. if it is the practice in particular circumstances to add the sum/charge to the loan and require repayment over the residual term of the loan);
- (iv) in assessing 'payments due' when a borrower has a **flexible loan**, it is important to apply the contractual terms of the loan: for example, payment holidays which satisfy the terms of the loan should not be treated as giving rise to an arrears position;
- (v) do not however include 'Deeds Store' loans in the arrears figures (that is, loans where the debt is de minimis e.g. £100, but the borrower still has insurance premiums to pay and perhaps some instalments are overdue).

2.4 In the case of **annual review schemes** the 'payment due to be received' under 2.2(i) is that calculated under the scheme. This may well differ from the amount charged to the account but should not of itself give rise to any arrears, providing the borrower is making the level of payments advised by the *firm*. The same principles apply to deferred interest products - if the borrower is making the payments that are required under the loan arrangements then he or she is not in arrears, even though the debt outstanding is increasing.

2.5 Where a *firm* makes a **temporary 'concession'** to a borrower (i.e., an agreement with the borrower whereby monthly payments are either suspended or less than they would be on a fully commercial basis) for a period, the amounts included in 2.2(i) are those contractually due (and at commercial rates of interest). Hence the borrower will continue to be in arrears and the level of arrears will in fact continue to increase until such time as he or she is able fully to service the debt outstanding.

2.6 Where the terms of the loan do not require payment of interest (or capital) until a stated date or until redemption or until certain conditions are triggered, as for example in the case of certain building finance loans, then the loan is not in arrears until such time as contractual repayments are overdue. There may be circumstances however where, even though the loan is not in arrears, it falls to be reported under F1.6, F2.6, F3.6 or F4.6. (See notes on F1.6/F2.6/F3.6/F4.6 at the beginning of Section F.)

2.7 The reporting treatment of cases where arrears have been capitalised is dealt with in section 3 below.

2.8 Where a '**capitalisation**' case has at one time been correctly removed as fully performing (see section 3) but at some later time defaults, then this should be treated as a new default and the amount of arrears taken as that arising from this new default. That is, the previously capitalised arrears should not be reinstated as current arrears.

3. Capitalisation of arrears and reporting criteria

3.1 By '**capitalisation**' we mean a formal arrangement agreed with the borrower to add all or part of a borrower's arrears to the amount of outstanding principal (i.e. advance of principal including further advances less capital repayments received during the period of the loan) and then treating that amount of overall debt as the enlarged principal. This enlarged principal is then used as the basis for calculating future monthly payments over the remaining term of the loan. Where less than the full amount of arrears is capitalised (or indeed where none of the arrears is capitalised) then, providing there are arrangements made for the borrower to repay the non-capitalised arrears over a shorter period ranging for example from 3 to 18 months, this type of arrangement should also be regarded as an equivalent of 'capitalisation'.

3.2 The decision to 'capitalise' (or treat as if capitalised) is a business decision between the *firm* and the borrower. However for the purposes of consistency in reporting arrears

cases in table F (and reporting capitalisations in section F5) the following **reporting criteria** should be used where a *firm* has capitalised the loan (or treated as if capitalised) and reset the monthly payment:

- (i) such an arrears case should continue to be included in sections F1 – F4 as an arrears case until the loan has been '**fully performing**' (see (ii) below) for a period of six consecutive months (any temporary increase in arrears during this qualifying period has the effect of requiring six consecutive months of fully performing **after** such an event). Until that time it should be included in table F, and be allocated to the arrears band applicable at each reporting date as if 'capitalisation' had not taken place;
- (ii) for these purposes a loan is considered to be 'fully performing' only where the borrower has been meeting all obligations on the loan with regard to repayments of principal, interest (at a normal mortgage rate on the full balance outstanding, including as appropriate any relevant past arrears), any payment towards clearing past arrears as agreed with the *firm* and any default payments due levied in respect of previous missed repayments. That is, amounts may be either added to the principal of the loan or otherwise repaid over a shorter period than the residual term of the mortgage, as agreed between *firm* and borrower. But then this revised payment schedule must be fully maintained for a six month period before the arrears can qualify to be treated as capitalised for reporting purposes and hence removed from the arrears cases in table F;
- (iii) arrears cases qualifying as 'fully performing' under (ii) **should then be omitted from sections F1-F4**, and should then be reported in section F5 for the same reporting period during which the removal occurs.

4. Cases entering higher (i.e. more serious) arrears band in quarter (columns 1 to 3)

This refers to those cases now included in a particular arrears band which may have been classified in a **less severe (i.e. lower numerical) band** at the end of the previous quarter, but which have deteriorated sufficiently during the quarter to move to a more severe arrears band. This would mean, for example, that cases that were previously excluded from the arrears table being less than 1.5% in arrears would now be entered in the '1.5 < 2.5%' arrears band (i.e. greater than 1.5% and less than 2.5%) in F1.1, and F1.6 (and F2.6/F3.6/F4.6) will show details of those cases taken into possession during the quarter which were previously classified as in arrears under any of F1.1-1.5 (or F 2.1-2.5/3.1-3.5/4.1-4.5, as the case may be). Cases which have improved during the quarter and which could now be classified in a less severe arrears band should not be included in these 3 columns.

5. Number (of cases) (Columns 1 and 4)

5.1 In cases where there is more than one loan secured on a single property, these should be amalgamated, where possible, in reporting details of arrears cases.

5.2 In cases involving, for example, arrears on loans to property developers (which would come under F4), the loan should count as a single case in the number column irrespective of the number of properties on the development itself.

6. Performance of current arrears cases (column 7)

6.1 This analyses all those arrears cases included in columns 4 to 6 and gives a measure of performance covering all of the loans in a particular arrears band at the end of the quarter. The measure, which compares 'actual' with 'expected' payments, is required to be calculated for a single time period: the 3 months covered by the firm's latest financial quarter. For this time period, the performance measure should be calculated as a percentage as follows:

total of 'payments received' from borrowers x 100 / total of 'payments due' from borrowers

where:

- (i) 'payments due' means amounts due under normal commercial terms (and not the lesser amounts which may have been agreed as part of any temporary arrangement) fully to service the loans: that is the balances outstanding including those elements referred to in 1.1 above such as insurance, fees and fines. (If for some reason this is not readily available then a suitable approximation can be derived for each relevant quarter by applying one quarter of the annual interest rate to the appropriate balance outstanding, and adding in other payments due for example insurance, fees and fines); and
- (ii) 'payments received' should be limited to regular repayment of interest, capital and other sundry charges to the loan account, and should exclude abnormal repayments (e.g. sale proceeds of property in possession, and large lump sum repayment of part or all of the outstanding balance). The reasoning behind this is that excess payments on one or more arrears cases would otherwise have the effect of compensating for underpayment on other arrears cases and, as a result, give an overstated performance measure. Therefore, in compiling aggregate payment received figures (as part of the payment performance ratio) the contribution from an individual loan in arrears should be limited to no more than the 'payment due' amount.

6.2 The amount to be entered on the return is a percentage to 2 decimal places. Given the limitation described in 6.1 (ii), it cannot exceed 100%.

6.3 In calculating the performance measure on possession cases (F1.6, F2.6, F3.6 and F4.6), the following points are relevant:

- (i) 'payments received': in many cases these may be nil, but not always since the property in possession may be let out and a rental income received. In each case the payment received should be included for the purposes of calculating the performance measure;
- (ii) 'payments due': in recognition of the fact that amounts of interest will still be charged to the borrower's account, then the 'payments due' should be calculated as three months' interest at normal commercial rates of interest;
- (iii) however, in F1.6, F2.6, F3.6 and F4.6, it is likely that the performance measure will in most instances be zero;
- (iv) the relevance of the above however, is that 'payments due' on possession cases need to be computed in order to feed into the overall performance measure at F1.6, F2.6, F3.6 and F4.6.

6.4 The overall measure of performance at F1.7 (and similarly at F2.7, F3.7 and F4.7) includes possessions, and is the ratio of:

- (i) 'payments received' on all cases in F1.1 to F1.6
- (ii) 'payments due' on all cases in F1.1 to F1.6 The same approach should be used for F2.7, F3.7 and F4.7.

F5

Arrears management

Number of sales/Number of (arrears) cases

In cases where there is more than one loan secured on a single property, these should be amalgamated where possible in reporting details of possession cases sold during the period in F5 (column 1), and details of arrears cases in F5 (columns 3 and 4).

Balance outstanding

In F5 (columns 2 and 5) this is as defined in section F/1 paragraph 1.1 (including in the case of properties sold the costs of sale where these have been debited to the borrower's account), and should be the balance at the end of the quarter.

Possession sales during quarter

Firms should include in F5 (columns 1 and 2) all properties sold in the quarter irrespective of whether losses have occurred.

Capitalisation of arrears cases in quarter

Details should be given in respect of those cases which, having previously been in the reported figures in table F on arrears, have now been capitalised (or treated as if capitalised), have satisfied certain performance criteria for six months, and have been removed during the latest quarter from the arrears figures which now appear in sections F1 – F4. See paragraph 3 of section F of the *guidance notes*.

Cases involving temporary concession or arrangement

In respect of the number of cases in arrears at the end of the quarter (i.e. reported in F1 to F4.7), details should be given of those cases for which the lender has taken steps to assist the borrower in some way.

Specifically, *firms* should state in how many cases a **temporary concession** has been made (see paragraph 2.5 in Section F), and in how many cases a formal **arrangement** to capitalise has been made (see paragraph 3.1 in section F, which also includes within the term 'arrangement' the example of a borrower making increased monthly payments to reduce some or all existing arrears). The balancing number should be shown in the next column 'No concession/arrangement'.

SECTION G: MORTGAGE ADMINISTRATION – BUSINESS PROFILE

Introduction

Article 61 of the Regulated Activities Order establishes *administering a regulated mortgage contract* as a *regulated activity*. This applies equally to those *firms* that are lenders, and those whose principal business is to undertake mortgage administration on behalf of third parties.

For *firms* that are authorised as *mortgage administrators* only, the information sought in this section will enable the *appropriate regulator* to establish the extent and nature of the *firm's* mortgage administration business. The *appropriate regulator* will be able to assess the potential risks posed by the *firm's* business activities and tailor its regulatory response accordingly.

A *mortgage administrator* is a *firm* with *permission* (or which ought to have *permission*) for administering a *regulated mortgage contract* and where, as defined in article 61(3)(b) of the *Regulated Activities Order*, *administering a regulated mortgage contract* consists of either or both of:

- notifying the borrower of changes in interest rates or payments due under the contract, or of other matters of which the contract requires them to be notified; and
- taking any necessary steps for the purposes of collecting or recovering payments due under the contract from the borrower;

But a person is not to be treated as administering a regulated mortgage contract merely because they have or exercise, a right to take action for the purposes of enforcing the contract (or to require that such action is or not taken).

You should note that this section applies to *firms* with just a *mortgage administrator's* activity and those with both a *mortgage lender's* and *mortgage administrator's* activity.

You should also note, however, that if you have both a *mortgage lender's* activity and a *mortgage administrator's* activity to administer your own book and do not have any off-balance sheet loans to administer, then you should answer only the first question of section G of the *MLAR* ("Do you need to complete tables G and H?"), leaving the rest of section G and section H blank.

'Principal' and 'Other' Administrators

Because of the extent of specialisation and separation of activities in the provision of mortgage lending and administration services, we need to identify whether a firm that is authorised as a *mortgage administrator* is acting for *MLAR* purposes as a 'principal administrator' or as an 'other administrator':

- **Principal administrator:** this is where your *firm*:
 - (a) is administering its own off-balance sheet mortgages; or

(b) is authorised to undertake a *mortgage administrator's* activity, and is exercising that activity on behalf of either a lender or another *person* that is not itself authorised to undertake a *mortgage administrator's* activity, or has entered into a contract to do so but has outsourced the *mortgage administrator's* activity to another *person*.

• **Other administrator:** this is where your *firm* is undertaking loan administration for either a lender or another *firm* which itself is also authorised to undertake a *mortgage administrator's* activity. In this situation, your *firm* is not regarded as the 'principal administrator', and you are merely acting on behalf of an authorised *mortgage administrator*.

G1	<p>Mortgage contracts administered at end-quarter</p> <p>Where your firm is acting as Principal administrator (columns 1-3)</p> <p>Collects data on mortgage contracts administered as at the end of the quarter, but only where you are formally acting as principal in exercising a <i>mortgage administrator's</i> activity. It therefore excludes the reporting of:</p> <ul style="list-style-type: none"> • any loan administration where you, being a <i>firm</i> without a <i>mortgage administrator's</i> activity, are merely providing an outsourced service for a third party which does have a <i>mortgage administrator's</i> activity; and • any loan administration where you, a <i>firm</i> having a <i>mortgage administrator's</i> activity, are acting as agent and providing an outsourced service for a third party which itself has a <i>mortgage administrator's</i> activity. <p>If you also have a <i>mortgage lender's</i> activity, then you should treat your own on and off-balance sheet loans as follows:</p> <ol style="list-style-type: none"> (i) your <i>firm's</i> on-balance sheet loans should be excluded from G1.1 a) and G1.2 a). These items will therefore only include loans administered for third party lenders who do not themselves have a <i>mortgage administrator's</i> activity; (ii) your <i>firm's</i> off-balance sheet loans should be included in G1.1 c) and G1.2 c). These will be the loans you have shown in section A3 'Securitised balances' under 'gross balances'. (These items G1.1 c) and G1.2 c) will also include loans you administer for other <i>special purpose vehicles</i> where you are formally exercising your <i>mortgage administrator's</i> activity). <p>Where your firm is acting as Other administrator (columns 4-6)</p> <p>Record under these columns all of the mortgage contracts administered at the end of the quarter where you are not acting as a principal administrator.</p>
G1.1	<p>Number of loans</p> <p>You should detail the number of <i>regulated mortgage contracts</i> administered as at the end of the quarter for <i>firms</i> with a <i>mortgage lender's</i> activity, for other <i>persons</i> (including unauthorised purchasers of your off-balance sheet mortgages for whom you administer mortgages) and for <i>special purpose vehicles</i>.</p> <p>You should also detail the number of non-regulated loans administered as at the end of the quarter for <i>firms</i> with a <i>mortgage lender's</i> activity, for other <i>persons</i> (including unauthorised purchasers of your off-balance sheet mortgages for whom you administer mortgages) and for <i>special purpose vehicles</i>.</p> <p>The total (all loans) is the sum of <i>regulated mortgage contracts</i> and non-regulated loans.</p>
G1.2	<p>Balance outstanding on loans</p> <p>You should detail the balances outstanding on all <i>regulated mortgage contracts</i> that you administer as at the end of the quarter for <i>firms</i> with a <i>mortgage lender's</i> activity, for other <i>firms</i> (i.e. lenders for which you administer mortgages but they themselves do not have a <i>mortgage lender's</i> activity) and for <i>SPVs</i>.</p>

You should detail the balances outstanding on all non-regulated loans that you administer as at the end of the quarter for *firms* with a *mortgage lender's* activity, for other *firms* (i.e. lenders for which you administer mortgages but they themselves do not have a *mortgage lender's* activity) and for *SPVs*.

The total (all loans) is the sum of *regulated mortgage contracts* and non-regulated loans.

G2 Persons for whom mortgage administration was being carried out at quarter-end

Collects data only on the top five *persons* for each category by value (i.e. the largest five *persons* by value, based on balances outstanding on regulated loans) for whom mortgage administration was being carried out at the quarter-end. (Details on other *persons* are not required to be shown, over and above the top five listed in each category.)

The analysis required in G2 covers all *mortgage administration* activity undertaken by your *firm*, irrespective of whether your *firm* is acting as a 'principal' or 'other' administrator. The final column of the analysis, however, asks you to indicate your status for each *person* listed, namely whether acting as 'Principal' or as 'Other' administrator.

G2.1 Firms with a mortgage lender's activity

Please detail the top five *firms* (by value) for whom *mortgage administration* was being carried out at the quarter-end.

You should include the *firm's* reference number in addition to the name of the *firm*.

You should indicate the value of *regulated mortgage contracts* and non-regulated loans for each of the top five *firms* for whom you administer such contracts.

The total (all loans) for each *firm* listed is the sum of *regulated mortgage contracts* and non-regulated loans.

G2.2 Other persons who own loans

Please detail the top five other *persons* who own beneficially the rights of the lender under the relevant mortgage contracts (by value) for whom *mortgage administration* was being carried out at the quarter-end (but who themselves do not have a *mortgage lender's* activity; these *persons* may be *authorised persons* or *unauthorised persons*).

You should indicate the value of *regulated mortgage contracts* and non-regulated loans for each of the top five other *persons* who own beneficially the rights of the lender under the relevant mortgage contracts and for whom you administer.

The total (all loans) for each *person* listed is the sum of *regulated mortgage contracts* and non-regulated loans.

G2.3 Special purpose vehicles

Please detail the top five *special purpose vehicles* (by value) for whom *mortgage administration* was being carried out at the quarter-end. If your *firm* has off-balance sheet loans (which it has reported in G1.1 c) and G1.2 c)) then please show your *firm* as one of these five *special purpose vehicles* as follows:

- group together all *special purpose vehicles* for which your *firm* is the originator and show the aggregated amounts on a single line (irrespective of whether the total of regulated loans for all such *special purpose vehicles* would rank within the top five);
- under "firm reference" column, put your *firm's* reference number;
- under "Name of firm" column, put your *firm's* name followed by "own *special purpose vehicles*" in brackets, for example XYZ firm name (own *special purpose vehicles*).

You should indicate the value of *regulated mortgage contracts* and non-regulated loans for each of the top five *special purpose vehicles* for whom you administer.

The total (all loans) for all *special purpose vehicles* listed is the sum of regulated mortgage contracts and non-regulated loans.

SECTION H: MORTGAGE ADMINISTRATION – Arrears analysis

Type of loans to be reported

This arrears analysis should cover only those types of loan listed below, in respect of which your *firm* is formally acting as principal administrator. Thus, irrespective of whether your *firm* has a *mortgage administrator's* activity, if you are merely acting as an administrator for a third party that itself has a *mortgage administrator's* activity, then you should not include any such loans in this analysis.

The types of loans to be included in the analysis are:

(i) Loans administered for *firms* which do not themselves have a *mortgage lender's* activity. These loans are reported at G1.2 b) in table G.

(ia) Loans administered for any other *person*, including loans which your *firm* originated but which have been securitised off-balance sheet (and are therefore not reported in section A3 of Table A under "Securitised balances"). These loans are also reported at G1.2 b) in table G.

(ii) Loans administered for *special purpose vehicles*. These loans are reported at G1.2 c) in table G.

(iii) [deleted].

The information presented in table H should represent the total of all such loan types listed above, in a single version of the table.

H1 – H5

Guidance on arrears items

The *guidance* for these items is provided in section F of these guidance notes, where items H1 to H5 correspond to items F1 to F5.

The arrears analysis is of loan balances excluding overdrafts, as is the case in section F.

SECTION J: FEE TARIFF MEASURES

J1

Introduction

The purpose of this section is to enable the *firm* to provide data on the current **fee tariff measures** that apply to each of the regulated activities of *home finance providing activity* and *administering a home finance transaction*.

This section also distinguishes between the fee tariff measures that apply to the *FCA* and *FOS Ltd* (Financial Ombudsman Service Limited).

Since the relevant fee tariff measures may change from time to time, these guidance notes merely define where the current definitions of fee tariff measures are to be found. Accordingly, please refer to the relevant part of the *FCA's Handbook* where such details can be found:

* FEES 4 Annex 1AR and Annex 2AR of the *Handbook* for the *FCA* fee tariff*

* FEES 5 Annex 1R, Annex 2R and Annex 3R of the *Handbook* for the *FOS Ltd* fee tariff*

To the extent that the *FOS Ltd* fee tariff measure requires other relevant activities that the *firm* carries out to be taken into account, these should be included in J1.3.

In relation to section J of the *MLAR*, firms must report the information required by this section solely in their year-end *MLAR*. *Firms* with an *account*

ing reference date of between 31 December and 31 March (inclusive) must report the information required by this section as at 31 December of the calendar year immediately before the relevant fee period. All other *firms* must report the information required by this section as at 31 December of the previous calendar year. For example, for 2006/07 fees, for *firms* with an *accounting reference date* of between 31 December 2005 and 31 March 2006 (inclusive) the information required by section J is that calculated as at 31 December 2005. For all other *firms* the information required by section J is that calculated as at 31 December 2004.

SECTION K: SALE AND RENT BACK BUSINESS (SRB)

Introduction

This section must be completed as follows:

- *SRB agreement providers* must complete K1 to K4;
- *SRB administrators* must complete K5;
- *Firms* that are both *SRB agreement providers* and *SRB administrators* must complete K1 to K5.

SRB: Residential sales by individuals

It is expected that *firms* will have the following to report:

- regulated SRB agreements: in respect of transactions entered into since SRB became a *regulated activity*, and
- non-regulated SRB agreements: in respect of transactions of a similar nature entered into before SRB became a *regulated activity* which are still being administered; and also any new contract that, while not meeting the precise conditions for a regulated contract, nonetheless has similar characteristics (for example cases where the purchaser is not regulated or where the *firm* has purchased a property under value and rents an alternative property to the seller).

This approach means that all new and existing sale and rent back agreements – whether regulated or not, and whether transacted before or after SRB became a *regulated activity* – must be included in the information reported by the *firm* in section K.

K1	Overall business summary This section looks at the <i>firm's</i> SRB position at the start of the reporting quarter, at the various movements in the quarter, and at the end quarter position. Details required are:
K1.1	SRB agreements at start of quarter: those agreements that existed at the end of the previous quarter. This line should normally agree with figures reported as at the previous quarter-end.
K1.2	New sales in quarter: new SRB agreements transacted in the quarter, where the <i>firm</i> has obtained title to the property and monies have been paid to the SRB seller. 'Amount' is the sale value (paid to seller) and should be reported gross, that is, before the deduction of any fees and charges.
K1.3	Disposals in quarter: SRB agreements where the <i>firm</i> has sold the actual property. 'Amount' is the SRB value of the contract as used for the same contract reported in K1.1. Transfers or sales of SRB agreements should be reported under 'Business transfers-sales' below.
K1.4	Business transfer-acquisitions: where the <i>firm</i> acquires one or more existing SRB agreements from another party or parties.
K1.5	Business transfer- sales: where the <i>firm</i> sells one or more existing SRB agreements to another party or parties. Include also transfers of such agreements to any party.

K1.6	<p>Other: include any other amounts which affect the balances reported in K1.1 and K1.7, that is which reflect any change in the book value of any SRB agreements during the quarter. This is to capture any 'amounts' that will affect the overall position but are not covered by K1.2-K1.5. A value is required to be recorded in the 'Amount' column only.</p>
K1.7	<p>SRB agreements at end of quarter: the number and book value of SRB contracts in existence at the end of the quarter.</p>
K1.8	<p>SRB agreements arranged for unauthorised persons: The number of SRB agreements arranged where an unauthorised person has obtained title to the property and monies have been paid to the SRB seller. The 'Amount' is the sale value (paid to seller) and should be reported gross, that is, before the deduction of any fees and charges.</p> <p>NB: it is expected that figures in K1.7 will reconcile with those in other rows as follows:</p> <ul style="list-style-type: none"> • For 'Numbers': $K1.7 = K1.1 + K1.2 - K1.3 + K1.4 - K1.5$ • For 'Amounts': $K1.7 = K1.1 + K1.2 - K1.3 + K1.4 - K1.5 + K1.6$
K2	<p>New business in the quarter</p> <p>This section looks at various aspects of new business that has been transacted in the quarter: each is described below. For each aspect:</p> <ul style="list-style-type: none"> • The 'sale value' means the gross amount paid to the seller before any fees and charges have been deducted. • The 'All sales' line should agree with figures reported in K1.2.
K2.1 to K2.3	<p>Sales: analysed by discount on open market value (OMV)</p> <p>Here SRB transactions are classified into different bands, according to the amount of discount expressed as a percentage of the open market value of the property that is subject to the SRB contract. Discount is the open market value minus the sales value.</p> <p>Values are required to be recorded in both the 'Number' and 'Amount' columns. So for example, for those SRB agreements where the discount is 30% to under 40%, enter the total number of such sales and the total sales values of those agreements in the relevant boxes on the K2.2 line.</p>
K2.4	<p>Average of all sales</p> <p>The average discount is recorded as an amount. This value should therefore be recorded in the 'Amount' column only. For example, if 4 properties with an open market value of £100,000 were bought at a 25% discount and 4 properties with an open market value of £120,000 at a 35% discount, the average amount of discount is £33,500.</p>
K2.5 to K2.6	<p>Sales: analysed by provider fees charged</p> <p>Here, SRB transactions are classified into two different bands, according to the amount of provider fees charged to the SRB agreement. Enter the total number of such sales in the 'Number' column and the total sales values of those agreements in the 'Amount' column.</p>
K2.7	<p>Average fees charged</p> <p>The average amount of provider fees is recorded here. This value should be recorded in the 'Amount' column only. For example, if 8 new agreements were entered into during the quarter with provider fees totalling £4000, enter £500 (£4000 divided by 8) in the 'Amount' column.</p>
K2.8 to K2.9	<p>Sales: analysed by annual rent as percentage of sales values</p>

<p>K2.8</p>	<p>Here the total number of new SRB agreements (entered in the 'Number' column) and the amount of average monthly rent being charged at the outset of the agreements (entered in the 'Amount' column) is recorded.</p>
<p>K2.9</p>	<p>The average rental yield percentage is calculated as the total annual rent for all new SRB agreements in the quarter divided by the total sales values, entered in the 'Amount' column.</p>
<p>K3</p>	<p>SRB agreements terminated or transferred in the quarter</p> <p>This analyses SRB agreements terminated by either the provider or seller, and also those SRB agreements transferred to other parties.</p>
<p>K3.1 to K3.6</p>	<p>Agreements terminated:</p> <p>By firm:</p> <p>This is where the seller has breached the terms and conditions of the SRB agreement and the provider has exercised the right to terminate the contract. Here, terminations are analysed according to the duration of the contract in particular time bands. For each time band, enter the total number of such terminations.</p> <p>At the end of the quarter, some or possibly all of these agreements in K3.1 to K3.6 will also be included in end-quarter figures at K1.7. Those not included may already have been disposed of (reported at K1.3), or sold or transferred to third parties (reported at K1.5).</p> <p>By seller:</p> <p>This is where the seller has exercised the right to buy back the property under the SRB agreement, or where the seller has terminated the tenancy agreement before the end of the fixed term. Here, redemptions are analysed according to the duration of the contract in particular time bands.</p> <p>For each time band, enter the total number of such transactions.</p>
<p>K3.7 to K3.9</p>	<p>Transfers and disposals</p> <p>Transfers</p> <p>This covers SRB agreements which are sold or transferred to third parties, but where the contract itself remains in being.</p> <p>The analysis looks into the status of each SRB agreement when it is sold or transferred.</p> <p><i>Firms</i> should report:</p> <ul style="list-style-type: none"> • original SRB values: the gross sales value paid to the seller; • current SRB values: the book value of the contract at time of sale/transfer; and • actual disposal/transfer values: the value of the contract as recognised in the agreement with the acquiring party. <p>Disposals</p> <p>This covers disposals made during the normal course of business, and does not include business transfers. This is a further analysis of 'disposals' reported in K1.3.</p> <p><i>Firms</i> should report:</p> <ul style="list-style-type: none"> • original SRB values: the gross sales value paid to the seller; • current SRB values: the book value of the contract at time of disposal; and • actual disposal/transfer values: the price obtained on sale (before deducting any costs of sale).

K4	<p>SRB agreements at end of quarter: cases 10% or more in arrears</p> <p><i>Firms</i> should report those SRB contacts where the total amount of arrears on rental payments is 10% or more of the annual rental amount. Cases should be allocated to the relevant arrears band according to the percentage in arrears.</p> <p>For each arrears band, report the number of such cases, the amount of arrears, and the amount of the expected annual rent on these cases.</p>
K5	<p>SRB administrators</p> <p><i>Firms</i> holding SRB administration permissions must complete the number of regulated SRB agreements that they administer, the number of non-regulated SRB agreements that they administer and the number of SRB agreements that they administer for other firms.</p> <p>The agreements administered for third parties must be further broken down by the number of SRB agreements administered for the largest five <i>firms</i> that they administer regulated SRB agreements for.</p>

SECTION L: CREDIT RISK

Introduction

The purpose of this *data item* is so that a *firm* can provide an analysis of its *credit risk capital requirement* as calculated under ■ MIPRU 4.2A, ■ 4.2B and ■ 4.2C. But this section does not apply to a *firm* which exclusively carries on *home finance administration* or *home finance providing activities* (or both) in relation to *second charge regulated mortgage contracts* or *legacy CCA mortgage contracts* (or both): see ■ SUP 16.12.18BR, Note 4.

This data item is only relevant to firms that meet the criteria set out in note 2 of SUP 16.12.18BR. If that is the case then all relevant exposures must be included in the credit risk capital requirement calculation. See MIPRU 4.2A.4R.

Please note that this *data item* is intended to be a summary of the credit risk capital calculation as calculated under ■ MIPRU 4.2A, ■ MIPRU 4.2B and ■ MIPRU 4.2C and is not a detailed work schedule.

Data elements: These are referred to by row first then by column, so data element 2B will be the row numbered 2 in column B.

Section L is structured in three parts. The first part (rows 1-7) focuses on the breakdown of the credit risk capital requirement by types of exposure. The second part (rows 8-14) is a memo section that requests further detail on specific elements that will already be incorporated within the first part. The third part (rows 15 and 16) requests transaction level information on a *firm's* securitisations.

Part 1 – Rows 1 to 7

This part of the *data item* focuses on providing a breakdown of a *firm's* credit risk capital requirement under the two categories of 'loans/exposures that are not securitised' and 'loans/exposures securitised'. The category 'loans/exposures not securitised' is further broken down into four loan/exposure types. A *firm* should report its credit risk capital requirement across the five loan/exposure types under the two categories of 'loans/exposures that are not securitised' and 'loans/exposures securitised' in rows 1 to 5.

Please note: This part cannot be used as a worksheet to calculate the credit risk capital requirement for each loan/exposure type, because some loan/exposure types may contain more than one risk weighting within the row.

Row 1 – Loans with mortgages on residential property

A *firm* should include in this row all loans entered into with mortgages on residential property that have not been securitised. This includes loans that are past due, buy-to-let loans on residential property, second charge and subsequent mortgages on residential property, and mortgages on residential property irrespective of the loan to value.

Row 2 – Loans with mortgages on commercial property

A *firm* should include in this row all loans with mortgages on commercial property that have not been securitised. This includes loans that are past due, buy-to-let loans on commercial property, and second charge and subsequent mortgages on commercial property.

Row 3 – Other Loans

A *firm* should include in this row all loans that are not included in rows 1, 2, 4 and 5.

Row 4 – Collective Investment Undertakings

A *firm* should include in this row all positions in collective investment undertakings.

Row 5 – Securitisation (originated only)

A *firm* should include in this row all positions in assets that have been included in securitisations originated by the *firm*. Rows 15 and 16 request further detail on these exposures. See ■ MIPRU 4.2B for more information on calculating the credit risk capital requirement for securitisations.

Column A

A *firm* should report the exposure value of assets for each of the five loan/asset types. This should be the balance sheet value (i.e. net of any provisions). See ■ MIPRU 4.2A.6R.

Column B

A *firm* should report here the amount of credit risk mitigation for each of the five loan/asset types. See ■ MIPRU 4.2C.

Column C

A *firm* should report here any other credit valuation adjustments for each of the five loan/asset types.

Column D

For each of the five loan/asset types, a *firm* should report the total *risk weighted exposure amount*. A *firm* should have regard to ■ MIPRU 4.2A.7R to ■ MIPRU 4.2A.18G when calculating risk weighted exposure amounts.

Column E

This contains the credit risk capital requirement for each of the five loan/asset types, which is 8 per cent of the relevant *risk weighted exposure amount* in Column D.

Columns F and G

These are memorandum item columns. For each of the five loan/exposure types, a *firm* should report the total value of individual (specific) and collective (general) impairment balances/provisions that were made BEFORE arriving at the balance sheet exposure value of loans/exposures reported in Column A.

5A Total exposure value of securitisations

This is the total exposure value of assets that have been securitised and originated by the *firm*. This should equal the sum of the value of assets reported in columns B, C and D of the table in element 15.

6A Total Exposure Value T

This is the total balance sheet value of assets that have been included in the credit risk capital requirement calculation, being the sum of data elements 1A to 5A. This should also be the value of assets reported in *data element* C4.2a in MLAR Section C.

7E Total credit risk capital requirement

This is the total credit risk capital requirement, being the sum of *data elements* 1E to 5E. This should also be the credit risk capital requirement reported in *data element* C4.6(c) in MLAR Section C.

Part 2 – Rows 8 to 14

This part of the data item contains memorandum items on specific elements that have already been recorded in Rows 1 to 7. The aim of this part of the data item is to obtain targeted prudential information on certain loan types. As a result, a *firm* should not omit data from Part 2 on the grounds that it has already included that data in Part 1. Equally, a *firm* should not omit data from Part 1 on the

grounds that the data will be included in Part 2. For example, if a *firm* has a past due loan on a mortgage on a residential property, that data should be included in the credit risk capital requirement calculation in row 1 **and** in row 8. Another example is a second charge mortgage on a residential property, where the data will be included in the row 1 **and** in row 13.

Column A

A *firm* should report the exposure value of assets for each specific loan type. This should be the balance sheet value (i.e. net of any provisions). See ■ MIPRU 4.2A.6R.

Column D

For each specific loan type, a *firm* should report the total risk weighted exposure amount. A *firm* should have regard to ■ MIPRU 4.2A.7R to ■ MIPRU 4.2A.18G when calculating *risk weighted exposure amounts*.

Column E

This contains the credit risk capital requirement for each specific loan type, which is 8% of the relevant *risk weighted exposure amount* in Column D.

Columns F and G

For each specific loan type, a *firm* should report the total value of individual (specific) and collective (general) impairment balances/provisions that were made BEFORE arriving at the balance sheet exposure value reported in Column A.

Row 8 – Past due item on loans with mortgages on residential property

A *firm* should report in this row all past due loans with mortgages on residential property. See ■ MIPRU 4.2A.17R.

Row 9 – Past due item on loans with mortgages on commercial property

A *firm* should report in this row all past due loans with mortgages on commercial property. See ■ MIPRU 4.2A.17R.

Row 10 – Past due items on other loans

A *firm* should report in this row all past due loans on other loans. See ■ MIPRU 4.2A.17R.

Row 11 – Buy-to-let mortgages on residential property

A *firm* should report in this row all buy-to-let mortgages on residential property.

Row 12 – Buy-to-let mortgages on commercial property

A *firm* should report in this row all buy-to-let mortgages on commercial property.

Row 13 – Second charge mortgages on residential property

A *firm* should report in this row all second charge and subsequent mortgages on residential property.

Row 14 – Second charge mortgages on commercial property

A *firm* should report in this row all second charge and subsequent mortgages on commercial property.

Part 3 – Rows 15 and 16

This part of *MLAR* Section L provides transaction-level information on the securitisations that a *firm* has originated. A *firm* will report each securitisation programme in a different row and complete columns A to L for each securitisation programme.

Column A

A *firm* should report the name of the securitisation programme.

Columns B, C and D

A *firm* should record the value of the securitisation that has been retained by the *firm* under each of the headings: Senior, Mezzanine and Equity.

For the purposes of completing columns B, C and D of Part 3 of *MLAR* section L, Senior is the value of securitisation tranches that have *credit quality step 1* (see the appropriate standardised approach table at <http://www.fca.org.uk/your-fca/documents/fsa-ecais-securitisation>); Equity is the value of securitisation tranches that have *credit quality step 4, 5* or 'all other credit assessments' and Mezzanine is the value of securitisation tranches that are not Senior or Equity tranches. Purely for the purposes of completing columns B, C and D of Part 3, all unrated securitisation tranches should be classified as Equity tranches.

Columns E, F and G

A *firm* should record the value of the securitisation that has been purchased by investors (and therefore no longer being held by the *firm*) under each of the headings: Senior, Mezzanine and Equity.

For the purposes of completing columns E, F and G of Part 3 of *MLAR* section L, Senior is the value of securitisation tranches that have credit quality step 1 (see the appropriate standardised approach table at <http://www.fca.org.uk/your-fca/documents/fsa-ecais-securitisation>

); Equity is the value of securitisation tranches that have *credit quality step 4, 5* or 'all other credit assessments' and Mezzanine is the value of securitisation tranches that are not Senior or Equity tranches. Purely for the purposes of completing columns E, F and G all unrated securitisation tranches should be classified as Equity tranches.

Column H

This is the total credit risk capital requirement for the assets that are included in the securitisation programme but before the effect of the securitisation. The value reported in this column should be based on all assets included in the securitisation programme even though a *firm* will subsequently retain only a portion of the securitisation.

Column J

This is the total credit risk capital requirement for the securitisation programme that has been retained by a *firm* based on the credit risk weights in ■ MIPRU 4.2B.

Column K

This is the total significant risk transfer add-on that should be added to the capital requirement for the securitisation programme.

Column L

This is the total credit risk capital requirement for the securitisation programme. This should be the sum of columns J and K for each securitisation programme.

16L Total capital requirement after securitisation

This is the total capital requirement for securitisation positions originated by a *firm*. This should equal the value reported in 5E.

SECTION M: LIQUIDITY

Introduction

The purpose of this *data item* is for a *firm* to confirm that it complies with the liquidity resources requirements in ■ MIPRU 4.2D. But this section does not apply to a *firm* which exclusively carries on *home finance administration* or *home finance providing activities* (or both) in relation to *second charge regulated mortgage contracts* or *legacy CCA mortgage contracts* (or both): see ■ SUP 16.12.18BR, Note 4.

This *data item* is only relevant to a *firm* that does not have a restriction on its *Part 4A permission* that prevents it from undertaking new *home financing* or *home finance administration* (with mortgage assets on balance sheet) connected to *regulated mortgage contracts*.

In relation to the questions in *MLAR* Section M Liquidity Questionnaire (with the exception of question 2), a *firm* should, as appropriate, answer "yes", "no", or "not applicable". For those questions where the answer is "no" or "not applicable", a *firm* must explain why in column B.

Part 1 – Adequacy of liquidity resources

Question 1 – In answering this question a *firm* should have regard to ■ MIPRU 4.2D.2R and ■ MIPRU 4.2D.3G. If a *firm* answers “no” or “not applicable”, it should explain why in column B and the *firm* does not need to complete the rest of *MLAR* Section M.

Question 2 – In deciding on the amount of liquidity resources that a *firm* holds or is able to generate a *firm* should have regard to ■ MIPRU 4.2D.3G. The figure should be entered in 000’s.

Part 2 – Systems and controls

Question 3 – In answering this question a *firm* should have regard to ■ MIPRU 4.2D.4R and ■ MIPRU 4.2D.5R. Please note that Part 5 of *MLAR* Section M covers senior management oversight separately.

Part 3 – Stress testing

Question 4 – In answering this question a *firm* should have regard to ■ MIPRU 4.2D.8R, ■ MIPRU 4.2D.10R and ■ MIPRU 4.2D.11G.

Question 5 – In answering this question a *firm* should have regard to ■ MIPRU 4.2D.8R, ■ MIPRU 4.2D.9R(1) and (2), ■ MIPRU 4.2D.10R and ■ MIPRU 4.2D.11G.

Question 6 – In answering this question a *firm* should have regard to ■ MIPRU 4.2D.9R(1) and (2).

Question 7 - In answering this question a *firm* should have regard to ■ MIPRU 4.2D.9R(3).

Part 4 – Contingency funding plans

Question 8 - In answering this question a *firm* should have regard to ■ MIPRU 4.2D.13R.

Question 9 - In answering this question a *firm* should have regard to ■ MIPRU 4.2D.13R(2)(a).

Part 5 – Senior management oversight

Question 10 - In answering this question a *firm* should have regard to ■ MIPRU 4.2D.6R.

Question 11 – In answering this question a *firm* should have regard to ■ MIPRU 4.2D.7R.

Question 12 – In answering this question a *firm* should have regard to ■ MIPRU 4.2D.10R, ■ MIPRU 4.2D.13R and ■ MIPRU 4.2D.14R.

Products covered by the reporting requirement in SUP 16.11

This is the *guidance* referred to in ■ SUP 16.11.6G.

■ SUP 16.11.3R, ■ SUP 16.11.5R and ■ SUP 16.11.5AR require certain *firms* to report product sales data, back-book data and, in respect of relevant *regulated credit agreements* and *regulated mortgage contracts* other than *legacy CCA mortgage contracts*, performance data. For reporting purposes, a reportable sale applies (other than in the case of a mortgage transaction or a relevant *regulated credit agreement* transaction) where the contract has been made and the premium has been paid.

In the case of mortgage transactions, the reporting requirement applies to loans for house purchase, remortgages, internal product transfers (including those effected by a new mortgage contract and those effected as contract variations) and further advances. In the case of sales data, a reportable mortgage transaction applies where the mortgage transaction has completed (i.e. funds have been transferred and have been applied for the purpose of the mortgage).

For *non-threshold short-term loan firms*, a reportable transaction has taken place in respect of *high-cost short-term credit* and *home credit loan agreements* where the loan monies have been advanced to the *borrower*.

In the case of a group section 32 buy-out, the figure reported for the 'total premium amount' in form PSD002 should be the aggregate figure of all the individual members' premiums added together. *Firms* should not provide an average premium figure. Where form PSD002 requests individual details (e.g. customer postcode) the firm can, only for group section 32 buy-out transactions, leave the fields blank.

Part 1 - Products

The following tables provide *guidance* on the products for which sales data, back-book data and (in respect of *regulated credit agreements*) performance data is to be reported. These tables, other than Table 6 in relation to *regulated credit agreements*, are not intended to be a complete list of relevant products; *firms* should report sales data on all products which would fall within the scope of *retail investments*, *pure protection contracts*, and *regulated mortgage contracts* and other *home finance transactions*. *Firms* should only report sales data, performance data and back-book data for the relevant *regulated credit agreements* set out in Table 6.

Table 1 – RETAIL INVESTMENTS

Relevant products include:

- Unit trust scheme IOEIC*
- Investment trust*
- ISA*
- Structured capital-at-risk product*
- With profit bond
- Unit linked bond*
- Distribution bond
- Mortgage Endowment
- With profit endowment
- Endowment savings plan
- Guaranteed income/growth/investment bond
- Trustee investment bond

Life annuity
 Pension annuity
Long term care insurance contract
 Stakeholder pension
Self-invested personal pension
 Personal pension
 Group personal pension
 FSAVC
 Individual pension transfer
Pension opt out
 Section 32 buy out
 Group section 32 buy out
 Income drawdown
 Executive pension
 SSAS
 Group money purchase
 AVC final salary
 AVC group money purchase

Table 2 - PURE PROTECTION CONTRACTS

Relevant products include:

Income protection
 Standalone critical illness
 Critical illness sold as a rider benefit to mortgage protection and mortgage term assurances

Table 3 - MORTGAGES

Relevant mortgage types include:

Fixed rate mortgages
 Discounted variable rate mortgages
 Tracker mortgages
 Capped rate mortgages
 Standard variable rate mortgages

Table 4 – OTHER HOME FINANCE TRANSACTIONS

Relevant products include:

Home reversion plans
Home purchase plans
Regulated sale and rent back agreements

Table 6 – REGULATED CREDIT AGREEMENTS

Relevant *regulated credit agreements* are:

All *regulated credit agreements* other than overdrafts and *regulated credit agreements* secured on land.

Part 2: Supporting product definitions/guidance for product sales data reporting

Part 2 contains *guidance* on the terms used in part 1 and on other relevant material.

Where products have not been defined in the *Glossary*, an explanatory description is provided.

Retail investments

PRODUCT	Guidance
With profit bond	Includes all single premium policies where a lump sum is paid into a with profits fund made up of <i>investments</i> such as company shares, fixed interest <i>securities</i>, commercial property and <i>money</i>. Unitised with profit bonds should be reported under this category.
Unit linked bond	A contract where the premium buys, or is deemed to buy investment units in a selected fund. The value of the <i>policyholder's</i> fund is linked to the value of the <i>units</i> (see <i>guidance</i> relating to distribution bonds).
Distribution bond	A single premium <i>investment</i> policy. The funds are invested in equities and gilts and an income is paid each year to the <i>policyholder</i>, dependent on the performance of the <i>investments</i>. Only report as a distribution bond where over 50% of the fund allocation relates to the distribution fund. If less than a 50% allocation is made, the product should be reported as a unit linked bond.
Guaranteed income/ growth/ investment bond	This includes income and growth bonds which include guaranteed income and guaranteed equity bonds that include guarantees and pay a percentage of the movement of more one or more index.
<i>Structured capital-at-risk product</i>	Defined in the Handbook <i>Glossary</i> .
Life/pension annuity	An arrangement by which a life company pays someone a regular income, usually for life, in return for a lump sum premium. This would include <ul style="list-style-type: none"> • deferred and immediate annuities • compulsory purchase annuities • home income plans; and • all other types of life annuities
<i>Unit trust scheme</i>	Defined in the Handbook <i>Glossary</i> .
<i>Investment trust</i>	Defined in the Handbook <i>Glossary</i> .
ISA	Defined in the Handbook <i>Glossary</i> . Cash and insurance ISAs should not be reported
Endowment savings plan	An endowment plan with a fixed term with benefits paid on death within the term or on maturity
Mortgage endowment	This should include any regular premium low cost endowments plus unitised with profit endowments
<i>Long-term care insurance contract</i>	[The FSA consulted in CP 200 on the definition of <i>long-term care insurance contract</i> that will apply from 14 January 2005. The guidance here will cross-refer to the finalised definition.]
Stakeholder Pension	See Handbook <i>Glossary</i> for definition of ' <i>stakeholder pension scheme</i> '.
Self-invested personal pension	See Handbook <i>Glossary</i> for definition of ' <i>self-invested personal pension</i> '.

PRODUCT	Guidance
Personal pension	See Handbook <i>Glossary</i> for definition of ' <i>personal pension scheme</i> '. For reporting purposes do not include Rebate Only Pension business.
Group personal pension	See Handbook <i>Glossary</i> for definition of ' <i>group personal pension scheme</i> '. Phased retirement should include transfer plans that permit staggered annuities to subsequently be purchased. Deferred transfer plans should be excluded. Report each individual policy as a separate case.
FSAVC	Defined in the Handbook <i>Glossary</i> . Do not include Rebate Only Pension business.
Individual pension transfer	See Handbook <i>Glossary</i> for definition of ' <i>pension transfer</i> '.
Pension opt out	Defined in the Handbook <i>Glossary</i> .
Section 32 buy out/ Group section 32 buy out	An arrangement where trustees accept capital from employees who have left <i>occupational pension scheme</i> service and the transfer value is reinvested in an attempt to provide better benefits when the employee retires.
Income drawdown	See Handbook <i>Glossary</i> for definition of ' <i>income withdrawal</i> '. This should include transfer plans that allow income from a pension plan in advance of an annuity being purchased
Executive pension scheme	An arrangement where each premium paid is identifiable to an individual employee and where an employer has discretion as to whether a pension arrangement is made for a particular employee and to the level of contribution or target benefit under the policy. Report each individual policy as a separate case. Pension premiums should be reported gross.
SSAS	Defined in the Handbook <i>Glossary</i> . Pension premiums should be reported gross. SSAS business should not be reported if you only provide an administration service. Report each individual policy as a separate case.
Trustee investment bond	A lump sum <i>investment</i> vehicle designed for use by <i>pension scheme</i> trustees. Includes SSAS Trustee Investment Bonds and SIPP Trustee Investment Bonds
Group money purchase	An <i>occupational pension scheme</i> which provides <i>money-purchase benefits</i> which is available to employees of the same employer or of employers within a group.
AVC Final salary	Pension premiums should be reported gross.
AVC Group money purchase	Pension premiums should be reported gross.

Mortgages

(a)Types of interest or reversion rate

Types of interest or reversion rate	Description
Fixed rate	where the interest rate is fixed for a stated period.
Discounted variable rate	where a discount is applied to a variable rate, usually for a limited period of time.
Bank of England Base Rate tracker	where the interest rate is guaranteed to move in line with the Bank of England Base (or Repo) Rate.
LIBOR tracker	where the interest rate is guaranteed to move in line with LIBOR (the London InterBank Offered Rate).
Other tracker	where the interest rate is guaranteed to move in line with an index other than the Bank of England Base (or Repo) Rate or LIBOR.
Capped (and collared) rate mortgage	where the interest rate is guaranteed not to exceed a stated maximum rate (the 'capped' rate) for specific period of time, but where the standard variable interest rate applies when the rate is lower than the capped rate. Also includes products where the interest rate is subject to a minimum rate (the 'collared' rate).
Standard variable rate	the lender's underlying interest rate.

(b)Features

Data Item	Description
Flexible mortgage	<p>A mortgage where you can change the monthly payments and pay off part or all of the loan whenever you like. It is normally linked to any interest rate type.</p> <p>Details vary from one mortgage to another, but for reporting purposes, to be reported as a flexible mortgage, the mortgage should have the following features:</p> <ul style="list-style-type: none"> • interest must be calculated monthly or daily; and • must have an overpayment facility
Cashback	a cash amount paid by a <i>mortgage lender</i> to a <i>customer</i> (typically at the beginning of a contract) as an inducement to enter into a <i>regulated mortgage contract</i> with the <i>mortgage lender</i> .
Offset mortgage – positive and/or negative offset	An offset mortgage will typically have similar facilities to a flexible mortgage, but will also allow the borrower to offset positive (savings and/or current account) and/or negative balances (credit card and/or personal loans) against their outstanding mortgage balance.
Mortgage with a shared equity loan attached	where the lender is aware that the <i>customer</i> will also have a shared equity loan secured on the property.
Mortgage with indemnity insurance attached	where a mortgage has attached indemnity insurance to protect the lender in the case of default, whether arranged by the lender privately or through a government scheme.

Pure protection contracts

Policy Type	Description
Standalone critical illness	These policies are 'pure' critical illness policies i.e. there is no life cover sold alongside them. Under these policies the <i>insurer</i> provides the sum insured to the <i>policyholder</i> in the event of diagnosis of a life threatening condition.
Critical illness sold as a rider benefit to term assurance	For reporting purposes, this applies where critical illness is offered as a rider benefit to either a mortgage protection policy (a <i>life policy</i> that provides by means of decreasing term assurance for a mortgage to be paid off in the event of the borrower's death) or a protection term assurance contract.
Income protection	Insurance contracts arranged by an individual to provide for payment of income during a period of incapacity, due to ill health or accident.

Other home finance transactions

Finance Type	Description
<i>Home reversion plan</i>	Defined in the Handbook <i>Glossary</i>
<i>Home purchase plan</i>	Defined in the Handbook <i>Glossary</i>
<i>Regulated sale and rent back agreement</i>	Defined in the Handbook <i>Glossary</i>

Reporting Fields

This annex sets out the mandatory data reporting fields and *data elements* that a data report must include. This is the annex referred to in SUP 16.11.7R.

1 GENERAL REPORTING FIELDS

The following data reporting fields must be completed, where applicable, for all reportable transactions and submitted in a prescribed format.

Data reporting field	Code (where applicable)	Notes
Reference number of product provider	6 or 7 digit number	<p>This field must contain the <i>firm</i> reference number of the <i>firm</i> providing the data report.</p> <p>Where a <i>firm</i> which is a <i>P2P platform operator</i> submits a report in relation to a home finance product in line with SUP 16.11.8-AR, the reference number of the product provider is the reference number of the <i>P2P platform operator</i>.</p>
Reference number of firm that sold the product	6 or 7 digit number	<p>This field must contain the firm reference number (FRN) of the <i>firm</i> which sold the product.</p> <p>For a <i>firm's</i> own direct sales, enter the <i>firm's</i> own FRN. Where a <i>firm</i> which is a <i>P2P platform operator</i> submits a report in relation to a home finance product in line with SUP 16.11.8-AR, the reference number of the <i>firm</i> that sold the product is the reference number of the <i>P2P platform operator</i>, unless a separate intermediary was also involved.</p> <p>For sales via an intermediary enter the intermediary's FRN.</p> <p>Where the intermediary is an <i>appointed representative</i>, the FRN of the <i>appointed representative</i> must be reported.</p>
Transaction reference (regulated credit agreements and relevant regulated credit agreements only)	Numeric / Alphanumeric	<p>A unique reference for the transaction, internal to the reporting <i>firm</i>, that will enable the <i>firm</i> to provide the <i>FCA</i> with more information concerning the transaction if required, e.g. the account number, application number etc.</p>

Data reporting field	Code (where applicable)	Notes
Advice at point of sale	Y = advised N = non advised	In respect of relevant <i>regulated credit agreements</i> only, this should not include a natural <i>person's</i> name or a derivation of their name. For reporting purposes non-advised includes execution only and direct offer transactions.
Reference number of the intermediary's principal or network	6 or 7 digit number	This field only applies if the sale has been made by an intermediary who has a <i>principal</i> or is part of a <i>network</i> . Report the FRN of the intermediary's <i>principal</i> or <i>network</i> , where they have one. The FRN of the intermediary who sold the product should not be reported here, but in the field 'Reference number of <i>firm</i> that sold the product' above.

2SPECIFIC REPORTING FIELDS

(a) Retail investments

The following data reporting fields must be completed, where applicable, for all *retail investment* transactions, including *structured capital-at-risk products*:

Data reporting field	Illustrative code (where applicable)	Notes
Product type	Numeric	Enter relevant product code. If none of the existing codes apply report sale as 'O' for other.
Post code of customer	e.g. XY45 6XX	Applies to first named customer only.
Method of <i>premium/contribution</i> payment	S = single R = regular	Use code to indicate method of payment.
Total <i>premium/ contribution</i> amount	Numeric £	Enter annualised amount rounded to nearest £ If the <i>firm</i> facilitates the payment of an <i>adviser charge</i> or <i>consultancy charge</i> , enter the amount paid into the <i>retail investment product</i> , irrespective of whether this amount includes the <i>adviser charge</i> or <i>consultancy charge</i> .

Data reporting field	Illustrative code (where applicable)	Notes
Date of birth	DD/MM/YYYY	Applies to first named customer at time of sale i.e. age obtained at proposal stage.

(b) Pure protection contracts

The following data reporting fields must be completed, where applicable:

Data reporting field	Illustrative code (where applicable)	Notes
Policy type	Numeric	Enter relevant product code. If none of the existing codes apply report sale as 'O' for other
Method of <i>premium</i> payment	S = single R = regular	Use code to indicate method of payment.
Total <i>premium</i> amount	Numeric	Enter annualised amount rounded to nearest £.

(c) Mortgages

The following data reporting fields must be completed, where applicable for all relevant *regulated mortgage contracts* except any *second charge regulated mortgage contract* that is entered into before 1 April 2017 and any *regulated mortgage contract* which is a *legacy CCA mortgage contract*:

Notes:

- (1) All amounts should be expressed in £ (regardless of the currency in which the loan is advanced) and converted as necessary.
- (2) In the case of mixed interest rate options/combo mortgages or where the loan is otherwise split into more than one part, a reporting field should be completed by reference to the largest portion of the overall mortgage balance unless otherwise stated.
- (3) [deleted]
- (4) Where a field is to be completed by reference to a person or persons as “first borrower”, “second borrower” or “third and subsequent borrowers”, all other fields containing that term should be completed by reference to the same person or persons as are identified as the first borrower, second borrower or third and subsequent borrowers as the case may be.
- (5) A guarantor should be treated as a borrower where their income has been taken into account in the affordability assessment.
- (6) Performance data should continue to be reported until the account in relation to the loan (or in relation to the final part of the loan outstanding) is closed or there is only a nominal balance outstanding on the account (i.e. where a mortgage account remains open with a nominal balance for administrative reasons). In the case of repossession, it is expected that the relevant account would be closed when the property is sold unless there is a *sale shortfall*. Where there is a *sale shortfall*, it is expected that this would take place on discharge of the amount of the shortfall (whether by or on behalf of the borrower or otherwise).
- (7) Where a date to be inserted in a reporting field in a performance data report would be before 1 January 2015, firms may insert either the earlier date or 1 January 2015.
- (8) In this Annex:

(a) a “further advance” means a further loan to an existing borrower of the *firm* and which is secured on the same property, whether under a new mortgage contract, or by variation to an existing mortgage contract. A “further advance” includes a loan secured by a second or subsequent charge where the *firm* has the benefit of the first charge (or other charge ranking in priority to that on which the further advance is secured); and

(b) an “internal product transfer” means where a borrower under a *regulated mortgage contract* does not change lender but transfers internally to a different mortgage product, or renews their existing product, with no additional borrowing (other than product fees or arrangement fees added to the outstanding amount), whether or not the transfer involves a new *regulated mortgage contract*.

Data reporting field	Code (where applicable)	Notes
Sales Data (report for all <i>regulated mortgage contracts</i>)		
Date of mortgage transaction	DD/MM/YYYY	Date of mortgage completion or draw-down of the funds. In the case of an internal product transfer or other internal re-mortgage, this should be the date the new account is opened, or the rate change or product switch is effected.
Original transaction reference	Numeric / Alphanumeric	<p>Only report this <i>data element</i> where there is a further advance or an internal product transfer or other internal re-mortgage. Report the transaction reference of the mortgage when originally reported.</p> <p>If the mortgage is an internal remortgage or the result of a series of internal remortgages, report the transaction reference of the earliest predecessor mortgage in that series.</p> <p>If that predecessor mortgage predates sales data reporting (i.e. the original mortgage transaction pre-dates 1 April 2005), report “predates”.</p> <p>If the transaction reference to be reported is not known, report “unknown”.</p>
Date of original mortgage transaction	DD/MM/YYYY	<p>Only report this <i>data element</i> where there is a further advance or an internal product transfer or other internal re-mortgage. Report the date of the mortgage transaction when originally reported.</p> <p>If the mortgage is an internal remortgage or the result of a series of internal remortgages, report the transaction date of the earliest predecessor mortgage in that series.</p>

Data reporting field	Code (where applicable)	Notes
Sales Data (report for all <i>regulated mortgage contracts</i>)		
How the sale was made	<p>F = direct face-to-face T = direct telephone E = direct internet P = direct post O = direct other I = intermediary</p>	<p>If that predecessor mortgage predates sales data reporting (i.e. the original mortgage transaction pre-dates 1 April 2005), or the date to be reported is not known, report "01/01/1900".</p> <p>Report how the sale was made. 'Direct' refers to sales made by the product provider. 'Direct internet' includes direct sales made via email or other electronic means of communication. 'Intermediary' refers to sales made by an intermediary.</p> <p>Where a sale has been made through more than one method, e.g., telephone and then post, report the channel where the product choice was made.</p>
Interest rate type	<p>01 = fixed rate 02 = discounted variable rate 04 = capped rate 05 = standard variable rate 06 = BoE base rate tracker 07 = LIBOR tracker 08 = other tracker O = other</p>	<p>Enter the relevant code</p> <p>If none of the existing codes apply enter sale as '99' to denote 'other'.</p> <p>Only 1 code can be entered</p> <p>Examples of 'other' include managed variable rates which are not standard variable rates, and individually negotiated variable rates.</p>
Date incentivised rate ends	DD/MM/YYYY	<p>Report for any product where an initial incentivised rate later moves to a reversion rate. For example, fixed, capped, tracker or discounted rates where the <i>customer</i> is paying an incentivised rate for a set period.</p> <p>Where there are several incentivised rates, e.g. a fixed rate, followed by a tracker rate, which then reverts to a standard variable rate (SVR), report the date when the rate reverts to the SVR.</p> <p>When an incentivised rate lasts for the full term of the mortgage, e.g. a lifetime tracker, or a fixed rate that lasts for the</p>

Data reporting field	Code (where applicable)	Notes
Sales Data (report for all <i>regulated mortgage contracts</i>)		
Type of reversion rate	01 = fixed rate 02 = discount 04 = capped rate 05 = standard variable rate 06 = BoE base rate tracker 07 = LIBOR tracker 08 = other tracker 98 = not applicable 99 = other	full term, report the end of term date. Enter the relevant code. If none of the existing codes apply enter sale as '99' to denote 'other'. Only 1 code can be entered. Examples of 'other' include managed variable rates which are not standard variable rates (SVR), and individually negotiated variable rates. If there is no reversion rate, e.g. for mortgages sold on a SVR, or a rate that is fixed for the term, report '98' to denote 'not applicable'.
Type of mortgage	L = <i>lifetime mortgage</i> SA = <i>shared appreciation mortgage</i> SO = <i>shared ownership mortgage</i> BM = <i>business loan</i> BL = <i>bridging loan</i> FA = <i>further advance under an existing mortgage contract</i> FN = <i>further advance under a new mortgage contract</i> GM = <i>guarantor mortgage</i> HN = <i>loan to a high net worth mortgage customer</i> BR = <i>buy-to-let mortgage (regulated)</i> LO = <i>low start mortgage</i> PT = <i>internal product transfer</i> RI = <i>retirement interest-only mortgage</i> SB = <i>self-build mortgage</i> SE = <i>secured overdraft</i> SC = <i>second charge regulated mortgage contract</i> VN = <i>contract variation with no affordability assessment</i> NA = <i>not applicable</i>	Use code to indicate mortgage type. Report all relevant codes. Report 'NA' to denote 'not applicable' where codes do not apply. Report 'FA' for a further advance under the same mortgage contract. Report 'FN' for a further advance under a new mortgage contract. Report a 'guarantor mortgage' where the income of a guarantor has been included in the affordability assessment. Report a 'low start mortgage' where payments are made on an interest-only basis for a set period at the start of the mortgage, but payments contractually revert to a repayment basis after this set period. Report 'PT' for an internal product transfer. Report 'SC' for a <i>second charge regulated mortgage contract</i> . Where relevant, report both 'FN' and 'SC' where the <i>firm</i> is entering into a <i>second charge regulated mortgage contract</i> and the borrower also has amounts owing to the <i>firm</i> secured by a first charge on the property, or 'FA' and 'SC' where

Data reporting field	Code (where applicable)	Notes
<i>Sales Data (report for all regulated mortgage contracts)</i>		
Mortgage characteristics	<p>SE = mortgage with shared equity scheme loan attached</p> <p>MI = mortgage with indemnity insurance attached</p> <p>CB = cashback</p> <p>FF = flexible features (allowing overpayments and underpayments)</p> <p>OS = offset positive and/or negative balances</p> <p>EL = a <i>second charge regulated mortgage contract</i> that is a <i>shared equity credit agreement</i></p> <p>RM = a remortgage under MCOB 11.9 which does not extend into retirement</p> <p>RR = a remortgage under MCOB 11.9 which extends into retirement</p> <p>NA = not applicable</p>	<p>there is a further advance under a <i>second charge regulated mortgage contract</i>. Where there is an internal product transfer on a <i>second charge regulated mortgage contract</i>, report 'PT' and 'SC'.</p> <p>Report 'VN' for contract variations that result in a new <i>regulated mortgage contract</i>, where no affordability assessment has been undertaken in accordance with MCOB 11.6. Where relevant, report as both 'VN' and 'PT'.</p> <p>Report 'L' if the mortgage is a <i>lifetime mortgage</i> of the type described in MCOB 9.4.132AR.</p> <p>Use code to indicate additional mortgage characteristics if applicable. Report all relevant codes.</p> <p>Report 'NA' to denote 'not applicable' where codes do not apply.</p> <p>'Cashback' should only be reported where it is not being provided as an incentive to pay legal costs and valuation fees.</p> <p>'RM' or 'RR' should be used where the <i>mortgage lender</i> has relied on any of the <i>rules</i> in MCOB 11.9 (Remortgaging with the same or a different lender with no additional borrowing) in relation to the <i>regulated mortgage contract</i>. 'RR' should be used if the term of the proposed <i>regulated mortgage contract</i> extends beyond the date on which the <i>customer</i> (or, where there are joint borrowers, one of them) expects to retire or, where that date is not known, will reach the state pension age; otherwise, 'RM' should be used.</p> <p>See SUP 16 Annex 20G Part 2 Mortgages table (b) for further explanation of these mortgage characteristics.</p>
Was this mortgage advanced un-	Yes	Report whether the mortgage

Data reporting field	Code (where applicable)	Notes
Sales Data (report for all regulated mortgage contracts)		
der a government supported initiative?	No	was advanced under a government supported initiative, e.g. through provision of a shared equity loan or indemnity insurance. In the case of an internal product transfer, do not report this <i>data element</i> .
Post code of the mortgaged property	e.g. XY45 6XX	Report the post code of the mortgaged property. For new build/self build properties only, <i>firms</i> may report only the first half of the postcode, e.g. XY45, if the full postcode has not yet been assigned. For all other properties, the full postcode of the property must be reported, e.g. XY45 6XX.
Type of borrower	F = first time buyer M = home movers (2nd or subsequent buyers) I = internal remortgagors R = external remortgagors C = council/ registered social landlord tenant exercising their right to buy O = other	Use code to indicate type of borrower. A mortgage taken on a previously unencumbered property should be reported as a re-mortgage. Only 1 code should be entered. Report 'O' for <i>lifetime mortgages, bridging loans</i> , further advances and <i>second charge regulated mortgage contracts</i> that are not for remortgage purposes. Report 'I' for internal product transfers and other internal remortgages (including those done through a contract variation rather than by entering into a new contract). Report 'R' for all other remortgages.
Method of repayment	C = capital and interest I = interest-only M = mix of 'capital and interest' and 'interest-only'	Use code to indicate method of mortgage repayment. Only one code should be entered. Report low start mortgages (i.e. mortgages where payments are made on an interest-only basis for a set period at the start of the mortgage, but payments contractually revert to a repayment basis after this set period) as interest-only. For a <i>lifetime mortgage</i> of the type described in MCOB

Data reporting field	Code (where applicable)	Notes
Sales Data (report for all regulated mortgage contracts)		
Repayment strategy for interest-only and mixed mortgages	<p>E = endowment</p> <p>P = pension</p> <p>S = savings or investments (other than endowments and pensions)</p> <p>M = sale of mortgaged property</p> <p>B = sale of other property (e.g. buy-to-let or second home)</p> <p>A = sale of other asset</p> <p>C = occasional payments from income</p> <p>R = repaid by capital and interest (for low start mortgages)</p> <p>F = refinancing (for bridging loans)</p> <p>L = lifetime mortgage</p> <p>O = other repayment strategy</p>	<p>9.4.132AR, if the initial repayments are on a capital and interest basis report 'M'; in all other circumstances report 'I'.</p> <p>Report where any part of the mortgage has been advanced on an interest-only basis.</p> <p>Where there is more than one repayment strategy, report all.</p> <p>For a <i>lifetime mortgage</i> of the type described in MCOB 9.4.132AR, report both 'L' and 'C'.</p> <p>In the case of an internal product transfer, do not report this <i>data element</i>.</p>
For mixed mortgages, the percentage that is on an interest-only basis	Numeric	Report the percentage of the loan on an interest-only basis for mixed mortgages (i.e. mortgages that are a mix of capital and interest and interest-only).
Is this an <i>interest roll-up mortgage</i> ?	<p>Yes</p> <p>No</p>	<p>Report 'Yes' where all or part of the loan is on an interest roll-up basis.</p> <p>Also report 'Yes' if the mortgage is of the type described in MCOB 9.4.132AR.</p>
Term of mortgage in months	Numeric	<p>Report the mortgage term in months.</p> <p>For an internal product transfer or other internal remortgage, or for a further advance, report the remaining term at the time of the transfer, remortgage or advance.</p> <p>Where the loan is split into more than one part, report the term applying to the largest part of the loan.</p>

Data reporting field	Code (where applicable)	Notes
Sales Data (report for all regulated mortgage contracts)		
Size of loan	Numeric £	The original balance when the mortgage was completed. For an internal product transfer, report the balance immediately after the transfer. For a further advance, report the size of the advance. This amount should include fees and charges added to the loan.
Market value of the mortgaged property	Numeric £	Report the market value of the mortgaged property represented as a sterling equivalent amount. The value reported should be based on the surveyor's valuation, a valuation index, or other method that the product provider used to determine the market value. In the case of staged construction or self build schemes, value means 'expected final value of property at the time the lending decision is made'. In the case of an internal product transfer, do not report this <i>data element</i> .
Type of valuation at origination of mortgage	I = internal inspection E = external inspection only, including drive-by A = automated valuation model, indexed or desktop valuation O = other N = no valuation carried out	Report the type of valuation undertaken to obtain the market value of the mortgaged property. An internal inspection is where a valuer has carried out an internal inspection of the property. An external inspection is where the property has been inspected (including by drive-by inspection), but without an internal inspection of the property. In the case of an internal product transfer, do not report this <i>data element</i> .
The total amount owed by the borrower to the <i>firm</i> and secured on the property immediately prior to the new borrowing	Numeric £	For a new mortgage contract, report the total amount owing to the <i>firm</i> and secured on the property that is outstanding immediately prior to the mortgage advance. For a further advance under an existing <i>regulated mortgage contract</i> (which constitutes a variation to that mortgage con-

Data reporting field	Code (where applicable)	Notes
<i>Sales Data (report for all regulated mortgage contracts)</i>		
<p>For a <i>second charge regulated mortgage contract</i>, the total amount owed by the borrower to third parties secured on the property</p>	<p>Numeric £</p>	<p>tract), report the amount owed to the <i>firm</i> and secured on the property immediately prior to the making of that further advance.</p> <p>Where there is a further advance under an existing <i>regulated mortgage contract</i> which is a <i>second charge regulated mortgage contract</i>, report the amount owed to the <i>firm</i> and secured on the property immediately prior to the making of that further advance.</p> <p>This <i>data element</i> is not limited to amounts secured by <i>regulated mortgage contracts</i>, but includes any borrowing secured on the property.</p> <p>In the case of an internal product transfer, do not report this <i>data element</i>.</p> <p>Report the total amount owing to third parties and secured on the property at the time of the mortgage advance or further advance, as relevant. (Amounts owing to the <i>firm</i> secured by charge ranking in priority to the <i>second charge regulated mortgage contract</i> should be included in the <i>data element</i> above.)</p> <p>This <i>data element</i> is not limited to amounts secured by <i>regulated mortgage contracts</i>, but includes any borrowing secured on the property.</p> <p>In the case of an internal product transfer, do not report this <i>data element</i>.</p>
<p>Date of birth of first borrower</p>	<p>DD/MM/YYYY</p>	<p>Report date of birth of first borrower.</p>
<p>Date of birth of second borrower</p>	<p>DD/MM/YYYY</p>	<p>Report date of birth of second borrower (where there is a second borrower)</p>
<p>Amount of extra money withdrawn for remortgages</p>	<p>Numeric £</p>	<p>For remortgages only, report the amount of extra money withdrawn, when the new mortgage is larger than the previous mortgage.</p>

Data reporting field	Code (where applicable)	Notes
Sales Data (report for all regulated mortgage contracts)		
The purpose of a further advance, <i>second charge regulated mortgage contract</i> or extra money withdrawn for re-mortgages	H = home improvements D = debt consolidation O = other	Report the extra money withdrawn as the size of the new loan reported less the value of the previous mortgage outstanding immediately prior to completion. In the case of an internal product transfer, do not report this <i>data element</i> . Use codes to indicate the purpose(s) of the further advance, <i>second charge regulated mortgage contract</i> , or the extra money withdrawn for first or second charge remortgages. Report all that apply. In the case of an internal product transfer, do not report this <i>data element</i> .
Amount of debt consolidated	Numeric £	Report only where the borrower is consolidating debt into the new mortgage. In the case of an internal product transfer, do not report this <i>data element</i> .
County court judgments (CCJs) – first borrower (Value)	Numeric £	Report where the first borrower has been the subject of one or more CCJs, with a total value greater than £500, within the last three years (whether satisfied or unsatisfied). Report '0' where the borrower does not have any CCJs. Where a CCJ is registered against the first and second borrower, report for both. A reference to the 'county court' is a reference to the county court in England and Wales, the county court in Northern Ireland and the sheriff court in Scotland. In the case of an internal product transfer, do not report this <i>data element</i> .
County court judgments (CCJs) – second borrower (Value)	Numeric £	Report where the second borrower has been the subject of one or more CCJs, with a total value greater than £500, within the last three years (whether satisfied or unsatisfied).

Data reporting field	Code (where applicable)	Notes
<i>Sales Data (report for all regulated mortgage contracts)</i>		
Impaired credit history of first borrower	<p>A = arrears</p> <p>V = IVA</p> <p>B = bankruptcy</p> <p>D = debt relief order</p> <p>NA = not applicable</p>	<p>Report '0' where the borrower does not have any CCJs.</p> <p>Where a CCJ is registered against the first and second borrower, report for both.</p> <p>A reference to the 'county court' is a reference to the county court in England and Wales, the county court in Northern Ireland and the sheriff court in Scotland.</p> <p>In the case of an internal product transfer, do not report this <i>data element</i>.</p> <p>Use code/s to indicate applicable credit history of first borrower. Report all that apply.</p> <p>A = applies where within the last two years, the first borrower has owed overdue payments, of an amount equivalent to three months payments, on a mortgage or other loan (whether secured or unsecured).</p> <p>V = applies where the first borrower has been subject to an individual voluntary arrangement (IVA) at any time within the last three years.</p> <p>B = applies where the first borrower has been subject to a bankruptcy order at any time within the last three years.</p> <p>D = applies where the first borrower has been subject to a debt relief order any time within the last three years.</p> <p>Where the impaired credit item relates to both the first and second borrower, report for both.</p> <p>Report 'NA' to denote 'not applicable' where the borrower has no relevant impaired credit history items.</p> <p>For the purposes of this note:</p> <ul style="list-style-type: none"> - a reference to an 'individual voluntary arrangement' includes a protected trust deed in Scotland; - a reference to a 'bankruptcy order' includes a declaration as

Data reporting field	Code (where applicable)	Notes
<i>Sales Data (report for all regulated mortgage contracts)</i>		
Impaired credit history of second borrower	<p>A = arrears</p> <p>V = IVA</p> <p>B = bankruptcy</p> <p>D = debt relief order</p> <p>NA = not applicable</p>	<p>to bankruptcy made by the sheriff or the Accountant in Bankruptcy in Scotland;</p> <p>- a reference to a 'debt relief order' includes LILA (Low Income Low Asset) Bankruptcy in Scotland.</p> <p>In the case of an internal product transfer, do not report this <i>data element</i>.</p> <p>Use code/s to indicate applicable credit history of second borrower. Report all that apply.</p> <p>A = applies where within the last two years, the second borrower has owed overdue payments, of an amount equivalent to three months payments, on a mortgage or other loan (whether secured or unsecured).</p> <p>V = applies where the second borrower has been subject to an individual voluntary arrangement (IVA) at any time within the last three years.</p> <p>B = applies where the second borrower has been subject to a bankruptcy order at any time within the last three years.</p> <p>D = applies where the second borrower has been subject to a debt relief order any time within the last three years.</p> <p>Where the impaired credit item relates to both the first and second borrower, report for both.</p> <p>Report 'NA' to denote 'not applicable' where the borrower has no relevant impaired credit history items.</p> <p>For the purposes of this note:</p> <p>- a reference to an 'individual voluntary arrangement' includes a protected trust deed in Scotland;</p> <p>- a reference to a 'bankruptcy order' includes a declaration as to bankruptcy made by the sheriff or the Accountant in Bankruptcy in Scotland;</p>

Data reporting field	Code (where applicable)	Notes
<i>Sales Data (report for all regulated mortgage contracts)</i>		
Initial gross charging rate of interest	Numeric %	<p>- a reference to a 'debt relief order' includes LILA (Low Income Low Asset) Bankruptcy in Scotland.</p> <p>In the case of an internal product transfer, do not report this <i>data element</i>.</p> <p>The amount of interest reported should be the initial gross nominal rate charged on the loan and should take into account any discount being provided. Report this number to two decimal places (e.g. 3.49).</p> <p>Where the advance is split, the interest rate applying to the largest part of the advance should be reported.</p>
Is there an <i>early repayment charge</i> ?	Yes No	Report 'Yes' where there is an <i>early repayment charge</i> .
Date <i>early repayment charge</i> ends	DD/MM/YYYY	If applicable, report date <i>early repayment charge</i> ends.
Purchase price of property (purchases only)	Numeric £	<p>Report purchase price as stated on the mortgage application.</p> <p>In the case of an internal product transfer, do not report this <i>data element</i>.</p>
Is the dwelling new?	Y=Yes N=No	<p>Report 'Y' if the property is a new build property.</p> <p>'New' refers to the period in which the main structure of the dwelling was completed and also means where a dwelling is being occupied for the first time. It does not include new conversions of older dwellings.</p> <p>In the case of an internal product transfer, do not report this <i>data element</i>.</p>
Currency	GBP = United Kingdom Pound EUR = Euro USD = US dollars JPY = Japanese Yen OTH = other	If more than one applies, report the currency that applies to the largest proportion of the mortgage.

Data reporting field	Code (where applicable)	Notes
Sales Data (report for all regulated mortgage contracts)		
Customer's share of property, for shared ownership	Numeric %	Report percentage of customer's share. In the case of an internal product transfer, do not report this data element.
Value of total loan available	Numeric £	Report the value of the total loan available without further underwriting, where not all available funds have been drawn down on completion of the mortgage. Examples of where this may be relevant include some lifetime mortgages, self build mortgages or flexible mortgages. Leave blank where the total loan available is the same as the size of the loan reported above.
Lender fees	Numeric £	Report fees and charges charged by the lender which are included in the calculation of the annual percentage rate of charge in relation to the mortgage. For example, fees for advising on or arranging the regulated mortgage contract, and product fees such as application, reservation and valuation fees. Do not report in this field mortgage intermediary or other third party fees included in the calculation of the annual percentage rate of charge. Report '0' where there are no lender fees.
Mortgage intermediary or third party fees	Numeric £	Report fees and charges charged by a mortgage intermediary or third party which are included in the calculation of the annual percentage rate of charge in relation to the mortgage. For example, fees for advising on or arranging the regulated mortgage contract. Do not report in this field fees or charges charged by the mortgage lender included in the calculation of the annual percentage rate (e.g. application, reservation and valuation fees).

Data reporting field	Code (where applicable)	Notes
Sales Data (report for all <i>regulated mortgage contracts</i>)		
Amount of fees or charges added to the loan	Numeric £	<p>Report '0' where there are no intermediary or third party fees.</p> <p>Report any fees or charges that have been added to the sum advanced under the <i>regulated mortgage contract</i>, whether in relation to any <i>mortgage lender</i>, <i>mortgage intermediary</i> or other third party fees or charges.</p> <p>Report '0' where there are no fees or charges added to the loan.</p>
<i>Procuration fee</i> paid to <i>mortgage intermediary</i> or other third party	Numeric £	<p>Report value of <i>procuration fee</i> and cash value of any other material non-cash inducement paid by the <i>mortgage lender</i> to the <i>mortgage intermediary</i> or other third party.</p> <p>Report '0' where no <i>procuration fee</i> or any other material non-cash inducement has been paid to the <i>mortgage intermediary</i> or other third party.</p>
Affordability data		
<p>Do not report affordability data when an affordability assessment has not been undertaken or the <i>firm</i> has relied on a <i>rule</i> other than one in MCOB 11.6 when undertaking an affordability assessment.</p>		
<p>Similarly, do not report affordability data if the <i>mortgage lender</i> has applied any of the <i>rules</i> in MCOB 11.9 (Remortgaging with the same or a different lender with no additional borrowing) in relation to the <i>regulated mortgage contract</i>, unless the term of the proposed <i>regulated mortgage contract</i> extends beyond the date on which the <i>customer</i> (or, where there are joint borrowers, one of them) expects to retire or, where that date is not known, will reach the state pension age. In that case, report only the following <i>data elements</i>: 'Retirement age of first borrower' and 'Retirement age of second borrower'.</p>		
<p>For <i>high net worth mortgage customers</i> and loans solely for a business purpose (where payments will be made from the resources of the customer), report the income/assets used in the affordability assessment in accordance with MCOB 11.6.34R(2)(a) or MCOB 11.6.26R(2)(a)(i) against the relevant borrower in the income fields below. For loans solely for a business purpose, where repayments will be made from the financial resources of the business and affordability has been assessed in accordance with MCOB 11.6.26R(2)(b), do not report the income or expenditure of the customer below.</p>		
Number of borrowers whose incomes have been assessed in affordability assessment	<p>1 = one</p> <p>2 = two</p> <p>3 = three or more</p>	<p>Report the number of borrowers whose incomes have been assessed in the affordability assessment.</p> <p>A guarantor should be considered as a borrower for the purposes of reporting, where their income has been relied on in the affordability assessment.</p>

Data reporting field	Code (where applicable)	Notes
Sales Data (report for all regulated mortgage contracts)		
Number of dependent adults	Numeric	Report the number of dependent adults in household whose incomes have not been included in the affordability assessment. Report '0' where there are no dependent adults.
Number of dependent children	Numeric	Report the number of dependent children in household. Report '0' where there are no dependent children.
Employment status of first borrower	E = employed S = self-employed R = retired O = other	Only 1 code can be entered. Where the borrower has more than one employment status, report status that makes up largest portion of verified income.
Employment status of second borrower	E = employed S = self-employed R = retired O = other	Report only where there is a second borrower. Only 1 code can be entered. Where the borrower has more than one employment status, report status that makes up largest portion of verified income.
Retirement age of first borrower	Numeric	Report planned retirement age of first borrower, whether customer declared, or assumed, for the purposes of assessing affordability. Report only where the income of the first borrower has been taken into account in the affordability assessment.
Retirement age of second borrower	Numeric	Report planned retirement age of second borrower, whether customer declared, or assumed, for the purposes of assessing affordability. Report only where the income of the second borrower has been taken into account in the affordability assessment.
Income verification	Y = income evidenced by lender O = income evidenced by third party	Applies to loans based on one or more incomes. Report 'O' where the lender has outsourced evidencing of income to a third party.

Data reporting field	Code (where applicable)	Notes
<i>Sales Data (report for all regulated mortgage contracts)</i>		
First borrower – gross basic pay	Numeric £	<p>Report verified gross basic pay from employment (whether from one or more jobs) for the first borrower.</p> <p>The amount reported should be the annual amount of this type of income that has been verified in accordance with MCOB 11.6.8R, before any reductions are applied by the product provider (e.g. where only a certain percentage of income is taken into account in the affordability assessment).</p> <p>Report '0' where there is no relevant income in this category.</p>
First borrower – gross other income from employment	Numeric £	<p>Report verified gross other income from employment (whether from one or more jobs), such as bonus or overtime, for the first borrower.</p> <p>The amount reported should be the annual amount of this type of income that has been verified in accordance with MCOB 11.6.8R, before any reductions are applied by the product provider (e.g. where only a certain percentage of income is taken into account in the affordability assessment).</p> <p>Report '0' where there is no relevant income in this category.</p>
First borrower – gross income from self-employment	Numeric £	<p>Report verified gross income from self-employment (i.e. before deductions for tax and National Insurance) such as profits, dividends and salary, for the first borrower.</p> <p>The amount reported should be the annual amount of this type of income that has been verified in accordance with MCOB 11.6.8R. The amount reported may be an average of verified income from more than one year, if this is how the product provider assesses income, but before any reductions are applied (e.g. where only a certain percentage of income is taken into account in the affordability assessment).</p>

Data reporting field	Code (where applicable)	Notes
Sales Data (report for all regulated mortgage contracts)		
First borrower – gross other income	Numeric £	<p>Report '0' where there is no relevant income in this category.</p> <p>Report any other verified gross income, such as pensions, investments and state benefits, for the first borrower.</p> <p>The amount reported should be the annual amount of this type of income that has been verified in accordance with MCOB 11.6.8R, before any reductions are applied by the product provider (e.g. where only a certain percentage of income is taken into account in the affordability assessment).</p> <p>Report '0' where there is no relevant income in this category.</p>
Second borrower – gross basic pay	Numeric £	<p>Report verified gross basic pay from employment (whether from one or more jobs) for the second borrower.</p> <p>The amount reported should be the annual amount of this type of income that has been verified in accordance with MCOB 11.6.8R, before any reductions are applied by the product provider (e.g. where only a certain percentage of income is taken into account in the affordability assessment).</p> <p>Report '0' where there is no relevant income in this category.</p>
Second borrower – gross other income from employment	Numeric £	<p>Report verified gross other income from employment (whether from one or more jobs), such as bonus or overtime, for the second borrower.</p> <p>The amount reported should be the annual amount of this type of income that has been verified in accordance with MCOB 11.6.8R, before any reductions are applied by the product provider (e.g. where only a certain percentage of income is taken into account in the affordability assessment).</p> <p>Report '0' where there is no relevant income in this category.</p>

Data reporting field	Code (where applicable)	Notes
<i>Sales Data (report for all regulated mortgage contracts)</i>		
Second borrower – gross income from self-employment	Numeric £	<p>Report verified gross income from self-employment (i.e. before deductions for tax and National Insurance) such as profits, dividends and salary, for the second borrower.</p> <p>The amount reported should be the annual amount of this type of income that has been verified in accordance with MCOB 11.6.8R. The amount reported may be an average of verified income from more than one year, if this is how the product provider assesses income, but before any reductions are applied (e.g. where only a certain percentage of income is taken into account in the affordability assessment).</p> <p>Report '0' where there is no relevant income in this category.</p>
Second borrower – gross other income	Numeric £	<p>Report any other verified gross income, such as pensions, investments and state benefits, for the second borrower.</p> <p>The amount reported should be the annual amount of this type of income that has been verified in accordance with MCOB 11.6.8R, before any reductions are applied by the product provider (e.g. where only a certain percentage of income is taken into account in the affordability assessment).</p> <p>Report '0' where there is no relevant income in this category.</p>
Third and subsequent borrowers – gross basic pay	Numeric £	<p>Report verified gross basic pay from employment (whether from one or more jobs) for the third and any subsequent borrowers.</p> <p>The amount reported should be the annual amount of this type of income that has been verified in accordance with MCOB 11.6.8R, before any reductions are applied by the product provider (e.g. where only a certain percentage of income is taken into account in the affordability assessment).</p>

Data reporting field	Code (where applicable)	Notes
Sales Data (report for all <i>regulated mortgage contracts</i>)		
Third and subsequent borrowers – gross other income from employment	Numeric £	<p>Report '0' where there is no relevant income in this category.</p> <p>Report verified gross other income from employment (whether from one or more jobs), such as bonus or overtime, for the third and any subsequent borrowers.</p> <p>The amount reported should be the annual amount of this type of income that has been verified in accordance with MCOB 11.6.8R, before any reductions are applied by the product provider (e.g. where only a certain percentage of income is taken into account in the affordability assessment).</p> <p>Report '0' where there is no relevant income in this category.</p>
Third and subsequent borrowers – gross income from self-employment	Numeric £	<p>Report verified gross income from self-employment (i.e. before deductions for tax and National Insurance) such as profits, dividends and salary, for the third and any subsequent borrowers.</p> <p>The amount reported should be the annual amount of this type of income that has been verified in accordance with MCOB 11.6.8R. The amount reported may be an average of verified income from more than one year, if this is how the product provider assesses income, but before any reductions are applied (e.g. where only a certain percentage of income is taken into account in the affordability assessment).</p> <p>Report '0' where there is no relevant income in this category.</p>
Third and subsequent borrowers – gross other income	Numeric £	<p>Report any other verified gross income, such as pensions, investments and state benefits, for the third and any subsequent borrowers.</p> <p>The amount reported should be the annual amount of this type of income that has been verified in accordance with MCOB 11.6.8R, before any reductions are applied by the product pro-</p>

Data reporting field	Code (where applicable)	Notes
Sales Data (report for all regulated mortgage contracts)		
First borrower – total verified net income	Numeric £	<p>vider (e.g. where only a certain percentage of income is taken into account in the affordability assessment).</p> <p>Report '0' where there is no relevant income in this category.</p> <p>Report total annual net income of first borrower that has been verified in accordance with MCOB 11.6.8R, before any reductions are applied by the product provider (e.g. where only a percentage of income is taken into account in the affordability assessment).</p> <p>Net income refers to income net of tax and national insurance (not net of financial commitments and expenditure).</p> <p>Report '0' where there is no relevant income in this category.</p>
Second borrower – total verified net income	Numeric £	<p>Report total annual net income of second borrower that has been verified in accordance with MCOB 11.6.8R, before any reductions are applied by the product provider (e.g. where only a percentage of income is taken into account in the affordability assessment).</p> <p>Net income refers to income net of tax and national insurance (not net of financial commitments and expenditure).</p> <p>Report '0' where there is no relevant income in this category.</p>
Third and subsequent borrowers – total verified net income	Numeric £	<p>Report total annual net income of third and any subsequent borrowers that has been verified in accordance with MCOB 11.6.8R, before any reductions are applied by the product provider (e.g. where only a percentage of income is taken into account in the affordability assessment).</p> <p>Net income refers to income net of tax and national insurance (not net of financial commitments and expenditure).</p> <p>Report '0' where there is no relevant income in this category.</p>

Data reporting field	Code (where applicable)	Notes
Sales Data (report for all regulated mortgage contracts)		
Total outstanding credit commitments for all borrowers	Numeric £	<p>Report total amount of credit commitments that will remain outstanding following the mortgage advance for all borrowers.</p> <p>Examples of credit commitments are loans, credit cards and hire purchase agreements.</p> <p>Report '0' if there is no expenditure in this category.</p>
Total monthly payment for committed expenditure for all borrowers	Numeric £	<p>Report total monthly payments for committed expenditure that will remain outstanding following the mortgage advance for all borrowers.</p> <p>Committed expenditure is credit and other contractual commitments. See MCOB 11.6.10R(1) for further information.</p> <p>Examples of committed expenditure are credit commitments such as loans, credit cards and hire purchase agreements; child maintenance; alimony; and the cost of a repayment strategy where the customer has an interest-only mortgage (where the mortgage has not been assessed on a capital and interest basis). See MCOB 11.6.11G(1) for more information.</p> <p>Report '0' if there is no expenditure in this category.</p>
Basic essential expenditure and basic quality of living costs per household	Numeric £ (monthly)	<p>Report the monthly figure used in the affordability assessment for household expenditure, i.e. the basic essential expenditure and basic quality of living costs of the household, whether actual (i.e. customer specific information) or estimated (e.g. statistical or modelled data).</p> <p>Basic essential expenditure comprises expenditure for: house-keeping (food and washing); gas, electricity and other heating; water; telephone; council tax; buildings insurance; ground rent and service charge for leasehold properties; and essential travel (including to work and school). See MCOB 11.6.10R(2) for further information.</p>

Data reporting field	Code (where applicable)	Notes
<i>Sales Data (report for all regulated mortgage contracts)</i>		
		<p>Basic quality of living costs is expenditure which is hard to reduce and gives a basic quality of life (beyond the absolute basic essential expenditure items). Examples include: clothing; household goods (such as toiletries); basic recreation (television, some allowance for basic recreational activities, some non-essential transport) and childcare. See MCOB 11.6.10R(3) and MCOB 11.6.11G(2) for further information.</p> <p>For <i>high net worth mortgage customers</i>, and loans solely for a business purpose (where payments will be made from the resources of the customer), the amount of expenditure used in the affordability assessment in accordance with MCOB 11.6.34R(2)(b) or MCOB 11.6.26R(2)(a)(ii) may be reported.</p> <p>Report '0' if there is no expenditure in this category.</p>
Stress-tested interest rate used to assess the effect of future interest rate rises on affordability	Numeric %	<p>Report the actual rate used, e.g. sum of product rate plus any increment or flat rate.</p> <p>If MCOB 11.6.18R does not apply because the interest rate is fixed for five years or more, report the fixed rate.</p> <p>See MCOB 11.6.18R for the requirements for considering the effect of future interest rate increases.</p>
Rate to which stress test applied	Numeric %	<p>Report the interest rate to which the stress was applied to produce the rate reported in the <i>data element</i> above.</p> <p>If no stress test was undertaken, do not report this <i>data element</i>.</p>
Contractual reversion rate	Numeric %	<p>The contractual reversion rate is the rate which, at the date of the mortgage transaction being reported, is expected to apply at the end of any initial incentivised or fixed rate periods.</p> <p>If the contractual reversion rate is different from the rate to</p>

Data reporting field	Code (where applicable)	Notes
Sales Data (report for all regulated mortgage contracts)		
Were the MCOB 11.7 transitional arrangements used?	Y = yes, to existing borrower T = yes, to new borrower N = no	<p>which the stress test is applied (see the <i>data element</i> above), report the contractual reversion rate; otherwise do not report this <i>data element</i>.</p> <p>If no stress test was undertaken, do not report this <i>data element</i>.</p> <p>Report where the transitional arrangements were used when entering into the mortgage as set out in MCOB 11.7.</p> <p><i>Second charge regulated mortgage contracts</i> must be reported as 'N'.</p>

Data reporting field	Code (where applicable)	Notes
Performance Data (report for all regulated mortgage contracts)		
Reference number of the <i>firm</i> to which SUP 16.11.1R(2) applies	Numeric	This should be the FRN of the <i>firm</i> which is obliged to submit the performance data report (not the FRN of the reporting agent, if there is one, appointed under SUP 16.11.11R).
Is the beneficial owner of the rights of the lender under the mortgage contract a <i>firm</i> ?	Y = yes N = no	
Reference number of the <i>firm</i> which is the beneficial owner of the lender's rights under the mortgage contract	Numeric	<p>Where the <i>firm</i> submitting the report is the beneficial owner, report the reference number of that <i>firm</i>.</p> <p>Where the beneficial owner is a <i>firm</i> other than the <i>firm</i> submitting the report, report the reference number of the other <i>firm</i>.</p> <p>If the beneficial owner is an <i>unauthorised person</i>, do not report this <i>data element</i>.</p>
Name of the <i>unauthorised person</i> which is the beneficial owner of the lender's rights under the mortgage contract	Alphanumeric	<p>Where the beneficial owner is an <i>unauthorised person</i>, report the legal name (rather than a trading name) of that <i>person</i>.</p> <p>If that <i>unauthorised person</i> is a <i>special purpose vehicle</i>, report "SPV".</p> <p>If the beneficial owner is an <i>authorised person</i>, do not report this <i>data element</i>.</p>
Is the legal owner of the	Y = yes	Where the lender's rights have

Data reporting field	Code (where applicable)	Notes
Performance Data (report for all regulated mortgage contracts)		
lender's rights under the mortgage contract a <i>firm</i> ?	N = no	been sold or assigned in a way which creates a split between the legal and beneficial ownership of those rights, report whether the legal owner is a <i>firm</i> or not.
Reference number of the <i>firm</i> which is the legal owner of the lender's rights under the mortgage contract	Numeric	Where the <i>firm</i> submitting the report is the legal owner, report the reference number of that <i>firm</i> . Where the legal owner is a <i>firm</i> other than the <i>firm</i> submitting the report, report the reference number of the legal owner. If the legal owner is an <i>unauthorised person</i> , do not report this <i>data element</i> .
Name of the <i>unauthorised person</i> which is the legal owner of the lender's rights under the mortgage contract	Alphanumeric	Where the legal owner is an <i>unauthorised person</i> , report the legal name (rather than a trading name) of that <i>person</i> . If that <i>unauthorised person</i> is a <i>special purpose vehicle</i> , report "SPV". If the legal owner is an <i>authorised person</i> , do not report this <i>data element</i> .
Is the account part of a closed book?	Y = yes N = no	Report 'Y' if the mortgage account (or collection of accounts of which the account is treated as part, i.e. the mortgage book) is closed to new business. This will be the case where the only new funds transferred to the account or the book are further advances to the <i>customer</i> (or existing <i>customers</i> within the book), but the <i>customer</i> is not able to change to a new product type or switch interest rate types. This would include mortgage books owned by <i>unauthorised persons</i> , mortgage books owned by <i>authorised persons</i> whose permission does not include the <i>regulated activity</i> of entering into a regulated mortgage contract, and mortgage books where the owner has <i>permission</i> to carry on the <i>regulated activity</i> of entering into a regulated mortgage contract but is not exercising it in relation to the mortgage book or <i>customers</i> within the book.

Data reporting field	Code (where applicable)	Notes
Performance Data (report for all regulated mortgage contracts)		
Reference number of administrator	Numeric	Where the mortgage is administered by a third party that is an <i>authorised person</i> , this field must contain the <i>firm</i> reference number of that <i>firm</i> . (This should be the Principal administrator rather than the Other administrator: see Section G of SUP 16 Annex 19BG.)
Post code of the mortgaged property	e.g. XY45 6XX	Report the full post code of the mortgaged property, e.g. XY45 6XX.
Date of birth of first borrower	DD/MM/YYYY	Report date of birth of first borrower.
Date mortgage account opened	DD/MM/YYYY	Date of mortgage completion or drawdown of funds. This must be reported, where known. If it is not known, for example, because the reporting <i>firm</i> has purchased the loan from another firm, then it does not need to be reported.
Original transaction reference	Numeric	Report the unique transaction reference of the original product sales data transaction. This must be reported, where known. If it is not known, for example, because the reporting <i>firm</i> has purchased the loan from another <i>firm</i> , report a current unique reference for the transaction internal to the reporting <i>firm</i> (e.g. the account number), that will enable the <i>firm</i> to provide the FCA with more information concerning the account, if required.
Was the loan purchased from another firm?	Y = yes N = no	Report Y where the loan has been purchased from another firm.
Original size of loan	Numeric £	Report the original interest-bearing balance at completion of the mortgage. This must be reported, where known. If it is not known, for example, because the reporting <i>firm</i> has purchased the loan from another <i>firm</i> then it does not need to be reported.

Data reporting field	Code (where applicable)	Notes
Performance Data (report for all regulated mortgage contracts)		
Original term of loan (in months)	Numeric	<p>Report number in months as at completion of the mortgage.</p> <p>This must be reported, where known.</p> <p>If it is not known, for example, because the reporting <i>firm</i> has purchased the loan from an other <i>firm</i> then it does not need to be reported.</p>
Reference number of original product provider	Numeric	<p>This field must contain the <i>firm</i> reference number of the original product provider (even where the same product provider still holds the mortgage).</p> <p>This must be reported, where known.</p> <p>If it is not known, for example, because the reporting <i>firm</i> has purchased the loan from another firm who was not the original product provider, then it does not need to be reported.</p>
Current balance outstanding	Numeric £	<p>This is the interest bearing balance of the mortgage that is outstanding after write-offs at the end of the reporting period, represented as a sterling equivalent amount. This amount should include <i>arrears</i>, and fees and charges added to the loan.</p> <p>For repossessions with a <i>sale shortfall</i>, continue to report the amount of the <i>sale shortfall</i> until the mortgage account is closed.</p> <p>For accounts closed during the reporting period, report '0'.</p> <p>Where the loan is split into more than one part, report the total current balance outstanding across all parts.</p>
Date of balance (must be within reporting period)	DD/MM/YYYY	<p>Report date of current balance outstanding. This date should be within the reporting period of the return, even if the data is extracted and submitted after the final day of the reporting period.</p>

Data reporting field	Code (where applicable)	Notes
Performance Data (report for all regulated mortgage contracts)		
Current expected monthly payment	Numeric £	<p>Report the current expected monthly mortgage payment, including any formally agreed reductions or increases in payments, e.g. due to forbearance.</p> <p>Where payments are collected on a basis other than monthly, such as quarterly or annually, report the monthly equivalent (e.g. for annual payments, report one twelfth of the annual payment).</p> <p>Where there is no expected payment, e.g. because the mortgage is an <i>interest roll-up mortgage</i>, report '0'.</p>
Value of linked accounts	Numeric £	<p>Report the value of linked accounts that are offset against the mortgage, e.g. to reduce the amount of interest payable, such as savings and current accounts.</p> <p>Do not report accounts that are not offset, e.g. savings account used as additional collateral for the mortgage.</p> <p>Report '0' where there are no linked accounts.</p>
Current gross rate of interest charged	Numeric %	<p>The rate of interest reported should be the gross nominal rate charged on the loan and should take into account any discount being provided.</p> <p>Where the loan is split into more than one part, report the interest rate applying to the largest part.</p>
Current interest rate type	01 = fixed rate 02 = discount 04 = capped rate 05 = standard variable rate 06 = BoE base rate tracker 07 = LIBOR tracker 08 = other tracker 99 = other	<p>Enter the relevant code that describes the current interest rate of the mortgage product.</p> <p>If none of the existing codes apply enter sale as '99' to denote 'other'.</p> <p>Only 1 code can be entered.</p> <p>Examples of 'other' include managed variable rates which are not standard variable rates, and individually negotiated variable rates.</p> <p>Where the loan is split into more than one part, report the rate type applying to the largest part.</p>

Data reporting field	Code (where applicable)	Notes
Performance Data (report for all regulated mortgage contracts)		
Is the current rate an incentivised rate?	Y = yes N = no	Report 'Y' where the product has an initial incentivised rate which later moves to a reversion rate. For example, fixed, capped, tracker or discounted rates where the <i>customer</i> is paying an incentivised rate for a set period.
Date incentivised rate ends	DD/MM/YYYY	Report for any product where an initial incentivised rate later moves to a reversion rate. For example, fixed, capped, tracker or discounted rates where the <i>customer</i> is paying an incentivised rate for a set period. Where there are several incentivised rates, e.g. a fixed rate, followed by a tracker rate, which then reverts to a standard variable rate (SVR), report the date when the rate reverts to the SVR. Where an incentivised rate lasts for the full term of the mortgage, e.g. a lifetime tracker, or a fixed rate that lasts for the full term, report the end of term date.
Remaining term of mortgage	Numeric	Report remaining terms in months. Where the loan is split into more than one part, report the term applying to the largest part of the loan.
Months past maturity	Numeric	Report months past expected maturity date, for mortgages that have not been repaid after the contractual term had expired, where the term has not been extended. Keep reporting the account until closed, or until the term is extended. Where the loan is split into more than one part, report where one part has passed maturity. Where more than one part has passed maturity, report the part that is the longest past maturity. Report '0' for mortgages which are not past maturity.

Data reporting field	Code (where applicable)	Notes
Performance Data (report for all <i>regulated mortgage contracts</i>)		
Current method of repayment	<p>C = capital and interest</p> <p>I = interest-only</p> <p>M = mix of 'capital and interest' and 'interest-only'</p>	<p>Use code to indicate method of mortgage repayment.</p> <p>Only 1 code should be entered.</p> <p>For low start mortgages (i.e. mortgages where payments are made on an interest-only basis for a set period at the start of the mortgage, but payments contractually revert to a repayment basis after this set period), report as interest-only during the low start interest-only period. Report as capital and interest when the mortgage has reverted to a capital and interest basis.</p> <p>Where the loan is split into more than one part, report the method of repayment applying to the largest part.</p>
Reason for closure of account	<p>R = remortgage to same lender</p> <p>M = moved to a different property, mortgage taken with same lender (includes porting)</p> <p>P = repossession</p> <p>A = assisted sale</p> <p>V = voluntary repossession</p> <p>O = other</p>	<p>Report only for accounts closed in reporting period.</p> <p>Report 'P' where the account has been closed following repossession action (i.e. following the sale of the property).</p> <p>Report 'A' where the firm has assisted the borrower with selling the property.</p> <p>Report 'V' where the borrower has surrendered possession on a voluntary basis so that it can be sold by the <i>firm</i>.</p> <p>Where the loan is split into more than one part, and these parts are closed at different times, report the closure of account when the final part is closed.</p> <p>After the account has been closed, no further reporting is required.</p>
Current amount of <i>payment shortfall</i>	Numeric £	<p>Report current amount of <i>payment shortfall</i> at date of reporting.</p> <p>Report as a positive rather than a negative number.</p> <p>Where the loan is split into more than one part, report the current total <i>payment shortfall</i> that applies across all parts.</p>

Data reporting field	Code (where applicable)	Notes
Performance Data (report for all <i>regulated mortgage contracts</i>)		
Date of start of most recent instance of <i>arrears</i>	DD/MM/YYYY	<p>Where there is no payment shortfall, report '0'.</p> <p>Date when the account first met the definition of <i>arrears</i>, in the case of the most recent instance of <i>arrears</i>.</p> <p>Once reported, this same date should be reported for each reporting period during which this instance of <i>arrears</i> has been continuing (including the reporting period in which the <i>arrears</i> are cleared). If the account enters <i>arrears</i> again, the start date of the new instance of <i>arrears</i> should then be reported.</p> <p><i>Arrears</i> has the meaning set out in the Glossary.</p>
Is there a formal arrangement with a borrower to repay a <i>payment shortfall</i>	Y = yes N = no	<p>Report 'Y' if there has been a formal arrangement in place to repay a <i>payment shortfall</i> at any time during the reporting period, whether the terms have been adhered to or not.</p> <p>For the purpose of this report, a formal arrangement is an agreement made with the customer to repay a payment shortfall, over and above the contractual mortgage payment, over a certain period of time.</p> <p>Where the loan is split into more than one part, report 'Y' where there has been a formal arrangement in place on any part.</p>
Date of formal arrangement	DD/MM/YYYY	<p>Report date of most recent formal arrangement to repay a <i>payment shortfall</i> (where relevant).</p> <p>Once reported, this same date should be reported for each reporting period during which the arrangement is in place (including the reporting period in which the arrangement terminates). Where a formal arrangement is extended, continue to report the date of the original arrangement.</p>

Data reporting field	Code (where applicable)	Notes
Performance Data (report for all <i>regulated mortgage contracts</i>)		
Capitalisation of <i>payment shortfall</i>	Y = yes N = no	<p>Report 'Y' where a payment shortfall has been capitalised during the reporting period. (Note that this differs to the basis on which capitalisation is reported in the Mortgage Lending and Administration Return, as there is no requirement to delay reporting until the loan has been fully performing for a period of six consecutive months).</p> <p>Capitalisation is an arrangement agreed with the borrower to add all or part of a <i>payment shortfall</i> to the loan.</p> <p>Where the loan is split into more than one part, report 'Y' where there has been a capitalisation on any part.</p>
Date of capitalisation of <i>payment shortfall</i>	DD/MM/YYYY	<p>Report date of most recent capitalisation event where this occurred during the reporting period.</p> <p>Capitalisation is an arrangement agreed with the borrower to add all or part of a <i>payment shortfall</i> to the loan.</p>
Temporary switch to interest-only	Y = yes N = no	<p>Report 'Y' where a temporary switch of all or part of the mortgage to interest-only has been in place at any time during the reporting period.</p> <p>A 'temporary' switch refers to all non-permanent switches to interest-only. It does not cover contract variations where there has been a permanent change to interest-only.</p> <p>Where the loan is split into more than one part, report 'Y' where there has been a temporary switch to interest-only on any part.</p>
Date of temporary switch to interest-only	DD/MM/YYYY	<p>Report date of most recent switch of all or part of the mortgage to interest-only (where relevant).</p> <p>Once reported, this same date should be reported for each reporting period during which the switch is in place (including the reporting period in which</p>

Data reporting field	Code (where applicable)	Notes
Performance Data (report for all regulated mortgage contracts)		
Payments suspended	Y = yes N = no	<p>the switch terminates). Where a temporary switch to interest-only is extended, continue to report the date of the original switch.</p> <p>A 'temporary' switch refers to all non-permanent switches to interest-only. It does not cover contract variations where there has been a permanent change to interest-only.</p> <p>Report 'Y' where a suspension of mortgage payments has been in place at any time during the reporting period, for reasons of forbearance.</p> <p>Do not report payment holidays allowed under the mortgage contract for non-forbearance reasons.</p>
Date payments suspended	DD/MM/YYYY	<p>Where the loan is split into more than one part, report 'Y' where there has been a payment suspension on any part.</p> <p>Date when most recent payment suspension was put in place (where relevant).</p> <p>Once reported, this same date should be reported for each reporting period during which the suspension is in place (including the reporting period in which the suspension terminates) Where a suspension is extended, continue to report the date of the original suspension.</p> <p>Do not report payment holidays allowed under the mortgage contract for non-forbearance reasons.</p>
Reduced payments other than payment suspension and switches	Y = yes N = no	<p>Report where reduced payments, other than a payment suspension and/or a temporary switch to interest-only (whether in whole or in part), have been in place at any time during the reporting period, for reasons of forbearance.</p> <p>Where the loan is split into more than one part, report 'Y' where there has been a reduced payment on any part.</p>

Data reporting field	Code (where applicable)	Notes
Performance Data (report for all regulated mortgage contracts)		
Date of reduced payment	DD/MM/YYYY	<p>Date when most recent reduced payments (other than a payment suspension or a temporary switch to interest-only) were put in place (where relevant).</p> <p>Once reported, this same date should be reported for each reporting period during which the reduction is in place (including the reporting period in which the reduction ends) Where a reduction is extended, continue to report the date of the original reduction.</p>
Term extension	<p>Y = yes</p> <p>N = no</p>	<p>Report 'Y' where there has been a term extension for reasons of forbearance during the reporting period.</p> <p>Also report 'Y' for term extensions applied to interest-only mortgages reaching maturity during the reporting period because the borrower is unable to repay the capital at the end of the original term.</p> <p>Do not report other term extensions made for non-forbearance reasons.</p> <p>Where the loan is split into more than one part, report 'Y' where there has been a term extension on any part.</p>
Date of term extension	DD/MM/YYYY	<p>Date when most recent term extension was put in place for reasons of forbearance where this occurred during the reporting period.</p>
Other forbearance	<p>Y = yes</p> <p>N = no</p>	<p>Report 'Y' where other forbearance is in place or has been in place at any point during the reporting period.</p> <p>Other forbearance includes any kind of forbearance in relation to the mortgage (other than a formal arrangement, capitalisation, temporary switch to interest-only, suspended payments, reduced payments and term extension). For example, a reduced interest rate; matched payments; writing-off part of the loan; or a mortgage rescue</p>

Data reporting field	Code (where applicable)	Notes
Performance Data (report for all <i>regulated mortgage contracts</i>)		
Date of other forbearance	DD/MM/YYYY	<p>scheme undertaken to reduce mortgage payments.</p> <p>Do not report methods of assisting the borrower to exit home ownership, such as assisted voluntary sale or mortgage rescue schemes where the borrower sells the whole property.</p> <p>Where the loan is split into more than one part, report 'Y' where there has been other forbearance on any part.</p> <p>Report date when most recent other forbearance was put in place (where relevant).</p> <p>Once reported, this same date should be reported for each reporting period during which the forbearance continues (including the reporting period in which the forbearance ends). Where the forbearance is extended, continue to report the date of the original forbearance.</p>
Date litigation action started	DD/MM/YYYY	<p>Report start date of most recent litigation action (where relevant).</p> <p>This is defined as the date solicitors were instructed by the <i>firm</i> to begin litigation action.</p> <p>Once reported, this same date should be reported for each reporting period during which the litigation is ongoing (including the reporting period in which the litigation ends).</p>
Is a possession order in place?	Y = yes N = no	<p>Report 'Y' where a possession order has been in place at any time during the reporting period, whether absolute or suspended.</p>
Date of possession or date receiver of rent appointed	DD/MM/YYYY	<p>Report where possession has occurred or where receiver of rent appointed during the reporting period (where relevant).</p> <p>For possessions, once reported, this same date should be reported each reporting period.</p> <p>In the case of a receiver of rent being appointed, this same date should be reported for</p>

Data reporting field	Code (where applicable)	Notes
Performance Data (report for all <i>regulated mortgage contracts</i>)		
Sale value achieved (for repossessions)		<p>each reporting period during which the appointment continues (including the reporting period in which the appointment terminates).</p> <p>Report the sale price received for the repossessed property, where the property has been sold during the reporting period.</p> <p>In practice, this may be several reporting periods after the property has been taken into possession, according to how long it has taken to sell the property.</p>
Is the transaction a second charge mortgage?	<p>Y = yes</p> <p>N = no</p>	<p>Report 'Yes' only where the mortgage is a <i>second charge regulated mortgage contract</i> and 'No' where the mortgage is a <i>first charge regulated mortgage contract</i>.</p> <p>If the <i>firm</i> does not have second charge mortgages to report, the <i>firm</i> does not need to report against this field.</p>

(d) Other home finance transactions

(i) Home Reversion Plans

The following data reporting fields must be completed, where applicable:

Data reporting field	Illustrative Code (where applicable)	Notes
Date reversion plan commenced	DD/MM/YYYY	
Reversion Characteristics	<p>F = Full Reversion</p> <p>FI = Full reversion linked to an investment with a view to providing income</p> <p>P = Partial reversion</p> <p>PI = Partial reversion linked to an investment with a view to providing income</p> <p>O = Other</p>	Only 1 code can be entered
Property postcode	e.g. XY45 6XX	
Reversion Sum	Numeric £	Amount of reversion lump sum or sum used to provide income
Full market value of property	Numeric £	The actual market value of the property or portion of property that is intended for reversion

Data reporting field	Illustrative Code (where applicable)	Notes
Discounted value of reverted property	Numeric £	The actual discounted value of the property or portion of property on which the reversion plan is based
Date of birth of main XXX	DD/MM/YYYY	Report the age of the main plan holder only
Purpose of reversion	H = Extra money for home improvements D = Extra money for debt consolidation M = Extra money for home improvements and debt consolidation O = Other	Only 1 code can be entered

(ii) Home Purchase Plans

The following data reporting fields must be completed, where applicable:

Data reporting field	Illustrative Code (where applicable)	Notes
Date HPP account opened	DD/MM/YYYY	
Type of rental rate	V = Variable F = Fixed O = Other	Only 1 code can be entered
HPP Characteristics	I = Ijara D = Diminishing Musharaka O = Other	
Type of home buyer	F = First time buyer H = Home mover R = Re-finance C = Council/Registered social landlord exercising their right to buy O = Other N = Not known	Only 1 code can be entered
Term of HPP	Numeric	Number in whole years
Amount granted to home buyer	Numeric £	The sum of money advanced to the consumer in respect of their house purchase
Value of property	Numeric £	The value should be based on: <ul style="list-style-type: none"> • The surveyors valuation (or from a valuation index)

Data reporting field	Illustrative Code (where applicable)	Notes
Income basis	S = Single income J = Joint income	<ul style="list-style-type: none"> From the customers estimated value as captured on the application form Use code to indicate whether the income assessment has been made on a single or joint basis.
Date of birth of main home buyer	DD/MM/YYYY	Report the age of the main home buyer only
Main home buyer employment status	F = Full time employed S = Self employed R = Retired O = Other	Applies to main home buyer only Only 1 code can be entered
Total gross income	Numeric £	The total gross income of all home buyers whose income was used in the credit assessment (see guidance notes for further explanation)
Income verification	Y = Income evidenced N = Income note evidenced	Applies to plans based on one or more persons' incomes (see guidance notes relating to where income is not evidenced)
County court judgements (CCJs) Value	Numeric £	Applies where home buyer/s has had one or more CCJs within the last 3 years – either satisfied or unsatisfied – with a total value greater than £500
Impaired credit history of main home buyer	A = Arrears V = IVA B = Bankruptcy	Use codes to indicate applicable credit history A = applies to previous home finance transactions where the home buyer/s has had arrears within the last 2 years where the cumulative amount overdue at any point reached three or more monthly payments or V = applies where the home buyer/s have been subject to an individual voluntary arrangement at anytime within the last 3 years B = applies where the home buyer/s have been subject to a bankruptcy order at any time within the last 3 years

(iii) Sale and rent back agreements

The following data reporting fields must be completed, where applicable, for all *regulated sale and rent back agreements*.

Data reporting field	Code (where applicable)	Notes
Unique identifier		Use code that enables the sale and rent back provider to identify the individual sale and rent back agreement.
Date of sale and rent back agreement	DD/MM/YYYY	Date the sale and rent back agreement was entered into.
Market value of the proper	Numeric £	Indicate the market value of the property according to the independent valuation carried out in accordance with MCOB 6.9.2R .
Purchase price	Numeric £	Purchase price of the property.
Net amount paid to the sale and rent back seller	Numeric £	Net amount paid to the sale and rent back seller, following the deduction of fees and any other expenses.
Monthly rent	Numeric £	Monthly rent as agreed at the outset of the tenancy agreement.
Term of tenancy agreement	Months	Length of the initial fixed term as stated in the tenancy agreement.
Postcode of property	XX45 6XX	
Income basis	S = single, J= joint	Use code to indicate whether the affordability assessment has been made on a single or joint basis.
Main sale and rent back seller employment status	E = employed, S = self employed, B = benefits, R = retired, 0 = other	Applies to main sale and rent back seller only.
Total net disposable income	Numeric £	The total net disposable income for all parties to the sale and rent back agreement used in the affordability assessment.
Date of birth of main sale and rent back seller	DD/MM/YYYY	Report the age of the main sale and rent back seller only.
Product incentives	CB = cash back, BB = buy back option, SA = share of appreciation	Use code to indicate incentives that form part of the sale and rent back agreement, if applicable. Where more than one code applies, report all. 'Cash back' is the promise of a future payment to the sale and rent back seller, for example a portion of the original discount.

Data reporting field	Code (where applicable)	Notes
		<p>'Buy back' is where the sale and rent back seller is offered the option to buy the property back.</p> <p>'Share of appreciation' is where the sale and rent back seller is promised a share in the appreciation of the property value.</p>
Funding source for sale and rent back agreement	C = commercial funding, B = BTL mortgage, O = other	Use code to indicate the source of funding used for the sale and rent back agreement.
Fees charged to customer	Numeric £	This is the fee charged by the provider to the customer. It includes administration and legal fees.

(e) High-cost short-term credit and home credit loan agreements

This requirement applies only to a *non-threshold short-term loan firm*. The following data reporting fields must be completed for all high-cost short-term credit and home credit loan agreements.

Data reporting field	Code (where applicable)	Notes
Loan amount	Numeric £	Provide the total amount of credit (i.e. the total sum made available under the loan)
Transaction date	DD/MM/YYYY	Provide the date of the transaction
Loan type	<p>HCST = <i>High-Cost Short-Term Loan</i></p> <p>H = <i>Home credit loan agreement</i></p>	Select one code only for each loan
APR	Numeric % 2dp	Provide the annual percentage rate of charge in relation to the credit agreement calculated in accordance with CONC App 1.2 in the Consumer Credit sourcebook. Where a <i>firm</i> calculates the APR to one decimal place, it should add a further zero in the APR reporting field.
Arrangement fee	Numeric £	Provide the amount of any arrangement fee that is payable in relation to the loan in addition to interest or a fixed charge in lieu of interest
Total amount payable	Numeric £	The total amount payable by the borrower being the sum of the total amount of credit and the total charge for credit payable under the agreement, as well as any advance payment

Data reporting field	Code (where applicable)	Notes
Rollover	Y = yes N = no	Indicate if the loan is rolled over from a previous loan. For this purpose, a loan is rolled over if the period over which loan repayments are to be made has been extended, or if the due date for any loan repayment has been moved to a later date, whether by means of an agreement that replaces, varies or supplements an earlier loan or otherwise (excluding any forbearance by the lender where the firm does not receive any consideration in connection with the rollover and the effect is that no interest or other charges (other than where a charge is a reasonable estimate of the cost of the additional administration required as a result of the customer having rolled over the agreement) accrue from the date of the rollover).
Order of rollover	Numeric integer	Indicate how many times the same original loan has been rolled over
Length of term	Numeric integer	Provide the length of the agreed loan period in days
Reason for loan	S = subsistence P = one off purchase O = other	Select only one code to indicate the reason for the loan.
Date of birth of borrower	DD/MM/YYYY	
Post code of borrower	e.g. XY45 6XX	Provide the post code of the main place of residence of the borrower
Monthly income of borrower	Numeric £	Provide monthly income after tax of borrower
Marital status of borrower	M = married S = single D = divorced W = widowed L = living together P = separated O = other	Select only one code that most appropriately represents the borrower's marital status
Residential status of borrower	O = owner occupier L = living with parents T = tenant	Select only one code that most appropriately represents the borrower's residential status

Data reporting field	Code (where applicable)	Notes
Employment status of borrower	C = council tenant	Select only one code that most appropriately represents the borrower's employment status
	J = joint owner	
	X = other	
	EF = employed full time	
	EP = employed part time	
	ET = employed temporary	
	SE = self-employed	
	S = student	
	HM = home maker	
	U = unemployed	
OB = on benefits		
AF = in armed forces		
R = retired		

(f) Relevant regulated credit agreements

The following data reporting fields must be completed, where applicable, for all relevant regulated credit agreements.

A non-threshold short-term loan firm is not required to complete these data reporting fields.

Notes:

- (1) A firm must provide sales data returns in respect of both relevant regulated credit agreements executed during the reporting period and relevant regulated credit agreements for which the firm is assigned legal ownership of the lender's rights and duties under the regulated credit agreement during the reporting period.
- (2) A firm must provide performance data returns in respect of relevant regulated credit agreements which are extant during any part of the reporting period and in respect of which the firm is exercising, or has the right to exercise, the lender's rights and duties.
- (3) A firm must provide back-book data in respect of relevant regulated credit agreements which are extant on the first day of the firm's first reporting period and in respect of which the firm is exercising, or has the right to exercise, the lender's rights and duties. This requirement does not extend to agreements executed on the first day of the firm's first reporting period within the meaning of SUP 16.11.3R(2A).
- (4) Relevant regulated credit agreements include agreements which modify or novate agreements entered into during previous reporting periods.
- (5) A firm must continue to report performance data until:
 - (i) the regulated credit agreement is cancelled;
 - (ii) no amount remains to be paid by the borrower under the regulated credit agreement;
 - (iii) the firm is no longer the legal owner of the lender's rights and duties under the regulated credit agreement; or
 - (iv) enforcement of the regulated credit agreement is statute barred.
- (6) The regulated credit agreement should continue to be reported in the performance data for the reporting period during which the reason to cease reporting performance data occurred. The reason for ceasing to report performance data must be included in the final submission.

Sales data

A sales data report must include data in respect of:

- all relevant *regulated credit agreements executed* during the reporting period; and
- all relevant *regulated credit agreements* in respect of which the *lender's* rights and duties under the *regulated credit agreement* were assigned to the reporting *firm* during the reporting period.

A relevant *regulated credit agreement executed* during the reporting period includes:

- a new relevant *regulated credit agreement*;
- a modified agreement, being a relevant *regulated credit agreement* which, in respect of a relevant *regulated credit agreement* that was *executed* before the beginning of the reporting period, *revoked* that previous agreement and contains provisions which are modifications or variations of that previous agreement; and
- a novated agreement, being a relevant *regulated credit agreement* which, in respect of a relevant *regulated credit agreement* that was *executed* before the beginning of the reporting period, *novated* that agreement to change the identity of the *lender*.

The transaction reference reported for each relevant *regulated credit agreement* in a sales data report must be unique in all sales data reports. Any transaction reference reported for a relevant *regulated credit agreement* in a sales data report must not have been reported for another relevant *regulated credit agreement* in the back-book data report.

The same transaction reference reported for each relevant *regulated credit agreement* in a sales data report must be used for the same relevant *regulated credit agreement* in all performance data reports which include data in respect of that relevant *regulated credit agreement*.

Purpose of the sales data report

The sales data report will allow the *FCA* to understand different aspects of new relevant *regulated credit agreements* entered into by the reporting *firm*, and to provide contextualising information for the performance data reports in relation to these relevant *regulated credit agreements*.

Interpreting the data elements

Not all *data elements* must be reported for all relevant *regulated credit agreements*. The validations for when *data elements* must, or must not, be reported are detailed in the data reference guide for the sales data report. The *data element* reference codes can be used to cross-refer between the *Handbook* and the data reference guide, as well as other supporting documentation.

These validations often relate to *data elements* specific to certain types of relevant *regulated credit agreements* - most notably, the difference between relevant *regulated credit agreements* under which the facility is *fixed-sum credit* or *running-account credit*. Many *data elements* do not need to be reported for a relevant *regulated credit agreement* which replaces an earlier agreement by novation of the earlier agreement to change the *lender*, or for which the legal ownership of the *regulated credit agreement* was assigned to the reporting *firm*.

Reference	Data reporting field	Code (where applicable)	Notes
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Origination data elements

These *data elements* identify whether:

- the *regulated credit agreement* is a new agreement;
- the *regulated credit agreement* is a modified agreement;
- the *regulated credit agreement* is a novated agreement; or
- the legal ownership of the *regulated credit agreement* had been assigned to the reporting *firm*.

Where relevant, the *data elements* provide details of the earlier agreement and previous *lender*.

Reference	Data reporting field	Code (where applicable)	Notes
2A	Origination agreement type	<p>A = Modified agreement</p> <p>B = Novated agreement</p> <p>C = Legal ownership assigned</p> <p>X = None of these</p>	<p>Enter the relevant code:</p> <p>A: Modified agreement</p> <p>The <i>regulated credit agreement</i> is an earlier agreement as varied or supplemented by a modifying agreement, which is treated as:</p> <p>(a)revoking the earlier agreement; and</p> <p>(b)containing provisions reproducing the combined effect of the 2 agreements.</p> <p>A variation of a <i>regulated credit agreement</i> which does not require the use of a modifying agreement must not be reported in the sales data report. Such a <i>regulated credit agreement</i> should continue to be reported in the performance data report.</p> <p>If the <i>regulated credit agreement</i> has replaced an earlier agreement but a modifying agreement was not used, this must not be recorded as 'A: Modified agreement'.</p> <p>B: Novated agreement</p> <p>The <i>regulated credit agreement</i> replaces an earlier agreement by novation of the earlier agreement to change the <i>lender</i>.</p> <p>C: Legal ownership assigned</p> <p>The legal ownership of the <i>regulated credit agreement</i> has been assigned to the reporting <i>firm</i>.</p> <p>X: None of these</p> <p>The origination of the <i>regulated credit agree-</i></p>

Reference	Data reporting field	Code (where applicable)	Notes
3A	Earlier agreement – transaction reference status	<p>A = Earlier agreement – transaction reference known</p> <p>B = No earlier agreement transaction reference</p> <p>Z = Unknown</p>	<p><i>ment</i> is not one of the specific options above.</p> <p>An ‘Earlier agreement – transaction reference’ is:</p> <p>(a)for a modified agreement, the transaction reference which had been reported in previous back-book, sales or performance data reports by the reporting <i>firm</i> in relation to the earlier agreement which the <i>regulated credit agreement</i> has replaced;</p> <p>(b)for a novated agreement, the ‘transaction reference’ which had been reported in previous back-book, sales or performance data reports by the previous <i>lender</i> in relation to the earlier agreement which the <i>regulated credit agreement</i> has replaced; or</p> <p>(c)for a <i>regulated credit agreement</i> for which the legal ownership has been assigned to the reporting <i>firm</i>, the ‘transaction reference’ which had been reported in previous back-book, sales or performance data reports by the assignor in relation to the <i>regulated credit agreement</i>.</p> <p>Enter the relevant code:</p> <p>A: Earlier agreement – transaction reference known</p> <p>The reporting <i>firm</i> is able to provide the ‘Earlier agreement – transaction reference’.</p> <p>B: No earlier agreement transaction reference</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>There was no 'Earlier agreement – transaction reference'.</p> <p>For a modified agreement, the earlier agreement which the <i>regulated credit agreement</i> has replaced was not included in previous back-book, sales or performance data reports.</p> <p>For a novated agreement, the earlier agreement which the <i>regulated credit agreement</i> has replaced was not included in previous back-book, sales or performance data reports by the previous <i>lender</i>.</p> <p>For a <i>regulated credit agreement</i> for which the legal ownership has been assigned to the reporting <i>firm</i>, the <i>regulated credit agreement</i> was not included in previous back-book, sales or performance data reports by the assignor.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to provide the 'Earlier agreement – transaction reference' or is unable to determine whether there was an 'Earlier agreement – transaction reference'.</p>
4A	Earlier agreement – transaction reference	Alphanumeric	The 'Earlier agreement – transaction reference' as defined in <i>data element</i> 3A 'Earlier agreement – transaction reference status'.
5A	Previous lender regulatory status	<p>A1 = Regulated – FRN known</p> <p>A2 = Regulated – FRN unknown</p> <p>X = Not regulated</p>	For a novated agreement, this should reflect the regulatory status of the <i>lender</i> under the earlier agreement as on the date of the novation.

Reference	Data reporting field	Code (where applicable)	Notes
		<p>Z1 = Previous lender regulatory status unknown</p> <p>Z2 = Previous lender unknown</p>	<p>For a <i>regulated credit agreement</i> for which the legal ownership has been assigned to the reporting <i>firm</i>, this should reflect the regulatory status of the <i>lender</i> who acted as assignor as on the date of the assignment.</p> <p>Enter the relevant code:</p> <p>A1: Regulated – FRN known</p> <p>The previous <i>lender</i> was an <i>authorised person</i> and/or acting as an <i>appointed representative</i>. The FRN of the previous <i>lender</i> is known by the reporting <i>firm</i>.</p> <p>A2: Regulated – FRN unknown</p> <p>The previous <i>lender</i> was an <i>authorised person</i> and/or acting as an <i>appointed representative</i>. The FRN of the previous <i>lender</i> is not known by the reporting <i>firm</i>.</p> <p>X: Not regulated</p> <p>The previous <i>lender</i> was not an <i>authorised person</i> and was not acting as an <i>appointed representative</i>.</p> <p>Z1: Previous lender regulatory status unknown</p> <p>The reporting <i>firm</i> cannot determine the regulatory status of the previous <i>lender</i>.</p> <p>Z2: Previous lender unknown</p> <p>The reporting <i>firm</i> cannot determine who the previous <i>lender</i> was.</p>

Reference	Data reporting field	Code (where applicable)	Notes
6A	Previous lender FRN	6 or 7 digit number	<p>For a novated agreement, the FRN of the <i>lender</i> under the earlier agreement, as on the date of the novation.</p> <p>For a <i>regulated credit agreement</i> for which the legal ownership has been assigned to the reporting <i>firm</i>, the FRN of the <i>lender</i> who acted as assignor, as on the date of the assignment.</p>
7A	Previous lender name	Alphanumeric	<p>For a novated agreement, the name of the <i>lender</i> under the earlier agreement, as on the date of the novation.</p> <p>For a <i>regulated credit agreement</i> for which the legal ownership has been assigned to the reporting <i>firm</i>, the name of the <i>lender</i> who acted as assignor, as on the date of the assignment.</p>
8A	Date of assignment of legal ownership	DD/MM/YYYY	The date on which the legal ownership of the <i>regulated credit agreement</i> was assigned to the reporting <i>firm</i> .
9A	Credit for business or personal use	B = Business P = Personal Z = Unknown	<p>Enter the relevant code:</p> <p>B: Business</p> <p>For where the <i>borrower</i> entered into the <i>regulated credit agreement</i> wholly or predominantly for the purpose of business carried on, or intended to be carried on, by the <i>borrower</i>.</p> <p>This should include any <i>regulated credit agreement</i> under which the <i>borrower</i> is not a natural person.</p> <p>P: Personal</p>

Reference	Data reporting field	Code (where applicable)	Notes
10A	Has a default notice taken effect in relation to this agreement?	Y = Yes N = No	<p>All other <i>regulated credit agreements</i>.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> cannot determine whether or not the <i>borrower</i> entered into the <i>regulated credit agreement</i> wholly or predominantly for the purpose of business carried on, or intended to be carried on, by the <i>borrower</i>.</p> <p>Whether the <i>borrower(s)</i> had been issued with a default notice in relation to the <i>regulated credit agreement</i> and:</p> <p>(a)the <i>borrower(s)</i> had not taken the action required to remedy the breaches by the date specified in the default notice (see section 88(1)(b) of the CCA); or</p> <p>(b)the <i>borrower(s)</i> had not paid the compensation for the breach by the date specified in the default notice (see section 88(1)(c) of the CCA).</p> <p>For a novated agreement, this should reflect the position under the earlier agreement as on the date of the novation.</p> <p>For a <i>regulated credit agreement</i> for which the legal ownership has been assigned to the reporting <i>firm</i>, this should reflect the position under the <i>regulated credit agreement</i> as on the date of the assignment.</p>

Sales details data elements

These *data elements* provide information in relation to how the *regulated credit agreement* was sold to the *borrower(s)* by the reporting *firm*, including details of any related *financial promotions*.

Reference	Data reporting field	Code (where applicable)	Notes
11A	Was a brand name used other than the reporting firm's name?	Y = Yes N = No Z = Unknown	<p>This should reflect the brand name that was used in relation to the <i>regulated credit agreement</i> was executed.</p> <p>If the reporting <i>firm</i> is not the original <i>lender</i> under the <i>regulated credit agreement</i>, this should reflect as relevant the brand name used by the reporting <i>firm</i> in relation to the <i>regulated credit agreement</i> on the date of the novation or the brand name used by the reporting <i>firm</i> in relation to the <i>regulated credit agreement</i> when the legal ownership of the <i>regulated credit agreement</i> was assigned to the reporting <i>firm</i>.</p> <p>Enter the relevant code:</p> <p>Y: Yes</p> <p>A brand name other than the name of the reporting <i>firm</i> was used in relation to the <i>regulated credit agreement</i>.</p> <p>N: No</p> <p>Only the name of the reporting <i>firm</i> was used in relation to the <i>regulated credit agreement</i>.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether a brand name other than the name of the reporting <i>firm</i> was used in relation to the <i>regulated credit agreement</i>.</p>

Reference	Data reporting field	Code (where applicable)	Notes
12A	Does the agreement use a brand that represents the reporting firm's group or a third party?	A: Reporting firm's group (internal/own brand) B: Third party (external/co-brand)	Enter the relevant code: A: Reporting firm's group (internal/own brand) The brand name used in relation to the <i>regulated credit agreement</i> represents the reporting <i>firm</i> or another <i>person</i> within the reporting <i>firm's</i> group. B: Third party (external/co-brand) The brand name used in relation to the <i>regulated credit agreement</i> represents a third-party <i>person</i> outside of the reporting <i>firm's</i> group, such as through an affinity/partnership scheme or white label product.
13A	Brand name used for the agreement	Alphanumeric	This should be the brand name that was used in relation to the <i>regulated credit agreement</i> when the <i>regulated credit agreement</i> was executed. If the reporting <i>firm</i> is not the original <i>lender</i> for the <i>regulated credit agreement</i> , this should be the brand name that was used in relation to the <i>regulated credit agreement</i> by the reporting <i>firm</i> on the date of the novation or the brand name used in relation to the <i>regulated credit agreement</i> by the reporting <i>firm</i> when the legal ownership of the <i>regulated credit agreement</i> was assigned to the reporting <i>firm</i> .
14A	Is the product only available to a particular class of individual?	A = Customers who hold a current account with the reporting firm's group	Enter the relevant code: A: Customers who hold a current account

Reference	Data reporting field	Code (where applicable)	Notes
		<p>B = Customers who had previously borrowed from the reporting firm's group</p> <p>C = Employees of the reporting firm's group</p> <p>X = Not restricted to the particular classes of individual specified above</p> <p>Z = Unknown</p>	<p>with the reporting firm's group</p> <p>The product to which the <i>regulated credit agreement</i> relates is only available to customers who hold a <i>current account</i> with the reporting <i>firm's</i> group.</p> <p>B: Customers who had previously borrowed from the reporting firm's group</p> <p>The product to which the <i>regulated credit agreement</i> relates is only available to customers who had previously entered into a <i>credit agreement</i> with the reporting <i>firm's</i> group.</p> <p>C: Employees of the reporting firm's group</p> <p>The product to which the <i>regulated credit agreement</i> relates is only available to employees of the reporting <i>firm's</i> group.</p> <p>X: Not restricted to the particular classes of individual specified</p> <p>The product to which the <i>regulated credit agreement</i> relates is not restricted to one of the particular classes of <i>individual</i> specified above.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether the product to which the <i>regulated credit agreement</i> relates is restricted to one of the particular classes of <i>individual</i> specified above.</p>

Reference	Data reporting field	Code (where applicable)	Notes
15A	Were there any financial promotions for the related product?	<p>Y1: Yes – representative APR can be reported</p> <p>Y2: Yes – representative APR cannot be reported</p> <p>Y3: Yes – representative APR not required</p> <p>N = No</p> <p>Z = Unknown</p>	<p>Whether the reporting <i>firm communicated</i>, or <i>approved</i> the content of, a <i>financial promotion</i> for the particular product to which the <i>regulated credit agreement</i> relates.</p> <p>The reporting <i>firm</i> should consider any <i>financial promotions</i> which were in effect at the time the <i>regulated credit agreement</i> was <i>executed</i>, and, if relevant, the date on which a <i>person</i> effected an introduction of the <i>borrower(s)</i> to the reporting <i>firm</i> with a view to the <i>borrower(s)</i> entering into the <i>regulated credit agreement</i>.</p> <p>The reporting <i>firm</i> should not consider <i>excluded communications</i>.</p> <p>The reporting <i>firm</i> should not consider whether the <i>borrower(s)</i> were in fact invited or induced by the <i>financial promotion(s)</i>.</p> <p>Enter the relevant code:</p> <p>Y1: Yes – representative APR can be reported</p> <p>The reporting <i>firm</i> had <i>communicated</i>, or <i>approved</i> the content of, a <i>financial promotion</i> for the particular product to which the <i>regulated credit agreement</i> relates.</p> <p>The <i>representative APR</i> used in the <i>financial promotions</i> can be reported by the reporting <i>firm</i>.</p> <p>Y2: Yes – representative APR cannot be reported</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>The reporting <i>firm</i> had <i>communicated</i>, or <i>approved</i> the content of, a <i>financial promotion</i> for the particular product to which the <i>regulated credit agreement</i> relates.</p> <p>The <i>representative APR</i> used in the <i>financial promotions</i> cannot be reported by the reporting <i>firm</i>.</p> <p>Y3: Yes – representative APR not required</p> <p>The reporting <i>firm</i> had <i>communicated</i>, or <i>approved</i> the content of, a <i>financial promotion</i> for the particular product to which the <i>regulated credit agreement</i> relates.</p> <p>A <i>representative APR</i> was not required for the <i>financial promotions</i>.</p> <p>N: No</p> <p>The reporting <i>firm</i> had not <i>communicated</i>, or <i>approved</i> the content of, a <i>financial promotion</i> for the particular product to which the <i>regulated credit agreement</i> relates.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether it had <i>communicated</i>, or <i>approved</i> the content of, a <i>financial promotion</i> for the particular product to which the <i>regulated credit agreement</i> relates.</p>
16A	Representative APR used in financial promotions for the related product	Numeric %	<p>The lowest <i>representative APR</i> used in <i>financial promotions</i> for the particular product to which the <i>regulated credit agreement</i> relates.</p>

Reference	Data reporting field	Code (where applicable)	Notes
17A	Internal reference for related product	Alphanumeric	<p>This number should be reported as a percentage to 2 decimal places (eg, 3.49 represents 3.49%, not 349%).</p> <p>In relation to the <i>financial promotion(s)</i>, the reporting <i>firm's</i> identifier/reference code for the particular product to which the <i>regulated credit agreement</i> relates.</p> <p>All attempts should be made to use the same 'Internal reference for related product' for all <i>regulated credit agreements</i> which relate to the same particular product and are included in the reporting <i>firm's</i> sales data reports.</p>
18A	Related product name	Alphanumeric	<p>The name used to represent the 'Internal reference for related product' to which the <i>regulated credit agreement</i> relates.</p>
19A	Do any financial promotions for the related product make reference to it being available to an individual with restricted access to credit?	<p>Y = Yes</p> <p>N = No</p> <p>Z = Unknown</p>	<p>This relates to <i>financial promotions</i> for the particular product to which the <i>regulated credit agreement</i> relates.</p> <p>This is not intended to record the status of the <i>borrower(s)</i> under the <i>regulated credit agreement</i>.</p> <p>Enter the relevant code:</p> <p>Y: Yes</p> <p>At least one of the <i>financial promotions</i> states or implies that <i>credit</i> is available to <i>individuals</i> who might otherwise consider their access to <i>credit</i> restricted.</p> <p>N: No</p>

Reference	Data reporting field	Code (where applicable)	Notes
20A	Do any financial promotions for the related product make reference to improvements to an individual's credit score?	<p>Y = Product described as contributing to improving credit scores</p> <p>N = No reference to credit score</p> <p>Z = Unknown</p>	<p>None of the <i>financial promotions</i> state or imply that <i>credit</i> is available to <i>individuals</i> who might otherwise consider their access to <i>credit</i> restricted.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether any of the <i>financial promotions</i> state or imply that <i>credit</i> is available to <i>individuals</i> who might otherwise consider their access to <i>credit</i> restricted.</p> <p>This relates to <i>financial promotions</i> for the particular product to which the <i>regulated credit agreement</i> relates.</p> <p>References to improvements to an <i>individual's credit</i> score include references to any equivalent or related terms, such as <i>credit building</i>.</p> <p>Enter the relevant code:</p> <p>Y: Product described as contributing to improving credit scores</p> <p>At least one of the <i>financial promotion(s)</i> states that the product could potentially improve an <i>individual's credit</i> score.</p> <p>N: No reference to credit score</p> <p>None of the <i>financial promotion(s)</i> state or imply that the product could potentially improve an <i>individual's credit</i> score.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether any of the <i>financial promotion(s)</i></p>

Reference	Data reporting field	Code (where applicable)	Notes
21A	How the sale was made	<p>A1 = Direct face-to-face – on trade premises – postcode known</p> <p>A2 = Direct face-to-face – on trade premises – postcode unknown</p> <p>B = Direct face-to-face – off trade premises</p> <p>C = Direct telephone</p> <p>D = Direct app</p> <p>E = Direct internet</p> <p>F = Direct post</p> <p>W = Direct other</p> <p>X = Not direct</p> <p>Z = Unknown</p>	<p>state or imply that the product could potentially improve an <i>individual's credit score</i>.</p> <p>Report how the sale of the <i>regulated credit agreement</i> was made.</p> <p>'Direct' refers to sales made by the reporting <i>firm</i> or a <i>person</i> within the reporting <i>firm's</i> group.</p> <p>Where a sale has been made through more than one method – eg, telephone and then post – report the channel where the product choice was made.</p> <p>Enter the relevant code:</p> <p>A1: Direct face-to-face – on trade premises – postcode known</p> <p>The sale was made in person on the trade premises of the reporting <i>firm</i> or a <i>person</i> within the reporting <i>firm's</i> group, such as a branch of a <i>bank</i> or pawnbroker. The postcode of this trade premises is known.</p> <p>A2: Direct face-to-face – on trade premises – postcode unknown</p> <p>The sale was made in person on the trade premises of the reporting <i>firm</i> or a <i>person</i> within the reporting <i>firm's</i> group, such as a branch of a <i>bank</i> or pawnbroker. The postcode of this trade premises is unknown.</p> <p>B: Direct face-to-face – off trade premises</p> <p>The sale was made in person off the trade</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>premises of the reporting <i>firm</i> or a <i>person</i> within the reporting <i>firm's</i> group.</p> <p>C: Direct telephone</p> <p>The sale was made during a telephone call. This includes voice calls over the internet.</p> <p>D: Direct app</p> <p>The sale was made via a dedicated app of the reporting <i>firm</i> or a <i>person</i> within the reporting <i>firm's</i> group. This includes apps for mobile phones, tablets or similar devices.</p> <p>E: Direct internet</p> <p>The sale was made via a website, email or other electronic means of communication other than voice calls or dedicated apps.</p> <p>F: Direct post</p> <p>The sale was made via post.</p> <p>W: Direct other</p> <p>The sale was made by the reporting <i>firm</i> or a <i>person</i> within the reporting <i>firm's</i> group by any other channel.</p> <p>X: Not direct</p> <p>The sale was not made by the reporting <i>firm</i> or a <i>person</i> within the reporting <i>firm's</i> group.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine how the sale of the regulated credit agreement was made.</p>
22A	Postcode of trade premises where sale was made	eg, XY45 6XX	The full postcode of the trade premises where the sale of the regulated credit agreement was made.

Reference	Data reporting field	Code (where applicable)	Notes
			This should take the form of, eg, XY45 6XX.
	Credit broker details data elements		
	These <i>data elements</i> identify whether another <i>person</i> acted as a <i>credit broker</i> in relation to the <i>regulated credit agreement</i> and, if relevant, provide details of that <i>credit broker</i> .		
23A	Did another person effect an introduction of the borrower(s) to the reporting firm?	<p>A1 = Yes – credit broker regulated – FRN known</p> <p>A2 = Yes – credit broker regulated – FRN unknown</p> <p>B = Yes – credit broker not regulated</p> <p>C = Yes – credit broker regulatory status unknown</p> <p>N = No credit broker</p> <p>Z = Unknown</p>	<p>Whether another <i>person</i> (the <i>credit broker</i>) effected an introduction of the <i>borrower(s)</i> to the reporting <i>firm</i> with a view to the <i>borrower(s)</i> entering into the <i>regulated credit agreement</i>.</p> <p>The options chosen should reflect the <i>credit broker's</i> regulatory status at the point the introduction was effected.</p> <p>Enter the relevant code:</p> <p>A1: Yes – credit broker regulated – FRN known</p> <p>Another <i>person</i> (the <i>credit broker</i>) effected an introduction of the <i>borrower(s)</i> to the reporting <i>firm</i> with a view to the <i>borrower(s)</i> entering into the <i>regulated credit agreement</i>. The <i>credit broker</i> was an <i>authorised person</i> or acting as an <i>appointed representative</i>. The FRN of the <i>credit broker</i> is known by the reporting <i>firm</i>.</p> <p>A2: Yes – credit broker regulated – FRN unknown</p> <p>Another <i>person</i> (the <i>credit broker</i>) effected an introduction of the <i>borrower(s)</i> to the reporting <i>firm</i> with a view to the <i>borrower(s)</i> entering into the <i>regulated credit agreement</i>. The <i>credit broker</i> was an <i>authorised person</i> or act-</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>ing as an <i>appointed representative</i>. The FRN of the <i>credit broker</i> is not known by the reporting <i>firm</i>.</p> <p>B: Yes – credit broker not regulated</p> <p>Another <i>person</i> (the <i>credit broker</i>) effected an introduction of the <i>borrower(s)</i> to the reporting <i>firm</i> with a view to the <i>borrower(s)</i> entering into the <i>regulated credit agreement</i>. The <i>credit broker</i> was not an <i>authorised person</i> and was not acting as an <i>appointed representative</i>.</p> <p>C: Yes – credit broker regulatory status unknown</p> <p>Another <i>person</i> (the <i>credit broker</i>) effected an introduction of the <i>borrower(s)</i> to the reporting <i>firm</i> with a view to the <i>borrower(s)</i> entering into the <i>regulated credit agreement</i>. The reporting <i>firm</i> cannot determine the regulatory status of the <i>credit broker</i>.</p> <p>N: No credit broker</p> <p>Another <i>person</i> did not effect an introduction of the <i>borrower(s)</i> to the reporting <i>firm</i> with a view to the <i>borrower(s)</i> entering into the <i>regulated credit agreement</i>.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether another <i>person</i> effected an introduction of the <i>borrower(s)</i> to the reporting <i>firm</i> with a view to the <i>borrower(s)</i> entering into the <i>regulated credit agreement</i>.</p>

Reference	Data reporting field	Code (where applicable)	Notes
24A	Credit broker FRN	6 or 7 digit number	<p>The FRN of the <i>credit broker</i> who effected an introduction of the <i>borrower(s)</i> to the reporting <i>firm</i> with a view to the <i>borrower(s)</i> entering into the <i>regulated credit agreement</i>.</p> <p>This should reflect the <i>credit broker's</i> FRN at the point the introduction was effected.</p>
25A	Credit broker name	Alphanumeric	<p>The name of the <i>credit broker</i> who effected the introduction of the <i>borrower(s)</i> to the reporting <i>firm</i> with a view to the <i>borrower(s)</i> entering into the <i>regulated credit agreement</i>.</p>
26A	Commission paid by reporting firm to credit broker	Numeric £	<p>Amount of commission paid to the <i>credit broker</i> by the reporting <i>firm</i> directly in relation to the <i>regulated credit agreement</i>.</p> <p>Do not include a pro-rata estimate of the commission from any amounts paid to the <i>credit broker</i> which are not directly in relation to the <i>regulated credit agreement</i>.</p>
27A	Commission received by reporting firm from credit broker	Numeric £	<p>Amount of commission paid to the reporting <i>firm</i> by the <i>credit broker</i> directly in relation to the <i>regulated credit agreement</i>.</p> <p>Do not include a pro-rata estimate of the commission from any amounts received from the <i>credit broker</i> which are not directly in relation to the <i>regulated credit agreement</i>.</p>

P2P details data elements

These *data elements* identify whether the *regulated credit agreement* is also a *P2P agreement* and, if relevant, provide details of the *operator of an electronic system in relation to lending* who facilitated the *P2P agreement*.

Reference	Data reporting field	Code (where applicable)	Notes
28A	Is the credit agreement also a P2P agreement?	<p>A1 = Yes – platform regulated – FRN known</p> <p>A2 = Yes – platform regulated – FRN unknown</p> <p>B = Yes – platform not regulated</p> <p>C = Yes – platform regulatory status unknown</p> <p>N = No – not a P2P agreement</p> <p>Z = Unknown</p>	<p>Whether the <i>regulated credit agreement</i> meets the criteria of a <i>P2P agreement</i>.</p> <p>Enter the relevant code:</p> <p>A1: Yes – platform regulated – FRN known</p> <p>The <i>regulated credit agreement</i> meets the criteria of a <i>P2P agreement</i>. The <i>operator of the electronic system in relation to lending</i> who facilitated the <i>P2P agreement</i> was an <i>authorised person</i> or acting as an <i>appointed representative</i>. The FRN of the <i>operator of the electronic system in relation to lending</i> is known by the <i>reporting firm</i>.</p> <p>A2: Yes – platform regulated – FRN unknown</p> <p>The <i>regulated credit agreement</i> meets the criteria of a <i>P2P agreement</i>. The <i>operator of the electronic system in relation to lending</i> who facilitated the <i>P2P agreement</i> was an <i>authorised person</i> or acting as an <i>appointed representative</i>. The FRN of the <i>operator of the electronic system in relation to lending</i> is not known by the <i>reporting firm</i>.</p> <p>B: Yes – platform not regulated</p> <p>The <i>regulated credit agreement</i> meets the criteria of a <i>P2P agreement</i>. The <i>operator of the electronic system in relation to lending</i> who facilitated the <i>P2P agreement</i> was not an <i>authorised person</i> and was not acting as an</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p><i>appointed representative.</i></p> <p>C: Yes – platform regulatory status unknown</p> <p>The <i>regulated credit agreement</i> meets the criteria of a <i>P2P agreement</i>. The reporting <i>firm</i> cannot determine the regulatory status of the <i>operator of the electronic system in relation to lending</i> who facilitated the <i>P2P agreement</i>.</p> <p>N: No – not a P2P agreement</p> <p>The <i>regulated credit agreement</i> does not meet the criteria of a <i>P2P agreement</i>.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether the <i>regulated credit agreement</i> meets the criteria of a <i>P2P agreement</i>.</p>
29A	P2P platform operator FRN	6 or 7 digit number	The FRN of the <i>operator of an electronic system in relation to lending</i> who facilitated the <i>P2P agreement</i> as on the date the <i>regulated credit agreement</i> was executed.
30A	P2P platform operator name	Alphanumeric	The name of the <i>operator of an electronic system in relation to lending</i> who facilitated the <i>P2P agreement</i> .
Agreement duration data elements			
These <i>data elements</i> provide the date the <i>regulated credit agreement</i> was executed and, if relevant, details of when the <i>regulated credit agreement</i> is scheduled to end.			
31A	Agreement execution date	DD/MM/YYYY	<p>The date on which the <i>regulated credit agreement</i> was executed.</p> <p>For a modified agreement or novated agreement this should be the date on which that <i>regulated credit agree-</i></p>

Reference	Data reporting field	Code (where applicable)	Notes
32A	Is the agreement an open-end agreement?	Y = Yes N = No	Whether the <i>regulated credit agreement</i> meets the criteria of an <i>open-end agreement</i> . ment was executed, not the date on which the earlier modified or novated agreement was executed.
33A	Agreement end date	DD/MM/YYYY	Date on which the <i>regulated credit agreement</i> is scheduled to end.
34A	Is there a minimum duration for the open-end agreement?	Y = Yes N = No	Whether the <i>open-end agreement</i> has a minimum duration.
35A	Minimum duration end date	DD/MM/YYYY	Date on which the minimum duration of the <i>open-end agreement</i> ends.

Agreement characteristics data elements

These *data elements* provide information on a variety of characteristics of the *regulated credit agreement* to understand the type of product it relates to and, if relevant, the purpose, or intended purpose, of the borrowing. The validations for many of these *data elements* are dependent on other related *data elements* - most notably, the difference between *regulated credit agreements* under which the facility is *fixed-sum credit* or *running-account credit*.

36A	Is the agreement a credit token agreement?	Y = Yes N = No	Whether the <i>regulated credit agreement</i> meets the criteria of a <i>credit-token agreement</i> .
37A	Is the facility under the credit agreement fixed-sum or running-account?	FS: Fixed-sum credit RA: Running-account credit	Enter the relevant code: FS: Fixed-sum credit The <i>regulated credit agreement</i> includes a facility whereby the <i>borrower(s)</i> is enabled to receive <i>credit</i> (whether in one amount or by instalments) but which is not <i>running-account credit</i> . RA: Running-account credit The <i>regulated credit agreement</i> includes a facility under which the <i>borrower(s)</i> or another <i>person</i> is en-

Reference	Data reporting field	Code (where applicable)	Notes
38A	How can the running-account credit be used?	<p>A = Linked to a payment network</p> <p>B = Retail revolving credit to pay for periodic premiums or fees only</p> <p>C = Any other retail revolving credit</p> <p>D = Money transfers only</p> <p>W = Other</p> <p>Z = Unknown</p>	<p>abled to receive from time to time from the reporting <i>firm</i> or a third party <i>cash, goods</i> or services to an amount or value such that, taking into account <i>payments</i> made by or to the credit of the <i>borrower(s)</i>, the <i>credit limit</i> (if any) is not at any time exceeded.</p> <p>Enter the relevant code:</p> <p>A: Linked to a payment network</p> <p><i>A regulated credit agreement</i> with a facility which allows drawdowns for transactions with any <i>person</i> in a payment network, such as <i>MasterCard</i> and <i>Visa</i>. This includes credit cards.</p> <p>This should include a <i>regulated credit agreement</i> which also allows other types of drawdowns.</p> <p>This should include a <i>regulated credit agreement</i> which has a brand associated with a particular <i>supplier(s)</i>, or promotions in relation to a specific <i>supplier(s)</i>, but the facility allows drawdowns with any <i>person</i> in a payment network.</p> <p>B: Retail revolving credit to pay for periodic premiums or fees only</p> <p><i>A regulated credit agreement</i> which meets the criteria of <i>retail revolving credit</i>, and which only allows the <i>borrower(s)</i> to finance a single periodic premium or fee at any one time.</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>C: Any other retail revolving credit</p> <p><i>A regulated credit agreement which meets the criteria of retail revolving credit, other than a regulated credit agreement which only allows the borrower(s) to finance a single periodic premium or fee at any one time.</i></p> <p>D: Money transfers only</p> <p><i>A regulated credit agreement which only allows drawdowns to transfer money to a bank account or an electronic money account.</i></p> <p>W: Other</p> <p><i>A regulated credit agreement which is not one of the specific options above.</i></p> <p>Z: Unknown</p> <p><i>A regulated credit agreement which the reporting firm cannot determine to be one of the specific options above.</i></p>
39A	Payment network	<p>A = Mastercard</p> <p>B = Visa</p> <p>W = Other</p>	The payment network, such as <i>MasterCard</i> and <i>Visa</i> , that the <i>running-account credit</i> is linked to.
40A	With which suppliers can the retail revolving credit be used?	<p>A = Reporting firm only</p> <p>B = Single supplier other than the reporting firm</p> <p>C = More than one supplier</p>	<p>Enter the relevant code:</p> <p>A: Reporting firm only</p> <p>Drawdowns can only be made for purchases from the reporting <i>firm</i>.</p> <p>B: Single supplier other than the reporting firm</p> <p>Drawdowns can only be made for purchases from a single <i>supplier</i></p>

Reference	Data reporting field	Code (where applicable)	Notes
41A	Regulatory status of the supplier in respect of whom the retail revolving credit applies	<p>A1 = Regulated – FRN known</p> <p>A2 = Regulated – FRN unknown</p> <p>B = Supplier was the credit broker</p> <p>X = Not regulated</p> <p>Z1 = Supplier regulatory status unknown</p> <p>Z2 = Supplier unknown</p>	<p>who is not the reporting <i>firm</i>.</p> <p>C: More than one supplier</p> <p>Drawdowns can be made for purchases from more than one <i>supplier</i>.</p> <p>This should reflect the regulatory status of the single <i>supplier</i> with whom the <i>retail revolving credit</i> agreement can be used as on the date the <i>regulated credit agreement</i> was executed.</p> <p>Enter the relevant code:</p> <p>A1: Regulated – FRN known</p> <p>The <i>supplier</i> was an <i>authorised person</i> and/or acting as an <i>appointed representative</i>. The <i>supplier</i> is not the <i>person</i> reported as the <i>credit broker</i> for the <i>regulated credit agreement</i>. The FRN of the <i>supplier</i> is known by the reporting <i>firm</i>.</p> <p>A2: Regulated – FRN unknown</p> <p>The <i>supplier</i> was an <i>authorised person</i> and/or acting as an <i>appointed representative</i>. The <i>supplier</i> is not the <i>person</i> reported as the <i>credit broker</i> for the <i>regulated credit agreement</i>. The FRN of the <i>supplier</i> is not known by the reporting <i>firm</i>.</p> <p>B: Supplier was the credit broker</p> <p>The <i>supplier</i> is the <i>person</i> reported as the <i>credit broker</i> for the <i>regulated credit agreement</i>.</p> <p>X: Not regulated</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>The <i>supplier</i> was not an <i>authorised person</i> and was not acting as an <i>appointed representative</i>.</p> <p>Z1: Supplier regulatory status unknown</p> <p>The reporting <i>firm</i> cannot determine the regulatory status of the <i>supplier</i>.</p> <p>Z2: Supplier unknown</p> <p>The reporting <i>firm</i> cannot determine who the <i>supplier</i> is.</p>
42A	Retail revolving credit supplier FRN	6 or 7 digit number	The FRN of the single <i>person</i> other than the reporting <i>firm</i> for whom drawdowns for purchases can be made (the <i>retail revolving credit supplier</i>) as on the date the <i>regulated credit agreement</i> was executed.
43A	Retail revolving credit supplier name	Alphanumeric	The name of the <i>supplier</i> in respect of the <i>retail revolving credit</i> as on the date the <i>regulated credit agreement</i> was executed.
44A	Is the agreement a BNPL agreement?	Y = Yes N = No	Whether the <i>regulated credit agreement</i> meets the criteria of a <i>BNPL agreement</i> .
45A	Type of periodic premiums or fees	A = Insurance premiums only B = Any other combination of premiums and fees Z = Unknown	<p>Enter the relevant code:</p> <p>A: Insurance premiums only</p> <p>The <i>regulated credit agreement</i> is intended to be used to finance <i>premiums</i> for <i>general insurance contracts</i> only.</p> <p>B: Any other combination of premiums and fees</p> <p>The <i>regulated credit agreement</i> is not limited to finance <i>pre-</i></p>

Reference	Data reporting field	Code (where applicable)	Notes
46A	Is the agreement a borrower-lender agreement or a borrower-lender-supplier agreement?	A = Borrower-lender B = Borrower-lender-supplier	<p><i>miums for general insurance contracts only.</i></p> <p>Z: Unknown</p> <p><i>A regulated credit agreement which the reporting firm cannot determine to be one of the specific options above.</i></p> <p>Enter the relevant code:</p> <p>A: Borrower-lender</p> <p><i>A regulated credit agreement which meets the criteria of a borrower-lender agreement.</i></p> <p>B: Borrower-lender-supplier</p> <p><i>A regulated credit agreement which meets the criteria of a borrower-lender-supplier agreement.</i></p>
47A	Supplier regulatory status	A1 = Regulated – FRN known A2 = Regulated – FRN unknown B = Supplier was the credit broker C = Supplier was the reporting firm X = Not regulated Z1 = Supplier regulatory status unknown Z2 = Supplier unknown	<p>This should reflect the regulatory status of the <i>person</i> who acted as ‘the <i>supplier</i>’ under the <i>borrower-lender-supplier agreement</i> when the <i>regulated credit agreement</i> was executed.</p> <p>If the reporting <i>firm</i> is not the original <i>lender</i> for the <i>regulated credit agreement</i>, this should reflect the regulatory status of the <i>person</i> who acted as ‘the <i>supplier</i>’ under the <i>borrower-lender-supplier agreement</i> as on the date of the novation or when the legal ownership of the <i>regulated credit agreement</i> was assigned to the reporting <i>firm</i>.</p> <p>Enter the relevant code:</p> <p>A1: Regulated – FRN known</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>The <i>supplier</i> was an <i>authorised person</i> and/or acting as an <i>appointed representative</i>. The <i>supplier</i> is not the reporting <i>firm</i> and is not the <i>person</i> reported as the <i>credit broker</i> for the <i>regulated credit agreement</i>. The FRN of the <i>supplier</i> is known by the reporting <i>firm</i>.</p> <p>A2: Regulated – FRN unknown</p> <p>The <i>supplier</i> was an <i>authorised person</i> and/or acting as an <i>appointed representative</i>. The <i>supplier</i> is not the reporting <i>firm</i> and is not the <i>person</i> reported as the <i>credit broker</i> for the <i>regulated credit agreement</i>. The FRN of the <i>supplier</i> is not known by the reporting <i>firm</i>.</p> <p>B: Supplier was the credit broker</p> <p>The <i>supplier</i> was the <i>person</i> reported as the <i>credit broker</i> for the <i>regulated credit agreement</i>.</p> <p>C: Supplier was the reporting firm</p> <p>The <i>supplier</i> was the reporting <i>firm</i>.</p> <p>X: Not regulated</p> <p>The <i>supplier</i> was not an <i>authorised person</i> and was not acting as an <i>appointed representative</i>.</p> <p>Z1: Supplier regulatory status unknown</p> <p>The reporting <i>firm</i> cannot determine the regulatory status of the <i>supplier</i>.</p> <p>Z2: Supplier unknown</p> <p>The reporting <i>firm</i> cannot determine who the <i>supplier</i> was.</p>

Reference	Data reporting field	Code (where applicable)	Notes
48A	Supplier FRN	6 or 7 digit number	<p>The FRN of the <i>person</i> who acted as ‘the <i>supplier</i>’ under the <i>borrower-lender-supplier agreement</i> as on the date the <i>regulated credit agreement</i> was executed.</p> <p>If the reporting <i>firm</i> is not the original <i>lender</i> for the <i>regulated credit agreement</i>, this should reflect the FRN of the <i>person</i> who acted as ‘the <i>supplier</i>’ under the <i>borrower-lender-supplier agreement</i> as on the date of the novation or when the legal ownership of the <i>regulated credit agreement</i> was assigned to the reporting <i>firm</i>.</p>
49A	Supplier name	Alphanumeric	<p>The name of the <i>person</i> who acted as ‘the <i>supplier</i>’ in the <i>borrower-lender-supplier agreement</i> as on the date the <i>regulated credit agreement</i> was executed.</p> <p>If the reporting <i>firm</i> is not the original <i>lender</i> for the <i>regulated credit agreement</i>, this should reflect the name of the <i>person</i> who acted as ‘the <i>supplier</i>’ under the <i>borrower-lender-supplier agreement</i> as on the date of the novation or when the legal ownership of the <i>regulated credit agreement</i> was assigned to the reporting <i>firm</i>.</p>
50A	Is the agreement one of these specific contract types?	<p>A = Hire-purchase agreement</p> <p>B = Conditional sale agreement</p>	<p>Enter the relevant code:</p> <p>A: Hire-purchase agreement</p>

Reference	Data reporting field	Code (where applicable)	Notes
		<p>C = Pawn agreement</p> <p>D = Bill of sale loan agreement</p> <p>E = Green deal plan</p> <p>X = None of these contract types</p> <p>Z = Unknown</p>	<p><i>A regulated credit agreement which meets the criteria of a hire-purchase agreement.</i></p> <p>B: Conditional sale agreement</p> <p><i>A regulated credit agreement which meets the criteria of a conditional sale agreement.</i></p> <p>C: Pawn agreement</p> <p><i>A regulated credit agreement for which the lender takes any article in pawn.</i></p> <p>D: Bill of sale loan agreement</p> <p><i>A regulated credit agreement which meets the criteria of a bill of sale loan agreement.</i></p> <p>E: Green deal plan</p> <p><i>A regulated credit agreement which also meets the criteria of a green deal plan.</i></p> <p>X: None of these contract types</p> <p><i>A regulated credit agreement which is not one of any of the above contract types.</i></p> <p>Z: Unknown</p> <p><i>A regulated credit agreement which the reporting firm cannot determine to be one of the above contract types.</i></p>
51A	Does the agreement meet the criteria of one of these agreement types as defined in the FCA Handbook?	<p>A = High-cost short-term credit</p> <p>B = Home credit loan agreement</p> <p>C = RTO agreement</p> <p>D = BNPL agreement</p>	<p>Enter the relevant code:</p> <p>A: High-cost short-term credit</p> <p><i>A regulated credit agreement which meets the criteria of</i></p>

Reference	Data reporting field	Code (where applicable)	Notes
		<p>X = None of these FCA Handbook definitions</p> <p>Z = Unknown</p>	<p><i>high-cost short-term credit.</i></p> <p>B: Home credit loan agreement <i>A regulated credit agreement which meets the criteria of a home credit loan agreement.</i></p> <p>C: RTO agreement <i>A regulated credit agreement which meets the criteria of an RTO agreement as set out in CONC 5B.7.1R(7). Note that, while similar, this is not the same as the criteria for a rent-to-own agreement.</i></p> <p>D: BNPL agreement <i>A regulated credit agreement which meets the criteria of a BNPL agreement.</i></p> <p>X: None of these FCA Handbook definitions <i>A regulated credit agreement which is not one of any of the above agreement types.</i></p> <p>Z: Unknown <i>A regulated credit agreement which the reporting firm cannot determine to be one of the above agreement types.</i></p>
52A	End date of promotional period for BNPL credit	DD/MM/YYYY	The end date of the promotional period for the <i>BNPL credit</i> .
53A	Type of goods or services provided by the supplier financed by the agreement	<p>A = Motor vehicles</p> <p>B = Mobility aids</p> <p>C = Home improvement</p> <p>D = Mobile phones</p> <p>E = Jewellery and watches</p> <p>F = Household goods</p>	If more than one type of <i>goods</i> or <i>services</i> are financed by the <i>regulated credit agreement</i> , the reporting <i>firm</i> should select the type of <i>goods</i> or <i>services</i> which accounted for the greatest portion of the <i>total amount of credit</i> .

Reference	Data reporting field	Code (where applicable)	Notes
		G = Sports and leisure goods H = Mobile homes I = Agriculture equipment and supplies J = Other plant machinery K = Office equipment L = Tools M = Health care and medical care N = Education and training O = Travel P = Legal services Q = Insurance premiums R = Membership and subscription fees W1 = Other goods W2 = Other services Z = Unknown	<p>The reporting <i>firm</i> should select the option which best aligns to the information, if any, it holds. The reporting <i>firm</i> is not required to collect additional information in order to be able to better determine the application of any of the specified options.</p> <p>Enter the relevant code:</p> <p>A: Motor vehicles</p> <p>A wheeled, mechanically propelled vehicle intended or adapted for use on roads.</p> <p>B: Mobility aids</p> <p>A device designed to assist walking or otherwise improve the mobility of people with a mobility impairment.</p> <p>This should not include <i>goods</i> covered by 'A: Motor vehicles'.</p> <p>C: Home improvement</p> <p>Additions to, renovations of or repair of a residential property which involve professional services, including but not limited to installation.</p> <p>This should not include <i>goods</i> covered by 'B: Mobility aids', even if they involved professional installation.</p> <p>D: Mobile phones</p> <p>Mobile phone handsets, smart watches and associated accessories.</p> <p>E: Jewellery and watches</p> <p>This should not include <i>goods</i> covered by 'D: Mobile phones'.</p> <p>F: Household goods</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p><i>Goods</i> which are normally found in a residential home, including but not limited to furniture, kitchen appliances (such as cookers, washing machines and dryers, microwaves, refrigerators, and freezers), electronic and technological <i>goods</i> (such as vacuum cleaners, televisions and accessories, music systems and accessories, games consoles and accessories, computers, and tablets and accessories).</p> <p>This should not include <i>goods</i> covered by 'B: Mobility aids', 'D: Mobile phones', or 'E: Jewellery and watches'.</p> <p>G: Sports and leisure goods</p> <p><i>Goods</i> used primarily for sports or leisure.</p> <p>H: Mobile homes</p> <p>Static caravans, park homes and lodges which can be transported from place to place.</p> <p>I: Agriculture equipment and supplies</p> <p><i>Goods</i> intended to be used for agricultural purposes.</p> <p>J: Other plant machinery</p> <p>This should not include <i>goods</i> covered by 'I: Agriculture equipment and supplies'.</p> <p>K: Office equipment</p> <p><i>Goods</i> which are normally found in a commercial office.</p> <p>L: Tools</p> <p>Handheld tools.</p> <p>This should not include <i>goods</i> covered by 'I: Ag-</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>riculture equipment and supplies', 'J: Other plant machinery', or 'K: Office equipment'.</p> <p>M: Health care and medical care</p> <p>Health care and medical care procedures, and equipment associated with health care and medical care.</p> <p>This should include procedures carried out for cosmetic purposes.</p> <p>N: Education and training</p> <p>Fees for education and training, and any living costs associated with education and training.</p> <p>O: Travel</p> <p>Services relating to travelling or the making of travel arrangements.</p> <p>P: Legal services</p> <p>Legal services associated with litigation.</p> <p>Q: Insurance premiums</p> <p><i>Premiums for general insurance contracts.</i></p> <p>R: Membership and subscription fees</p> <p>Fees to cover memberships and subscriptions.</p> <p>This should not include services covered by 'N: Education and training'.</p> <p>W1: Other goods</p> <p><i>Goods</i> which are not any of the specific options above.</p> <p>W2: Other services</p> <p>Services which are not any of the specific options above.</p> <p>Z: Unknown</p> <p><i>Goods</i> or services which the reporting</p>

Reference	Data reporting field	Code (where applicable)	Notes
54A	Was the motor vehicle financed new or used?	A = New B = Used Z = Unknown	<p><i>firm</i> cannot determine to be one of the specific options above.</p> <p>The reporting <i>firm</i> should select the option which best aligns to the information, if any, it holds. The reporting <i>firm</i> is not required to collect additional information in order to be able to better determine the application of any of the specified options.</p> <p>Enter the relevant code:</p> <p>A: New</p> <p>The motor vehicle financed by the <i>regulated credit agreement</i> has not previously been used or owned by another <i>consumer</i> prior to the start of the <i>regulated credit agreement</i>.</p> <p>B: Used</p> <p>The motor vehicle financed by the <i>regulated credit agreement</i> has been previously used or owned by another <i>consumer</i> prior to the start of the <i>regulated credit agreement</i>.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether the motor vehicle financed by the <i>regulated credit agreement</i> has been previously used by another <i>consumer</i>, prior to the start of the <i>regulated credit agreement</i>.</p>
55A	Type of motor vehicle financed	A = Car B = Motorhomes and campervans C = Motorbike including scooters D = Light goods vehicle	<p>The reporting <i>firm</i> should select the option which best aligns to the information, if any, it holds. The reporting <i>firm</i> is not required to collect additional information in</p>

Reference	Data reporting field	Code (where applicable)	Notes
		<p>W = Other type of motor vehicle</p> <p>Z = Unknown</p>	<p>order to be able to better determine the application of any of the specified options.</p> <p>Enter the relevant code:</p> <p>A: Car A 4-wheeled passenger motor vehicle.</p> <p>B: Motorhomes and campervans A motor vehicle with living accommodation.</p> <p>C: Motorbike including scooters A 2-wheeled motor vehicle.</p> <p>D: Light goods vehicle A motor vehicle designed for the carriage of <i>goods</i>, not exceeding 3,500kg.</p> <p>W: Other type of motor vehicle Any other known motor vehicle type not covered by the specified options above.</p> <p>Z: Unknown A motor vehicle which the reporting <i>firm</i> is unable to determine to be one of the specific options above.</p>
56A	Is the hire-purchase agreement a personal contract purchase agreement?	<p>Y = Yes</p> <p>N = No</p>	<p>Whether the <i>hire-purchase agreement</i> includes a guaranteed minimum future value of the motor vehicle which is set out as an optional additional <i>repayment</i> at the end of the <i>regulated credit agreement</i>, with the option for the <i>borrower(s)</i> to return the motor vehicle instead of making that <i>repayment</i>.</p>

Reference	Data reporting field	Code (where applicable)	Notes
57A	Guaranteed minimum future value	Numeric £	The guaranteed minimum future value of the motor vehicle which is set out as an optional additional <i>repayment</i> at the end of the <i>regulated credit agreement</i> , with the option for the <i>borrower(s)</i> to return the motor vehicle instead of making that <i>repayment</i> .
58A	Anticipated annual mileage	Numeric	The anticipated annual mileage used, in part, to determine the guaranteed minimum future value for a motor vehicle under the <i>regulated credit agreement</i> .
59A	Declared purpose of borrowing	<p>A1 = Debt consolidation loan – reporting firm’s group only</p> <p>A2 = Debt consolidation loan – not reporting firm’s group only</p> <p>A0 = Debt consolidation loan – unspecified</p> <p>B = Motor vehicle loan</p> <p>C = Home improvement loan</p> <p>D = Wedding loan</p> <p>E = Holiday loan</p> <p>F = Student loan</p> <p>W = Other declared purpose</p> <p>Z = Unknown purpose</p>	<p>The selection should reflect the purpose of the borrowing, if any, declared by the <i>borrower(s)</i> in their application.</p> <p>If more than one purpose was declared by the <i>borrower(s)</i>, the reporting <i>firm</i> should select the purpose which accounted for the greatest portion of the <i>total amount of credit</i>.</p> <p>The reporting <i>firm</i> should select the option which best aligns to the information, if any, it holds. The reporting <i>firm</i> is not required to collect additional information in order to be able to better determine the application of any of the specified options.</p> <p>Enter the relevant code:</p> <p>A1: Debt consolidation loan – reporting firm’s group only</p> <p>To pay off existing <i>credit</i> commitments of the <i>borrower</i> with the reporting <i>firm</i> or per-</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>son(s) in the reporting firm's group.</p> <p>A2: Debt consolidation loan – not reporting firm's group only</p> <p>To pay off existing <i>credit</i> commitments of the <i>borrower</i>, not all of which are with the reporting <i>firm</i> or <i>person(s)</i> in the reporting firm's group.</p> <p>A0: Debt consolidation loan – unspecified</p> <p>To pay off existing <i>credit</i> commitments of the <i>borrower</i>, the makeup of which is not recorded.</p> <p>B: Motor vehicle loan</p> <p>To purchase a wheeled, mechanically propelled vehicle intended or adapted for use on roads.</p> <p>C: Home improvement loan</p> <p>To pay for home improvements.</p> <p>D: Wedding loan</p> <p>To be used for costs associated with a wedding.</p> <p>E: Holiday loan</p> <p>To be used to pay for costs associated with holidays.</p> <p>F: Student loan</p> <p>To be used to pay for costs associated with education and training, either direct costs such as fees or associated living costs.</p> <p>W: Other declared purpose</p> <p>A purpose of borrowing is recorded which is not covered by the specified options above.</p> <p>Z: Unknown purpose</p>

Reference	Data reporting field	Code (where applicable)	Notes
60A	Was any portion of the loan for direct payment to existing creditors?	Y = Yes N = No	No declared purpose of borrowing is recorded. Whether all or part of the amount borrowed for debt consolidation included direct <i>payment(s)</i> by the reporting <i>firm</i> to the <i>borrower(s)</i> ' existing creditor(s).
61A	Value of direct payments to existing creditors	Numeric £	The value of the amount borrowed for debt consolidation which was directly paid by the reporting <i>firm</i> to the <i>borrower(s)</i> ' existing creditor(s).
Borrower details data elements			
These <i>data elements</i> provide information in relation to the <i>borrower(s)</i> under the <i>regulated credit agreement</i> .			
62A	Is the borrower a natural person acting as a sole trader or a relevant recipient of credit?	A = Natural person B = Relevant recipient of credit	Enter the relevant code: A: Natural person A natural <i>person</i> acting as a sole trader. B: Relevant recipient of credit A relevant recipient of credit means: (a) a <i>partnership</i> consisting of 2 or 3 <i>persons</i> not all of whom are <i>bodies corporate</i> ; or (b) an unincorporated body of <i>persons</i> which does not consist entirely of <i>bodies corporate</i> and is not a <i>partnership</i> .
63A	Reporting firm's unique reference for relevant recipient of credit	Alphanumeric	The unique reference used by the reporting <i>firm</i> in its records to identify the relevant recipient of credit acting as the <i>borrower</i> under the <i>regulated credit agreement</i> . This unique reference must be used consistently for the same <i>bor-</i>

Reference	Data reporting field	Code (where applicable)	Notes
			<p><i>borrower</i> in any performance data reports for the <i>regulated credit agreement</i>.</p> <p>All attempts should be made to use the same unique reference for the same relevant recipient of credit, across all relevant <i>regulated credit agreements</i> included in the reporting <i>firm's</i> back-book, sales and performance data reports.</p>
64A	Name of relevant recipient of credit	Alphanumeric	The name of the relevant recipient of credit acting as the <i>borrower</i> under the <i>regulated credit agreement</i> .
65A	Number of borrowers named in the agreement	Numeric	<p>The number of natural <i>persons</i> who are named as a <i>borrower</i> under the <i>regulated credit agreement</i>.</p> <p>This should not include natural <i>persons</i> who are not named under the <i>regulated credit agreement</i> but who have access to the facility, such as additional card holders.</p>
<p>Borrower natural person repeatable data elements</p> <p>Certain <i>data elements</i> must be provided for each natural <i>person</i> who is named as a <i>borrower</i> under the <i>regulated credit agreement</i>. The submission method will allow these <i>data elements</i> to be repeated.</p> <ul style="list-style-type: none"> •<i>Data element</i> 66A, 'Reporting firm's unique reference for natural person acting as borrower', will be the unique identifier for a set of <i>borrower natural person data elements</i>. •Only one set of <i>borrower natural person data elements</i> will be allowable if <i>data element</i> 62A, 'Is the borrower a natural person acting as a sole trader or a relevant recipient of credit?', is answered 'A = Natural person'. •For all other relevant <i>regulated credit agreements</i> with <i>borrowers</i> who are natural <i>persons</i>, <i>data element</i> 65A, 'Number of borrowers named in the agreement', will validate the number of sets of <i>borrower natural person data elements</i> expected. <p>Start of borrower natural person repeatable data elements</p>			
66A	Reporting firm's unique reference for	Alphanumeric	The unique reference used by the reporting

Reference	Data reporting field	Code (where applicable)	Notes
	natural person acting as borrower		<p><i>firm</i> in its records to identify the natural <i>person</i> acting as a <i>borrower</i> under the <i>regulated credit agreement</i>.</p> <p>This should not include the natural <i>person's</i> name or a derivation of their name.</p> <p>This unique reference must be used consistently for the same <i>borrower</i> in any performance data reports for the <i>regulated credit agreement</i>.</p> <p>All attempts should be made to use the same unique reference for the same natural <i>person</i>, across all relevant <i>regulated credit agreements</i> included in the reporting <i>firm's</i> back-book, sales and performance data reports. This includes a unique reference for any natural <i>person</i> who has provided the guarantee or the indemnity (or both) in relation to a relevant <i>regulated credit agreement</i>.</p>
66B	Borrower's date of birth	DD/MM/YYYY	The date of birth of the natural <i>person</i> acting as a <i>borrower</i> under the <i>regulated credit agreement</i> .
66C	Borrower's residential address type	<p>A = United Kingdom</p> <p>B = British Forces Post Office</p> <p>C = Overseas</p> <p>W = Other</p> <p>Z = Unknown</p>	<p>The selection should reflect the main residence for the <i>borrower</i> on the date the <i>regulated credit agreement</i> was executed.</p> <p>Enter the relevant code:</p> <p>A: United Kingdom</p> <p>The main residence for the <i>borrower</i> is in the United Kingdom or a Crown Dependency and is not a British Forces Post Office address.</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>B: British Forces Post Office</p> <p>The main residence for the <i>borrower</i> is a British Forces Post Office address.</p> <p>C: Overseas</p> <p>The main residence for the <i>borrower</i> is not in the United Kingdom or a Crown Dependency and is not a British Forces Post Office address.</p> <p>W: Other</p> <p>The main residence for the <i>borrower</i> is not as described by any of the specific options above.</p> <p>Z: Unknown</p> <p>The main residence for the <i>borrower</i> is a residential address type which the reporting <i>firm</i> cannot determine to be one of the specific options above.</p>
66D	Borrower's residential postcode on the agreement execution date	eg, XY45 6XX	<p>The full postcode or equivalent of the main residence for the <i>borrower</i> on the date the <i>regulated credit agreement</i> was executed.</p> <p>UK and British Forces Post Office postcodes should take the form of, eg, XY45 6XX.</p>
66E	Borrower's residential status on the agreement execution date	<p>A1 = Owner occupier – own outright</p> <p>A2 = Owner occupier – mortgage</p> <p>A0 = Owner occupier – unspecified</p> <p>B1 = Renting – private landlord</p> <p>B2 = Renting – social landlord</p> <p>B0 = Renting – unspecified</p>	<p>The selection should reflect the residential status of the <i>borrower</i> on the date the <i>regulated credit agreement</i> was executed.</p> <p>The reporting <i>firm</i> should select the option which best aligns to the information, if any, it holds. The reporting <i>firm</i> is not required to collect additional information in order to be able to</p>

Reference	Data reporting field	Code (where applicable)	Notes
		<p>C = Living with relatives or friends</p> <p>W = Other</p> <p>Z = Unknown</p>	<p>better determine the application of any of the specified options.</p> <p>Enter the relevant code:</p> <p>A1: Owner occupier – own outright</p> <p>The <i>borrower</i> owns their main residence without a mortgage to pay for the residence.</p> <p>A2: Owner occupier – mortgage</p> <p>The <i>borrower</i> owns their main residence while repaying a mortgage to pay for the residence.</p> <p>A0: Owner occupier – unspecified</p> <p>The <i>borrower</i> owns their main residence and whether they have a mortgage to pay for the residence is not recorded.</p> <p>B1: Renting – private landlord</p> <p>The <i>borrower</i> is renting their main residence from a private landlord.</p> <p>B2: Renting – social landlord</p> <p>The <i>borrower</i> is renting their main residence from a social landlord.</p> <p>B0: Renting – unspecified</p> <p>The <i>borrower</i> is renting their main residence and the type of the landlord is not recorded.</p> <p>C: Living with relatives or friends</p> <p>The <i>borrower</i> is living with relatives or friends, without a tenancy agreement.</p>

Reference	Data reporting field	Code (where applicable)	Notes
66F	Borrower's employment status on the agreement execution date	A1 = Employed – permanent or fixed term A2 = Employed – temporary A0 = Employed – unspecified B = Self-employed C = Not employed W = Other Z = Unknown	<p>W: Other</p> <p>The <i>borrower's</i> residential status is not as described by any of the specific options above.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> cannot determine the <i>borrower's</i> residential status to be one of the specific options above.</p> <p>The selection should reflect the employment status of the <i>borrower</i> on the date the <i>regulated credit agreement</i> was executed.</p> <p>The reporting <i>firm</i> should select the option which best aligns to the information, if any, it holds. The reporting <i>firm</i> is not required to collect additional information in order to be able to better determine the application of any of the specified options.</p> <p>Enter the relevant code:</p> <p>A1: Employed – permanent or fixed-term</p> <p>The <i>borrower</i> had a permanent or fixed-term contract(s) to work for an employer(s).</p> <p>A2: Employed – temporary</p> <p>The <i>borrower</i> was working through a recruitment agency.</p> <p>A0: Employed – unspecified</p> <p>The <i>borrower</i> was working for an employer(s) and the type of the employment is not recorded.</p> <p>B: Self-employed</p>

Reference	Data reporting field	Code (where applicable)	Notes
66G	Detail of borrower's employment	A = Full-time B = Part-time C = Casual W = Other Z = Unspecified	<p>The <i>borrower</i> was working for themselves as a sole trader.</p> <p>C: Not employed The <i>borrower</i> was not employed.</p> <p>W: Other The employment status of the <i>borrower</i> is not covered by the specified options.</p> <p>Z: Unknown The employment status of the <i>borrower</i> was not recorded by the reporting <i>firm</i>.</p> <p>The selection should reflect the employment status of the <i>borrower</i> on the date the <i>regulated credit agreement</i> was executed.</p> <p>The reporting <i>firm</i> should select the option which best aligns to the information, if any, it holds. The reporting <i>firm</i> is not required to collect additional information in order to be able to better determine the application of any of the specified options.</p> <p>Enter the relevant code:</p> <p>A: Full-time The reporting <i>firm</i> categorised the employment of the <i>borrower</i> as full-time.</p> <p>B: Part-time The reporting <i>firm</i> categorised the employment of the <i>borrower</i> as part-time.</p> <p>C: Casual The reporting <i>firm</i> categorised the employment of the <i>borrower</i> as casual. This includes a zero-hours contract.</p>

Reference	Data reporting field	Code (where applicable)	Notes
66H	Detail of borrower's not employed status	<p>A = Seeking work</p> <p>B = Full-time education</p> <p>C = Retired</p> <p>D = Looking after the home or family</p> <p>W = Other</p> <p>Z = Unspecified</p>	<p>W: Other</p> <p>The reporting <i>firm</i> categorised the employment of the <i>borrower</i> in a way that is not covered by the specified options above.</p> <p>Z: Unspecified</p> <p>The reporting <i>firm</i> has not categorised the employment of the <i>borrower</i> in this way.</p> <p>The selection should reflect the detail of the not employed status of the <i>borrower</i> on the data the <i>regulated credit agreement</i> was executed.</p> <p>The reporting <i>firm</i> should select the option which best aligns to the information, if any, it holds. The reporting <i>firm</i> is not required to collect additional information in order to be able to better determine the application of any of the specified options.</p> <p>Enter the relevant code:</p> <p>A: Seeking work</p> <p>The reporting <i>firm</i> categorised the detail of the <i>borrower's</i> status as looking for and available for work.</p> <p>B: Full-time education</p> <p>The reporting <i>firm</i> categorised the detail of the <i>borrower's</i> status as being in full-time education.</p> <p>C: Retired</p> <p>The reporting <i>firm</i> categorised the detail of the <i>borrower's</i> status as being retired.</p> <p>D: Looking after the home or family</p>

Reference	Data reporting field	Code (where applicable)	Notes
<p>End of borrower natural person repeatable data elements</p> <p>Creditworthiness assessment for borrower(s) data elements</p> <p>These <i>data elements</i> provide information in relation to the <i>creditworthiness assessment</i> of the <i>borrower(s)</i> under the <i>regulated credit agreement</i>.</p> <p>If the <i>borrower</i> entered into the <i>regulated credit agreement</i> wholly or predominantly for the purpose of business carried on, or intended to be carried on, by the <i>borrower</i>, the only <i>data element</i> required is 67A, 'Did the creditworthiness assessment of the borrower(s) for the agreement include any manual underwriting check?'. For all other <i>regulated credit agreements</i>, <i>data element</i> 68A, 'Income and expenditure information held in relation to the creditworthiness assessment of the borrower(s)', will determine the validation of the other <i>data elements</i> relating to the <i>creditworthiness assessment</i> of the <i>borrower(s)</i>.</p> <p>The reporting <i>firm</i> is not required to collect any additional income and expenditure information in order to be able to provide of any of the specified <i>data elements</i> in relation to the <i>creditworthiness assessment</i> of the <i>borrower(s)</i>.</p>			<p>The reporting <i>firm</i> categorised the detail of the <i>borrower's</i> status as looking after the home or family. This includes being a carer for a close family member.</p> <p>W: Other</p> <p>The reporting <i>firm</i> categorised the detail of the <i>borrower's</i> status in a way that is not covered by the specified options above.</p> <p>Z: Unspecified</p> <p>The reporting <i>firm</i> has not categorised the detail of the <i>borrower's</i> status in this way.</p>
67A	Did the creditworthiness assessment of the borrower(s) for the agreement include any manual underwriting check?	Y = Yes N = No Z = Unknown	<p>Enter the relevant code:</p> <p>Y: Yes</p> <p>The <i>creditworthiness assessment</i> of the <i>borrower(s)</i> for the <i>regulated credit agreement</i> involved a manual intervention/ assessment by a natural <i>person</i>.</p> <p>N: No</p> <p>The <i>creditworthiness assessment</i> of the <i>borrower(s)</i> for the <i>regulated credit agreement</i> did not involve a manual intervention/ assess-</p>

Reference	Data reporting field	Code (where applicable)	Notes
68A	Income and expenditure information held in relation to the creditworthiness assessment of the borrower(s)	<p>A = No income and expenditure</p> <p>B = Income and expenditure, no declared income and expenditure, no breakdown</p> <p>C = Income and expenditure, with declared income and expenditure, no breakdown</p> <p>D = Income and expenditure, no declared income and expenditure, with breakdown</p> <p>E = Income and expenditure, with declared income and expenditure, with breakdown</p> <p>Z = Unknown</p>	<p>ment by a natural person.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether the <i>creditworthiness assessment</i> of the <i>borrower(s)</i> for the <i>regulated credit agreement</i> involved any manual intervention/assessment by a natural person.</p> <p>This should reflect the income and non-discretionary expenditure information held by the reporting <i>firm</i> for the <i>creditworthiness assessment</i> of the <i>borrower(s)</i> in relation to the <i>regulated credit agreement</i>.</p> <p>Enter the relevant code:</p> <p>A: No income and expenditure</p> <p>The reporting <i>firm</i> has not considered the <i>borrower(s)</i>' income and non-discretionary expenditure in accordance with CONC 5.2A.15R(1) and CONC 5.2A.17R.</p> <p>B: Income and expenditure, no declared income and expenditure, no breakdown</p> <p>(1) The reporting <i>firm</i> holds the values used for the <i>borrower(s)</i>' income and non-discretionary expenditure in relation to the <i>creditworthiness assessment</i>;</p> <p>(2) the reporting <i>firm</i> does not hold values declared by the <i>borrower(s)</i> for their income and non-discretionary expenditure; and</p> <p>(3) the reporting <i>firm</i> does not hold values</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>for the non-discretionary expenditure broken down to housing, existing <i>credit</i> commitments and/or other costs.</p> <p>C: Income and expenditure, with declared income and expenditure, no breakdown</p> <p>(1) The reporting <i>firm</i> holds the values used for the <i>borrower(s)</i>' income and non-discretionary expenditure in relation to the <i>credit-worthiness assessment</i>;</p> <p>(2) the reporting <i>firm</i> holds values declared by the <i>borrower(s)</i> for their income and non-discretionary expenditure; and</p> <p>(3) the reporting <i>firm</i> does not hold values for the non-discretionary expenditure broken down to housing, existing <i>credit</i> commitments and/or other costs.</p> <p>D: Income and expenditure, no declared income and expenditure, with breakdown</p> <p>(1) The reporting <i>firm</i> holds the values used for the <i>borrower(s)</i>' income and non-discretionary expenditure in relation to the <i>credit-worthiness assessment</i>;</p> <p>(2) the reporting <i>firm</i> does not hold values declared by the <i>borrower(s)</i> for their income and non-discretionary expenditure; and</p> <p>(3) the reporting <i>firm</i> holds values for the non-discretionary expenditure broken down to housing, existing <i>credit</i> commit-</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>ments and/or other costs.</p> <p>E: Income and expenditure, with declared income and expenditure, with breakdown</p> <p>(1) The reporting <i>firm</i> holds the values used for the <i>borrower(s)</i>' income and non-discretionary expenditure in relation to the <i>creditworthiness assessment</i>;</p> <p>(2) the reporting <i>firm</i> holds values declared by the <i>borrower(s)</i> for their income and non-discretionary expenditure; and</p> <p>(3) the reporting <i>firm</i> holds values for the non-discretionary expenditure broken down to housing, existing <i>credit</i> commitments and/or other costs.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> does not hold, or is unable to determine whether it holds, the values used for the <i>borrower(s)</i>' income and non-discretionary expenditure in relation to the <i>creditworthiness assessment</i>.</p>
69A	Is a future lump sum expected to account for whole or partial repayment but not as a security?	<p>A = Yes – inheritance</p> <p>B = Yes – pension lump sum</p> <p>C = Yes – claims pay out</p> <p>D = Yes – settlement following litigation</p> <p>W1 = Yes – other</p> <p>W2 = Yes – unknown future lump sum type</p> <p>X = No</p> <p>Z = Unknown</p>	<p>Whether the <i>regulated credit agreement</i> is expected to be repaid, in part or in full, by a future lump sum expected to be received by the <i>borrower(s)</i>, and, if relevant, the type of the future lump sum.</p> <p>This should not include a future lump sum which is provided, by assignment or otherwise, as a <i>security</i> by the <i>borrower(s)</i> under the <i>regulated credit agreement</i>.</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>Enter the relevant code:</p> <p>A: Yes – inheritance</p> <p>The <i>regulated credit agreement</i> is expected to be repaid, in part or in full, by a future lump sum.</p> <p>The expected future lump sum is the proceeds expected to be received by the <i>borrower(s)</i> from an estate of a <i>person</i> who has died.</p> <p>B: Yes – pension lump sum</p> <p>The <i>regulated credit agreement</i> is expected to be repaid, in part or in full, by a future lump sum.</p> <p>The expected future lump sum is a <i>pension commencement lump sum</i> expected to be received by the <i>borrower(s)</i>.</p> <p>C: Yes – claims pay out</p> <p>The <i>regulated credit agreement</i> is expected to be repaid, in part or in full, by a future lump sum.</p> <p>The expected future lump sum is an amount expected to be recovered for the <i>borrower(s)</i> in relation to a <i>claim</i>.</p> <p>D: Yes – settlement following litigation</p> <p>The <i>regulated credit agreement</i> is expected to be repaid, in part or in full, by a future lump sum.</p> <p>The expected future lump sum is a settlement expected to be received by the <i>borrower(s)</i> in relation to a legal case other than a legal case in relation to a <i>claim</i>.</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>W1: Yes – other</p> <p>The <i>regulated credit agreement</i> is expected to be repaid, in part or in full, by a future lump sum.</p> <p>The expected future lump sum is not captured by any of the specific options above.</p> <p>W2: Yes – unknown future lump sum type</p> <p>The <i>regulated credit agreement</i> is expected to be repaid, in part or in full, by a future lump sum.</p> <p>The reporting <i>firm</i> is unable to determine whether the future lump sum is one of the specific options above.</p> <p>X: No</p> <p>The <i>regulated credit agreement</i> is not expected to be repaid, in part or in full, by a future lump sum.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether the <i>regulated credit agreement</i> is expected to be repaid, in part or in full, by a future lump sum.</p>
70A	Is repayment through a future earnings agreement/income share agreement?	Y = Yes N = No	Whether the <i>regulated credit agreement</i> is to be repaid via a percentage of the <i>borrower(s)</i> ' future earnings rather than via a fixed repayment schedule.
71A	Combined number of financial dependants for the borrower(s)	0 = No financial dependents 1 = 1 financial dependent 2 = 2 financial dependents 3 = 3 financial dependents	<p>The combined number of natural <i>persons</i> who rely on the <i>borrower(s)</i> financially, as recorded by the reporting <i>firm</i>.</p> <p>Enter the relevant code:</p> <p>0: No financial dependents</p>

Reference	Data reporting field	Code (where applicable)	Notes
		4 = 4 financial dependents	1: 1 financial dependent
		5 = 5 financial dependents	2: 2 financial dependents
		6 = 6 financial dependents	3: 3 financial dependents
		7 = 7 financial dependents	4: 4 financial dependents
		8 = 8 financial dependents	5: 5 financial dependents
		9 = 9 financial dependents	6: 6 financial dependents
		10 = 10 financial dependents	7: 7 financial dependents
		W = More than 10 financial dependents	8: 8 financial dependents
		Z = Unknown	9: 9 financial dependents
			10: 10 financial dependents
			W: More than 10 financial dependents
			Z: Unknown
			The reporting <i>firm</i> does not hold, or is unable to determine whether it holds, information on the natural <i>persons</i> who rely on the <i>borrower(s)</i> financially.
72A	Net or gross income values for borrower(s)	A = Net B = Gross	This should reflect the income information held by the reporting <i>firm</i> for the <i>creditworthiness assessment</i> of the <i>borrower(s)</i> in relation to the <i>regulated credit agreement</i> . The income value(s) reported in the relevant <i>data element(s)</i> must correspond with the selection made. If both net and gross income values are held, the reporting <i>firm</i> should select 'A: Net' and provide the net income value(s) in the relevant <i>data element(s)</i> .

Reference	Data reporting field	Code (where applicable)	Notes
73A	Combined monthly income of the borrower(s) used by the reporting firm	Numeric £	<p>Enter the relevant code:</p> <p>A: Net</p> <p>The reporting <i>firm</i> holds the values used for the <i>borrower(s)</i> income as net of mandatory deductions such as tax, national insurance and student loans. This should not include any deductions for non-discretionary expenditure.</p> <p>B: Gross</p> <p>The reporting <i>firm</i> holds the values used for the <i>borrower(s)</i> income as gross income.</p> <p>The estimated combined monthly income of the <i>borrower(s)</i> which was used by the reporting <i>firm</i> in the final stage of the <i>creditworthiness assessment</i> for the <i>regulated credit agreement</i>.</p> <p>If the income figure used in the final stage of the <i>creditworthiness assessment</i> for the <i>regulated credit agreement</i> was for a different time period, this should include a derivation of this figure to estimate the monthly equivalent.</p>
74A	Combined total monthly expenditure of the borrower(s) used by the reporting firm	Numeric £	<p>The estimated combined monthly non-discretionary expenditure of the <i>borrower(s)</i> which was used by the reporting <i>firm</i> in the final stage of the <i>creditworthiness assessment</i> for the <i>regulated credit agreement</i>.</p> <p>If the non-discretionary expenditure figure used in the final stage of the <i>creditworthiness assessment</i> for the <i>regulated credit agreement</i> was for a differ-</p>

Reference	Data reporting field	Code (where applicable)	Notes
75A	Combined monthly income declared by the borrower(s)	Numeric £	ent time period, this should include a derivation of this figure to estimate the monthly equivalent. The combined monthly income declared by the <i>borrower(s)</i> . If the income was declared by the <i>borrower(s)</i> for a different time period, this should include a derivation of this figure to estimate the monthly equivalent.
76A	Combined total monthly expenditure declared by the borrower(s)	Numeric £	The combined monthly non-discretionary expenditure declared by the <i>borrower(s)</i> . If the non-discretionary expenditure was declared by the <i>borrower(s)</i> for a different time period, this should include a derivation of this figure to estimate the monthly equivalent.
<p>Borrower(s) specific non-discretionary expenditure repeatable data elements</p> <p>If a reporting <i>firm</i> has selected an option for <i>data element</i> 68A, 'Income and expenditure information held in relation to the creditworthiness assessment of the borrower(s)', which indicates that it 'holds values for the non-discretionary expenditure broken down to housing, existing <i>credit</i> commitments, and/or other costs', certain <i>data elements</i> must be provided for each of the specific types of non-discretionary expenditure it holds values for. The submission method will allow these <i>data elements</i> to be repeated.</p> <ul style="list-style-type: none"> • <i>Data element</i> 77A, 'Specific type of combined monthly expenditure of the borrower(s) used by the reporting firm', will be the unique identifier for a set of <i>borrower(s)</i> specific non-discretionary expenditure <i>data elements</i>. • No more than one set of <i>data elements</i> can be submitted for each of the 'Specific type of combined monthly expenditure of the <i>borrower(s)</i> used by the reporting firm'. • A reporting <i>firm</i> is not required to submit <i>data elements</i> for all 3 specific types of non-discretionary expenditure if it does not hold the values for each specific type. <p>Start of borrower(s) specific non-discretionary expenditure repeatable data elements</p>			
77A	Specific type of combined monthly expenditure of the borrower(s) used by the reporting firm	A = Housing costs B = Existing credit commitments C = Other expenditure	Enter the relevant code: A: Housing costs Housing costs should include any rent, mortgage payments, ground rent or service

Reference	Data reporting field	Code (where applicable)	Notes
77B	Specific combined total monthly expenditure of the borrower(s) used by the reporting firm	Numeric £	<p>charges for the dwelling(s) in which the <i>borrower(s)</i> live.</p> <p>B: Existing credit commitments</p> <p>Existing <i>credit</i> commitments should include <i>repayments</i> of outstanding <i>credit agreements</i> or mortgage agreements not for the purchase of the dwelling(s) in which the <i>borrower(s)</i> live.</p> <p>C: Other expenditure</p> <p>Other costs should not include non-discretionary expenditure related to housing costs or existing <i>credit</i> commitments. It should include, but is not limited to, living expenses.</p> <p>The estimated combined monthly expenditure of the <i>borrower(s)</i>, covering the costs associated with the specific expenditure type, which was used by the reporting <i>firm</i> in the final stage of the <i>creditworthiness assessment</i>.</p> <p>If the non-discretionary expenditure figure used in the final stage of the <i>creditworthiness assessment</i> for the <i>regulated credit agreement</i> was for a different time period, this should include a derivation of this figure to estimate the monthly equivalent.</p>

End of borrower(s) specific non-discretionary expenditure repeatable data elements

Security details data elements

These *data elements* identify whether any *security* has been provided by the *borrower(s)* under the *regulated credit agreement* and, if relevant, provide details of the *security*.

In particular a number of *data elements* relate to a natural *person* other than the *borrower(s)* ('the guarantor') who has provided a guarantee or an indemnity (or both) in relation to the *regulated credit agreement*.

Reference	Data reporting field	Code (where applicable)	Notes
78A	Type of security provided by borrower(s) in relation to agreement	<p>A = Guarantee or indemnity</p> <p>B = Motor vehicle/ logbook</p> <p>C = Any other physical asset</p> <p>D = Future lump sum</p> <p>E = Financial product</p> <p>F = Title restriction</p> <p>W = Other security</p> <p>X = No security</p> <p>Z = Unknown</p>	<p>This relates to any security provided by the borrower(s) under the regulated credit agreement.</p> <p>This should not include any goods which have been financed by the regulated credit agreement as a borrower-lender-supplier agreement, such as hire-purchase agreements and conditional sale agreements.</p> <p>Enter the relevant code:</p> <p>A: Guarantee or indemnity</p> <p>A person other than the borrower(s) has provided a guarantee or an indemnity (or both) in relation to the regulated credit agreement.</p> <p>B: Motor vehicle/ logbook</p> <p>The regulated credit agreement has taken a motor vehicle as security.</p> <p>This includes, but is not limited to, a bill of sale loan agreement for which ownership of a motor vehicle is the good transferred, or a regulated credit agreement which has taken a motor vehicle as an article in pawn.</p> <p>C: Any other physical asset</p> <p>The regulated credit agreement has taken a physical asset other than a motor vehicle as security.</p> <p>This includes, but is not limited to, a bill of sale loan agreement for which ownership of a physical asset other than motor vehicle is</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>the good transferred, or a <i>regulated credit agreement</i> has taken a physical asset other than a motor vehicle as an article in pawn.</p> <p>D: Future lump sum The <i>regulated credit agreement</i> is secured, by assignment or otherwise, on a future lump sum expected to be received by the <i>borrower(s)</i> such as, but not limited to, an inheritance, a pension lump sum, a claims pay out or a settlement following litigation.</p> <p>E: Financial product The <i>regulated credit agreement</i> is secured on another financial product such as, but not limited to, an investment portfolio or a life insurance policy.</p> <p>F: Title restriction The <i>regulated credit agreement</i> is secured by a title restriction at the Land Registry.</p> <p>W: Other security Any other <i>security</i> which is not covered by the specified options which has been provided in relation to the <i>regulated credit agreement</i>.</p> <p>X: No security No <i>security</i> was provided in relation to the <i>regulated credit agreement</i>.</p> <p>Z: Unknown The reporting <i>firm</i> is unable to determine whether a <i>security</i> has been provided in relation to the <i>regulated credit agreement</i>.</p>

Reference	Data reporting field	Code (where applicable)	Notes
79A	Estimated value of security provided by borrower(s) in relation to agreement	Numeric £	<p>For a pawn agreement, the estimated value of the articles taken in pawn under the <i>regulated credit agreement</i>.</p> <p>For a <i>bill of sale loan agreement</i>, the estimated value of the goods for which ownership has transferred to the <i>lender</i>.</p>
80A	What type of future lump sum is the security?	<p>A = Inheritance</p> <p>B = Pension lump sum</p> <p>C = Claims pay out</p> <p>D = Settlement following litigation</p> <p>W = Other</p> <p>Z = Unknown</p>	<p>The type of future lump sum expected to be received by the <i>borrower(s)</i> which has been provided by the <i>borrower(s)</i> as a <i>security</i> under the <i>regulated credit agreement</i>.</p> <p>Enter the relevant code:</p> <p>A: Inheritance</p> <p>The proceeds expected to be received by the <i>borrower(s)</i> from an estate of a <i>person</i> who has died.</p> <p>B: Pension lump sum</p> <p>A <i>pension commencement lump sum</i> expected to be received by the <i>borrower(s)</i>.</p> <p>C: Claims pay out</p> <p>An amount expected to be recovered for the <i>borrower(s)</i> in relation to a <i>claim</i>.</p> <p>D: Settlement following litigation</p> <p>A settlement expected to be received by the <i>borrower(s)</i> in relation to a legal case other than a legal case in relation to a <i>claim</i>.</p> <p>W: Other</p> <p>The future lump sum is not as described by any of the specific options above.</p> <p>Z: Unknown</p>

Reference	Data reporting field	Code (where applicable)	Notes
81A	Is the person who has provided the guarantee or the indemnity (or both) a natural person?	Y = Yes N = No	<p>The reporting <i>firm</i> is unable to determine whether the future lump sum is one of the specific options above.</p> <p>Whether the <i>person</i> who has provided the guarantee or the indemnity (or both) as security in relation to the <i>regulated credit agreement</i> is a natural <i>person</i>.</p>
82A	Reporting firm's unique reference for natural person acting as guarantor	Alphanumeric	<p>The unique reference used by the reporting <i>firm</i> in its records to identify the natural <i>person</i> who has provided a guarantee or an indemnity (or both) in relation to the <i>regulated credit agreement</i>.</p> <p>This should not include the natural <i>person's</i> name or a derivation of their name.</p> <p>This unique reference must be used consistently for the same natural <i>person</i> who has provided a guarantee or an indemnity (or both) in any performance data reports for the <i>regulated credit agreement</i>.</p> <p>All attempts should be made to use the same unique reference for the same natural <i>person</i>, across all relevant <i>regulated credit agreements</i> included in the reporting <i>firm's</i> back-book, sales and performance data reports. This includes a unique reference for any natural <i>person</i> who is a <i>borrower</i> under a relevant <i>regulated credit agreement</i>.</p>
83A	Guarantor's date of birth	DD/MM/YYYY	<p>The date of birth of the natural <i>person</i> who has provided a guarantee or an indem-</p>

Reference	Data reporting field	Code (where applicable)	Notes
84A	Guarantor's residential address type	A = United Kingdom B = British Forces Post Office C = Overseas W = Other Z = Unknown	<p>nity (or both) in relation to the <i>regulated credit agreement</i>.</p> <p>The selection should reflect the main residence for the guarantor on the date the <i>regulated credit agreement</i> was executed.</p> <p>Enter the relevant code:</p> <p>A: United Kingdom</p> <p>The main residence for the guarantor is in the United Kingdom or a Crown Dependency and is not a British Forces Post Office address.</p> <p>B: British Forces Post Office</p> <p>The main residence for the guarantor is a British Forces Post Office address.</p> <p>C: Overseas</p> <p>The main residence for the guarantor is not in the United Kingdom or a Crown Dependency and is not a British Forces Post Office address.</p> <p>W: Other</p> <p>The main residence for the guarantor is not as described by any of the specific options above.</p> <p>Z: Unknown</p> <p>The main residence for the guarantor is a residential address type which the reporting <i>firm</i> cannot determine to be one of the specific options above.</p>
85A	Guarantor's residential postcode on the agreement execution date	eg, XY45 6XX	<p>The full postcode or equivalent of the main residence for the guarantor on the date the <i>regulated credit agreement</i> was executed.</p>

Reference	Data reporting field	Code (where applicable)	Notes
86A	Guarantor’s residential status on the agreement execution date	<p>A1 = Owner occupier – own outright</p> <p>A2 = Owner occupier – mortgage</p> <p>A0 = Owner occupier – unspecified</p> <p>B1 = Renting – private landlord</p> <p>B2 = Renting –social landlord</p> <p>B0 = Renting – unspecified</p> <p>C = Living with relatives or friends</p> <p>W = Other</p> <p>Z = Unknown</p>	<p>UK and British Forces Post Office postcodes should take the form of, eg, XY45 6XX.</p> <p>The selection should reflect the residential status of the guarantor on the date the <i>regulated credit agreement</i> was executed.</p> <p>The reporting <i>firm</i> should select the option which best aligns to the information, if any, it holds. The reporting <i>firm</i> is not required to collect additional information in order to be able to better determine the application of any of the specified options.</p> <p>Enter the relevant code:</p> <p>A1: Owner occupier – own outright</p> <p>The guarantor owns their main residence without a mortgage to pay for the residence.</p> <p>A2: Owner occupier – mortgage</p> <p>The guarantor owns their main residence while repaying a mortgage to pay for the residence.</p> <p>A0: Owner occupier – unspecified</p> <p>The guarantor owns their main residence and whether they have a mortgage to pay for the residence is not recorded.</p> <p>B1: Renting – private landlord</p> <p>The guarantor is renting their main residence from a private landlord.</p> <p>B2: Renting – social landlord</p>

Reference	Data reporting field	Code (where applicable)	Notes
87A	Guarantor's employment status on the agreement execution date	<p>A1 = Employed – permanent or fixed-term</p> <p>A2 = Employed – temporary</p> <p>A0 = Employed – unspecified</p> <p>B = Self-employed</p> <p>C = Not employed</p> <p>W = Other</p> <p>Z = Unknown</p>	<p>The guarantor is renting their main residence from a social landlord.</p> <p>B0: Renting – unspecified</p> <p>The guarantor is renting their main residence and the type of landlord is not recorded.</p> <p>C: Living with relatives or friends</p> <p>The guarantor is living with relatives or friends, without a tenancy agreement.</p> <p>W: Other</p> <p>The guarantor's residential status is not as described by any of the specific options above.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> cannot determine the guarantor's residential status to be one of the specific options above.</p> <p>The selection should reflect the employment status of the guarantor on the date the <i>regulated credit agreement</i> was executed.</p> <p>The reporting <i>firm</i> should select the option which best aligns to the information, if any, it holds. The reporting <i>firm</i> is not required to collect additional information in order to be able to better determine the application of any of the specified options.</p> <p>Enter the relevant code:</p> <p>A1: Employed permanent or fixed-term</p> <p>The guarantor had a permanent or fixed-term contract(s) to</p>

Reference	Data reporting field	Code (where applicable)	Notes
88A	Detail of guarantor's employment	A = Full-time B = Part-time C = Casual W = Other Z = Unspecified	<p>work for an employer(s).</p> <p>A2: Employed temporary</p> <p>The guarantor was working through a recruitment agency.</p> <p>A0: Employed unspecified</p> <p>The guarantor was working for an employer(s) and the type of employment is not recorded.</p> <p>B: Self-employed</p> <p>The guarantor was working for themselves as a sole trader.</p> <p>C: Not employed</p> <p>The guarantor was not employed.</p> <p>W: Other</p> <p>The employment status of the guarantor is not covered by the specified options.</p> <p>Z: Unknown</p> <p>The employment status of the guarantor was not recorded by the reporting <i>firm</i>.</p> <p>The selection should reflect the employment status of the guarantor on the date the <i>regulated credit agreement</i> was executed.</p> <p>The reporting <i>firm</i> should select the option which best aligns to the information, if any, it holds. The reporting <i>firm</i> is not required to collect additional information in order to be able to better determine the application of any of the specified options.</p> <p>Enter the relevant code:</p>

Reference	Data reporting field	Code (where applicable)	Notes
89A	Detail of guarantor's not employed status	<p>A = Seeking work B = Full-time education C = Retired D = Looking after the home or family W = Other Z = Unspecified</p>	<p>A: Full-time The reporting <i>firm</i> categorised the employment of the guarantor as full-time.</p> <p>B: Part-time The reporting <i>firm</i> categorised the employment of the guarantor as part-time.</p> <p>C: Casual The reporting <i>firm</i> categorised the employment of the guarantor as casual. This includes a zero-hours contract.</p> <p>W: Other The reporting <i>firm</i> categorised the employment of the guarantor in a way that is not covered by the specified options above.</p> <p>Z: Unspecified The reporting <i>firm</i> has not categorised the employment of the guarantor in this way.</p> <p>The selection should reflect the detail of the not employed status of the guarantor on the data the <i>regulated credit agreement</i> was executed.</p> <p>The reporting <i>firm</i> should select the option which best aligns to the information, if any, it holds. The reporting <i>firm</i> is not required to collect additional information in order to be able to better determine the application of any of the specified options.</p> <p>Enter the relevant code:</p> <p>A: Seeking work The reporting <i>firm</i> categorised the detail of</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>the guarantor’s status as looking for and available for work.</p> <p>B: Full-time education</p> <p>The reporting <i>firm</i> categorised the detail of the guarantor’s status as being in full-time education.</p> <p>C: Retired</p> <p>The reporting <i>firm</i> categorised the detail of the guarantor’s status as being retired.</p> <p>D: Looking after the home or family</p> <p>The reporting <i>firm</i> categorised the detail of the guarantor’s status as looking after the home or family. This includes being a carer for a close family member.</p> <p>W: Other</p> <p>The reporting <i>firm</i> categorised the detail of the guarantor’s status in a way that is not covered by the specified options above.</p> <p>Z: Unspecified</p> <p>The reporting <i>firm</i> has not categorised the detail of the guarantor’s status in this way.</p>

Creditworthiness assessment for guarantor data elements

These *data elements* provide information in relation to the creditworthiness assessment of the guarantor under the *regulated credit agreement*.

Data element 91A, ‘Income and expenditure information held in relation to the creditworthiness assessment of the guarantor’, will determine the validation of the other *data elements* related to the creditworthiness assessment of the guarantor.

The reporting *firm* is not required to collect any additional income and expenditure information in order to be able to provide of any of the specified *data elements* in relation to the creditworthiness assessment of the guarantor.

Reference	Data reporting field	Code (where applicable)	Notes
90A	Did the creditworthiness assessment of the guarantor for the agreement include any manual underwriting check?	Y = Yes N = No Z = Unknown	<p>Enter the relevant code:</p> <p>Y: Yes</p> <p>The creditworthiness assessment of the guarantor for the <i>regulated credit agreement</i> involved a manual intervention/ assessment by a natural person.</p> <p>N: No</p> <p>The creditworthiness assessment of the guarantor for the <i>regulated credit agreement</i> did not involve a manual intervention/ assessment by a natural person.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether the creditworthiness assessment of the guarantor for the <i>regulated credit agreement</i> involved any manual intervention/ assessment by a natural person.</p>
91A	Income and expenditure information held in relation to the creditworthiness assessment of the guarantor	<p>A = No income and expenditure</p> <p>B = Income and expenditure, no declared income and expenditure, no breakdown</p> <p>C = Income and expenditure, with declared income and expenditure, no breakdown</p> <p>D = Income and expenditure, no declared income and expenditure, with breakdown</p> <p>E = Income and expenditure, with declared income and expenditure, with breakdown</p> <p>Z = Unknown</p>	<p>This should reflect the income and non-discretionary expenditure information held by the reporting <i>firm</i> for the creditworthiness assessment of the guarantor in relation to the <i>regulated credit agreement</i>.</p> <p>Enter the relevant code:</p> <p>A: No income and expenditure</p> <p>The reporting <i>firm</i> has not considered the guarantor's income and non-discretionary expenditure in accordance with CONC 5.2A.31R and CONC 5.2A.32G.</p> <p>B: Income and expenditure, no declared in-</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>come and expenditure, no breakdown</p> <p>(1) The reporting <i>firm</i> holds the values used for the guarantor’s income and non-discretionary expenditure in relation to the credit-worthiness assessment of the guarantor;</p> <p>(2) the reporting <i>firm</i> does not hold values declared by the guarantor for their income and non-discretionary expenditure; and</p> <p>(3) the reporting <i>firm</i> does not hold values for the non-discretionary expenditure broken down to housing, existing <i>credit</i> commitments and/or other costs.</p> <p>C: Income and expenditure, with declared income and expenditure, no breakdown</p> <p>(1) The reporting <i>firm</i> holds the values used for the guarantor’s income and non-discretionary expenditure in relation to the credit-worthiness assessment of the guarantor;</p> <p>(2) the reporting <i>firm</i> holds values declared by the guarantor for their income and non-discretionary expenditure; and</p> <p>(3) the reporting <i>firm</i> does not hold values for the non-discretionary expenditure broken down to housing, existing <i>credit</i> commitments and/or other costs.</p> <p>D: Income and expenditure, no declared income and expenditure, with breakdown</p> <p>(1) The reporting <i>firm</i> holds the values used</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>for the guarantor’s income and non-discretionary expenditure in relation to the creditworthiness assessment of the guarantor;</p> <p>(2) the reporting <i>firm</i> does not hold values declared by the guarantor for their income and non-discretionary expenditure; and</p> <p>(3) the reporting <i>firm</i> holds values for the non-discretionary expenditure broken down to housing, existing <i>credit</i> commitments and/or other costs.</p> <p>E: Income and expenditure, with declared income and expenditure, with breakdown</p> <p>(1) The reporting <i>firm</i> holds the values used for the guarantor’s income and non-discretionary expenditure in relation to the creditworthiness assessment of the guarantor;</p> <p>(2) the reporting <i>firm</i> holds values declared by the guarantor for their income and non-discretionary expenditure; and</p> <p>(3) the reporting <i>firm</i> holds values for the non-discretionary expenditure broken down to housing, existing <i>credit</i> commitments, and/or other costs.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> does not hold, or is unable to determine whether it holds, the values used for the guarantor’s income and non-discretionary expenditure in relation to the creditworthiness</p>

Reference	Data reporting field	Code (where applicable)	Notes
92A	Number of financial dependants for the guarantor	0 = No financial dependents 1 = 1 financial dependent 2 = 2 financial dependents 3 = 3 financial dependents 4 = 4 financial dependents 5 = 5 financial dependents 6 = 6 financial dependents 7 = 7 financial dependents 8 = 8 financial dependents 9 = 9 financial dependents 10 = 10 financial dependents W = More than 10 financial dependents Z = Unknown	assessment of the guarantor. The number of natural <i>persons</i> who rely on the guarantor financially, as recorded by the reporting <i>firm</i> . Enter the relevant code: 0: No financial dependents 1: 1 financial dependent 2: 2 financial dependents 3: 3 financial dependents 4: 4 financial dependents 5: 5 financial dependents 6: 6 financial dependents 7: 7 financial dependents 8: 8 financial dependents 9: 9 financial dependents 10: 10 financial dependents W: More than 10 financial dependents Z: Unknown The reporting <i>firm</i> does not hold, or is unable to determine whether it holds, information on the natural <i>persons</i> who rely on the guarantor financially.
93A	Net or gross income values for guarantor	A = Net B = Gross	This should reflect the income information held by the reporting <i>firm</i> for the creditworthiness assessment of the guarantor in relation to the <i>regulated credit agreement</i> . The

Reference	Data reporting field	Code (where applicable)	Notes
94A	Monthly income of the guarantor used by the reporting firm	Numeric £	<p>income value(s) reported in the relevant <i>data element(s)</i> must correspond with the selection made.</p> <p>If both net and gross income values are held, the reporting <i>firm</i> should select 'A: Net' and provide the net income value(s) in the relevant <i>data element(s)</i>.</p> <p>Enter the relevant code:</p> <p>A: Net</p> <p>The reporting <i>firm</i> holds the values used for the guarantor's income as net of mandatory deductions such as tax, national insurance, and student loans. This should not include any deductions for non-discretionary expenditure.</p> <p>B: Gross</p> <p>The reporting <i>firm</i> holds the values used for the guarantor's income as gross income.</p> <p>The estimated monthly income of the guarantor which was used by the reporting <i>firm</i> in the final stage of the creditworthiness assessment of the guarantor for the <i>regulated credit agreement</i>.</p> <p>If the income figure used in the final stage of the creditworthiness assessment of the guarantor for the <i>regulated credit agreement</i> was for a different time period, this should include a derivation of this figure to estimate the monthly equivalent.</p>
95A	Total monthly expenditure of the guarantor	Numeric £	<p>The estimated monthly non-discretionary ex-</p>

Reference	Data reporting field	Code (where applicable)	Notes
	used by the reporting firm		penditure of the guarantor which was used by the reporting <i>firm</i> in the final stage of the creditworthiness assessment of the guarantor for the <i>regulated credit agreement</i> . If the non-discretionary expenditure figure used in the final stage of the creditworthiness assessment of the guarantor for the <i>regulated credit agreement</i> was for a different time period, this should include a derivation of this figure to estimate the monthly equivalent.
96A	Monthly income declared by the guarantor	Numeric £	The combined monthly income declared by the guarantor. If the income was declared by the guarantor for a different time period, this should include a derivation of this figure to estimate the monthly equivalent.
97A	Total monthly expenditure declared by the guarantor	Numeric £	The combined monthly non-discretionary expenditure declared by the guarantor. If the non-discretionary expenditure was declared by the guarantor for a different time period, this should include a derivation of this figure to estimate the monthly equivalent.

Guarantor specific non-discretionary expenditure repeatable data elements

If a reporting *firm* has selected an option for *data element* 91A, 'Income and expenditure information held in relation to the creditworthiness assessment of the guarantor', which indicates that it 'holds values for the non-discretionary expenditure broken down to housing, existing credit commitments and/or other costs', certain *data elements* must be provided for each of the specific types of non-discretionary expenditure it holds values for. The submission method will allow these *data elements* to be repeated.

- *Data element* 98A, 'Specific type of combined monthly expenditure of the guarantor used by the reporting firm', will be the unique identifier for a set of guarantor specific non-discretionary expenditure *data elements*.

Reference	Data reporting field	Code (where applicable)	Notes
<ul style="list-style-type: none"> •No more than one set of <i>data elements</i> can be submitted for each of the ‘Specific types of combined monthly expenditure of the guarantor used by the reporting firm’. •A reporting <i>firm</i> is not required to submit <i>data elements</i> for all 3 specific types of non-discretionary expenditure if it does not hold the values for each specific type. <p>Start of guarantor specific non-discretionary expenditure repeatable data elements</p>			
98A	Specific type of monthly expenditure of the guarantor used by the reporting firm	A = Housing costs B = Existing credit commitments C = Other expenditure	Enter the relevant code: A: Housing costs Housing costs should include any rent, mortgage payments, ground rent or service charges for the dwelling in which the guarantor lives. B: Existing credit commitments Existing <i>credit</i> commitments should include <i>repayments</i> of outstanding <i>credit</i> agreements or mortgage agreements not for the purchase of the dwelling in which the guarantor lives. C: Other expenditure Other costs should not include non-discretionary expenditure relating to housing costs or existing <i>credit</i> commitments. It should include, but is not limited to, living expenses.
98B	Specific total monthly expenditure of the guarantor used by the reporting firm	Numeric £	The estimated combined monthly expenditure of the guarantor, covering the costs associated with the specific expenditure type, which was used by the reporting <i>firm</i> in the final stage of the creditworthiness assessment of the guarantor. If the non-discretionary expenditure figure used in the final stage of the <i>creditworthiness assessment</i> of the guarantor for the <i>regulated credit agreement</i> was

Reference	Data reporting field	Code (where applicable)	Notes
			for a different time period, this should include a derivation of this figure to estimate the monthly equivalent.
End of guarantor specific non-discretionary expenditure repeatable data elements			
Total amount of credit data elements			
These <i>data elements</i> provide information in relation to the <i>total amount of credit</i> under the <i>regulated credit agreement</i> .			
99A	Total amount of credit	Numeric £	The <i>credit limit</i> or the total sums made available under the <i>regulated credit agreement</i> , as on the date the <i>regulated credit agreement</i> was executed. If the facility under the <i>regulated credit agreement</i> is for <i>running-account credit</i> and the <i>credit limit</i> was not known when the <i>regulated credit agreement</i> was executed, provide the value for the <i>total amount of credit</i> which was used in the calculation of the <i>APR</i> for the <i>regulated credit agreement</i> .
100A	The value of the total amount of credit which is not advanced to the borrower(s) at the start of the agreement	Numeric £	The value of any part of the <i>total amount of credit</i> which is not advanced to the <i>borrower(s)</i> at the start of the agreement but is instead available to be drawn down at a later date.
101A	Total cash price of all goods and services financed by the agreement	Numeric £	The total <i>cash price</i> of all <i>goods</i> and <i>services</i> financed by the <i>regulated credit agreement</i> .
102A	Advance payment	Numeric £	Any <i>advance payment</i> made by the <i>borrower(s)</i> .
Total charge for credit data elements			
These <i>data elements</i> provide information in relation to the <i>total charge for credit</i> under the <i>regulated credit agreement</i> and the associated <i>APR</i> and annual interest rate.			

Reference	Data reporting field	Code (where applicable)	Notes
<p>This includes a breakdown of the component parts which make up the <i>total charge for credit</i>. These <i>data elements</i> are prefixed with 'Total charge for credit'.</p>			
103A	APR	Numeric %	<p>The annual percentage rate of charge for the <i>regulated credit agreement</i> calculated in accordance with CONC App 1.2 as on the date the <i>regulated credit agreement</i> was executed.</p> <p>This number should be reported as a percentage to 2 decimal places (eg, 3.49 represents 3.49%, not 349%).</p>
104A	Is the annual interest rate fixed or variable?	A = Fixed rate B = Variable rate	<p>Enter the relevant code:</p> <p>A: Fixed rate</p> <p>The annual interest rate for the <i>regulated credit agreement</i> is fixed for the duration of the <i>regulated credit agreement</i>.</p> <p>This should include <i>regulated credit agreements</i> with a lower annual interest rate for an initial promotional period, which then reverts to a different fixed rate for the remaining term of the agreement.</p> <p>B: Variable rate</p> <p>The annual interest rate for the <i>regulated credit agreement</i> is not fixed for the duration of the <i>regulated credit agreement</i>.</p>
105A	Does the rate of interest reduce over time in response to indicators of reduced risk?	Y = Yes N = No	<p>Enter the relevant code:</p> <p>Y: Yes</p> <p>The <i>regulated credit agreement</i> includes terms to reduce the interest rate applied to the <i>credit</i> balance in response to indicators of reduced risk, such as improvements to the</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p><i>borrower(s)</i> credit score(s) or a sequence of successful <i>repayments</i> in line with the <i>repayment</i> schedule.</p> <p>This option should be selected even if there are additional terms covering other circumstances for which the rate of interest could reduce.</p> <p>N: No</p> <p>The <i>regulated credit agreement</i> does not include terms to reduce the interest rate applied to the <i>credit</i> balance in response to indicators of reduced risk, such as improvements to the <i>borrower(s)</i> credit score(s) or a sequence of successful <i>repayments</i> in line with the <i>repayment</i> schedule.</p>
106A	Annual interest rate	Numeric %	<p>For <i>regulated credit agreements</i> with a lower annual interest rate for an initial promotional period, this should reflect the annual interest rate following this initial promotional period.</p> <p>For all other <i>regulated credit agreements</i>, this should reflect the annual interest rate on the date the <i>regulated credit agreement</i> was executed.</p> <p>This number should be reported as a percentage to 2 decimal places (eg, 3.49 represents 3.49%, not 349%).</p>
107A	Total charge for credit	Numeric £	<p>The true cost to the <i>borrower(s)</i> of the <i>credit</i> provided, or to be provided, under the <i>regulated credit agreement</i> calculated in accordance with CONC App 1.</p>

Reference	Data reporting field	Code (where applicable)	Notes
108A	Total charge for credit: Total fees or charges payable by the borrower(s) to a credit broker in connection with the agreement	Numeric £	Any fee or charge payable by the <i>borrower(s)</i> to a <i>credit broker</i> in connection with the <i>regulated credit agreement</i> (if the fee or charge is known to the reporting <i>firm</i>), which is included in the <i>total charge for credit</i> .
109A	Total charge for credit: Total one-off costs payable to the reporting firm upon entering into the agreement	Numeric £	Any one-off costs payable by the <i>borrower(s)</i> to the reporting <i>firm</i> upon entering into the <i>regulated credit agreement</i> which are included in the <i>total charge for credit</i> .
110A	Total charge for credit: Total periodic fees or charges payable	Numeric £	Any fees or charges payable by the <i>borrower(s)</i> to the reporting <i>firm</i> as a membership fee, subscription fee or any other fee or charge payable on a periodic basis which are included in the <i>total charge for credit</i> .
111A	Total periodic fees or charges payable in an annual period	Numeric £	For an <i>open-end agreement</i> , the sum of any fees or charges payable by the <i>borrower</i> to the <i>lender</i> as a membership fee, subscription fee or any other fee payable on a periodic basis over the course of an annual period. This should reflect an annual period after any initial promotional period when periodic fees are not due or are payable at a lower amount.
112A	Is there an initial promotional period during which regular periodic fees are not charged?	Y = Yes N = No	Whether there is an initial promotional period during which a membership fee, subscription fee or any other fee payable on a periodic basis is not charged.

Reference	Data reporting field	Code (where applicable)	Notes
113A	Total charge for credit: Total interest payable	Numeric £	Any interest payable by the <i>borrower(s)</i> to the reporting <i>firm</i> which is included in the <i>total charge for credit</i> .
114A	Total charge for credit: Total other costs included in the total charge for credit	Numeric £	Any fees or charges payable by the <i>borrower(s)</i> to the reporting <i>firm</i> which are included in the <i>total charge for credit</i> , and have not been reported as one of: - Total fees or charges payable by the <i>borrower(s)</i> to a credit broker in connection with the agreement; - Total one-off costs payable to the reporting <i>firm</i> upon entering into the agreement; - Total periodic fees or charges payable; or - Total interest payable.

Running-account usage data elements

These *data elements* provide information in relation to, if relevant, the usage of *running-account credit* under the *regulated credit agreement* and, in particular, the interest and charges which will apply.

115A	Can qualifying drawdowns for purchases be repaid with an instalment plan?	<p>A = All purchases are treated as instalment plans</p> <p>B = Certain purchases can be repaid as an instalment plan</p> <p>C = No purchases can be repaid with an instalment plan</p>	<p>An instalment plan includes drawdowns for purchases which are repaid with a specified <i>re-payment</i> schedule.</p> <p>Enter the relevant code:</p> <p>A: All purchases are treated as instalment plans</p> <p>All drawdowns for purchases are treated as an instalment plan.</p> <p>B: Certain purchases can be repaid as an instalment plan</p> <p>When certain qualifying drawdowns for purchases are made, the <i>borrower(s)</i> can choose</p>
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Reference	Data reporting field	Code (where applicable)	Notes
116A	Does the product include any rewards for making qualifying drawdowns?	Y = Yes N = No	<p>to treat the drawdown as an instalment plan.</p> <p>C: No purchases can be repaid with an instalment plan</p> <p>No drawdowns for purchases can be treated as an instalment plan.</p> <p>Rewards should directly relate to drawdowns for purchases and take the form of cashback or points that can be converted into vouchers.</p> <p>These rewards should relate to the usage of <i>running-account credit</i> outside of any initial promotional period.</p>
<p>Running-account usage rewards repeatable data elements</p> <p>If a reporting <i>firm</i> has selected 'Y = Yes' for <i>data element</i> 116A, 'Does the product include any rewards for making qualifying drawdowns?', the reporting <i>firm</i> must select which types of rewards are available to the <i>borrower(s)</i> for making qualifying drawdowns. The submission method will allow this <i>data element</i> to be repeated.</p>			
<p>Start of running-account usage rewards repeatable data elements</p>			
117A	Type of rewards for borrower(s) to make drawdowns	<p>A = Cashback for purchases</p> <p>B = Cashback for purchases from specified retailers</p> <p>C = Rewards other than cashback for specified retailers</p> <p>W = Any other rewards</p>	<p>Select all options which are included for the <i>regulated credit agreement</i>.</p> <p>Enter the relevant code:</p> <p>A: Cashback for purchases</p> <p>A percentage of the value of qualifying drawdowns will be paid to the <i>borrower(s)</i> as a money transfer or as credit on the <i>regulated credit agreement</i>. This option should not be limited to a specified list of retailers.</p> <p>B: Cashback for purchases from specified retailers</p> <p>A percentage of the value of qualifying drawdowns with specified retailers will be paid to the <i>borrower(s)</i></p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>as a money transfer or as credit on the <i>regulated credit agreement</i>. This option should include products which have a higher percentage cashback for a specified list of retailers, even if cashback is also available more generally.</p> <p>C: Rewards other than cashback for specified retailers</p> <p>Points are accrued relating to the value of qualifying drawdowns with specified retailers, which can be converted to vouchers to use at the specified retailers.</p> <p>W: Any other rewards</p> <p>Any other rewards directly relating to drawdowns for purchases, which are not covered by the specified options above.</p>
End of running-account usage rewards repeatable data elements			
118A	Regular (non-promotional) percentage fee for non-sterling drawdowns	Numeric %	<p>The percentage value for any fee charged which is calculated as a percentage of the value of a drawdown, for non-sterling drawdowns.</p> <p>This should not consider any promotional percentage fee which may apply for particular qualifying drawdowns, or during a promotional period.</p> <p>This number should be reported as a percentage to 2 decimal places (eg, 3.49 represents 3.49%, not 349%).</p>
119A	Regular (non-promotional) minimum fee	Numeric £	The minimum fee value per drawdown,

Reference	Data reporting field	Code (where applicable)	Notes
	for non-sterling drawdowns		<p>for any fee charged which is calculated as a percentage of the value of a drawdown, for non-sterling drawdowns.</p> <p>This should not consider any minimum fee value which may apply for particular qualifying drawdowns, or during a promotional period.</p>
<p>Drawdown type repeatable data elements</p> <p>Certain <i>data elements</i> must be provided for each of the specified drawdown types which the <i>borrower(s)</i> can make using the <i>running-account credit</i> under the <i>regulated credit agreement</i>. These <i>data elements</i> cover the interest and fees which will apply to drawdowns for each specified drawdown type both during any initial promotional period and following any initial promotional period. The submission method will allow these <i>data elements</i> to be repeated.</p> <ul style="list-style-type: none"> • <i>Data element</i> 120A, 'Drawdown type', will be the unique identifier for a set of drawdown type <i>data elements</i>. • No more than one set of <i>data elements</i> can be submitted for each specified 'Drawdown type'. • A reporting <i>firm</i> should not submit <i>data elements</i> for specified drawdown types which the <i>borrower(s)</i> cannot make using the <i>running-account credit</i> under the <i>regulated credit agreement</i>. • Valid values for <i>data element</i> 120A, 'Drawdown type', will be determined by the value reported for <i>data element</i> 38A, 'How can the running-account credit be used?'. • These <i>data elements</i> should not be submitted if the value reported for <i>data element</i> 38A, 'How can the running-account credit be used?', is '<i>Retail revolving credit</i> to pay for periodic premiums or fees only'. A specific <i>data element</i> 121A, 'Annual interest rate for periodic premium or fee', is required for such a <i>regulated credit agreement</i>. <p>Start of drawdown type repeatable data elements</p>			
120A	Drawdown type	<p>A = Purchases</p> <p>B = Balance transfers</p> <p>C = Money transfers</p> <p>D = Other cash transactions</p> <p>W = Other drawdown type</p>	<p>Enter the relevant code:</p> <p>A: Purchases</p> <p>Drawdowns which facilitate payment for goods or services.</p> <p>B: Balance transfers</p> <p>Drawdowns which transfer money to a different account with <i>running-account credit</i>, excluding a <i>current account</i> with an <i>overdraft facility</i> or in respect of which there had been an unarranged overdraft within the meaning of CONC 5C.5.1R(6).</p> <p>C: Money transfers</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>Drawdowns which transfer money to a bank account or an <i>electronic money</i> account.</p> <p>D: Other cash transactions</p> <p>Drawdowns for <i>cash</i> transactions, excluding balance transfers and money transfers. This should include <i>cash</i> advances, direct debits, travellers' cheques, foreign currency and any <i>cash</i> substitutes.</p> <p>W: Other drawdown type</p> <p>Drawdowns which do not meet any of the specified options above.</p>
120B	Is there an initial promotional period for drawdowns?	Y = Yes N = No	An 'initial promotional period' means a set initial period of the agreement when no, or reduced, interest or charges are payable by the <i>borrower(s)</i> in respect of a specified drawdown type.
120C	Promotional annual interest rate for drawdowns	Numeric %	<p>The annual interest rate payable, during the initial promotional period, on qualifying balances.</p> <p>This number should be reported as a percentage to 2 decimal places (eg, 3.49 represents 3.49%, not 349%).</p>
120D	Promotional percentage fee for drawdowns	Numeric %	<p>The percentage value for any fee charged, during the initial promotional period, which is calculated as a percentage of the value of a qualifying drawdown, for this drawdown type.</p> <p>This number should be reported as a percentage to 2 decimal places</p>

Reference	Data reporting field	Code (where applicable)	Notes
120E	Promotional minimum fee per drawdown	Numeric £	(eg, 3.49 represents 3.49%, not 349%). The minimum fee value per qualifying drawdown during the initial promotional period, for a fee charged, which is calculated as a percentage of the value of a drawdown.
120F	Promotional fixed fee per drawdown	Numeric £	The value for any fixed fee charged per qualifying drawdown, during the initial promotional period, for this drawdown type.
120G	Promotional end date for qualifying drawdowns	DD/MM/YYYY	The last date upon which a drawdown can be made to qualify for the initial promotional period.
120H	Promotional end date for promotional rate for drawdowns	DD/MM/YYYY	The end date for the initial promotional period, for this drawdown type.
120I	Regular (non-promotional) annual interest rate for drawdowns	Numeric %	The annual interest rate payable on balances. This should not consider any promotional rate which may apply for particular qualifying drawdowns, or during a promotional period. This number should be reported as a percentage to 2 decimal places (eg, 3.49 represents 3.49%, not 349%).
120J	Regular (non-promotional) percentage fee for drawdowns	Numeric %	The percentage value for any fee charged which is calculated as a percentage of the value of a drawdown. This should not consider any promotional percentage fee which may apply for particular qualifying drawdowns, or during a promotional period.

Reference	Data reporting field	Code (where applicable)	Notes
120K	Regular (non-promotional) minimum fee per drawdown	Numeric £	<p>This number should be reported as a percentage to 2 decimal places (eg, 3.49 represents 3.49%, not 349%).</p> <p>The minimum fee value per drawdown, for any fee charged which is calculated as a percentage of the value of a drawdown.</p> <p>This should not consider any minimum fee value which may apply for particular qualifying drawdowns, or during a promotional period.</p>
120L	Regular (non-promotional) fixed fee per drawdown	Numeric £	<p>The value for any fixed fee charged per drawdown.</p> <p>This should not consider any fixed fee value which may apply for particular qualifying drawdowns, or during a promotional period.</p>
End of drawdown type repeatable data elements			
121A	Annual interest rate for periodic premium or fee	Numeric %	<p>The annual interest rate payable on balances for <i>retail revolving credit</i> to pay for periodic premiums or fees.</p> <p>This number should be reported as a percentage to 2 decimal places (eg, 3.49 represents 3.49%, not 349%).</p>
Penalty charges data elements			
<p>These <i>data elements</i> provide information in relation to certain specified penalty charges which may apply under the <i>regulated credit agreement</i>.</p>			
122A	Penalty charge for a late repayment	Numeric £	<p>The value of the charge payable by the <i>borrower(s)</i> if a <i>repayment</i> is not made to the reporting <i>firm</i> by a scheduled date.</p>

Reference	Data reporting field	Code (where applicable)	Notes
123A	Penalty charge for a repayment returned unpaid	Numeric £	The value of the charge payable by the <i>borrower(s)</i> if an attempted <i>repayment</i> is returned. This includes, but is not limited to, when there are insufficient funds in the <i>borrower(s)</i> ' account, the account is closed or the account is frozen.
124A	Penalty charge for agreement balance being over the agreed credit limit	Numeric £	The value of the charge payable by the <i>borrower(s)</i> if the balance of the <i>regulated credit agreement</i> exceeds the assigned <i>credit limit</i> .
Repayments data elements			
These <i>data elements</i> provide information in relation to how <i>repayments</i> will be made under the <i>regulated credit agreement</i> .			
125A	Repayment method arranged	A = Direct debit B = Standing order C = Continuous payment authority D = Direct from salary via employer W = Other repayment method Z = Unknown	This should reflect any <i>repayment</i> method arranged, or in the process of being arranged, for the <i>regulated credit agreement</i> . Enter the relevant code: A: Direct debit Consent has been given for <i>repayments</i> under the <i>regulated credit agreement</i> to be made by <i>direct debit</i> to the reporting <i>firm</i> . B: Standing order A standing order has been arranged to make <i>repayments</i> under the <i>regulated credit agreement</i> to the reporting <i>firm</i> . C: Continuous payment authority Consent has been given for a <i>continuous payment authority</i> to make <i>repayments</i> under the <i>regulated credit agreement</i> to the reporting <i>firm</i> .

Reference	Data reporting field	Code (where applicable)	Notes
126A	Frequency of regular repayments or statements	<p>A = Single repayment B = Weekly C = Fortnightly D = Four-weekly E = Monthly F = Quarterly G = Annually W = Other frequency X = No regular frequency</p>	<p>D: Direct from salary via employer Consent has been given for <i>repayments</i> under the <i>regulated credit agreement</i> to be deducted from the <i>borrower(s)</i> salary and transferred to the reporting <i>firm</i> by the <i>borrower(s)</i> employer.</p> <p>W: Other repayment method The <i>repayment</i> method arranged under the <i>regulated credit agreement</i> is not as described by any of the specific options above.</p> <p>Z: Unknown The reporting <i>firm</i> is unable to determine the <i>repayment</i> method. This should include when there is no regular <i>repayment</i> method arranged under the <i>regulated credit agreement</i></p> <p>For <i>fixed-sum credit</i> facilities, this should reflect the frequency of <i>repayments</i> set out in the <i>regulated credit agreement</i>.</p> <p>For <i>running-account credit</i> facilities, this should reflect the accounting period to which statements to the <i>borrower(s)</i> are issued. Enter the relevant code:</p> <p>A: Single repayment A single <i>repayment</i> is scheduled for the <i>total amount payable</i> less any <i>advance payment</i>.</p> <p>B: Weekly C: Fortnightly D: Four-weekly E: Monthly</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>F: Quarterly G: Annually W: Other frequency</p> <p>The frequency of the regular <i>repayments</i> or accounting periods scheduled under the <i>regulated credit agreement</i> is not as described by any of the specific options above.</p> <p>X: No regular frequency</p> <p>There are no regular <i>repayments</i> or accounting periods scheduled under the <i>regulated credit agreement</i>.</p>
127A	Number of repayments scheduled	Numeric	This should reflect the number of <i>repayments</i> set out in the <i>regulated credit agreement</i> .
128A	Amount of regular repayment	Numeric £	<p>This should reflect the value of the regular <i>repayments</i> required under the <i>regulated credit agreement</i>.</p> <p>If only the first and/or last <i>repayment</i> scheduled is a different value to all other <i>repayments</i>, these should be discounted.</p> <p>If there is no regular <i>repayment</i> value, or the <i>repayment</i> values are unknown when the <i>regulated credit agreement</i> starts, report this as 0.</p>

Performance data

The performance data report must include data in respect of all relevant *regulated credit agreements* which are extant during the reporting period and in respect of which the reporting *firm* exercises, or has the right to exercise, the *lender's* rights and duties.

This must include any relevant *regulated credit agreements*:

- which were *executed* during the reporting period and the reporting *firm* was the *lender* under the *regulated credit agreement* when it was *executed*; or
- for which the legal ownership of the *regulated credit agreement* was assigned to the reporting *firm* during the reporting period.

Reference	Data reporting field	Code (where applicable)	Notes
<p>A <i>firm</i> must continue to report performance data in relation to a relevant <i>regulated credit agreement</i> until:</p> <ul style="list-style-type: none"> •the agreement is cancelled; •no amount remains to be paid by the <i>borrower</i> under the <i>regulated credit agreement</i>; •the reporting <i>firm</i> is no longer the legal owner of the <i>lender's</i> rights and duties under the agreement; or •enforcement of the agreement becomes statute barred. <p>A relevant <i>regulated credit agreement</i> should be reported in the performance data report for the reporting period during which the reason to cease reporting performance data occurred. The reason for ceasing to report performance data must be included in this performance data report.</p> <p>Purpose of the performance data report</p> <p>The performance data report will allow the <i>FCA</i> to understand the performance and outcomes of relevant <i>regulated credit agreements</i>. In particular, this includes <i>data elements</i> in relation to the statements in respect of <i>running-account credit</i> and the scheduled <i>repayments</i> in respect of <i>fixed-sum credit</i>.</p> <p>The same transaction reference reported for each relevant <i>regulated credit agreement</i> in a performance data report must match the transaction reference reported in the sales data report or back-book data report which included data in respect of that relevant <i>regulated credit agreement</i>.</p> <p>Interpreting the data elements</p> <p>Not all <i>data elements</i> must be reported for all relevant <i>regulated credit agreements</i>. The validations for when <i>data elements</i> must, or must not, be reported are detailed in the data reference guide for the performance data report. The <i>data element</i> reference codes can be used to cross-refer between the <i>Handbook</i> and the data reference guide, as well as other supporting documentation.</p> <p>These validations often relate to <i>data elements</i> specific to certain types of relevant <i>regulated credit agreements</i> - most notably, the difference between relevant <i>regulated credit agreements</i> under which the facility is <i>fixed-sum credit</i> or <i>running-account credit</i>. Some <i>data elements</i> do not need to be reported, or must be reported in a different way, for a relevant <i>regulated credit agreement</i> in respect of which a default notice has taken effect.</p>			
2A	Related reporting period	DD/MM/YYYY	The date of the last day of the reporting period to which the information for the <i>regulated credit agreement</i> relates.
3A	Is this the reporting firm's last submission of performance data for this agreement?	Y = Yes N = No	Whether an event occurred during the reporting period which means the <i>regulated credit agreement</i> will not be included in returns for subsequent reporting periods.

Reference	Data reporting field	Code (where applicable)	Notes
4A	Reason for ceasing to submit performance data for this agreement	<p>A = The agreement was cancelled</p> <p>B = No amount remains to be paid by the borrower</p> <p>C = Legal ownership of the agreement was assigned to another person</p> <p>D = Agreement statute barred (Scotland)</p> <p>E = Agreement statute barred (England, Wales, and Northern Ireland)</p>	<p>Enter the relevant code:</p> <p>A: The agreement was cancelled</p> <p>The <i>borrower(s)</i> exercised a right to:</p> <ul style="list-style-type: none"> • withdraw from the <i>regulated credit agreement</i> under section 66A of the CCA; • cancel the <i>regulated credit agreement</i> under section 69 of the CCA; or • cancel the <i>regulated credit agreement</i> as described in CONC 11.1. <p>B: No amount remains to be paid by the borrower</p> <p>The <i>borrower(s)</i> have discharged their indebtedness to the reporting <i>firm</i> under the <i>regulated credit agreement</i> and the <i>regulated credit agreement</i> has ceased to have any ongoing effect.</p> <p>This should not include a <i>regulated credit agreement</i> for which the reporting <i>firm</i> has only made the decision to cease to pursue the debt.</p> <p>C: Legal ownership of the agreement was assigned to another person</p> <p>The legal ownership of the <i>regulated credit agreement</i> has been assigned to a <i>person</i> ('the legal assignee') other than the reporting <i>firm</i>.</p> <p>If the <i>regulated credit agreement</i> has been novated to substitute the <i>lender</i>, this should be recorded as B: 'No amount remains to be paid by the borrower'.</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>D: Agreement statute barred (Scotland)</p> <p>The <i>regulated credit agreement</i> is governed by Scottish law and has become statute barred as described in CONC 7.15.</p> <p>E: Agreement statute barred (England, Wales, and Northern Ireland)</p> <p>The <i>regulated credit agreement</i> is governed by the law of England and Wales or Northern Ireland and has become statute barred as described in CONC 7.15.</p>
5A	Date of cancellation	DD/MM/YYYY	<p>The date on which the <i>regulated credit agreement</i> was recorded as:</p> <ul style="list-style-type: none"> • withdrawn under section 66A of the CCA; • cancelled under section 69 of the CCA; or • cancelled as described in CONC 11.1.
<p>Borrower details data elements</p> <p>These <i>data elements</i> provide information in relation to the <i>borrower(s)</i> under the <i>regulated credit agreement</i>.</p>			
6A	Credit for business or personal use	<p>B = Business</p> <p>P = Personal</p> <p>Z = Unknown</p>	<p>Enter the relevant code:</p> <p>B: Business</p> <p>For where the <i>borrower</i> entered into the <i>regulated credit agreement</i> wholly or predominantly for the purpose of business carried on, or intended to be carried on, by the <i>borrower</i>.</p> <p>This should include any <i>regulated credit agreement</i> for which the <i>borrower</i> is not a natural person.</p> <p>P: Personal</p> <p>All other <i>regulated credit agreements</i>.</p>

Reference	Data reporting field	Code (where applicable)	Notes
7A	Is the borrower a natural person acting as a sole trader or a relevant recipient of credit?	A = Natural person B = Relevant recipient of credit	<p>Z: Unknown</p> <p>The reporting <i>firm</i> cannot determine whether or not the <i>borrower</i> entered into the <i>regulated credit agreement</i> wholly or predominantly for the purpose of business carried on, or intended to be carried on, by the <i>borrower</i>.</p> <p>Enter the relevant code:</p> <p>A: Natural person</p> <p>A natural <i>person</i> acting as a sole trader.</p> <p>B: Relevant recipient of credit</p> <p>A relevant recipient of credit means:</p> <p>(a) a <i>partnership</i> consisting of 2 or 3 <i>persons</i> not all of whom are <i>bodies corporate</i>; or</p> <p>(b) an unincorporated body of <i>persons</i> which does not consist entirely of <i>bodies corporate</i> and is not a <i>partnership</i>.</p>
8A	Number of borrowers named in the agreement	Numeric #	<p>The number of natural <i>persons</i> who are named as a <i>borrower</i> under the <i>regulated credit agreement</i>.</p> <p>This should not include natural <i>persons</i> who are not named under the <i>regulated credit agreement</i> but may have access to the facility, such as additional card holders.</p>

Borrower natural person repeatable data elements

Certain *data elements* must be provided for each natural *person* who is named as a *borrower* under the *regulated credit agreement*. The submission method will allow these *data elements* to be repeated.

•*Data element* 9A, 'Reporting firm's unique reference for natural person acting as borrower', will be the unique identifier for a set of *borrower natural person data elements*.

Reference	Data reporting field	Code (where applicable)	Notes
<p>•Only one set of <i>borrower natural person data elements</i> will be allowable if <i>data element 7A</i>, 'Is the borrower a natural person acting as a sole trader or a relevant recipient of credit?', is answered 'A = Natural person'.</p> <p>For all other relevant <i>regulated credit agreements</i> with <i>borrowers</i> who are <i>natural persons</i>, <i>data element 8A</i>, 'Number of borrowers named in the agreement', will validate the number of sets of <i>borrower natural person data elements</i> expected.</p> <p>Start of borrower natural person repeatable data elements</p>			
9A	Reporting firm's unique reference for natural person acting as borrower	Alphanumeric	<p>The unique reference used by the reporting <i>firm</i> in its records to identify the <i>natural person</i> acting as a <i>borrower</i> under the <i>regulated credit agreement</i>.</p> <p>This should not include the <i>natural person's</i> name or a derivation of their name.</p> <p>This unique reference must be consistent with the unique reference used for the same <i>borrower</i> in the sales or back-book data report for the <i>regulated credit agreement</i>.</p>
9B	Borrower's residential postcode status at the end of the reporting period	<p>A = United Kingdom</p> <p>B = British Forces Post Office</p> <p>C = Overseas</p> <p>W = Other</p> <p>Z = Unknown</p>	<p>The selection should reflect the main residence for the <i>borrower</i> as recorded by the reporting <i>firm</i> at the end of the reporting period.</p> <p>Enter the relevant code:</p> <p>A: United Kingdom</p> <p>The main residence for the <i>borrower</i> is in the United Kingdom or a Crown Dependency and is not a British Forces Post Office address.</p> <p>B: British Forces Post Office</p> <p>The main residence for the <i>borrower</i> is a British Forces Post Office address.</p> <p>C: Overseas</p> <p>The main residence for the <i>borrower</i> is not in</p>

Reference	Data reporting field	Code (where applicable)	Notes
9C	Borrower's residential postcode at the end of the reporting period	eg, XY45 6XX	<p>the United Kingdom or a Crown Dependency and is not a British Forces Post Office address.</p> <p>W: Other The main residence for the <i>borrower</i> is not any of the specific options above.</p> <p>Z: Unknown The status of the <i>borrower's</i> main residence cannot be determined.</p> <p>The full postcode or equivalent of the main residence of the <i>borrower</i> as recorded by the reporting <i>firm</i> at the end of the reporting period.</p> <p>UK and British Forces Post Office postcodes should take the form of eg, XY45 6XX.</p>
9D	Was the borrower subject to a formal insolvency solution at the end of the reporting period?	<p>A = Yes – bankruptcy</p> <p>B = Yes – individual voluntary arrangement</p> <p>C = Yes – debt relief order</p> <p>D = Yes – bankruptcy restriction order (sequestration)</p> <p>E = Yes – protected trust deed</p> <p>W = Yes – other statutory</p> <p>X = No</p> <p>Z = Unknown</p>	<p>Whether the reporting <i>firm</i> had recorded that the <i>borrower</i> was subject to a formal insolvency solution as at the end of the reporting period.</p> <p>Enter the relevant code:</p> <p>A: Yes – bankruptcy The <i>borrower</i> was subject to a bankruptcy order within the meaning of Part 9 of the Insolvency Act 1986 or Part 9 of The Insolvency (Northern Ireland) Order 1989.</p> <p>B: Yes – individual voluntary arrangement An individual voluntary arrangement had been approved by the <i>borrower's</i> creditors within the meaning of Part 8 of the Insolvency Act 1986 or Part 8 of The</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>Insolvency (Northern Ireland) Order 1989.</p> <p>C: Yes – debt relief order</p> <p>The <i>borrower</i> was subject to a debt relief order within the meaning of Part 7A of the Insolvency Act 1986 or Part 7A of The Insolvency (Northern Ireland) Order 1989.</p> <p>D: Yes – bankruptcy restriction order (sequestration)</p> <p>The <i>borrower</i> has been awarded a bankruptcy restrictions order within the meaning of Part 13 of the Bankruptcy (Scotland) Act 2016.</p> <p>E: Yes – protected trust deed</p> <p>A protected trust deed has been registered for the <i>borrower</i> within the meaning of Part 14 of the Bankruptcy (Scotland) Act 2016.</p> <p>W: Yes – other statutory</p> <p>The reporting <i>firm</i> had recorded that the <i>borrower</i> was subject to a formal insolvency solution at the end of the reporting period which was not one of the specific options above.</p> <p>X: No</p> <p>The reporting <i>firm</i> had not recorded that the <i>borrower</i> was subject to a formal insolvency solution at the end of the reporting period.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether it had recorded that the <i>borrower</i> was subject to a formal insolvency solu-</p>

Reference	Data reporting field	Code (where applicable)	Notes
			tion at the end of the reporting period.
	End of borrower natural person repeatable data elements		
	Security details data elements		
	<p>These <i>data elements</i> identify whether any <i>security</i> has been provided by the <i>borrower(s)</i> under the <i>regulated credit agreement</i> and, if relevant, provide details of the <i>security</i>. These <i>data elements</i> are used to validate the applicability of other <i>data elements</i> in the performance data report.</p> <p>In particular, a number of <i>data elements</i> relate to the status of a natural <i>person</i> other than the <i>borrower(s)</i> ('the guarantor') who has provided a guarantee or an indemnity (or both) in relation to the <i>regulated credit agreement</i>.</p>		
10A	Type of security provided by borrower(s) in relation to agreement	<p>A = Guarantee or indemnity</p> <p>W = Other security</p> <p>X = No security</p> <p>Z = Unknown</p>	<p>This relates to any <i>security</i> provided by the <i>borrower(s)</i> under the <i>regulated credit agreement</i>.</p> <p>This should not include any <i>goods</i> which have been financed by the <i>regulated credit agreement</i> as a <i>borrower-lender-supplier agreement</i>, such as <i>hire-purchase agreements</i> and <i>conditional sale agreements</i>.</p> <p>Enter the relevant code:</p> <p>A: Guarantee or indemnity</p> <p>A <i>person</i> other than the <i>borrower(s)</i> has provided a guarantee or an indemnity (or both) in relation to the <i>regulated credit agreement</i>.</p> <p>W: Other security</p> <p>Any other <i>security</i> which is not a guarantee or indemnity has been provided in relation to the <i>regulated credit agreement</i>.</p> <p>X: No security</p> <p>No <i>security</i> was provided in relation to the <i>regulated credit agreement</i>.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine</p>

Reference	Data reporting field	Code (where applicable)	Notes
11A	Is the person who has provided the guarantee or the indemnity (or both) a natural person?	Y = Yes N = No	<p>whether <i>security</i> has been provided in relation to the <i>regulated credit agreement</i>.</p> <p>Whether the <i>person</i> who has provided the guarantee or the indemnity (or both) as <i>security</i> in relation to the <i>regulated credit agreement</i> is a natural <i>person</i>.</p>
12A	Reporting firm's unique reference for natural person acting as guarantor	Alphanumeric	<p>The unique reference used by the reporting <i>firm</i> in its records to identify the natural <i>person</i> who has provided a guarantee or an indemnity (or both) in relation to the <i>regulated credit agreement</i>.</p> <p>This should not include the natural <i>person's</i> name or a derivation of their name.</p> <p>This unique reference must be consistent with the unique reference used for the same natural <i>person</i> who has provided a guarantee or an indemnity (or both) in the sales or back-book data report for the <i>regulated credit agreement</i>.</p>
13A	Guarantor's residential postcode status at end of reporting period	A = United Kingdom B = British Forces Post Office C = Overseas W = Other Z = Unknown	<p>The selection should reflect the main residence for the guarantor as recorded by the reporting <i>firm</i> at the end of the reporting period.</p> <p>Enter the relevant code:</p> <p>A: United Kingdom</p> <p>The main residence for the guarantor is in the United Kingdom or a Crown Dependency and is not a British Forces Post Office address.</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>B: British Forces Post Office</p> <p>The main residence for the guarantor is a British Forces Post Office address.</p> <p>C: Overseas</p> <p>The main residence for the guarantor is not in the United Kingdom or a Crown Dependency and is not a British Forces Post Office address.</p> <p>W: Other</p> <p>The main residence for the guarantor is not as described by any of the specific options above.</p> <p>Z: Unknown</p> <p>The status of the guarantor's main residence cannot be determined.</p>
14A	Guarantor's residential postcode at end of reporting period	eg, XY45 6XX	<p>The full postcode or equivalent of the main residence of the guarantor as recorded by the reporting <i>firm</i> at the end of the reporting period.</p> <p>UK and British Forces Post Office postcodes should take the form of eg, XY45 6XX.</p>
15A	Was the guarantor subject to a formal insolvency solution at the end of the reporting period?	<p>A = Yes – bankruptcy</p> <p>B = Yes – individual voluntary arrangement</p> <p>C = Yes – debt relief order</p> <p>D = Yes – bankruptcy restriction order (sequestration)</p> <p>E = Yes – protected trust deed</p> <p>W = Yes – other statutory</p> <p>X= No</p> <p>Z = Unknown</p>	<p>Whether the reporting <i>firm</i> had recorded that the guarantor was subject to a formal insolvency solution as at the end of the reporting period.</p> <p>Enter the relevant code:</p> <p>A: Yes – bankruptcy</p> <p>The guarantor was subject to a bankruptcy order within the meaning of Part 9 of the Insolvency Act 1986 or Part 9 of The Insolvency (Northern Ireland) Order 1989.</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>B: Yes – individual voluntary arrangement</p> <p>An individual voluntary arrangement had been approved by the guarantor’s creditors within the meaning of Part 8 of the Insolvency Act 1986 or Part 8 of The Insolvency (Northern Ireland) Order 1989.</p> <p>C: Yes – debt relief order</p> <p>The guarantor was subject to a debt relief order within the meaning of Part 7A of the Insolvency Act 1986 or Part 7A of The Insolvency (Northern Ireland) Order 1989.</p> <p>D: Yes – bankruptcy restriction order (sequestration)</p> <p>The guarantor has been awarded a bankruptcy restrictions order within the meaning of Part 13 of the Bankruptcy (Scotland) Act 2016.</p> <p>E: Yes – protected trust deed</p> <p>A protected trust deed has been registered for the guarantor within the meaning of Part 14 of the Bankruptcy (Scotland) Act 2016.</p> <p>W: Yes – other statutory</p> <p>The reporting <i>firm</i> had recorded that the guarantor was subject to a formal insolvency solution at the end of the reporting period which was not one of the specific options above.</p> <p>X: No</p> <p>The reporting <i>firm</i> had not recorded that the guarantor was subject to a formal insolvency</p>

Reference	Data reporting field	Code (where applicable)	Notes
<p>Default and enforcement data elements</p> <p>These <i>data elements</i> identify whether a default notice has taken effect in relation to the <i>regulated credit agreement</i> and, if relevant, provide details of steps taken following a default notice taking effect.</p>			<p>solution at the end of the reporting period.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether it had recorded that the guarantor was subject to a formal insolvency solution at the end of the reporting period.</p>
<p>16A</p>	<p>Has a default notice taken effect in relation to this agreement?</p>	<p>A = Default notice took effect prior to reporting period</p> <p>B = Default notice took effect during reporting period</p> <p>X = No default notice has taken effect</p>	<p>Whether the <i>borrower(s)</i> had been issued with a default notice in relation to the <i>regulated credit agreement</i> and:</p> <p>(a) the <i>borrower(s)</i> had not taken the action required to remedy the breaches by the date specified in the default notice (see section 88(1)(b) of the CCA); or</p> <p>(b) the <i>borrower(s)</i> had not paid the compensation for the breach by the date specified in the default notice (see section 88(1)(c) of the CCA).</p> <p>Enter the relevant code:</p> <p>A: Default notice took effect prior to reporting period</p> <p>The default notice took effect on a date before the start of the reporting period.</p> <p>B: Default notice took effect during reporting period</p> <p>The default notice took effect on a date during the reporting period.</p>

Reference	Data reporting field	Code (where applicable)	Notes
17A	Date default notice took effect	DD/MM/YYYY	<p>X: No default notice has taken effect</p> <p>A default notice had not taken effect before the end of the reporting period.</p> <p>The date specified in the default notice by which:</p> <p>(a) the <i>borrower(s)</i> had not taken the action required to remedy the breaches; or</p> <p>(b) the <i>borrower(s)</i> had not paid the compensation for the breach.</p>
18A	Had a county court judgment been made against the borrower(s) in relation to this agreement?	<p>Y = Yes</p> <p>N = No</p> <p>Z = Unknown</p>	<p>Whether a county court judgment had been made against the <i>borrower(s)</i> in relation to the <i>regulated credit agreement</i>.</p> <p>This should reflect the status of the <i>regulated credit agreement</i> at the end of the reporting period. This includes any county court judgments which were made at any time prior to the end of the reporting period, not just those which were made during the reporting period.</p> <p>Enter the relevant code:</p> <p>Y: Yes</p> <p>A county court judgment had been made against the <i>borrower(s)</i> in relation to the <i>regulated credit agreement</i>.</p> <p>N: No</p> <p>A county court judgment had not been made against the <i>borrower(s)</i> in relation to the <i>regulated credit agreement</i>.</p> <p>Z: Unknown</p>

Reference	Data reporting field	Code (where applicable)	Notes
19A	Had an enforcement order been made against the borrower(s) in relation to this agreement?	Y = Yes N = No Z = Unknown	<p>The reporting <i>firm</i> is unable to determine whether a county court judgment had been made against the <i>borrower</i> in relation to the <i>regulated credit agreement</i>.</p> <p>Whether a court order to enforce the <i>regulated credit agreement</i> had been made against the <i>borrower(s)</i>.</p> <p>The code chosen should only reflect that a court order has been made and should not consider whether the reporting <i>firm</i> has enforced the order.</p> <p>This should reflect the status of the <i>regulated credit agreement</i> at the end of the reporting period. This includes any court orders to enforce the <i>regulated credit agreement</i> which were made at any time prior to the end of the reporting period, not just those which were made during the reporting period.</p> <p>Such court orders include, but are not limited to, charging orders, and writs and warrants of possession, control and delivery.</p> <p>Enter the relevant code:</p> <p>Y: Yes A court order to enforce the <i>regulated credit agreement</i> had been made against the <i>borrower(s)</i>.</p> <p>N: No A court order to enforce the <i>regulated credit agreement</i> had not been made against the <i>borrower(s)</i>.</p>

Reference	Data reporting field	Code (where applicable)	Notes
20A	Have steps been taken to enforce the security?	Y = Yes N = No Z = Unknown	<p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether a court order to enforce the <i>regulated credit agreement</i> had been made against the <i>borrower(s)</i>.</p> <p>Whether steps have been taken by the reporting <i>firm</i>, or a third party acting on behalf of the reporting <i>firm</i>, to enforce the <i>security</i> provided by the <i>borrower(s)</i> or at the implied or express request of the <i>borrower(s)</i> to secure the carrying out of the obligations of the <i>borrower(s)</i> under the <i>regulated credit agreement</i>.</p> <p>Enter the relevant code:</p> <p>Y: Yes</p> <p>Steps have been taken to enforce the <i>security</i>.</p> <p>N: No</p> <p>Steps have not been taken to enforce the <i>security</i>.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether steps have been taken to enforce the <i>security</i>.</p>
<p>Agreement characteristics data elements</p> <p>These <i>data elements</i> provide information on certain characteristics of the <i>regulated credit agreement</i> which are used to validate the applicability of other <i>data elements</i> in the performance data report.</p>			
21A	Is the facility under the credit agreement fixed-sum or running-account?	FS = Fixed-sum credit RA = Running-account credit	<p>Enter the relevant code:</p> <p>FS: Fixed-sum credit</p> <p>The <i>regulated credit agreement</i> includes a facility whereby the <i>borrower(s)</i> is enabled to receive <i>credit</i></p>

Reference	Data reporting field	Code (where applicable)	Notes
22A	How can the running-account credit be used?	<p>A = Linked to a payment network</p> <p>B = Retail revolving credit to pay for periodic premiums or fees only</p> <p>C = Any other retail revolving credit</p> <p>D = Money transfers only</p> <p>W = Other</p> <p>Z = Unknown</p>	<p>(whether in one amount or by instalments) but which is not <i>running-account credit</i>.</p> <p>RA: Running-account credit</p> <p>The <i>regulated credit agreement</i> includes a facility under which the <i>borrower</i> or another <i>person</i> is enabled to receive from time to time from the reporting <i>firm</i> or a third party <i>cash, goods</i> or services to an amount or value such that, taking into account <i>payments</i> made by or to the credit of the <i>borrower</i>, the <i>credit limit</i> (if any) is not at any time exceeded.</p> <p>Enter the relevant code:</p> <p>A: Linked to a payment network</p> <p>A <i>regulated credit agreement</i> with a facility which allows drawdowns for transactions with any <i>person</i> in a payment network, such as <i>Mastercard</i> and <i>Visa</i>. This includes credit cards.</p> <p>This should include a <i>regulated credit agreement</i> which also allows additional types of drawdowns.</p> <p>This should include a <i>regulated credit agreement</i> which has a brand associated with a particular <i>supplier(s)</i>, or promotions in relation to a specific <i>supplier(s)</i>, but the facility allows drawdowns with any <i>person</i> in a payment network.</p> <p>B: Retail revolving credit to pay for peri-</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>odc premiums or fees only</p> <p><i>A regulated credit agreement which meets the criteria of retail revolving credit, and which only allows the borrower(s) to finance a single periodic premium or fee at any one time.</i></p> <p>C: Any other retail revolving credit</p> <p><i>A regulated credit agreement which meets the criteria of retail revolving credit, other than a regulated credit agreement which only allows the borrower(s) to finance a single periodic premium or fee at any one time.</i></p> <p>D: Money transfers only</p> <p><i>A regulated credit agreement which only allows drawdowns to transfer money to a bank account or an electronic money account.</i></p> <p>W: Other</p> <p><i>A regulated credit agreement which is not one of the specific options above.</i></p> <p>Z: Unknown</p> <p><i>A regulated credit agreement which the reporting firm cannot determine to be one of the specific options above.</i></p>
23A	Current brand name used for the agreement	Alphanumeric	The brand name used in relation to the regulated credit agreement at the end of the reporting period.

Reference	Data reporting field	Code (where applicable)	Notes
24A	Is the agreement one of the following types?	<p>A = Pawn agreement</p> <p>B = Personal contract purchase agreement for a motor vehicle</p> <p>C = Hire-purchase agreement (other than a personal contract purchase agreement for a motor vehicle) or conditional sale</p> <p>D = Green deal plan</p> <p>E = BNPL agreement</p> <p>X = None of these</p> <p>Z = Unknown</p>	<p>Enter the relevant code:</p> <p>A: Pawn agreement</p> <p><i>A regulated credit agreement for which the lender takes any article in pawn.</i></p> <p>B: Personal contract purchase agreement for a motor vehicle</p> <p><i>A hire-purchase agreement used to finance the purchase of a motor vehicle and which includes a guaranteed minimum future value of the motor vehicle which is set out as an optional additional repayment at the end of the regulated credit agreement, with the option for the borrower(s) to return the motor vehicle instead of making that repayment.</i></p> <p>A motor vehicle is a wheeled, mechanically propelled vehicle intended or adapted for use on roads.</p> <p>C: Hire-purchase agreement (other than a personal contract purchase agreement for a motor vehicle) or conditional sale</p> <p><i>A regulated credit agreement which meets the criteria of a hire-purchase agreement or meets the criteria of a conditional sale agreement, and does not meet the criteria of a 'Personal contract purchase agreement for a motor vehicle'.</i></p> <p>D: Green deal plan</p> <p><i>A regulated credit agreement which also meets the criteria of a green deal plan.</i></p>

Reference	Data reporting field	Code (where applicable)	Notes
25A	Hire-purchase or conditional sale specific status	<p>A = Voluntary termination</p> <p>B = Voluntary surrender</p> <p>C = Repossession</p> <p>X = None of these</p> <p>Z = Unknown</p>	<p>E: BNPL agreement</p> <p><i>A regulated credit agreement which meets the criteria of a BNPL agreement.</i></p> <p>X: None of these</p> <p><i>A regulated credit agreement which is not one of any of the above agreement types.</i></p> <p>Z: Unknown</p> <p><i>A regulated credit agreement which the reporting firm cannot determine to be one of the above agreement types.</i></p> <p>This should reflect the status of the <i>regulated credit agreement</i> at the end of the reporting period.</p> <p>Enter the relevant code:</p> <p>A: Voluntary termination</p> <p><i>The borrower(s) had exercised their right under section 99 of the CCA to terminate the regulated credit agreement.</i></p> <p>B: Voluntary surrender</p> <p><i>The borrower(s) had voluntarily returned the good(s) financed under the regulated credit agreement.</i></p> <p>C: Repossession</p> <p><i>The good(s) financed under the regulated credit agreement had been repossessed.</i></p> <p>X: None of these</p> <p><i>None of the specific statuses above apply to the regulated credit agreement.</i></p> <p>Z: Unknown</p>

Reference	Data reporting field	Code (where applicable)	Notes
26A	Is the agreement an open-end agreement?	Y = Yes N = No	<p>The reporting <i>firm</i> is unable to determine whether any of the specific statuses above apply to the <i>regulated credit agreement</i>.</p> <p>Whether the <i>regulated credit agreement</i> meets the criteria of an <i>open-end agreement</i>.</p>
27A	Has the duration of the agreement been increased?	A = Yes – contractual variation B = Yes – forbearance X = No	<p>Whether the duration of the <i>regulated credit agreement</i> has been increased from the terms set out when the <i>regulated credit agreement</i> was executed.</p> <p>This should reflect the status of the <i>regulated credit agreement</i> at the end of the reporting period. This includes any increases to the duration of the <i>regulated credit agreement</i> which remain in effect that were made at any time prior to the end of the reporting period, and is not restricted to those which were made during the reporting period.</p> <p>This should not include <i>regulated credit agreements</i> which have been revoked and replaced by a modifying agreement with a longer duration, or a <i>regulated credit agreement</i> which has been consolidated as part of a new <i>regulated credit agreement</i> with a longer duration.</p> <p>Enter the relevant code:</p> <p>A: Yes – contractual variation</p> <p>A contractual variation, which did not require the use of a modifying agreement, had been made to extend the</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>duration of the <i>regulated credit agreement</i>.</p> <p>B: Yes – forbearance</p> <p>The reporting <i>firm</i> had extended the duration of the <i>regulated credit agreement</i> as an act of forbearance.</p> <p>X: No</p> <p>The duration of the <i>regulated credit agreement</i> had not been increased.</p>
28A	Revised agreement end date	DD/MM/YYYY	Date on which the <i>regulated credit agreement</i> is scheduled to end as at the end of the reporting period.
<p>Ceasing to report performance data elements</p> <p>These <i>data elements</i> provide additional details in relation to the selection, if applicable, for <i>data element</i> 4A, 'Reason for ceasing to submit performance data'.</p>			
29A	Date agreement ceased to have effect	DD/MM/YYYY	The date on which the <i>borrower(s)</i> had discharged their indebtedness to the reporting <i>firm</i> under the <i>regulated credit agreement</i> and the <i>regulated credit agreement</i> had ceased to have any ongoing effect.
30A	Pawnbroking specific outcome	<p>A = Article taken in pawn was redeemed</p> <p>B = Agreement renewed</p> <p>C = Article taken in pawn was forfeited</p> <p>W = Other outcome</p> <p>Z = Unknown</p>	<p>Enter the relevant code:</p> <p>A: Article taken in pawn was redeemed</p> <p>The <i>borrower(s)</i> made payment of the total amount owing under the <i>regulated credit agreement</i> and the article(s) taken in pawn under the <i>regulated credit agreement</i> were redeemed.</p> <p>B: Agreement renewed</p> <p>The <i>borrower(s)</i> repaid the <i>total charge for credit</i> under the <i>regulated credit agreement</i> and entered into a new pawn agreement</p>

Reference	Data reporting field	Code (where applicable)	Notes
31A	Personal contract purchase specific outcome	<p>A = Balloon payment paid</p> <p>B = Motor vehicle returned to the supplier</p> <p>C = Motor vehicle part exchanged for another motor vehicle financed by the reporting firm</p> <p>D = Motor vehicle part exchanged for another motor vehicle financed by a different lender</p> <p>W = Other outcome</p> <p>Z = Unknown outcome</p>	<p>with the reporting firm.</p> <p>C: Article taken in pawn was forfeited</p> <p>The article(s) taken in pawn under the <i>regulated credit agreement</i> has become realisable and the prescribed period of notice of the reporting firm's intention to sell has passed without the borrower(s) redeeming the article(s) taken in pawn.</p> <p>W: Other outcome</p> <p>The outcome of the <i>regulated credit agreement</i> is not one of the specific options above.</p> <p>Z: Unknown</p> <p>The reporting firm is unable to determine whether the outcome of the <i>regulated credit agreement</i> was one of the options above.</p> <p>Enter the relevant code:</p> <p>A: Balloon payment paid</p> <p>Ownership of the motor vehicle financed by the <i>regulated credit agreement</i> transferred to the borrower(s) following payment of the guaranteed minimum future value of the motor vehicle.</p> <p>B: Motor vehicle returned to the supplier</p> <p>The borrower(s) returned the motor vehicle financed by the <i>regulated credit agreement</i> to the supplier and did not pay the guaranteed minimum future value of the motor vehicle.</p> <p>C: Motor vehicle part exchanged for another</p>

Reference	Data reporting field	Code (where applicable)	Notes
32A	No amount remains to be paid by the borrower type	<p>A = Agreement novated to change the lender</p> <p>B = Agreement modified by modifying agreement</p>	<p>motor vehicle financed by the reporting firm</p> <p>The <i>borrower(s)</i> used the motor vehicle financed by the <i>regulated credit agreement</i> to part exchange for a different motor vehicle financed by a new <i>regulated credit agreement</i> under which the reporting <i>firm</i> acted as <i>lender</i>.</p> <p>D: Motor vehicle part exchanged for another motor vehicle financed by a different lender</p> <p>The <i>borrower(s)</i> used the motor vehicle financed by the <i>regulated credit agreement</i> to part exchange for a different motor vehicle financed by a new <i>regulated credit agreement</i> under which a <i>person</i> other than the reporting <i>firm</i> acted as <i>lender</i>.</p> <p>W: Other outcome</p> <p>The outcome of the <i>regulated credit agreement</i> was not one of the specific options above.</p> <p>Z: Unknown outcome</p> <p>The reporting <i>firm</i> is unable to determine whether the outcome of the <i>regulated credit agreement</i> was one of the specific options above.</p> <p>For each of these options, the <i>borrower(s)</i> must have discharged their indebtedness to the reporting <i>firm</i> under the <i>regulated credit agreement</i> and</p>

Reference	Data reporting field	Code (where applicable)	Notes
		<p>C = Agreement repaid by a new agreement</p> <p>D = Open-end termination – borrower</p> <p>E = Open-end termination – lender</p> <p>W = Other type</p> <p>Z = Unknown type</p>	<p>the <i>regulated credit agreement</i> has ceased to have any ongoing effect.</p> <p>This includes where the reporting <i>firm</i> has informed the <i>borrower(s)</i> that an amount outstanding under the <i>regulated credit agreement</i> has been extinguished, but does not include where the reporting <i>firm</i> has only made the decision to cease to pursue the debt.</p> <p>Enter the relevant code:</p> <p>A: Agreement novated to change the lender</p> <p>The <i>regulated credit agreement</i> has been replaced by a novation to change the <i>lender</i>.</p> <p>B: Agreement modified by modifying agreement</p> <p>The <i>regulated credit agreement</i> has been varied or supplemented by a modifying agreement, which is treated as:</p> <p>(a) revoking the <i>regulated credit agreement</i>; and</p> <p>(b) containing provisions which are modifications or variations of provisions in that previous agreement.</p> <p>C: Agreement repaid by a new agreement</p> <p>The remaining total amount outstanding under the <i>regulated credit agreement</i> has been repaid by a new agreement with the reporting <i>firm</i>, other than by a modifying agreement.</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>D: Open-end termination – borrower</p> <p>The <i>borrower(s)</i> has exercised their right under section 98A(1) of the CCA to terminate the <i>open-end agreement</i>.</p> <p>E: Open-end termination – lender</p> <p>The reporting <i>firm</i> has terminated the <i>open-end agreement</i> after serving notice to the <i>borrower(s)</i> as described under section 98A(3) of the CCA.</p> <p>W: Other type</p> <p>The <i>regulated credit agreement</i> did not meet the criteria of any of the specific options above.</p> <p>This includes an agreement for which all <i>re-payments</i> were made as scheduled.</p> <p>Z: Unknown type</p> <p>The reporting <i>firm</i> is unable to determine whether the <i>regulated credit agreement</i> met any of the criteria of the specific options above.</p>
33A	Balance at date of novation	Numeric £	The total amount outstanding under the <i>regulated credit agreement</i> as on the date of the novation.
34A	Regulatory status of the new lender under the novated agreement	<p>A1 = Regulated – FRN known</p> <p>A2 = Regulated – FRN unknown</p> <p>X = Not regulated</p> <p>Z1 = New lender regulatory status unknown</p> <p>Z2 = New lender unknown</p>	<p>This should reflect the regulatory status of the new <i>lender</i> as on the date of the novation of the <i>regulated credit agreement</i>.</p> <p>Enter the relevant code:</p> <p>A1: Regulated – FRN known</p> <p>The new <i>lender</i> was an <i>authorised person</i> and/</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>or acting as an <i>appointed representative</i>. The FRN of the new <i>lender</i> is known by the reporting <i>firm</i>.</p> <p>A2: Regulated – FRN unknown</p> <p>The new <i>lender</i> was an <i>authorised person</i> and/or acting as an <i>appointed representative</i>. The FRN of the new <i>lender</i> is not known by the reporting <i>firm</i>.</p> <p>X: Not regulated</p> <p>The new <i>lender</i> was not an <i>authorised person</i> and was not acting as an <i>appointed representative</i>.</p> <p>Z1: New lender regulatory status unknown</p> <p>The reporting <i>firm</i> cannot determine the regulatory status of the new <i>lender</i>.</p> <p>Z2: New lender unknown</p> <p>The reporting <i>firm</i> cannot determine who the new <i>lender</i> is.</p>
35A	FRN of the new lender under the novated agreement	6 or 7 digit number	The FRN of the new <i>lender</i> under the new <i>regulated credit agreement</i> created by the novation. This should reflect the new <i>lender's</i> regulatory status as on the date of the novation.
36A	Name of the new lender under the novated agreement	Alphanumeric	The name of the new <i>lender</i> under the new <i>regulated credit agreement</i> created by the novation, as on the date of the novation.
37A	Is the purpose of the new agreement to provide more sustainable terms for the borrower(s)?	Y = Yes N = No Z = Unknown	Enter the relevant code: Y: Yes The reporting <i>firm</i> has recorded that the modifying agreement

Reference	Data reporting field	Code (where applicable)	Notes
38A	Balance before modification or repayment by new agreement	Numeric £	<p>which modified the <i>regulated credit agreement</i> or the new agreement which repaid the remaining total amount outstanding under the <i>regulated credit agreement</i>, was, in whole or in part, entered into as a result of the terms of the <i>regulated credit agreement</i> being unsustainable for the <i>borrower(s)</i>.</p> <p>N: No</p> <p>The reporting <i>firm</i> has not recorded that the modifying agreement which modified the <i>regulated credit agreement</i> or the new agreement which repaid the remaining total amount outstanding under the <i>regulated credit agreement</i>, was, in whole or in part, entered into as a result of the terms of the <i>regulated credit agreement</i> being unsustainable for the <i>borrower(s)</i>.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether it has recorded whether the unsustainability of the terms of the <i>regulated credit agreement</i> played a part in the <i>borrower(s)</i> entering into the new agreement.</p> <p>The total amount outstanding under the <i>regulated credit agreement</i> which was repaid by the modifying agreement or other new agreement.</p>

Reference	Data reporting field	Code (where applicable)	Notes
39A	Repayment scenario	<p>A = Repaid in line with schedule</p> <p>B = Early settlement</p> <p>C = Repaid fully other</p> <p>D = Partial settlement – extinguished remaining amount outstanding</p> <p>W = Other</p> <p>Z = Unknown</p>	<p>Enter the relevant code:</p> <p>A: Repaid in line with schedule</p> <p>The <i>total amount payable</i> under the <i>regulated credit agreement</i> has been repaid by the <i>borrower(s)</i> in accordance with the timings of <i>repayments</i> set out under the <i>regulated credit agreement</i>.</p> <p>B: Early settlement</p> <p>The <i>total amount payable</i> under the <i>regulated credit agreement</i> has been repaid by the <i>borrower(s)</i> following an early settlement.</p> <p>C: Repaid fully other</p> <p>The <i>total amount payable</i> under the <i>regulated credit agreement</i> has been repaid, but not in a way that is described in the specific options 'A: Repaid in line with schedule' or 'B: Early settlement'.</p> <p>This includes, but is not limited to, when <i>repayment</i> has taken longer than the timings of <i>repayments</i> set out under the <i>regulated credit agreement</i>, or when an amount owed has been discharged by a <i>security</i> provided by the <i>borrower(s)</i> or at the implied or express request of the <i>borrower(s)</i> to secure the carrying out of the obligations of the <i>borrower(s)</i> under the <i>regulated credit agreement</i>.</p> <p>D: Partial settlement – extinguished remaining amount outstanding</p> <p>The <i>total amount payable</i> under the <i>regulated credit agreement</i> has not been repaid.</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>The reporting <i>firm</i> has informed the <i>borrower(s)</i> that the amount outstanding under the <i>regulated credit agreement</i> has been extinguished.</p> <p>W: Other</p> <p>The <i>borrower(s)</i> have discharged their indebtedness to the reporting <i>firm</i> under the <i>regulated credit agreement</i> and the <i>regulated credit agreement</i> has ceased to have any ongoing effect, in a way that is not described by the specific options above.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine which of the specific options above describes the <i>repayment</i> of the <i>regulated credit agreement</i>.</p>
40A	Date of assignment of legal ownership	DD/MM/YYYY	The date on which the legal ownership of the <i>regulated credit agreement</i> was assigned by the reporting <i>firm</i> .
41A	Balance at date of assignment of legal ownership	Numeric £	The total amount outstanding under the <i>regulated credit agreement</i> as on the date of assignment of legal ownership.
42A	Regulatory status of the person to whom the legal ownership was assigned	<p>A1 = Regulated – FRN known</p> <p>A2 = Regulated – FRN unknown</p> <p>X = Not regulated</p> <p>Z1 = Assignee regulatory status unknown</p> <p>Z2 = Assignee unknown</p>	<p>This should reflect the regulatory status of the <i>person</i> who acted as the assignee of the legal ownership of the <i>regulated credit agreement</i>, as on the date of the assignment.</p> <p>Enter the relevant code:</p> <p>A1: Regulated – FRN known</p> <p>The assignee was an <i>authorised person</i> and/or acting as an <i>appointed</i></p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p><i>representative</i>. The FRN of the assignee is known by the reporting <i>firm</i>.</p> <p>A2: Regulated – FRN unknown</p> <p>The assignee was an <i>authorised person</i> and/or acting as an <i>appointed representative</i>. The FRN of the assignee is not known by the reporting <i>firm</i>.</p> <p>X: Not regulated</p> <p>The assignee was not an <i>authorised person</i> and was not acting as an <i>appointed representative</i>.</p> <p>Z1: Assignee regulatory status unknown</p> <p>The reporting <i>firm</i> cannot determine the regulatory status of the assignee.</p> <p>Z2: Assignee unknown</p> <p>The reporting <i>firm</i> cannot determine who the assignee is.</p>
43A	FRN of the person to whom the legal ownership was assigned	6 or 7 digit number	The FRN of the <i>person</i> who acted as the assignee of the legal ownership of the <i>regulated credit agreement</i> . This should reflect the assignee’s regulatory status as on the date of the assignment.
44A	Name of the person to whom the legal ownership was assigned	Alphanumeric	The name of the <i>person</i> who acted as the assignee of the legal ownership of the <i>regulated credit agreement</i> , as on the date of the assignment.
45A	Date agreement recorded as statute barred	DD/MM/YYYY	The date on which the <i>regulated credit agreement</i> became a statute barred debt.
46A	Balance at date the agreement was re-	Numeric £	The total amount outstanding under the

Reference	Data reporting field	Code (where applicable)	Notes
	corded as statute barred		<i>regulated credit agreement</i> as on the date the <i>regulated credit agreement</i> was recorded as statute barred.
Beneficial ownership data elements			
These <i>data elements</i> identify whether the beneficial ownership of the <i>regulated credit agreement</i> was assigned to a <i>person</i> (the 'beneficial owner') other than the reporting <i>firm</i> as at the end of the reporting period and, if relevant, provide details of the beneficial owner.			
47A	Was the beneficial owner of the agreement different from the reporting firm?	<p>A1 = Yes – beneficial owner regulated – FRN known</p> <p>A2 = Yes – beneficial owner regulated – FRN unknown</p> <p>B = Yes – beneficial owner not regulated</p> <p>C = Yes – beneficial owner regulatory status unknown</p> <p>X = No transfer of beneficial ownership</p> <p>Z = Unknown</p>	<p>Whether the beneficial ownership of the <i>regulated credit agreement</i> was assigned to a <i>person</i> other than the reporting <i>firm</i> as at the end of the reporting period.</p> <p>Enter the relevant code:</p> <p>A1: Yes – beneficial owner regulated – FRN known</p> <p>The beneficial ownership of the <i>regulated credit agreement</i> was assigned to a <i>person</i> other than the reporting <i>firm</i>. The beneficial owner was an <i>authorised person</i> or acting as an <i>appointed representative</i>. The FRN of the beneficial owner is known by the reporting <i>firm</i>.</p> <p>A2: Yes – beneficial owner regulated – FRN unknown</p> <p>The beneficial ownership of the <i>regulated credit agreement</i> was assigned to a <i>person</i> other than the reporting <i>firm</i>. The beneficial owner was an <i>authorised person</i> or acting as an <i>appointed representative</i>. The FRN of the beneficial owner is not known by the reporting <i>firm</i>.</p> <p>B: Yes – beneficial owner not regulated</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>The beneficial ownership of the <i>regulated credit agreement</i> was assigned to a <i>person</i> other than the reporting <i>firm</i>. The beneficial owner was not an <i>authorised person</i> and was not acting as an <i>appointed representative</i>.</p> <p>C: Yes – beneficial owner regulatory status unknown</p> <p>The beneficial ownership of the <i>regulated credit agreement</i> was assigned to a <i>person</i> other than the reporting <i>firm</i>. The reporting <i>firm</i> cannot determine the regulatory status of the beneficial owner.</p> <p>X: No transfer of beneficial ownership</p> <p>The beneficial ownership of the <i>regulated credit agreement</i> was not assigned to a <i>person</i> other than the reporting <i>firm</i>.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether the beneficial ownership of the <i>regulated credit agreement</i> was assigned to a <i>person</i> other than the reporting <i>firm</i>.</p>
48A	FRN of beneficial owner	6 or 7 digit number	The FRN of the beneficial owner.
49A	Name of beneficial owner	Alphanumeric	The name of the beneficial owner.
<p>Third-party debt recovery data elements</p> <p>These <i>data elements</i> identify whether a third-party debt collection agency or an enforcement agency had been instructed in relation to the <i>regulated credit agreement</i> at any time during the reporting period and, if relevant, provide details of the agency.</p>			

Reference	Data reporting field	Code (where applicable)	Notes
50A	Was a third-party debt collection agency or enforcement agency instructed in relation to the agreement?	<p>A1 = Yes – agency regulated – FRN known</p> <p>A2 = Yes – agency regulated – FRN unknown</p> <p>B = Yes – agency not regulated</p> <p>C = Yes – agency regulatory status unknown</p> <p>X = No agency</p> <p>Z = Unknown</p>	<p>Whether a third-party debt collection agency or an enforcement agency had been instructed in relation to the <i>regulated credit agreement</i> at any time during the reporting period.</p> <p>This should include where instructions made prior to the start of the reporting period remained in effect during the reporting period.</p> <p>If more than one agency had been instructed in relation to the <i>regulated credit agreement</i>, this should reflect the agency which had most recently been instructed.</p> <p>Enter the relevant code:</p> <p>A1: Yes – agency regulated – FRN known</p> <p>An agency had been instructed in relation to the <i>regulated credit agreement</i>. The agency was an <i>authorised person</i> or acting as an <i>appointed representative</i>. The FRN of the agency is known by the reporting <i>firm</i>.</p> <p>A2: Yes – agency regulated – FRN unknown</p> <p>An agency had been instructed in relation to the <i>regulated credit agreement</i>. The agency was an <i>authorised person</i> or acting as an <i>appointed representative</i>. The FRN of the agency is not known by the reporting <i>firm</i>.</p> <p>B: Yes – agency not regulated</p> <p>An agency had been instructed in relation to the <i>regulated credit agreement</i>. The agency</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>was not an <i>authorised person</i> and was not acting as an <i>appointed representative</i>.</p> <p>C: Yes – agency regulatory status unknown</p> <p>An agency had been instructed in relation to the <i>regulated credit agreement</i>. The reporting <i>firm</i> cannot determine the regulatory status of the agency.</p> <p>X: No agency</p> <p>An agency had not been instructed in relation to the <i>regulated credit agreement</i>.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether an agency had been instructed in relation to the <i>regulated credit agreement</i>.</p>
51A	Third-party debt collection agency or enforcement agency FRN	6 or 7 digit number	<p>The FRN of the agency instructed in relation to the <i>regulated credit agreement</i>.</p> <p>If more than one agency had been instructed in relation to the <i>regulated credit agreement</i>, this should reflect the agency which had most recently been instructed.</p>
52A	Third-party debt collection agency or enforcement agency name	Alphanumeric	<p>The name of the agency instructed in relation to the <i>regulated credit agreement</i>.</p> <p>If more than one agency had been instructed in relation to the <i>regulated credit agreement</i>, this should reflect the agency which had most recently been instructed.</p>
<p>Accounting period repeatable data elements</p> <p>References to an 'accounting period' have the same meaning as in the Consumer Credit (Running-Account Credit Information) Regulations 1983.</p>			

Reference	Data reporting field	Code (where applicable)	Notes
			<p>For a <i>regulated credit agreement</i> which provides <i>running-account credit</i>, certain <i>data elements</i> must be provided for each accounting period which ended during the reporting period. The submission method will allow these <i>data elements</i> to be repeated.</p> <ul style="list-style-type: none"> • <i>Data element 55A</i>, 'RA Accounting period end date (the statement date)', will be the unique identifier for a set of accounting period <i>data elements</i>. • For a <i>regulated credit agreement</i> which is not in default, an 'accounting period' should also include any final period ending with the date associated with <i>data element 4A</i>, 'Reason for ceasing to submit performance data for this agreement' – that is: <ul style="list-style-type: none"> o 29A, 'Date agreement ceased to have effect'; o 40A, 'Date of assignment of legal ownership'; or o 45A, 'Date agreement recorded as statute barred'. • A separate set of <i>data elements</i> are required for any period after a default notice had taken effect for the <i>regulated credit agreement</i>. If a default notice took effect during the reporting period, a set of accounting period <i>data elements</i> should be provided for any accounting periods which ended during the reporting period prior to the date the default notice took effect. • A separate set of <i>data elements</i> are required if no accounting periods ended during the reporting period. • If the reporting <i>firm</i> is unable to determine whether an accounting period ended during the reporting period, the reporting <i>firm</i> should provide a single set of accounting period <i>data elements</i> covering the whole reporting period, or, if relevant, the portion of the reporting period from the date the <i>regulated credit agreement</i> was executed and until any date associated with <i>data element 4A</i>, 'Reason for ceasing to submit performance data for this agreement'. • The accounting period end date determines whether the <i>data elements</i> for an accounting period must be provided for a reporting period: <ul style="list-style-type: none"> o Data provided in respect of an accounting period which ended during the reporting period may include activity which took place before the start of the reporting period. o Data should not be provided in respect of an accounting period which started during the reporting period and is ongoing at the end of a reporting period. • Accounting periods should not overlap. <p>The data reporting field names for <i>data elements</i> which relate to accounting periods are prefixed by 'RA'.</p> <p>The accounting period <i>data elements</i> cover the status of the <i>regulated credit agreement</i> on the statement date and activity which took place during the accounting period. Certain subsets of these <i>data elements</i>, which relate to different drawdown types and penalty charges, are repeatable within each set of accounting period <i>data elements</i>.</p>
53A	RA Did an accounting period end during the reporting period?	Y = Yes N = No Z = Unknown	<p>If a default notice in relation to the <i>regulated credit agreement</i> took effect during the reporting period, the option chosen should reflect the portion of the reporting period ending on the date associated with the <i>data element</i> 'Date default notice took effect'.</p> <p>Enter the relevant code:</p> <p>Y: Yes</p>

Reference	Data reporting field	Code (where applicable)	Notes
<p>Start of accounting period repeatable data elements</p>			<p>There was at least one accounting period which ended during the reporting period.</p> <p>N: No</p> <p>No accounting periods ended during the reporting period.</p> <p>This includes:</p> <ul style="list-style-type: none"> • <i>regulated credit agreements</i> which were <i>executed</i> during the reporting period and the first accounting period had not ended before the end of the reporting period; • <i>regulated credit agreements</i> for which the accounting periods are longer than the reporting period; and • <i>regulated credit agreements</i> for which there was no balance, debits, or credits during the reporting period. <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether an accounting period for the <i>regulated credit agreement</i> ended during the reporting period.</p>
54A	RA Accounting period start date	DD/MM/YYYY	<p>The start of the accounting period covered by the statement given to the <i>borrower(s)</i>.</p> <p>For any final period ending on the date associated with <i>data element 4A</i>, 'Reason for ceasing to submit performance data for this agreement', this should be the date of the <i>day</i> after the end of the preceding accounting period.</p>

Reference	Data reporting field	Code (where applicable)	Notes
55A	RA Accounting period end date (the statement date)	DD/MM/YYYY	<p>This date can be before the start of the reporting period.</p> <p>The end of the accounting period covered by the statement given to the <i>borrower(s)</i>.</p> <p>For any final period, this should be the date associated with <i>data element 4A</i>, 'Reason for ceasing to submit performance data for this agreement' – that is:</p> <ul style="list-style-type: none"> • 'Date agreement ceased to have effect'; • 'Date of assignment of legal ownership'; or • 'Date agreement recorded as statute barred'.
56A	RA Was a moratorium or payment deferral in effect?	<p>A = Moratorium</p> <p>B = Payment deferral (contractual)</p> <p>C = Payment deferral (forbearance)</p> <p>D = No moratorium or payment deferral in effect</p>	<p>This should reflect whether a moratorium or payment deferral was in effect on the statement date.</p> <p>References to a payment deferral should include any agreement between the reporting <i>firm</i> and the <i>borrower(s)</i> to pause contractual minimum <i>repayments</i>, even if they are not referred to as a 'payment deferral'.</p> <p>Enter the relevant code:</p> <p>A: Moratorium</p> <p><i>A Debt Respite moratorium</i> in England and Wales, or a moratorium within the meaning of part 15 of the Bankruptcy (Scotland) Act 2016 in Scotland.</p> <p>B: Payment deferral (contractual)</p> <p>A payment deferral offered as a term in the <i>regulated credit agreement</i>.</p>

Reference	Data reporting field	Code (where applicable)	Notes
57A	RA Was an arrangement to pay in effect?	Y = Yes N = No	<p>C: Payment deferral (forbearance) A payment deferral which is not offered as a term in the <i>regulated credit agreement</i>.</p> <p>D: No moratorium or payment deferral in effect An indicator of whether an arrangement to pay was in effect on the statement date.</p> <p>An arrangement to pay is a structured agreement between the reporting <i>firm</i> and the <i>borrower(s)</i>, or a third party acting on behalf of the <i>borrower(s)</i>, outlining the terms and schedule for making <i>repayments</i> which are different from the terms of the <i>regulated credit agreement</i>.</p> <p>An arrangement to pay should not include a <i>regulated credit agreement</i> for which the changes to the terms and schedule for <i>repayment</i> have been made using a contractual variation.</p>
58A	RA Is the arrangement to pay part of a debt solution?	A = Debt management plan B = Debt arrangement scheme W = Other Z = Unknown	<p>Enter the relevant code:</p> <p>A: Debt management plan The arrangement to pay was part of a <i>debt management plan</i>.</p> <p>B: Debt arrangement scheme The arrangement to pay was part of a debt arrangement scheme, within the meaning of the Debt Arrangement and Attachment (Scotland) Act 2002.</p> <p>W: Other</p>

Reference	Data reporting field	Code (where applicable)	Notes
59A	<p>RA Were any interest, fees or charges not applied during the accounting period?</p>	<p>A = Yes – amount known B = Yes – amount unknown C = No Z = Unknown</p>	<p>The arrangement to pay was not part of one of the specific <i>debt solutions</i> above.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> cannot determine whether the arrangement to pay was part of one of the specific <i>debt solutions</i> above.</p> <p>This should reflect any contractual interest, fees or charges which should have been added to the total amount outstanding during the accounting period, but the reporting <i>firm</i> chose not to.</p> <p>This should not include any interest, fees or charges which were added to the total amount outstanding and then subsequently removed.</p> <p>Enter the relevant code:</p> <p>A: Yes – amount known</p> <p>During the accounting period there were contractual interest, fees or charges which were not applied, and the reporting <i>firm</i> can provide the value of these.</p> <p>B: Yes – amount unknown</p> <p>During the accounting period there were contractual interest, fees or charges which were not applied, and the reporting <i>firm</i> cannot provide the value of these.</p> <p>C: No</p> <p>During the accounting period all contractual interest, fees or charges were applied.</p>

Reference	Data reporting field	Code (where applicable)	Notes
			Z: Unknown The reporting <i>firm</i> is unable to determine whether during the accounting period any contractual interest, fees or charges were not applied.
60A	RA Amount of interest, fees or charges not applied during the accounting period	Numeric £	The value of the contractual interest, fees or charges which were not applied during the accounting period.
61A	RA Credit limit	Numeric £	The <i>credit limit</i> for the <i>regulated credit agreement</i> on the statement date.
62A	RA BALANCE: Total	Numeric £	The balance of the account under the <i>regulated credit agreement</i> for <i>running-account credit</i> on the statement date.
63A	RA BALANCE: balance which relates to the principal	Numeric £	The portion of the balance of the account under the <i>regulated credit agreement</i> for <i>running-account credit</i> on the statement date which related to the principal. The 'principal' comprises only the amount of credit drawn down under the <i>regulated credit agreement</i> , and does not include any interest, fees or charges added to the account.
64A	RA BALANCE: balance which is in arrears	Numeric £	The portion of the balance of the account under the <i>regulated credit agreement</i> for <i>running-account credit</i> on the statement date which was in arrears. 'Arrears' includes any shortfall in one or more <i>repayments</i> due from the <i>borrower(s)</i> under the <i>regulated credit agreement</i> .

Reference	Data reporting field	Code (where applicable)	Notes
65A	RA Status reported to at least one credit reference agency	A = Not reported B = Up to date C = Arrears D = Default E = Other F = Unknown	<p>If details of the <i>regulated credit agreement</i> are reported to at least one <i>credit reference agency</i>, the payment status reported to the <i>credit reference agency</i> in relation to the <i>month</i> which most closely aligns to the accounting period.</p> <p>Enter the relevant code:</p> <p>A: Not reported</p> <p>Details of the <i>regulated credit agreement</i> were not reported to a <i>credit reference agency</i>.</p> <p>B: Up to date</p> <p>The payment status reported to the <i>credit reference agency</i> indicated that the <i>regulated credit agreement</i> was up to date with <i>re-payments</i>.</p> <p>C: Arrears</p> <p>The payment status reported to the <i>credit reference agency</i> indicated that the <i>regulated credit agreement</i> was in arrears.</p> <p>D: Default</p> <p>The payment status reported to the <i>credit reference agency</i> indicated that the <i>regulated credit agreement</i> was in default.</p> <p>E: Other</p> <p>The payment status reported to the <i>credit reference agency</i> indicated that the <i>regulated credit agreement</i> had a status other than up to date, in arrears or in default.</p> <p>F: Unknown</p> <p>Details of the <i>regulated credit agreement</i></p>

Reference	Data reporting field	Code (where applicable)	Notes
66A	RA Persistent debt 18-month assessment outcome	A = PD18 B = Not PD18 Z = Unknown	<p>were reported to a <i>credit reference agency</i>, but the payment status reported is unknown.</p> <p>Enter the relevant code: A: PD18</p> <p>The reporting <i>firm</i> has assessed during the accounting period that the condition in CONC 6.7.27R(1) was met by the <i>regulated credit agreement</i>. B: Not PD18</p> <p>The reporting <i>firm</i> has assessed during the accounting period that the condition in CONC 6.7.27R(1) was not met by the <i>regulated credit agreement</i>. Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether the condition in CONC 6.7.27R(1) was met by the <i>regulated credit agreement</i> during the accounting period.</p>
67A	RA Statement minimum repayment due	Numeric £	The minimum <i>repayment</i> the <i>borrower(s)</i> is required to pay in relation to the balance on the statement date.
68A	RA Scheduled arrangement to pay repayment expected	Numeric £	The <i>repayment</i> expected as part of the arrangement to pay during the accounting period.
69A	RA DEBITS: Total	Numeric £	The total value of all debits (drawdowns, interest, fees, charges and any other debit adjustment) during the accounting period.
70A	RA DEBITS: Periodic fees incurred	Numeric £	The total value of all debits during the accounting period for any fees or charges in-

Reference	Data reporting field	Code (where applicable)	Notes
71A	RA DEBITS: Non-sterling drawdown fees incurred	Numeric £	<p>curred in relation to a membership fee, subscription fee or any other fee payable on a periodic basis.</p> <p>This should include the value of any interest incurred during the accounting period for balances relating to periodic fees.</p> <p>The total value of all debits during the accounting period for any fees or charges incurred in relation to non-sterling drawdowns.</p> <p>This should include the value of any interest incurred during the accounting period for balances relating to non-sterling drawdown fees.</p>
72A	RA DEBITS: Other fees and charges incurred	Numeric £	<p>The total value of all debits during the accounting period for any fees or charges incurred that have not been reported as one of:</p> <ul style="list-style-type: none"> • RA DEBITS: Interest incurred for drawdown type; • RA DEBITS: Fees and charges incurred for drawdown type; • RA DEBITS: Non-sterling drawdown fees incurred; • RA DEBITS: Periodic fees incurred; or • RA DEBITS: Value of penalty charge type incurred. <p>This should include the value of any interest incurred during the accounting period for balances relating to other fees and charges.</p>

Reference	Data reporting field	Code (where applicable)	Notes
73A	RA DEBITS: Any other debit adjustments	Numeric £	<p>The total value of all debits during the accounting period that have not been reported as one of:</p> <p>RA DEBITS: Total value of drawdowns;</p> <ul style="list-style-type: none"> • RA DEBITS: Interest incurred for drawdown type; • RA DEBITS: Fees and charges incurred for drawdown type; • RA DEBITS: Non-sterling drawdown fees incurred; • RA DEBITS: Periodic fees incurred; • RA DEBITS: Value of penalty charge type incurred; or • RA DEBITS: Other fees and charges incurred.
74A	RA CREDITS: Total	Numeric £	The total value of all credits (<i>repayments</i> , chargebacks, extinguished balances and any other credit adjustment) during the accounting period.
75A	RA CREDITS: Total repayments received - from borrower(s)	Numeric £	The total value of all <i>repayments</i> during the accounting period from the <i>borrower(s)</i> .
76A	RA CREDITS: Total repayments received from guarantor	Numeric £	The total value of all <i>repayments</i> during the accounting period from the guarantor.
77A	RA CREDITS: Chargebacks and section 75	Numeric £	The total value of all credits during the accounting period in relation to chargebacks or claims under section 75 of the CCA.
78A	RA CREDITS: Amounts relating to the principal extinguished	Numeric £	The total value of any portion of the principal for which the reporting <i>firm</i> has informed the <i>borrower(s)</i> that the related amount outstanding

Reference	Data reporting field	Code (where applicable)	Notes
79A	RA CREDITS: Amounts relating to interest, fees or charges extinguished	Numeric £	<p>under the <i>regulated credit agreement</i> has been extinguished during the accounting period.</p> <p>This should not include where the reporting <i>firm</i> has simply made the decision to cease to pursue the related amount outstanding under the <i>regulated credit agreement</i>.</p> <p>The 'principal' comprises only the amount of credit drawn down under the <i>regulated credit agreement</i>, and does not include any interest, fees or charges added to the account.</p> <p>The total value of any portion of the balance other than the principal for which the reporting <i>firm</i> has informed the <i>borrower(s)</i> that the related amount outstanding under the <i>regulated credit agreement</i> has been extinguished during the accounting period.</p> <p>This should not include where the reporting <i>firm</i> has simply made the decision to cease to pursue the related amount outstanding under the <i>regulated credit agreement</i>.</p>
80A	RA CREDITS: Any other credit adjustments	Numeric £	<p>The total value of all credits during the accounting period that have not been reported as one of:</p> <ul style="list-style-type: none"> • RA CREDITS: Total <i>repayment</i> received from borrower(s); • RA CREDITS: Total <i>repayment</i> received from guarantor;

Reference	Data reporting field	Code (where applicable)	Notes
			<ul style="list-style-type: none"> • RA CREDITS: Chargebacks and section 75; • RA CREDITS: Amounts relating to the principal extinguished; or • RA CREDITS: Amounts relating to interest, fees, or charges extinguished.
	<p>Drawdown type repeatable data elements</p> <p>For each set of accounting period <i>data elements</i>, certain <i>data elements</i> must be provided for each of the specified drawdown types which the <i>borrower(s)</i> can make using <i>running-account credit</i> under the <i>regulated credit agreement</i>. The submission method will allow these <i>data elements</i> to be repeated.</p> <ul style="list-style-type: none"> • <i>Data element 81A, 'RA Drawdown type'</i>, will be the unique identifier for a set of drawdown type <i>data elements</i>. • No more than one set of drawdown type <i>data elements</i> can be submitted for each specified 'RA Drawdown type'. • A reporting <i>firm</i> should not submit <i>data elements</i> for specified drawdown types which the <i>borrower(s)</i> cannot make using <i>running-account credit</i> under the <i>regulated credit agreement</i>. • Valid values for <i>data element 81A, 'RA Drawdown type'</i>, will be determined by the value reported for <i>data element 22A, 'How can the running-account credit be used?'</i>. <p>These <i>data elements</i> cover the balance outstanding on the statement date for the principal, related interest and related fees as well as the debits and credits during the accounting period associated with each of these. There are also <i>data elements</i> in relation to the interest and charges which applied for making new drawdowns as on the statement date.</p>		
	<p>Start of drawdown type repeatable data elements</p>		
81A	RA Drawdown type	A1 = Purchases treated as BNPL A2 = Purchases treated as instalment plans A3 = All other purchases B = Balance transfers C = Money transfers D = Other cash transactions W = Other drawdown type	Enter the relevant code: A1: Purchases treated as BNPL Drawdowns which facilitate payment for <i>goods</i> or services which meet the criteria of <i>BNPL credit</i> . A2: Purchases treated as instalment plans Drawdowns which facilitate payment for <i>goods</i> or services which are repaid with a specified <i>repayment</i> schedule. A3: All other purchases Drawdowns which facilitate payment for <i>goods</i> or services other

Reference	Data reporting field	Code (where applicable)	Notes
81B	RA BALANCE of draw-down type outstanding	Numeric £	<p>than those treated as <i>BNPL credit</i> or instalment plans.</p> <p>B: Balance transfers Drawdowns which transfer money to a different account with <i>running-account credit</i>, excluding a <i>current account</i> with an <i>overdraft facility</i> or in respect of which there had been an unarranged overdraft within the meaning of CONC 5C.5.1R(6).</p> <p>C: Money transfers Drawdowns which transfer money to a bank account or an <i>electronic money</i> account.</p> <p>D: Other cash transactions Drawdowns for <i>cash</i> transactions, excluding balance transfers and money transfers. This should include <i>cash</i> advances, direct debits, travellers' cheques, foreign currency and any <i>cash</i> substitutes.</p> <p>W: Other drawdown type Drawdowns which do not meet any of the specified options above.</p> <p>The balance outstanding on the statement date, for the principal associated with this drawdown type.</p> <p>The 'principal' comprises only the amount of credit drawn down under the <i>regulated credit agreement</i>, and does not include any interest, fees or charges added to the account.</p>

Reference	Data reporting field	Code (where applicable)	Notes
81C	RA BALANCE of interest incurred for draw-down type outstanding	Numeric £	The balance outstanding on the statement date, for interest incurred for this draw-down type.
81D	RA BALANCE of fees and charges for draw-down type outstanding	Numeric £	The balance outstanding on the statement date, for fees and charges incurred for making drawdowns of this drawdown type. This should not include non-sterling drawdown fees or penalty charges which may have been incurred as a result of making a drawdown of this drawdown type.
81E	RA Number of drawdowns	Numeric	The number of draw-downs made during the accounting period, for this drawdown type.
81F	RA DEBITS: Total value of drawdowns	Numeric £	The value of draw-downs made during the accounting period, for this drawdown type.
81G	RA DEBITS: Interest incurred for drawdown type	Numeric £	The value of interest incurred during the accounting period, for balances relating to this drawdown type.
81H	RA DEBITS: Fees and charges incurred for drawdown type	Numeric £	The value of fees and charges incurred during the accounting period, for making this drawdown type. This should not include non-sterling drawdown fees or penalty charges which may have been incurred as a result of making a drawdown of this drawdown type.
81I	RA CREDITS: Repayment of drawdown type	Numeric £	The value of <i>repayments</i> made during the accounting period assigned to balances for the principal associated with this drawdown type.

Reference	Data reporting field	Code (where applicable)	Notes
81J	RA CREDITS: Repayment of interest charged on drawdown type	Numeric £	<p>The 'principal' comprises only the amount of credit drawn down under the <i>regulated credit agreement</i>, and does not include any interest, fees or charges added to the account.</p> <p>The value of <i>repayments</i> made during the accounting period assigned to balances for interest incurred, for this drawdown type.</p>
81K	RA CREDITS: Repayment of fees and charges incurred for making drawdown type	Numeric £	<p>The value of <i>repayments</i> made during the accounting period assigned to balances for fees and charges incurred for making this drawdown type.</p> <p>This should not include non-sterling drawdown fees or penalty charges which may have been incurred as a result of making a drawdown of this drawdown type.</p>
81L	RA Annual interest rate for new drawdowns of drawdown type	Numeric %	<p>As at the statement date, the annual interest rate payable on balances for new drawdowns made for this drawdown type.</p> <p>This number should be reported as a percentage to 2 decimal places (eg, 3.49 represents 3.49%, not 349%).</p>
81M	RA Percentage fee for new drawdowns of drawdown type	Numeric %	<p>As at the statement date, the percentage value for any fee charged for new drawdowns made for this drawdown type, which is calculated as a percentage of the value of the drawdown.</p> <p>This number should be reported as a percentage to 2 decimal places (eg, 3.49 represents 3.49%, not 349%).</p>

Reference	Data reporting field	Code (where applicable)	Notes
81N	RA Minimum fee per new drawdown of drawdown type	Numeric £	As at the statement date, the minimum fee value per drawdown for this drawdown type, for any fee charged which is calculated as a percentage of the value of the drawdown.
81O	RA Fixed fee per new drawdown of drawdown type	Numeric £	As at the statement date, the value for any fixed fee charged per new drawdown for this drawdown type. This should not consider any promotional fixed fee value which may apply for qualifying drawdowns.
81P	RA Promotional annual interest rate in effect for new drawdowns of drawdown type	Y = Yes N = No	As at the statement date, whether a promotional annual interest rate was in effect for new drawdowns for this drawdown type.
End of drawdown type repeatable data elements			
Penalty charge type (accounting period) repeatable data elements			
<p>For each set of accounting period <i>data elements</i>, certain <i>data elements</i> must be provided for each of the specified penalty charge types for which there was a balance outstanding on the statement date, a new penalty charge was incurred during the accounting period or part of a <i>repayment</i> made during the accounting period was assigned to the balance outstanding. The submission method will allow these <i>data elements</i> to be repeated.</p> <ul style="list-style-type: none"> • <i>Data element 83A</i>, 'RA Penalty charge type', will be the unique identifier for a set of penalty charge type (accounting period) <i>data elements</i>. • No more than one set of penalty charge type (accounting period) <i>data elements</i> can be submitted for each specified 'RA Penalty charge type'. • A reporting <i>firm</i> should not submit <i>data elements</i> for specified penalty charge types for which there was no relevant information. 			
82A	RA Any penalty charges?	Y = Yes N = No	Whether there was a balance outstanding on the statement date in relation to a penalty charge, a new penalty charge was incurred during the accounting period or part of a <i>repayment</i> made during the accounting period was assigned to the balance outstanding of a penalty charge.
Start of penalty charge type (accounting period) repeatable data elements			

Reference	Data reporting field	Code (where applicable)	Notes
83A	RA Penalty charge type	<p>A = Correspondence</p> <p>B = Over credit limit</p> <p>C = Late payment</p> <p>D = Returned/ failed payment</p> <p>E = Broken arrangement</p> <p>F = Arrears</p> <p>G = Default</p> <p>H = Field agent visit</p> <p>I = Legal fees including solicitor instruction</p> <p>K = Other third-party debt recovery</p> <p>W = Any other penalty charge</p> <p>Z = Unassigned</p>	<p>Enter the relevant code:</p> <p>A: Correspondence A charge payable by the <i>borrower(s)</i> for correspondence sent in relation to the <i>regulated credit agreement</i>.</p> <p>B: Over credit limit A charge payable by the <i>borrower(s)</i> if the balance of the <i>regulated credit agreement</i> exceeds the assigned <i>credit limit</i>.</p> <p>C: Late payment A charge payable by the <i>borrower(s)</i> if a <i>repayment</i> is not made to the reporting <i>firm</i> by a scheduled date.</p> <p>D: Returned/failed payment A charge payable by the <i>borrower(s)</i> if an attempted <i>repayment</i> is returned. This includes, but is not limited to, when there are insufficient funds in the <i>borrower(s)</i> account, the account is closed or the account is frozen.</p> <p>E: Broken arrangement A charge payable by the <i>borrower(s)</i> if a <i>repayment</i> agreed as part of an arrangement to pay is not made.</p> <p>F: Arrears A charge payable by the <i>borrower(s)</i> as a result of the <i>regulated credit agreement</i> being in arrears.</p> <p>G: Default A charge payable by the <i>borrower(s)</i> as a result of the <i>regulated credit agreement</i> being in default.</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>H: Field agent visit A charge payable by the <i>borrower(s)</i> if a field agent visit takes place to enforce <i>repayment</i> of the <i>regulated credit agreement</i>.</p> <p>I: Legal fees including solicitor instruction A charge payable by the <i>borrower(s)</i> in relation to legal fees associated with action to enforce <i>repayment</i> of the <i>regulated credit agreement</i>.</p> <p>K: Other third-party debt recovery A charge payable by the <i>borrower(s)</i> in relation to action to enforce <i>repayment</i> of the <i>regulated credit agreement</i> which is not one of the specified options above.</p> <p>W: Any other penalty charge A penalty charge payable which is not one of the specified options above.</p> <p>Z: Unassigned The reporting <i>firm</i> is unable to determine if the penalty charge is one of the specified options above.</p>
83B	RA BALANCE of penalty charge type outstanding	Numeric £	The balance outstanding on the statement date for this penalty charge type.
83C	RA DEBITS: Value of penalty charge type incurred	Numeric £	<p>The value of new charges incurred during the accounting period for this penalty charge type.</p> <p>This should include the value of any interest incurred during the accounting period for balances relating to</p>

Reference	Data reporting field	Code (where applicable)	Notes
83D	RA CREDITS: Repayments of penalty charge type	Numeric £	<p>this penalty charge type.</p> <p>The value of <i>repayments</i> made during the accounting period assigned to balances for this penalty charge type.</p>
End of penalty charge type (accounting period) repeatable data elements			
End of accounting period repeatable data elements			
Scheduled repayment period data elements			
<p>For a <i>regulated credit agreement</i> which includes <i>fixed-sum credit</i> with specified scheduled <i>repayment</i> dates, a 'scheduled <i>repayment period</i>' means a period starting on the <i>day</i> after the preceding scheduled <i>repayment</i> date and ending on the scheduled <i>repayment</i> date. For the first scheduled <i>repayment</i> the 'scheduled <i>repayment period</i>' means the period starting on the <i>day</i> the <i>regulated credit agreement</i> was executed and ending on the first scheduled <i>repayment</i> date.</p> <p>For a <i>regulated credit agreement</i> which includes <i>fixed-sum credit</i> with specified scheduled <i>repayment</i> dates, certain <i>data elements</i> must be provided for each scheduled <i>repayment period</i> which ended during the reporting period. The submission method will allow these <i>data elements</i> to be repeated.</p> <ul style="list-style-type: none"> • <i>Data element</i> 86A, 'FS Scheduled <i>repayment date</i>', will be the unique identifier for a set of scheduled <i>repayment period data elements</i>. • For a <i>regulated credit agreement</i> which is not in default, a 'scheduled <i>repayment period</i>' should also include any final period ending with the date associated with 4A, 'Reason for ceasing to submit performance data for this agreement' – that is: <ul style="list-style-type: none"> o 29A, 'Date agreement ceased to have effect'; o 40A, 'Date of assignment of legal ownership'; or o 45A, 'Date agreement recorded as statute barred'. • A separate set of <i>data elements</i> are required for any period after a default notice had taken effect for the <i>regulated credit agreement</i>. If a default notice took effect during the reporting period, a set of scheduled <i>repayment period data elements</i> should be provided for any scheduled <i>repayment periods</i> which ended during the reporting period prior to the date the default notice took effect. • A separate set of <i>data elements</i> are required if the <i>regulated credit agreement</i> has specified scheduled <i>repayment dates</i> but no scheduled <i>repayment periods</i> ended during the reporting period. • If the <i>regulated credit agreement</i> provides <i>fixed-sum credit</i> but does not have specified scheduled <i>repayment dates</i>, or the reporting <i>firm</i> is unable to determine whether a scheduled <i>repayment period</i> ended during the reporting period, the reporting <i>firm</i> should provide a single set of scheduled <i>repayment period data elements</i> covering the whole reporting period, or, if relevant, the portion of the reporting period from the date the <i>regulated credit agreement</i> was executed and until any date associated with <i>data element</i> 4A, 'Reason for ceasing to submit performance data for this agreement'. • The scheduled <i>repayment date</i> determines whether the <i>data elements</i> for a scheduled <i>repayment period</i> must be provided for a reporting period: <ul style="list-style-type: none"> o Data provided in respect of a scheduled <i>repayment period</i> which ended during the reporting period may include activity which took place before the start of the reporting period. o Data should not be provided in respect of a scheduled <i>repayment period</i> which started during the reporting period and is ongoing at the end of a reporting period. • Scheduled <i>repayment periods</i> should not overlap. 			

Reference	Data reporting field	Code (where applicable)	Notes
<p>The data reporting field names for <i>data elements</i> which relate to scheduled <i>repayment</i> periods are prefixed by 'FS'.</p> <p>The scheduled <i>repayment</i> period <i>data elements</i> cover the status of the <i>regulated credit agreement</i> on the scheduled <i>repayment</i> date and activity which took place during the scheduled <i>repayment</i> period. Certain subsets of these <i>data elements</i>, which relate to penalty charges, are repeatable within each set of scheduled <i>repayment</i> period <i>data elements</i>.</p>	<p>FS Was a repayment scheduled for a date during the reporting period?</p>	<p>A = Yes B = No scheduled repayments during reporting period C = Agreement has no scheduled repayments Z = Unknown</p>	<p>If a default notice in relation to the <i>regulated credit agreement</i> took effect during the reporting period, the option chosen should reflect the portion of the reporting period ending on the <i>date</i> associated with the <i>data element</i> 'Date default notice took effect'.</p> <p>Enter the relevant code:</p>
			<p>A: Yes</p> <p>There was at least one scheduled <i>repayment</i> during the reporting period.</p> <p>B: No scheduled repayments during reporting period</p> <p>The <i>regulated credit agreement</i> includes specified scheduled <i>repayments</i> but there were no scheduled <i>repayments</i> during the reporting period.</p> <p>This includes:</p> <ul style="list-style-type: none"> • <i>regulated credit agreements</i> which were executed during the reporting period and for which the first scheduled <i>repayment</i> was after the end of the reporting period; and • <i>regulated credit agreements</i> for which a scheduled <i>repayment</i> period is longer than the reporting period. <p>C: Agreement has no scheduled repayments</p>

Reference	Data reporting field	Code (where applicable)	Notes
<p>Start of scheduled repayment period repeatable data elements</p>			<p>The <i>regulated credit agreement</i> does not include specified scheduled <i>repayment</i> dates.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether the <i>regulated credit agreement</i> includes specified scheduled <i>repayment</i> dates.</p>
85A	FS Scheduled repayment period start date	DD/MM/YYYY	<p>The date of the <i>day</i> after the previous scheduled <i>repayment</i> date.</p> <p>For the first scheduled <i>repayment</i> period, the date of the <i>day</i> the <i>regulated credit agreement</i> was executed.</p> <p>This date can be before the start of the reporting period.</p>
86A	FS Scheduled repayment date	DD/MM/YYYY	<p>The scheduled <i>repayment</i> date.</p> <p>For any final period, this should be the date associated with <i>data element</i> 4A, 'Reason for ceasing to submit performance data for this agreement' – that is:</p> <ul style="list-style-type: none"> • 'Date agreement ceased to have effect'; • 'Date of assignment of legal ownership'; or • 'Date agreement recorded as statute barred'.
87A	FS Was a moratorium or payment deferral in effect?	<p>A = Moratorium</p> <p>B = Payment deferral (contractual)</p> <p>C = Payment deferral (forbearance)</p> <p>D = No moratorium or payment deferral in effect</p>	<p>This should reflect whether a moratorium or payment deferral was in effect on the scheduled <i>repayment</i> date.</p> <p>References to a payment deferral should include any agreement between the reporting <i>firm</i> and the <i>borrow-</i></p>

Reference	Data reporting field	Code (where applicable)	Notes
88A	FS Was an arrangement to pay in effect?	Y = Yes N = No	<p>er(s) to pause scheduled <i>repayments</i>, even if they are not referred to as a 'payment deferral'.</p> <p>Enter the relevant code:</p> <p>A: Moratorium A <i>Debt Respite moratorium</i> in England and Wales, or a moratorium within the meaning of part 15 of the Bankruptcy (Scotland) Act 2016 in Scotland.</p> <p>B: Payment deferral (contractual) A payment deferral offered as a term in the <i>regulated credit agreement</i>.</p> <p>C: Payment deferral (forbearance) A payment deferral which is not offered as a term in the <i>regulated credit agreement</i>.</p> <p>D: No moratorium or payment deferral in effect</p> <p>This should indicate whether an arrangement to pay was in effect on the scheduled <i>repayment</i> date.</p> <p>An arrangement to pay is a structured agreement between the reporting <i>firm</i> and <i>borrower(s)</i>, or a third party acting on behalf of the <i>borrower(s)</i>, outlining the terms and schedule for making <i>repayment</i> which are different from the terms of the <i>regulated credit agreement</i>.</p> <p>An arrangement to pay should not include a <i>regulated credit agreement</i> for which the changes to the terms and schedule for <i>repay-</i></p>

Reference	Data reporting field	Code (where applicable)	Notes
89A	FS Is the arrangement to pay part of a debt solution?	<p>A = Debt management plan</p> <p>B = Debt arrangement scheme</p> <p>W = Other</p> <p>Z = Unknown</p>	<p><i>ment</i> have been made using a contractual variation.</p> <p>This should indicate whether an arrangement to pay was part of a <i>debt solution</i>.</p> <p>Enter the relevant code:</p> <p>A: Debt management plan</p> <p>The arrangement to pay was part of a <i>debt management plan</i>.</p> <p>B: Debt arrangement scheme</p> <p>The arrangement to pay was part of a debt arrangement scheme, within the meaning of the Debt Arrangement and Attachment (Scotland) Act 2002.</p> <p>W: Other</p> <p>The arrangement to pay was not part of one of the specific <i>debt solutions</i> above.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> cannot determine whether the arrangement to pay was part of one of the specific <i>debt solutions</i> above.</p>
90A	FS Were any interest, fees or charges not applied during the scheduled repayment period?	<p>A = Yes – amount known</p> <p>B = Yes – amount unknown</p> <p>C = No</p> <p>Z = Unknown</p>	<p>This should reflect any contractual interest, fees or charges which should have been added to the total amount outstanding during the scheduled <i>repayment</i> period, but the reporting <i>firm</i> chose not to.</p> <p>This should not include any interest, fees or charges which were added to the total amount outstanding and then subsequently removed.</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>Enter the relevant code:</p> <p>A: Yes – amount known</p> <p>During the scheduled <i>repayment</i> period, there were contractual interest, fees or charges which were not applied, and the reporting <i>firm</i> can provide the value of these.</p> <p>B: Yes – amount unknown</p> <p>During the scheduled <i>repayment</i> period there were contractual interest, fees or charges which were not applied, and the reporting <i>firm</i> cannot provide the value of these.</p> <p>C: No</p> <p>During the scheduled <i>repayment</i> period, all contractual interest, fees or charges were applied.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether during the scheduled <i>repayment</i> period any contractual interest, fees or charges were not applied.</p>
91A	FS Amount of interest, fees or charges not applied during the scheduled repayment period	Numeric £	The value of the contractual interest, fees or charges which were not applied during the scheduled <i>repayment</i> period.
92A	FS BALANCE Total amount outstanding after repayments made	Numeric £	<p>The total amount outstanding at the end of the scheduled <i>repayment</i> date.</p> <p>This should account for any <i>repayments</i> made up to and including the scheduled <i>repayment</i> date.</p>

Reference	Data reporting field	Code (where applicable)	Notes
93A	FS BALANCE Total amount of principal borrowed outstanding after repayments made	Numeric £	<p>The total amount outstanding at the end of the scheduled <i>repayment</i> date which related to the principal borrowed.</p> <p>The 'principal' comprises only the <i>total amount of credit</i> which has been advanced to the <i>borrower(s)</i> under the <i>regulated credit agreement</i>, and does not include any interest, fees or charges added to the account.</p> <p>This should account for any <i>repayments</i> made up to and including the scheduled <i>repayment</i> date.</p>
94A	FS BALANCE Total amount outstanding in arrears after repayments made	Numeric £	<p>The total amount outstanding at the end of the scheduled <i>repayment</i> date which was in arrears.</p> <p>This should account for any <i>repayments</i> made up to and including the scheduled <i>repayment</i> date.</p> <p>'Arrears' includes any shortfall in one or more <i>repayments</i> due from the <i>borrower(s)</i> under the <i>regulated credit agreement</i>.</p>
95A	FS Status reported to at least one credit reference agency	A = Not reported B = Up to date C = Arrears D = Default E = Other F = Unknown	<p>If details of the <i>regulated credit agreement</i> are reported to at least one <i>credit reference agency</i>, the payment status reported to the <i>credit reference agency</i> in relation to the <i>month</i> which most closely aligns to the scheduled <i>repayment</i> period.</p> <p>Enter the relevant code:</p> <p>A: Not reported</p> <p>Details of the <i>regulated credit agreement</i> were not reported to a</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p><i>credit reference agency.</i></p> <p>B: Up to date</p> <p>The payment status reported to the <i>credit reference agency</i> indicated that the <i>regulated credit agreement</i> was up to date with <i>repayments</i>.</p> <p>C: Arrears</p> <p>The payment status reported to the <i>credit reference agency</i> indicated that the <i>regulated credit agreement</i> was in arrears.</p> <p>D: Default</p> <p>The payment status reported to the <i>credit reference agency</i> indicated that the <i>regulated credit agreement</i> was in default.</p> <p>E: Other</p> <p>The payment status reported to the <i>credit reference agency</i> indicated that the <i>regulated credit agreement</i> had a status other than up to date, in arrears, or in default.</p> <p>F: Unknown</p> <p>Details of the <i>regulated credit agreement</i> were reported to a <i>credit reference agency</i>, but the payment status reported is unknown.</p>
96A	FS Scheduled contractual repayment expected	Numeric £	The contractual <i>repayment</i> expected on the scheduled <i>repayment</i> date.
97A	FS Scheduled arrangement to pay repayment expected	Numeric £	The <i>repayment</i> expected as part of the arrangement to pay on the scheduled <i>repayment</i> date.

Reference	Data reporting field	Code (where applicable)	Notes
98A	FS DEBITS: Total	Numeric £	The total value of all debits (drawdowns, interest, fees charges and any other debit adjustment) during the scheduled <i>repayment</i> period.
99A	FS Number of drawdowns	Numeric	The number of drawdowns made during the scheduled <i>repayment</i> period of any part of the <i>total amount of credit</i> which was not advanced to the <i>borrower(s)</i> when the <i>regulated credit agreement</i> was executed.
100A	FS DEBITS: Total value of drawdowns	Numeric £	The value of drawdowns made during the scheduled <i>repayment</i> period of any part of the <i>total amount of credit</i> which was not advanced to the <i>borrower(s)</i> when the <i>regulated credit agreement</i> was executed.
101A	FS DEBITS: Interest incurred for the principal	Numeric £	The total value of all debits during the scheduled <i>repayment</i> period for any interest incurred for the balance of the principal. The 'principal' comprises only the <i>total amount of credit</i> which has been advanced to the <i>borrower(s)</i> under the <i>regulated credit agreement</i> , and does not include any interest, fees or charges added to the account.
102A	FS DEBITS: Periodic fees incurred	Numeric £	The total value of all debits during the scheduled <i>repayment</i> period for any fees or charges incurred in relation to a membership fee, subscription fee or any other fee payable on a periodic basis.

Reference	Data reporting field	Code (where applicable)	Notes
103A	FS DEBITS: Early settlement compensatory amounts	Numeric £	<p>This should include the value of any interest incurred during the scheduled <i>repayment</i> period for balances relating to periodic fees.</p> <p>The total value of all debits during the scheduled <i>repayment</i> period for any compensatory amounts claimed by the reporting <i>firm</i> under section 95A or section 95B of the CCA following early <i>repayment</i> by the <i>borrower(s)</i> under section 94 of the CCA.</p>
104A	FS DEBITS: Other fees and charges incurred	Numeric £	<p>The total value of all debits during the scheduled <i>repayment</i> period for any fees or charges incurred that have not been reported as one of:</p> <ul style="list-style-type: none"> • FS DEBITS: Interest incurred for the principal; • FS DEBITS: Periodic fees incurred; • FS DEBITS: Early settlement compensatory amounts; or • FS DEBITS: Value of penalty charge type incurred. <p>This should include the value of any interest incurred during the scheduled <i>repayment</i> period for balances relating to other fees and charges.</p>
105A	FS DEBITS: Any other debit adjustments	Numeric £	<p>The total value of all debits during the scheduled <i>repayment</i> period that have not been reported as one of:</p> <ul style="list-style-type: none"> • FS DEBITS: Total value of drawdowns; • FS DEBITS: Interest incurred for the principal;

Reference	Data reporting field	Code (where applicable)	Notes
			<ul style="list-style-type: none"> • FS DEBITS: Periodic fees incurred; • FS DEBITS: Early settlement compensatory amounts; • FS DEBITS: Value of penalty charge type incurred; or • FS DEBITS: Other fees and charges incurred.
106A	FS CREDITS: Total	Numeric £	The total value of all credits (<i>repayments</i> , extinguished balances, and any other credit adjustment) during the scheduled <i>repayment</i> period
107A	FS CREDITS: Total repayments received from borrower(s)	Numeric £	The total value of all <i>repayments</i> during the scheduled <i>repayment</i> period from the <i>borrower(s)</i> .
108A	FS CREDITS: Total repayments received from guarantor	Numeric £	The total value of all <i>repayments</i> during the scheduled <i>repayment</i> period from the guarantor.
109A	FS CREDITS: Early settlement rebates	Numeric £	The total value of all credits during the scheduled <i>repayment</i> period for any rebates on early settlement allowed under the Consumer Credit (Early Settlement) Regulations 2004, following early <i>repayment</i> by the <i>borrower(s)</i> under section 94 of the CCA.
110A	FS CREDITS: Amounts relating to the principal extinguished	Numeric £	<p>The total value of any portion of the principal for which the reporting <i>firm</i> has informed the <i>borrower(s)</i> that the related amount outstanding under the <i>regulated credit agreement</i> has been extinguished during the scheduled <i>repayment</i> period.</p> <p>This should not include where the reporting</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p><i>firm</i> has simply made the decision to cease to pursue the related amount outstanding under the <i>regulated credit agreement</i>.</p> <p>The 'principal' comprises only the <i>total amount of credit</i> which has been advanced to the <i>borrower(s)</i> under the <i>regulated credit agreement</i>, and does not include any interest, fees or charges added to the account.</p>
111A	FS CREDITS: Amounts relating to interest, fees, or charges extinguished	Numeric £	<p>The total value of any portion of the balance other than the principal for which the reporting <i>firm</i> has informed the <i>borrower(s)</i> that the related amount outstanding under the <i>regulated credit agreement</i> has been extinguished during the scheduled <i>repayment period</i>.</p> <p>This should not include where the reporting <i>firm</i> has simply made the decision to cease to pursue the related amount outstanding under the <i>regulated credit agreement</i>.</p>
112A	FS CREDITS: Any other credit adjustments	Numeric £	<p>The total value of all credits during the scheduled <i>repayment period</i> that have not been reported as one of:</p> <ul style="list-style-type: none"> • FS CREDITS: Total <i>repayments</i> received from <i>borrower(s)</i>; • FS CREDITS: Total <i>repayments</i> received from guarantor; • FS CREDITS: Early settlement rebates; • FS CREDITS: Amounts relating to the principal extinguished; or

Reference	Data reporting field	Code (where applicable)	Notes
113A	FS Annual interest rate	Numeric %	<p>• FS CREDITS: Amounts relating to interest, fees, or charges extinguished.</p> <p>For <i>regulated credit agreements</i> with an initial promotional period for a lower annual interest rate which is in effect on the scheduled <i>repayment</i> date, this should reflect the annual interest rate which will apply following this initial promotional period.</p> <p>A 'promotional period' means a set initial period of the agreement when no, or reduced, interest or charges are payable by the <i>borrower(s)</i>.</p> <p>For all other <i>regulated credit agreements</i>, this should reflect the annual interest rate on the scheduled <i>repayment</i> date.</p> <p>This number should be reported as a percentage to 2 decimal places (eg, 3.49 represents 3.49%, not 349%).</p>
114A	FS BNPL payment condition in effect	Y = Yes N = No	<p>Whether the <i>BNPL credit</i> promotional period is in effect as on the scheduled <i>repayment</i> date.</p> <p>A 'promotional period' means a set initial period of the agreement when no, or reduced, interest or charges are payable by the <i>borrower(s)</i>.</p>

Penalty charge type (scheduled repayment period) repeatable data element

For each set of scheduled *repayment period data elements*, certain *data elements* must be provided for each of the specified penalty charge types for which there was a balance outstanding on the scheduled *repayment* date, a new penalty charge was incurred during the scheduled *repayment* period, or part of a *repayment* made during the scheduled *repayment* period was assigned to the balance outstanding. The submission method will allow these *data elements* to be repeated.

• *Data element* 116A, 'FS Penalty charge type', will be the unique identifier for a set of penalty charge type (scheduled *repayment period*) *data elements*.

Reference	Data reporting field	Code (where applicable)	Notes
<p>•No more than one set of penalty charge type (scheduled <i>repayment period</i>) <i>data elements</i> can be submitted for each specified 'FS Penalty charge type'.</p> <p>A reporting <i>firm</i> should not submit <i>data elements</i> for specified penalty charge types for which there was no relevant information.</p>			
115A	FS Any penalty charges?	Y = Yes N = No	Whether there was a balance outstanding on the scheduled <i>repayment</i> date in relation to a penalty charge, a new penalty charge was incurred during the scheduled <i>repayment period</i> or part of a <i>repayment</i> made during the scheduled <i>repayment period</i> was assigned to the balance outstanding of a penalty charge.
<p>Start of penalty charge type (scheduled repayment period) repeatable data elements</p>			
116A	FS Penalty charge type	A = Correspondence C = Late payment D = Returned/ failed payment E = Broken arrangement F = Arrears G = Default H = Field agent visit I = Legal fees including solicitor instruction J = Repossession K = Other third-party debt recovery L = Excess mileage, and wear and tear W = Other Z = Unassigned	<p>Enter the relevant code:</p> <p>A: Correspondence A charge payable by the <i>borrower(s)</i> for correspondence sent in relation to the <i>regulated credit agreement</i>.</p> <p>C: Late payment A charge payable by the <i>borrower(s)</i> if a <i>repayment</i> is not made to the reporting <i>firm</i> by a scheduled date.</p> <p>D: Returned/failed payment A charge payable by the <i>borrower(s)</i> if an attempted <i>repayment</i> is returned. This includes, but is not limited to, when there are insufficient funds in the <i>borrower(s)</i> account, the account is closed or the account is frozen.</p> <p>E: Broken arrangement A charge payable by the <i>borrower(s)</i> if a <i>repayment</i> agreed as part of an arrangement to pay is not made.</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>F: Arrears A charge payable by the <i>borrower(s)</i> as a result of the <i>regulated credit agreement</i> being in arrears.</p> <p>G: Default A charge payable by the <i>borrower(s)</i> as a result of the <i>regulated credit agreement</i> being in default.</p> <p>H: Field agent visit A charge payable by the <i>borrower(s)</i> if a field agent visit takes place to enforce <i>repayment</i> of the <i>regulated credit agreement</i>.</p> <p>I: Legal fees including solicitor instruction A charge payable by the <i>borrower(s)</i> in relation to legal fees associated with action to enforce <i>repayment</i> of the <i>regulated credit agreement</i>.</p> <p>J: Repossession A charge payable by the <i>borrower(s)</i> in relation to action to repossess <i>goods</i> financed by the <i>regulated credit agreement</i> or <i>goods</i> provided as <i>security</i> under the <i>regulated credit agreement</i>.</p> <p>K: Other third-party debt recovery A charge payable by the <i>borrower(s)</i> in relation to action to enforce <i>repayment</i> of the <i>regulated credit agreement</i> which is not one of the specified options above.</p> <p>L: Excess mileage, and wear and tear A charge payable by the <i>borrower(s)</i> in relation to:</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>a)the condition of goods financed by a <i>hire-purchase agreement</i> or <i>conditional sale agreement</i> which were returned to the reporting <i>firm</i> after the <i>borrower(s)</i> had exercised their right under section 99 of the CCA to terminate the <i>regulated credit agreement</i>;</p> <p>b)the condition of a motor vehicle returned at the end of a personal contract purchase agreement; or</p> <p>c)an annual mileage of a motor vehicle returned at the end of a personal contract purchase agreement which is in excess of the anticipated annual mileage which was set under the <i>regulated credit agreement</i>.</p> <p>W: Any other penalty charge</p> <p>A penalty charge payable which is not one of the specified options above.</p> <p>Z: Unassigned</p> <p>The reporting <i>firm</i> is unable to determine if the penalty charge is one of the specified options above.</p>
116B	FS BALANCE of penalty charge type outstanding after repayments made	Numeric £	<p>The balance outstanding on the scheduled <i>repayment</i> date, for this penalty charge type.</p> <p>This should account for any <i>repayments</i> made up to and including the scheduled <i>repayment</i> date.</p>

Reference	Data reporting field	Code (where applicable)	Notes
116C	FS DEBITS: Value of penalty charge type incurred	Numeric £	The value of new charges incurred during the scheduled <i>repayment</i> period for this penalty charge type. This should include the value of any interest incurred during the scheduled <i>repayment</i> period for balances relating to this penalty charge type.
116D	FS CREDITS: Repayments of penalty charge type	Numeric £	The value of <i>repayments</i> made during the scheduled <i>repayment</i> period assigned to balances for this penalty charge type.
End of penalty charge type (scheduled repayment period) repeatable data elements			
End of scheduled repayment period repeatable data elements			
No accounting period or scheduled repayment period data elements			
If a default notice had not taken effect for the <i>regulated credit agreement</i> , and:			
<ul style="list-style-type: none"> • <i>running-account credit</i> is included under the <i>regulated credit agreement</i> and no accounting periods ended during the reporting period; or • <i>fixed-sum credit</i> is included under the <i>regulated credit agreement</i> with specified scheduled <i>repayment</i> dates but no scheduled <i>repayment</i> periods ended during the reporting period, 			
the following <i>data elements</i> must be provided in relation to the <i>regulated credit agreement</i> .			
The data reporting field names for these <i>data elements</i> are prefixed by 'NO'.			
117A	NO Credit limit	Numeric £	The <i>credit limit</i> for the <i>regulated credit agreement</i> at the end of the reporting period.
118A	NO BALANCE: Total	Numeric £	The total amount outstanding at the end of the reporting period.
119A	NO BALANCE: balance which relates to the principal	Numeric £	The portion of the total amount outstanding at the end of the reporting period which related to the principal. If <i>running-account credit</i> is included under the <i>regulated credit agreement</i> , the 'principal' comprises only the amount of credit drawn down under the <i>regulated credit agree-</i>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>ment, and does not include any interest, fees or charges added to the account.</p> <p>If <i>fixed-sum credit</i> is included under the <i>regulated credit agreement</i>, the 'principal' comprises only the <i>total amount of credit</i> which has been advanced to the <i>borrower(s)</i> under the <i>regulated credit agreement</i>, and does not include any interest, fees or charges added to the account.</p>
120A	NO BALANCE: balance which is in arrears	Numeric £	<p>The portion of the total amount outstanding at the end of the reporting period which was in arrears.</p> <p>'Arrears' includes any shortfall in one or more <i>repayments</i> due from the <i>borrower(s)</i> under the <i>regulated credit agreement</i>.</p>
<p>Defaulted agreements activity data elements</p> <p>If a default notice had taken effect for the <i>regulated credit agreement</i> before the start of the reporting period, these <i>data elements</i> must be provided in relation to the entire reporting period.</p> <p>Where:</p> <ul style="list-style-type: none"> • a default notice had taken effect for the <i>regulated credit agreement</i> during the reporting period; and • an accounting period or a scheduled <i>repayment</i> period ended during the reporting period prior to the date of the default notice taking effect, <p>these <i>data elements</i> must be provided in relation to the portion of the reporting period after the latest of these accounting periods or scheduled <i>repayment</i> periods.</p> <p>In all other cases, these <i>data elements</i> must be provided in relation to the entire reporting period.</p> <p>For the final performance reporting period for the <i>regulated credit agreement</i> the defaulted agreements activity <i>data elements</i> should be provided in relation to the period ending with the date associated with <i>data element</i> 4A, 'Reason for ceasing to submit performance data for this agreement' – that is:</p> <ul style="list-style-type: none"> • 29A, 'Date agreement ceased to have effect'; • 40A, 'Date of assignment of legal ownership'; or • 45A, 'Date agreement recorded as statute barred'. <p>The data reporting field names for <i>data elements</i> which relate to defaulted agreements activity are prefixed by 'DF'.</p> <p>The defaulted agreements activity <i>data elements</i> cover the status of the <i>regulated credit agreement</i> at the end of the reporting period, or the date associated with <i>data element</i> 4A, 'Reason for ceasing</p>			

Reference	Data reporting field	Code (where applicable)	Notes
	to submit performance data for this agreement', and activity which took place during the relevant portion of the reporting period.		
121A	DF Was a moratorium in effect?	A = Moratorium D = No moratorium in effect	This should reflect whether a moratorium was in effect at the end of the reporting period. Enter the relevant code: A: Moratorium <i>A Debt Respite moratorium</i> in England and Wales, or a moratorium within the meaning of part 15 of the Bankruptcy (Scotland) Act 2016 in Scotland. D: No moratorium in effect
122A	DF Was an arrangement to pay in effect?	Y = Yes N = No	An indicator of whether an arrangement to pay was in effect at the end of the reporting period. An arrangement to pay is a structured agreement between the reporting <i>firm</i> and the <i>borrower(s)</i> , or a third party acting on behalf of the <i>borrower(s)</i> , outlining the terms and schedule for making <i>repayments</i> which are different from the terms of the <i>regulated credit agreement</i> . An arrangement to pay should not include a <i>regulated credit agreement</i> for which the changes to the terms and schedule for <i>repayment</i> have been made using a contractual variation.
123A	DF Is the arrangement to pay part of a debt solution?	A = Debt management plan B = Debt arrangement scheme	Enter the relevant code: A: Debt management plan

Reference	Data reporting field	Code (where applicable)	Notes
		W = Other Z = Unknown	<p>The arrangement to pay was part of a <i>debt management plan</i>.</p> <p>B: Debt arrangement scheme</p> <p>The arrangement to pay was part of a debt arrangement scheme, within the meaning of the Debt Arrangement and Attachment (Scotland) Act 2002.</p> <p>W: Other</p> <p>The arrangement to pay was not part of one of the specific <i>debt solutions</i> above.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> cannot determine whether the arrangement to pay was part of one of the specific <i>debt solutions</i> above.</p>
124A	DF Were any interest, fees or charges not applied during the reporting period?	A = Yes – amount known B = Yes – amount unknown C = No Z = Unknown	<p>This should reflect any contractual interest, fees or charges which should have been added to the total amount outstanding during the reporting period, but the reporting <i>firm</i> chose not to.</p> <p>This should not include any interest, fees or charges which were added to the total amount outstanding and then subsequently removed.</p> <p>Enter the relevant code:</p> <p>A: Yes – amount known</p> <p>During the reporting period there were contractual interest, fees or charges which were not applied, and the reporting <i>firm</i> can provide the value of these.</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>B: Yes – amount unknown</p> <p>During the reporting period there were contractual interest, fees or charges which were not applied, and the reporting <i>firm</i> cannot provide the value of these.</p> <p>C: No</p> <p>During the reporting period all contractual interest, fees or charges were applied.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether during the reporting period any contractual interest, fees or charges were not applied.</p>
125A	DF Amount of interest, fees or charges not applied during the reporting period	Numeric £	The value of the contractual interest, fees or charges which were not applied during the reporting period.
126A	DF BALANCE: Total	Numeric £	The total amount outstanding at the end of the reporting period.
127A	DF BALANCE: balance which relates to the principal	Numeric £	<p>The portion of the total amount outstanding at the end of the reporting period which relates to the principal.</p> <p>If <i>running-account credit</i> is included under the <i>regulated credit agreement</i>, the 'principal' comprises only the amount of credit drawn down under the <i>regulated credit agreement</i>, and does not include any interest, fees or charges added to the account.</p> <p>If <i>fixed-sum credit</i> is included under the <i>regulated credit agreement</i>, the 'principal' comprises only the <i>total amount of credit</i> which</p>

Reference	Data reporting field	Code (where applicable)	Notes
			has been advanced to the <i>borrower(s)</i> under the <i>regulated credit agreement</i> , and does not include any interest, fees or charges added to the account.
128A	DF Scheduled arrangement to pay repayment expected	Numeric £	The <i>repayment</i> expected as part of the arrangement to pay during the reporting period.
129A	DF DEBITS: Total	Numeric £	The total value of all debits (interest, charges and any other debit adjustment) during the reporting period.
130A	DF DEBITS: Interest incurred	Numeric £	The total value of all debits during the reporting period for any interest incurred.
131A	DF DEBITS: Any other debit adjustments	Numeric £	The total value of all debits during the reporting period that have not been reported as one of: <ul style="list-style-type: none"> • DF DEBITS: Interest incurred; or • DF DEBITS: Value of penalty charge type incurred.
132A	DF CREDITS: Total	Numeric £	The total value of all credits (<i>repayments</i> , extinguished balances, and any other credit adjustment) during the reporting period.
133A	DF CREDITS: Total repayments received from borrower(s)	Numeric £	The total value of all <i>repayments</i> during the reporting period from the <i>borrower(s)</i> .
134A	DF CREDITS: Total repayments received from guarantor	Numeric £	The total value of all <i>repayments</i> during the reporting period from the guarantor.
135A	DF CREDITS: Amounts relating to the principal extinguished	Numeric £	The total value of any portion of the principal for which the reporting <i>firm</i> has informed the <i>borrower(s)</i>

Reference	Data reporting field	Code (where applicable)	Notes
136A	<p>DF CREDITS: Amounts relating to interest, fees, or charges extinguished</p>	<p>Numeric £</p>	<p>that the related amount outstanding under the <i>regulated credit agreement</i> has been extinguished during the reporting period.</p> <p>This should not include where the reporting <i>firm</i> has simply made the decision to cease to pursue the related amount outstanding under the <i>regulated credit agreement</i>.</p> <p>If <i>running-account credit</i> is included under the <i>regulated credit agreement</i>, the 'principal' comprises only the amount of credit drawn down under the <i>regulated credit agreement</i>, and does not include any interest, fees or charges added to the account.</p> <p>If <i>fixed-sum credit</i> is included under the <i>regulated credit agreement</i>, the 'principal' comprises only the <i>total amount of credit</i> which has been advanced to the <i>borrower(s)</i> under the <i>regulated credit agreement</i>, and does not include any interest, fees or charges added to the account.</p> <p>The total value of any portion of the balance other than the principal for which the reporting <i>firm</i> has informed the <i>borrower(s)</i> that the related amount outstanding under the <i>regulated credit agreement</i> has been extinguished during the reporting period.</p> <p>This should not include where the reporting <i>firm</i> has simply made the decision to cease</p>

Reference	Data reporting field	Code (where applicable)	Notes
137A	DF CREDITS: Any other credit adjustments	Numeric £	<p>to pursue the related amount outstanding under the <i>regulated credit agreement</i>.</p> <p>The total value of all credits during the reporting period that have not been reported as one of:</p> <ul style="list-style-type: none"> • DF CREDITS: Total <i>re-payments</i> received from <i>borrower(s)</i>; • DF CREDITS: Total <i>re-payments</i> received from guarantor; • DF CREDITS: Amounts relating to the principal extinguished; or • DF CREDITS Amounts relating to interest, fees, or charges extinguished.
<p>Penalty charge type (default) repeatable data elements</p> <p>Certain <i>data elements</i> must be provided for each of the specified penalty charge types for which there was a balance outstanding at the end of the reporting period, a new penalty charge was incurred during the reporting period or part of a <i>repayment</i> made during the reporting period was assigned to the balance outstanding. The submission method will allow these <i>data elements</i> to be repeated.</p> <ul style="list-style-type: none"> • <i>Data element 139A</i>, ‘DF Penalty charge type’, will be the unique identifier for a set of penalty charge type (default) <i>data elements</i>. • No more than one set of penalty charge type (default) <i>data elements</i> can be submitted for each specified ‘DF Penalty charge type’. <p>A reporting <i>firm</i> should not submit <i>data elements</i> for specified penalty charge types for which there was no relevant information.</p>			
138A	DF Any penalty charges?	Y = Yes N = No	Whether a new penalty charge was incurred during the reporting period.
<p>Start of penalty charge type (default) repeatable data elements</p>			
139A	DF Penalty charge type	A = Correspondence B = Over credit limit C = Late payment D = Returned /failed payment E = Broken arrangement	<p>Enter the relevant code:</p> <p>A: Correspondence A charge payable by the <i>borrower(s)</i> for correspondence sent in relation to the <i>regulated credit agreement</i>.</p> <p>B: Over credit limit</p>

Reference	Data reporting field	Code (where applicable)	Notes
		<p>F = Arrears</p> <p>G = Default</p> <p>H = Field agent visit</p> <p>I = Legal fees including solicitor instruction</p> <p>J = Repossession</p> <p>K = Other third-party debt recovery</p> <p>L = Excess mileage, and wear and tear</p> <p>W = Any other penalty charge</p> <p>Z = Unassigned</p>	<p>A charge payable by the <i>borrower(s)</i> if the balance of the <i>regulated credit agreement</i> exceeds the assigned <i>credit limit</i>.</p> <p>C: Late payment</p> <p>A charge payable by the <i>borrower(s)</i> if a <i>repayment</i> is not made to the reporting <i>firm</i> by a scheduled date.</p> <p>D: Returned/failed payment</p> <p>A charge payable by the <i>borrower(s)</i> if an attempted <i>repayment</i> is returned. This includes, but is not limited to, when there are insufficient funds in the <i>borrower(s)</i> account, the account is closed or the account is frozen.</p> <p>E: Broken arrangement</p> <p>A charge payable by the <i>borrower(s)</i> if a <i>repayment</i> agreed as part of an arrangement to pay is not made.</p> <p>F: Arrears</p> <p>A charge payable by the <i>borrower(s)</i> as a result of the <i>regulated credit agreement</i> being in arrears.</p> <p>G: Default</p> <p>A charge payable by the <i>borrower(s)</i> as a result of the <i>regulated credit agreement</i> being in default.</p> <p>H: Field agent visit</p> <p>A charge payable by the <i>borrower(s)</i> if a field agent visit takes place to enforce <i>repayment</i> of the <i>regulated credit agreement</i>.</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>I: Legal fees including solicitor instruction</p> <p>A charge payable by the <i>borrower(s)</i> in relation to legal fees associated with action to enforce <i>repayment</i> of the <i>regulated credit agreement</i>.</p> <p>J: Repossession</p> <p>A charge payable by the <i>borrower(s)</i> in relation to action to repossess <i>goods</i> financed by the <i>regulated credit agreement</i> or <i>goods</i> provided as <i>security</i> under the <i>regulated credit agreement</i>.</p> <p>K: Other third-party debt recovery</p> <p>A charge payable by the <i>borrower(s)</i> in relation to action to enforce <i>repayment</i> of the <i>regulated credit agreement</i> which is not one of the specified options above.</p> <p>L: Excess mileage, and wear and tear</p> <p>A charge payable by the <i>borrower(s)</i> in relation to:</p> <ul style="list-style-type: none"> • the condition of <i>goods</i> financed by a <i>hire-purchase agreement</i> or <i>conditional sale agreement</i> which were returned to the reporting <i>firm</i> after the <i>borrower(s)</i> had exercised their right under section 99 of the CCA to terminate the <i>regulated credit agreement</i>; • the condition of a motor vehicle returned at the end of a personal contract purchase agreement; or • an annual mileage of a motor vehicle returned at the end of a

Reference	Data reporting field	Code (where applicable)	Notes
			<p>personal contract purchase agreement which is in excess of the anticipated annual mileage which was set under the <i>regulated credit agreement</i>.</p> <p>W: Any other penalty charge</p> <p>A penalty charge payable which is not one of the specified options above.</p> <p>Z: Unassigned</p> <p>The reporting <i>firm</i> is unable to determine if the penalty charge is one of the specified options above.</p>
139B	DF DEBITS: Value of penalty charge type incurred	Numeric £	The value of new charges incurred during the reporting period for this penalty charge type.

End of penalty charge type (default) repeatable data elements

Back-book data

A single set of consumer credit product sales data is required to be submitted in a back-book data report. The same deadline applies to providing both the back-book data report and the performance data report at the end of the *firm's* first reporting period.

The back-book data report must include data in respect of all relevant *regulated credit agreements* which:

- will be included in the performance data report for the reporting *firm's* first reporting period; and
- will not be included in the sales data report for the reporting *firm's* first reporting period.

Data in respect of a relevant *regulated credit agreement* executed before the start of a reporting *firm's* first reporting period must not be included in a back-book data report if:

- the agreement was cancelled;
- no amount remains to be paid by the *borrower* under the *regulated credit agreement*;
- the *firm* is no longer the legal owner of the *lender's* rights and duties under the agreement; or
- enforcement of the agreement became statute barred;

Purpose of the back-book data report

The back-book data report is intended to provide contextualising information for the performance data report in relation to relevant *regulated credit agreements* which have not been included in a sales data report.

The transaction reference reported for each relevant *regulated credit agreement* in a back-book data report must be unique in that report. Any transaction reference reported for a relevant *regulated credit agreement* in a back-book data report must not be reported for another relevant *regulated credit agreement* in any sales data reports.

Reference	Data reporting field	Code (where applicable)	Notes
<p>The same transaction reference reported for each relevant <i>regulated credit agreement</i> in a back-book data report must be used for the same relevant <i>regulated credit agreement</i> in all performance data reports which include data in respect of that relevant <i>regulated credit agreement</i>.</p> <p>Interpreting the data elements</p> <p>Most of the <i>data elements</i> included in the back-book data report are a subset of the <i>data elements</i> included in the sales data report.</p> <p>Some <i>data elements</i> have additional 'Unknown' options to account for information a reporting <i>firm</i> may not hold for relevant <i>regulated credit agreements</i> executed prior to the <i>firm's</i> first reporting period.</p> <p>Not all <i>data elements</i> must be reported for all relevant <i>regulated credit agreements</i>. The validations for when <i>data elements</i> must, or must not, be reported are detailed in the data reference guide for the back-book data report. The <i>data element</i> reference codes can be used to cross-refer between the <i>Handbook</i> and the data reference guide, as well as other supporting documentation.</p> <p>These validations often relate to <i>data elements</i> specific to certain types of relevant <i>regulated credit agreements</i>. Most notably, the difference between relevant <i>regulated credit agreements</i> under which the facility is <i>fixed-sum credit</i> or <i>running-account credit</i>. Many <i>data elements</i> do not need to be reported for relevant <i>regulated credit agreements</i> in respect of which a default notice has taken effect.</p> <p>Some <i>data elements</i> relate to information which may have changed after a relevant <i>regulated credit agreement</i> was executed. The notes will indicate whether the information should be reported to reflect the status on:</p> <ul style="list-style-type: none"> •the day that the relevant <i>regulated credit agreement</i> was executed; •the day that the reporting <i>firm</i> was assigned the legal ownership of the relevant <i>regulated credit agreement</i>; or •the day before the start of the reporting <i>firm's</i> first reporting period for the performance data report ('the back-book reporting date'). 			
Reference	Data reporting field	Code (where applicable)	Notes
2A	Is the reporting firm the original lender?	Y = Yes N = No	Whether the reporting <i>firm</i> was the <i>lender</i> who entered into the <i>regulated credit agreement</i> .
3A	Credit for business or personal use	B = Business P = Personal Z = Unknown	Enter the relevant code: B: Business For where the <i>borrower(s)</i> entered into the <i>regulated credit agreement</i> wholly or predominantly for the purpose of business carried on, or intended to be carried on, by the <i>borrower(s)</i> . P: Personal All other <i>regulated credit agreements</i> . Z: Unknown

Reference	Data reporting field	Code (where applicable)	Notes
4A	Has a default notice taken effect in relation to this agreement?	Y = Yes N = No	<p>The reporting <i>firm</i> cannot determine whether or not the <i>borrower</i> entered into the <i>regulated credit agreement</i> wholly or predominantly for the purpose of business carried on, or intended to be carried on, by the <i>borrower</i>.</p> <p>Whether the <i>borrower(s)</i> had been issued with a default notice in relation to the <i>regulated credit agreement</i> and:</p> <p>(a) the <i>borrower(s)</i> had not taken the action required to remedy the breaches by the date specified in the default notice (see section 88(1)(b) of the CCA); or</p> <p>(b) the <i>borrower(s)</i> had not paid the compensation for the breach by the date specified in the default notice (see section 88(1)(c) of the CCA).</p> <p>This should reflect the status of the <i>regulated credit agreement</i> on the back-book reporting date.</p>
5A	Agreement execution date	DD/MM/YYYY	Date on which the <i>regulated credit agreement</i> was executed.
6A	Is the agreement an open-end agreement?	Y = Yes N = No	Whether the <i>regulated credit agreement</i> meets the criteria of an <i>open-end agreement</i> .
7A	Agreement end date	DD/MM/YYYY	<p>Date on which the <i>regulated credit agreement</i> is scheduled to end.</p> <p>This should reflect the end date set out in the <i>regulated credit agreement</i> as on the back-book reporting date.</p>

Reference	Data reporting field	Code (where applicable)	Notes
8A	Is the facility under the credit agreement fixed-sum or running-account?	FS = Fixed-sum credit RA = Running-account credit	<p>Enter the relevant code:</p> <p>FS: Fixed-sum credit</p> <p>The <i>regulated credit agreement</i> includes a facility whereby the <i>borrower</i> is enabled to receive <i>credit</i> (whether in one amount or by instalments) but which is not <i>running-account credit</i>.</p> <p>RA: Running-account credit</p> <p>The <i>regulated credit agreement</i> includes a facility under which the <i>borrower</i> or another <i>person</i> is enabled to receive from time to time from the <i>lender</i> or a third party <i>cash, goods</i> or services to an amount or value such that, taking into account <i>payments</i> made by or to the credit of the <i>borrower</i>, the <i>credit limit</i> (if any) is not at any time exceeded.</p>
9A	How can the running-account credit be used?	<p>A = Linked to a payment network</p> <p>B = Retail revolving credit to pay for periodic premiums or fees only</p> <p>C = Any other retail revolving credit</p> <p>D = Money transfers only</p> <p>W = Other</p> <p>Z = Unknown</p>	<p>Enter the relevant code:</p> <p>A: Linked to a payment network</p> <p>A <i>regulated credit agreement</i> with a facility which allows drawdowns for transactions with any <i>person</i> in a payment network, such as <i>Mastercard</i> and <i>Visa</i>.</p> <p>This includes credit cards. This should include a <i>regulated credit agreement</i> which also allows other types of drawdowns.</p> <p>B: Retail revolving credit to pay for periodic premiums or fees only</p> <p>A <i>regulated credit agreement</i> which meets the criteria of re-</p>

Reference	Data reporting field	Code (where applicable)	Notes
10A	Type of periodic premiums or fees	<p>A = Insurance premiums only</p> <p>B = Any other combination of premiums and fees</p> <p>Z = Unknown</p>	<p><i>tail revolving credit</i>, and which only allows the <i>borrower(s)</i> to finance a single periodic premium or fee at any one time.</p> <p>C: Any other retail revolving credit</p> <p>A <i>regulated credit agreement</i> which meets the criteria of <i>retail revolving credit</i>, other than a <i>regulated credit agreement</i> which only allows the <i>borrower(s)</i> to finance a single periodic premium or fee at any one time.</p> <p>D: Money transfers only</p> <p>A <i>regulated credit agreement</i> which only allows drawdowns to transfer money to a bank account or an <i>electronic money</i> account.</p> <p>W: Other</p> <p>A <i>regulated credit agreement</i> which is not one of any of the specific options above.</p> <p>Z: Unknown</p> <p>A <i>regulated credit agreement</i> which the reporting <i>firm</i> cannot determine to be one of the specific options above.</p> <p>Enter the relevant code:</p> <p>A: Insurance premiums only</p> <p>The <i>regulated credit agreement</i> is intended to be used to finance premiums for <i>general insurance contracts</i> only.</p> <p>B: Any other combination of premiums and fees</p>

Reference	Data reporting field	Code (where applicable)	Notes
11A	Is the agreement a borrower-lender agreement or a borrower-lender-supplier agreement?	A = Borrower-lender B = Borrower-lender-supplier	<p>The <i>regulated credit agreement</i> is not limited to finance premiums for <i>general insurance contracts</i> only.</p> <p>Z: Unknown</p> <p>A <i>regulated credit agreement</i> which the reporting <i>firm</i> cannot determine to be one of the specific options above.</p> <p>Enter the relevant code:</p> <p>A: Borrower-lender</p> <p>A <i>regulated credit agreement</i> which meets the criteria of a <i>borrower-lender agreement</i>.</p> <p>B: Borrower-lender-supplier</p> <p>A <i>regulated credit agreement</i> which meets the criteria of a <i>borrower-lender-supplier agreement</i>.</p>
12A	Supplier regulatory status	A1 = Regulated – FRN known A2 = Regulated – FRN unknown X = Not regulated Z1 = Supplier regulatory status unknown Z2 = Supplier unknown	<p>This should reflect the regulatory status of the <i>person</i> who acted as ‘the <i>supplier</i>’ in the <i>borrower-lender-supplier agreement</i> when the <i>regulated credit agreement</i> was executed.</p> <p>Enter the relevant code:</p> <p>A1: Regulated – FRN known</p> <p>The <i>supplier</i> was an <i>authorised person</i> and/or acting as an <i>appointed representative</i>. The associated FRN of the <i>supplier</i> is known.</p> <p>A2: Regulated – FRN unknown</p> <p>The <i>supplier</i> was an <i>authorised person</i> and/or acting as an <i>appointed representative</i>. The as-</p>

Reference	Data reporting field	Code (where applicable)	Notes
13A	Supplier FRN	6 or 7 digit number	<p>sociated FRN of the <i>supplier</i> is unknown.</p> <p>X: Not regulated</p> <p>The <i>supplier</i> was not an <i>authorised person</i> and was not acting as an <i>appointed representative</i>.</p> <p>Z1: Supplier regulatory status unknown</p> <p>The reporting <i>firm</i> cannot determine the regulatory status of the <i>supplier</i>.</p> <p>Z2: Supplier unknown</p> <p>The reporting <i>firm</i> cannot determine who the <i>supplier</i> was.</p>
14A	Supplier name	Alphanumeric	<p>The FRN of the <i>person</i> who acted as 'the <i>supplier</i>' in the <i>borrower-lender-supplier agreement</i>. This should reflect the <i>supplier's</i> regulatory status when the <i>regulated credit agreement</i> was executed.</p> <p>The name of the <i>person</i> who acted as 'the <i>supplier</i>' in the <i>borrower-lender-supplier agreement</i>.</p> <p>This should reflect the name recorded by the reporting <i>firm</i> as on the back-book reporting date.</p>
15A	Is the agreement one of these specific contract types?	<p>A = Hire-purchase agreement</p> <p>B = Conditional sale agreement</p>	<p>Enter the relevant code:</p> <p>A: Hire-purchase agreement</p>

Reference	Data reporting field	Code (where applicable)	Notes
		<p>C = Pawn agreement</p> <p>D = Bill of sale loan agreement</p> <p>E = Green deal plan</p> <p>X = None of these contract types</p> <p>Z = Unknown</p>	<p><i>A regulated credit agreement which meets the criteria of a hire-purchase agreement.</i></p> <p>B: Conditional sale agreement</p> <p><i>A regulated credit agreement which meets the criteria of a conditional sale agreement.</i></p> <p>C: Pawn agreement</p> <p><i>A regulated credit agreement for which the lender takes any article in pawn.</i></p> <p>D: Bill of sale loan agreement</p> <p><i>A regulated credit agreement which meets the criteria of a bill of sale loan agreement.</i></p> <p>E: Green deal plan</p> <p><i>A regulated credit agreement which also meets the criteria of a green deal plan.</i></p> <p>X: None of these contract types</p> <p><i>A regulated credit agreement which is not one of any of the above contract types.</i></p> <p>Z: Unknown</p> <p><i>A regulated credit agreement which the reporting firm cannot determine to be one of the above contract types.</i></p>
16A	Does the agreement meet the criteria of one of these agreement types as defined in the FCA Handbook?	<p>A = High-cost short-term credit</p> <p>B = Home credit loan agreement</p> <p>C = RTO agreement</p> <p>D = BNPL agreement</p>	<p>Enter the relevant code:</p> <p>A: High-cost short-term credit</p> <p><i>A regulated credit agreement which meets the criteria of</i></p>

Reference	Data reporting field	Code (where applicable)	Notes
		X = None of these FCA Handbook definitions Z = Unknown	<p><i>high-cost short-term credit.</i></p> <p>B: Home credit loan agreement <i>A regulated credit agreement which meets the criteria of a home credit loan agreement.</i></p> <p>C: RTO agreement <i>A regulated credit agreement which meets the criteria of an RTO agreement as set out in CONC 5B.7.1R(7). Note that, while similar, this is not the same as the criteria for a rent-to-own agreement.</i></p> <p>D: BNPL agreement <i>A regulated credit agreement which meets the criteria of a BNPL agreement.</i></p> <p>X: None of these FCA Handbook definitions <i>A regulated credit agreement which is not one of any of the specific options above.</i></p> <p>Z: Unknown <i>A regulated credit agreement which the reporting firm cannot determine to be one of the specific options above.</i></p>
17A	Type of goods or services provided by the supplier financed by the agreement	<p>A = Motor vehicles</p> <p>B = Mobility aids</p> <p>C = Home improvement</p> <p>D = Mobile phones</p> <p>E = Jewellery and watches</p> <p>F = Household goods</p> <p>G = Sports and leisure goods</p> <p>H = Mobile homes</p>	<p>If more than one type of <i>goods</i> or services are financed by the <i>regulated credit agreement</i>, the reporting <i>firm</i> should select the type of <i>goods</i> or services which accounted for the greatest portion of the <i>total amount of credit</i>.</p> <p>The reporting <i>firm</i> should select the option which best aligns to the information, if</p>

Reference	Data reporting field	Code (where applicable)	Notes
		<p>I = Agriculture equipment and supplies</p> <p>J = Other plant machinery</p> <p>K = Office equipment</p> <p>L = Tools</p> <p>M = Health care and medical care</p> <p>N = Education and training</p> <p>O = Travel</p> <p>P = Legal services</p> <p>Q = Insurance premiums</p> <p>R = Membership and subscription fees</p> <p>W1 = Other goods</p> <p>W2 = Other services</p> <p>Z = Unknown</p>	<p>any, it holds. The reporting <i>firm</i> is not required to collect additional information in order to be able to better determine the application of any of the specified options.</p> <p>Enter the relevant code:</p> <p>A: Motor vehicles</p> <p>A wheeled, mechanically propelled vehicle intended or adapted for use on roads.</p> <p>B: Mobility aids</p> <p>A device designed to assist walking or otherwise improve the mobility of people with a mobility impairment.</p> <p>This should not include <i>goods</i> covered by 'A: Motor vehicles'.</p> <p>C: Home improvement</p> <p>Additions to, renovations of or repair of a residential property which involves professional services, including but not limited to installation.</p> <p>This should not include <i>goods</i> covered by 'B: Mobility aids', even if they involved professional installation.</p> <p>D: Mobile phones</p> <p>Mobile phone handsets, smart watches and associated accessories.</p> <p>E: Jewellery and watches</p> <p>This should not include <i>goods</i> covered by 'D: Mobile phones'.</p> <p>F: Household goods</p> <p><i>Goods</i> which are normally found in a residential home, including</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>but not limited to furniture, kitchen appliances (such as cookers, washing machines and dryers, microwaves, refrigerators, and freezers), electronic and technological <i>goods</i> (such as vacuum cleaners, televisions and accessories, music systems and accessories, games consoles and accessories, computers, and tablets and accessories).</p> <p>This should not include <i>goods</i> covered by 'B: Mobility aids', 'D: Mobile phones', or 'E: Jewellery and watches'.</p> <p>G: Sports and leisure goods</p> <p><i>Goods</i> used primarily for sports or leisure.</p> <p>H: Mobile homes</p> <p>Static caravans, park homes and lodges which can be transported from place to place.</p> <p>I: Agriculture equipment and supplies</p> <p><i>Goods</i> intended to be used for agricultural purposes.</p> <p>J: Other plant machinery</p> <p>This should not include <i>goods</i> covered by 'I: Agriculture equipment and supplies'.</p> <p>K: Office equipment</p> <p><i>Goods</i> with are normally found in a commercial office.</p> <p>L: Tools</p> <p>Handheld tools.</p> <p>This should not include <i>goods</i> covered by 'I: Agriculture equipment and supplies', 'J: Other</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>plant machinery', or 'K: Office equipment'.</p> <p>M: Health care and medical care</p> <p>Health care and medical care procedures, and equipment associated with health care and medical care.</p> <p>This should include procedures carried out for cosmetic purposes.</p> <p>N: Education and training</p> <p>Fees for education and training, and any living costs associated with education and training</p> <p>O: Travel</p> <p>Services related to travelling or the making of travel arrangements.</p> <p>P: Legal services</p> <p>Legal services associated with litigation.</p> <p>Q: Insurance premiums</p> <p><i>Premiums for general insurance contracts.</i></p> <p>R: Membership and subscription fees</p> <p>Fees to cover memberships and subscriptions.</p> <p>This should not include services covered by 'N: Education and training'.</p> <p>W1: Other goods</p> <p><i>Goods which are not any of the specific options above.</i></p> <p>W2: Other services</p> <p>Services which are not any of the specific options above.</p> <p>Z: Unknown</p> <p><i>Goods or services which the reporting firm cannot determine</i></p>

Reference	Data reporting field	Code (where applicable)	Notes
18A	Is the hire-purchase agreement a personal contract purchase agreement?	Y = Yes N = No	to be one of the specific options above. Does the <i>hire-purchase agreement</i> include a guaranteed minimum future value of the motor vehicle which is set out as an optional additional payment at the end of the <i>regulated credit agreement</i> , with the option for the <i>borrower(s)</i> to return the motor vehicle instead of making that payment?
19A	Guaranteed minimum future value	Numeric £	The guaranteed minimum future value of the <i>goods</i> which is set out as an optional additional payment at the end of the <i>regulated credit agreement</i> , with the option for the <i>borrower(s)</i> to return the <i>goods</i> instead of making that payment.
20A	Was a brand name used other than the firm's name?	Y = Yes N = No Z = Unknown	This should reflect the brand name that was used in relation to the <i>regulated credit agreement</i> when the <i>regulated credit agreement</i> was executed. If the reporting <i>firm</i> is not the original <i>lender</i> for the <i>regulated credit agreement</i> , this should reflect as relevant the brand name used in relation to the <i>regulated credit agreement</i> by the reporting <i>firm</i> when the legal ownership of the <i>regulated credit agreement</i> was assigned to the reporting <i>firm</i> . Enter the relevant code: Y: Yes A brand name other than the name of the reporting <i>firm</i> was used in relation to the

Reference	Data reporting field	Code (where applicable)	Notes
21A	Brand name used for the agreement	Alphanumeric	<p><i>regulated credit agreement</i>.</p> <p>N: No</p> <p>Only the name of the reporting <i>firm</i> was used in relation to the <i>regulated credit agreement</i>.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether a brand name other than the name of the reporting <i>firm</i> was used in relation to the <i>regulated credit agreement</i>.</p> <p>This should be the brand name that was used in relation to the <i>regulated credit agreement</i> when the <i>regulated credit agreement</i> was executed. If the reporting <i>firm</i> is not the original <i>lender</i> for the <i>regulated credit agreement</i>, this should be the brand name that was used in relation to the <i>regulated credit agreement</i> by the reporting <i>firm</i> when the legal ownership of the <i>regulated credit agreement</i> was assigned to the reporting <i>firm</i>.</p>
22A	Is the credit agreement also a P2P agreement?	<p>Y = Yes</p> <p>N = No</p> <p>Z = Unknown</p>	<p>Whether the <i>regulated credit agreement</i> meets the criteria of a <i>P2P agreement</i>.</p> <p>Enter the relevant code:</p> <p>Y: Yes</p> <p>The <i>regulated credit agreement</i> meets the criteria of a <i>P2P agreement</i>.</p> <p>N: No</p> <p>The <i>regulated credit agreement</i> does not meet the criteria of a <i>P2P agreement</i>.</p>

Reference	Data reporting field	Code (where applicable)	Notes
23A	Is the borrower a natural person acting as a sole trader or a relevant recipient of credit?	A = Natural person B = Relevant recipient of credit	<p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether the <i>regulated credit agreement</i> meets the criteria of a <i>P2P agreement</i>.</p> <p>Enter the relevant code:</p> <p>A: Natural person</p> <p>A natural <i>person</i> acting as a sole trader.</p> <p>B: Relevant recipient of credit</p> <p>A relevant recipient of credit means:</p> <p>(a) a <i>partnership</i> consisting of 2 or 3 <i>persons</i> not all of whom are <i>bodies corporate</i>; or</p> <p>(b) an unincorporated body of <i>persons</i> which does not consist entirely of <i>bodies corporate</i> and is not a <i>partnership</i>.</p>
24A	Lender's unique reference for relevant recipient of credit	Alphanumeric	<p>The unique reference used by the reporting <i>firm</i> in its records to identify the relevant recipient of credit acting as the <i>borrower</i> under the <i>regulated credit agreement</i>.</p> <p>This unique reference must be used consistently for the same <i>borrower</i> in any performance data report for the <i>regulated credit agreement</i>.</p> <p>All attempts should be made to use the same unique reference for the same relevant recipient of credit, across all relevant <i>regulated credit agreements</i> included in the reporting <i>firm's</i> back-book, sales and performance data reports.</p>

Reference	Data reporting field	Code (where applicable)	Notes
25A	Name of relevant recipient of credit	Alphanumeric	The name of the relevant recipient of credit acting as the <i>borrower</i> under the <i>regulated credit agreement</i> .
26A	Number of borrowers named in the agreement	Numeric	<p>The number of natural <i>persons</i> who are named as a <i>borrower</i> in the <i>regulated credit agreement</i>.</p> <p>This should not include natural <i>persons</i> who are not named in the <i>regulated credit agreement</i> but have access to the facility, such as additional card holders.</p>
<p>Certain <i>data elements</i> must be provided for each natural <i>person</i> who is named as a <i>borrower</i> under the <i>regulated credit agreement</i>. The submission method will allow these <i>data elements</i> to be repeated.</p> <ul style="list-style-type: none"> • <i>Data element 27A</i>, ‘Lender’s unique reference for natural <i>person</i> acting as borrower’, will be the unique identifier for a set of <i>borrower natural person data elements</i>. • Only one set of <i>borrower natural person data elements</i> will be allowable if <i>data element 23A</i>, ‘Is the borrower a natural person acting as a sole trader or a relevant recipient of credit?’ is answered ‘A = Natural person’. • For all other relevant <i>regulated credit agreements</i> with <i>borrowers</i> who are natural <i>persons</i>, <i>data element 26A</i>, ‘Number of borrowers named in the agreement’, will validate the number of sets of <i>borrower natural person data elements</i> expected. <p>Start of borrower natural person repeatable data elements</p>			
27A	Lender’s unique reference for natural person acting as borrower	Alphanumeric	<p>The unique reference used by the reporting <i>firm</i> in its records to identify the natural <i>person</i> acting as a <i>borrower</i> under the <i>regulated credit agreement</i>.</p> <p>This should not include the natural <i>person’s</i> name or a derivation of their name.</p> <p>This unique reference must be used consistently for the same <i>borrower</i> in any performance data reports for the <i>regulated credit agreement</i>.</p> <p>All attempts should be made to use the same unique reference for the same natural <i>person</i>, across all relevant</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<i>regulated credit agreements</i> included in the reporting <i>firm's</i> back-book, sales and performance data reports. This includes unique references for any natural <i>persons</i> who have provided the guarantee or the indemnity (or both) in relation to a relevant <i>regulated credit agreement</i> .
27B	Borrower's date of birth	DD/MM/YYYY	The date of birth of the natural <i>person</i> acting as a <i>borrower</i> under the <i>regulated credit agreement</i> .
End of borrower natural person repeatable data elements			
28A	Type of security provided by borrower in relation to agreement	A = Guarantee or indemnity B = Motor vehicle/ logbook C = Any other physical asset D = Future lump sum E = Financial product F = Title restriction W = Other security X = No security Z = Unknown	This relates to any <i>security</i> provided by the <i>borrower(s)</i> under the <i>regulated credit agreement</i> . This should not include any <i>goods</i> which have been financed by the <i>regulated credit agreement</i> as a <i>borrower-lender-supplier agreement</i> , including <i>hire-purchase agreements</i> and <i>conditional sale agreements</i> . Enter the relevant code: A: Guarantee or indemnity A <i>person</i> other than the <i>borrower</i> has provided a guarantee or an indemnity (or both) in relation to the <i>regulated credit agreement</i> . B: Motor vehicle/ logbook The <i>regulated credit agreement</i> has taken a motor vehicle as <i>security</i> . This includes, but is not limited to, a <i>bill of sale loan agreement</i> for which ownership of a

Reference	Data reporting field	Code (where applicable)	Notes
			<p>motor vehicle is the good transferred, or a <i>regulated credit agreement</i> which has taken a motor vehicle as an article in pawn.</p> <p>C: Any other physical asset</p> <p>The <i>regulated credit agreement</i> has taken a physical asset other than a motor vehicle as security.</p> <p>This includes, but is not limited to, a <i>bill of sale loan agreement</i> for which ownership of a physical asset other than motor vehicle is the good transferred, or a <i>regulated credit agreement</i> has taken a physical asset other than a motor vehicle as an article in pawn.</p> <p>D: Future lump sum</p> <p>The <i>regulated credit agreement</i> is secured on a future lump sum expected to be received by the <i>borrower(s)</i> such as, but not limited to, an inheritance, a pension lump sum, a claims pay-out or a settlement following litigation.</p> <p>E: Financial product</p> <p>The <i>regulated credit agreement</i> is secured on another financial product such as, but not limited to, an investment portfolio or a life insurance policy.</p> <p>F: Title restriction</p> <p>The <i>regulated credit agreement</i> is secured by a Title Restriction at the Land Registry.</p> <p>W: Other security</p> <p>Any other <i>security</i> which is not covered by the specified op-</p>

Reference	Data reporting field	Code (where applicable)	Notes
			<p>tions which has been provided in relation to the <i>regulated credit agreement</i>.</p> <p>X: No security</p> <p>No <i>security</i> was provided in relation to the <i>regulated credit agreement</i>.</p> <p>Z: Unknown</p> <p>The reporting <i>firm</i> is unable to determine whether a <i>security</i> has been provided in relation to the <i>regulated credit agreement</i>.</p>
29A	Is the person who has provided the guarantee or the indemnity (or both) a natural person?	Y = Yes N = No	Whether the <i>person</i> who has provided the guarantee or the indemnity (or both) as <i>security</i> in relation to the <i>regulated credit agreement</i> is a natural <i>person</i> .
30A	Lender's unique reference for natural person acting as guarantor	Alphanumeric	<p>The unique reference used by the reporting <i>firm</i> in its records to identify the natural <i>person</i> who has provided a guarantee or an indemnity (or both) in relation to the <i>regulated credit agreement</i>.</p> <p>This should not include the natural <i>person's</i> name or a derivation of their name.</p> <p>This unique reference must be used consistently for the same natural <i>person</i> who has provided a guarantee or an indemnity (or both) in any performance data reports for the <i>regulated credit agreement</i>.</p> <p>All attempts should be made to use the same unique reference for the same natural <i>person</i>, across all relevant <i>regulated credit agreements</i> included in the reporting <i>firm's</i> back-</p>

Reference	Data reporting field	Code (where applicable)	Notes
31A	Guarantor's date of birth	DD/MM/YYYY	<p>book, sales and performance data reports. This includes a unique reference for any natural <i>person</i> who is a <i>borrower</i> under a relevant <i>regulated credit agreement</i>.</p> <p>The date of birth of the natural <i>person</i> who has provided a guarantee or an indemnity (or both) in relation to the <i>regulated credit agreement</i>.</p>
32A	Total amount of credit	Numeric £	<p>The total sums made available under the <i>regulated credit agreement</i>, when the <i>regulated credit agreement</i> was executed.</p>
33A	Total charge for credit	Numeric £	<p>The true cost to the <i>borrower</i> of the <i>credit</i> provided, or to be provided, under the <i>regulated credit agreement</i> calculated in accordance with CONC App 1.2, when the <i>regulated credit agreement</i> was executed.</p>
34A	APR	Numeric %	<p>In relation to the <i>regulated credit agreement</i>, the annual percentage rate of charge for credit as determined in accordance with CONC App 1.2 when the <i>regulated credit agreement</i> was executed.</p> <p>This number should be reported as a percentage to 2 decimal places (eg, 3.49 represents 3.49%, not 349%).</p>

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Data items for SUP 16.12

This annex consists only of one or more forms. Forms are to be found through the following address:
SUP Chapter 16 Annex 24R

Guidance notes for data items in SUP 16 Annex 24R

This annex consists only of one or more forms. Forms are to be found through the following address:
Guidance notes for data items in SUP 16 Annex 24R - SUP Chapter 16 Annex 25G

Guidance notes for data items in SUP 16 Annex 24R

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Guidance on designated liquidity groups in SUP 16.12

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Authorised Payment Institution Capital Adequacy Return

This annex consists only of one or more forms. Firms are required to submit the returns using the electronic means made available by the FCA.

SUP 16 Annex 27C D



Notes on completing FSA056 (Authorised Payment Institution Capital Adequacy Return – SUP 16 Annex 27CD)

FSA056 Authorised Payment Institution Capital Adequacy Return

Valuation

Firms should follow their normal accounting practice wherever possible.

Currency

Some questions require you to answer in GBP, whilst some require you to answer in EUR. The exchange rate entered at Element 53 should be used throughout the return to convert GBP to EUR where required.

- Elements 67-69, 90-107, and 52, must be completed in GBP.
- Element 77 must be answered in GBP and EUR.
- All other monetary answers must be in EUR

Type of payment service: special instructions

- Registered account information service providers Registered account information service providers (as defined in the Payment Services Regulations 2017, “PSRs 2017”) should only answer Elements 67-69 (income), and 79 - 83 (AIS).
- Authorised payment institutions that only provide payment initiation services Authorised payment institutions (APIs) that ONLY provide payment initiation services (PIS) should only answer Elements 67-69 (income), Element 3 (initial capital), Part Two (capital resources), Element 66 (Agents), 70-75 (payment systems) and 84-89 (PIS).
- APIs that provide PIS / AIS and/or other payments services should answer all Elements, including the relevant sections of Part 4 (depending on whether they provide AIS / PIS or both).

Data elements

These are referred to by row first, then by column, so data Element 2B will be the element numbered 2 in column B.

Figures should be entered in single units in the currency specified. For example, €1,234,567.50 should be entered as 1234567

INTRODUCTORY MATTERS

Element 1B: You must only answer ‘Yes’ to this question if both parts of the question apply to the API required to submit this report (i.e. if the API falls within paragraph 2(b) of regulation 22: (a) the API is included in the consolidated supervision of a parent credit institution pursuant to the Capital Requirements Directive 2013/36/EU and (b) that all of the conditions in Article 7(1) of the Capital Requirements Regulations (EU) 575/2013 are met in respect of the API and its parent. If either part of this question does not apply, you should enter “no”.

Element 2B: If you have answered “yes” to ‘Element 1B’ then please enter the Firm Reference Number of your firm’s parent credit institution. If you have answered “yes” to ‘Element 2B’ then you do not need to answer Elements 4 to 33 (own funds requirement).

Element 67B: State, in GBP, the total income of the whole legal entity, across all activity, for the reporting period. Follow your firm's normal accounting practice when answering this question (i.e. this should be the same figure as the total income figure in your annual accounts).

Element 68B: State, in GBP, the total income for the reporting period derived from payment services. Follow your normal accounting practice when answering this question.

Element 69B: State, in GBP, the total operating profit or loss of the whole legal entity for the reporting period. Operating profit or loss is calculated after ordinary operating expenses are deducted from the gross profit, but before interest, tax, dividend payments and any extraordinary items are deducted.

Part One: CAPITAL REQUIREMENT

Initial capital requirement

Element 3B: State, in EUR the firm's initial capital requirement at authorisation (Part 1, Schedule 3 of the PSRs 2017).

Own Funds Requirement

Elements 4B – 6B: Firms should indicate which of the three methods they use to calculate their own funds requirement, as described in Part 2 of Schedule 3 of the PSRs 2017

Firms only need to complete those parts of the form that apply to their chosen method of calculating own funds.

If your firm has not completed a full financial year of business, then, in lieu of the figure for the "preceding year" or the "previous financial year", you must use the projected figure(s) that your firm submitted to the FCA when applying for authorisation (subject to any adjustments that the FCA required or may require).

Please refer to Chapter 9 (Capital resources and requirements) of our Payment Services and Electronic Money Approach Document for further detail on how to calculate the own funds requirement.

Method A Calculation

Element 7B: State, in EUR, the total fixed overheads for the preceding year. Please refer to Chapter 9 of our Approach Document for further guidance on fixed overheads.

Element 8B: State, in EUR, the figure equal to 10% of the figure you have reported in 'Element 7B'.

Element 9B: State, the larger of the two figures you have reported in 'Element 3B' and 'Element 8B'.

Method B Calculation

Element 10B: "Payment volume" means the total amount (i.e. value) of payment transactions executed by the API in the preceding financial year divided by the number of months in that year (paragraph 9(3), Part 2, Schedule 3 of the PSRs 2017). This figure should include transactions executed by agents of the API.

Element 11B: State, in EUR, the figure that equals 4% of the first €5m of payment volume.

Element 12B: State, in EUR, the figure that equals 2.5% of payment volume between €5m and €10m. If your firm has undertaken less than €5m in payment volume, insert a zero in this box.

Element 13B: State, in EUR, the figure that equals 1% of payment volume between €10m and €100m. If your firm has undertaken less than €10m in payment volume, insert a zero in this box.

Element 14B: State, in EUR, the figure that equals 0.5% of payment volume between €100m and €250m. If your firm has undertaken less than €100m in payment volume, insert a zero in this box.

Element 15B: State, in EUR, the figure that equals 0.25% of all payment volume over €250m. If your firm has undertaken less than €250m in payment volume, insert a zero in this box.

Element 16B: State, in EUR, the sum of the values from 'Elements 11B to 15B' above.

Element 17B: The "scaling factor" is:

- 0.50 for a payment institution that is authorised to provide only the payment service specified in paragraph 1(f) of Schedule 1 PSRs 2017 (money remittance); and
- 1.00 for a payment institution that is authorised to provide any other payment service specified in paragraph 1(a) to (e) of Schedule 1 PSRs 2017.

The scaling factor should be entered to 2 decimal places.

Element 18B: This figure is calculated using the following equation: 'Element 16B x Element 17B'.

Element 19B: Insert the larger of the two figures you have reported in 'Element 3B' and 'Element 18B'.

Method C calculation

Relevant Indicator

Element 20B – Element 23B: these figures should be entered in EUR and should cover the expenses or income generated over the reporting period. Please refer to Chapter 9 (Capital resources and requirements) of our Payment Services and Electronic Money Approach Document for further detail on the Elements that make up the relevant indicator.

Firms should have regard to paragraphs 10(4)(a)-(d), Part 2, Schedule 3 of the PSRs 2017 for the purposes of calculating the relevant indicator:

- each element must be included in the sum with its positive or negative sign;
- income from extraordinary or irregular items must not be used;
- expenditure on the outsourcing of services rendered by third parties may reduce the relevant indicator if the expenditure is incurred from a payment service provider;
- the relevant indicator is calculated on the basis of the twelve-monthly observation at the end of the previous financial year;
- the relevant indicator must be calculated over the previous financial year; and
- audited figures must be used unless they are not available in which case business estimates may be used.

Element 24B: This should be the sum of the amounts stated in 'Elements 20B to 23B' above.

Multiplication Factor

Element 25B: State, in EUR, the figure that equals 10% of the first €2.5m of the "total relevant indicator of income" in 'Element 24B'.

Element 26B: State, in EUR, the figure that equals 8% of the "total relevant indicator of income" in 'Element 24B' between €2.5m and €5m. If your firm's total relevant indicator of income is less than or equal to €2.5m, you should enter zero in this box.

Element 27B: State, in EUR, the figure that equals 6% of the "total relevant indicator of income" in 'Element 24B' between €5m and €25m. If your firm's total relevant indicator of income is less than or equal to €5m, you should enter zero in this box.

Element 28B: State, in EUR, the figure that equals 3% of the "total relevant indicator of income" in 'Element 24B' between €25m and €50m. If your firm's total relevant indicator of income is less than or equal to €25m, you should enter zero in this box.

Element 29B: State, in EUR, the figure that equals 1.5% of the "total relevant indicator of income" in 'Element 24B' over €50m. If your firm's total relevant indicator of income is less than or equal to €50m, you should enter zero in this box.

Element 30B: State, in EUR, the sum of the values of 'Elements 25B to 29B' above.

Element 31B: The "scaling factor" is:

- 0.50 for a payment institution that is authorised to provide only the payment service specified in paragraph 1(f) of Schedule 1 PSRs 2017 (money remittance); and
- 1.00 for a payment institution that is authorised to provide any other payment service specified in paragraph 1(a) to (e) of Schedule 1 PSRs 2017.

The scaling factor should be entered to 2 decimal places.

Element 32B: This figure is calculated by multiplying 'Element 30B' and 'Element 31B'.

Element 33B: Insert the larger of the two figures you have reported in 'Element 3B' and 'Element 32B'.

Part Two: TOTAL CAPITAL RESOURCES

For the purposes of Part Two – Elements of Own Funds, please provide a value for Common Equity Tier 1, Additional Tier 1 and Tier 2 capital items. You will also need to provide values for adjustments, deductions, exemptions, and temporary waivers (entering zero where not relevant). You should enter these items in GBP.

To understand the items that may be used to form 'own funds', APIs should consult the PSRs 2017, the Capital Requirements Regulation (EU) 575/2013 (CRR), and the Payment Services and Electronic Money Approach Document.

Regulation 2 of the PSRs 2017 sets out that own funds has the definition given in the CRR Article 4(1)(118). Own funds consist of Tier 1 and Tier 2 items. Tier 1 is formed of Common Equity Tier 1 and Additional Tier 1. At least 75% of Tier 1 capital must be held as Common Equity Tier 1 capital and Tier 2 capital must be equal to or less than one third of Tier 1 capital. The return will take into account these limits when automatically calculating figures for eligible amounts in elements 104B-107B – these do not need to be manually entered.

Element 52B: This should be the sum of the capital items listed at 106B-107B.

Element 53B: Please provide the EUR equivalent value for 1 GBP to 4 decimal places. This should be the market rate as quoted by the European Central Bank in place at the end of the reporting period. The InforEuro website provides historical exchange rates on a month-by-month basis:

http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

Element 54B: State the EUR equivalent of 'Element 52B' above.

Element 55B: State, in EUR, the same figure as you have reported in 'Element 9B', 'Element 19B' or 'Element 33B' (depending on the method your firm uses to calculate its capital requirement). If you answered "yes" to question 1, you must enter the figure reported in 'Element 3B' (initial capital requirement).

Element 56B: State, in EUR, the total capital surplus / deficit for your firm. This is calculated by subtracting the total capital requirement in 'Element 55B' above, from the total net capital resources in 'Element 54B' above (i.e. Element 54B – Element 55B = total capital surplus / deficit).

Part three: SUPPLEMENTARY INFORMATION

SAFEGUARDING OF RELEVANT FUNDS

You must select the relevant box(es) to identify the method(s) used by the firm to safeguard relevant funds. At least one of the boxes in 'Elements 61 to 65' must be selected.

NUMBER OF AGENTS

Element 66B: State the number of agents that you have registered to undertake payment services.

PAYMENT SYSTEMS

Element 70B: If your firm is a member of any sterling interbank payment systems, select the appropriate system(s) from the drop-down list. This means where you have a direct relationship with the operators of the payment system.

Element 72B: If your firm accesses, on an indirect basis, any sterling interbank payment systems, select the appropriate system(s) from the drop-down list. This means where the PSP indirectly accesses

payment systems through the services of another PSP that is a direct participant or member of that payment system.

Element 74B: If your firm accesses any sterling interbank payment systems on an indirect basis select the institution that is the primary provider of that indirect access.

TRANSACTION AND USER INFORMATION

Element 75B: Enter the full number of months during the reporting period that your firm was FCA authorised or registered. For example, if you are completing this return for the period ending 31 December and you were authorised or registered by the FCA on 15 October then you should enter "2".

Element 76B: State the number of payment transactions executed by your firm during the reporting period. This includes payment transactions executed by agents of your firm.

Element 77B: State, the total amount (i.e. value) of all payment transactions executed during the reporting period. This includes payment transactions executed by agents of your firm. Note that you should enter the total gross value of the payment transactions, not the income generated by them. This figure should be provided in EUR and GBP.

Element 78B: State the number of new users / customers who have used your firm's payment services during the reporting period. This means those users that have entered into framework contracts or (where known) single payment service contracts during the reporting period and includes all customer types, including individual consumers and any corporate customers.

Part Four: PROVIDERS OF ACCOUNT INFORMATION AND/OR PAYMENT INITIATION SERVICES

Account information services (AIS)

Elements 79 – 83 should only be answered by firms providing account information services

Element 79B: State the number of payment accounts that the AIS provider has accessed for the purposes of providing AIS during the reporting period. You should count each individual payment account once, even where it has been accessed multiple times.

Element 80B: State the number of customers that have used the provider's AIS in the reporting period. Each customer should be counted once (including where the customer has used the AIS multiple times).

Element 81B: State the minimum monetary (in EUR) amount of the professional indemnity insurance (or comparable guarantee) ("PII") calculated in accordance with the European Banking Authority Guidelines on Professional Indemnity Insurance under PSD2.

Element 82B: Please enter the amount of coverage of the PII that is held by the AIS provider. This should be entered in EUR. Please use the same conversion rate entered at 'Element 53B'.

Element 83B: If the terms of the AIS provider's PII have changed in any respect since its authorisation or registration (if this is the first return), or since the last time this report was submitted, please explain here. This includes the insurance cover (i.e. the monetary amount), what the insurance covers (i.e. the losses or circumstances in which the insurance is payable), the terms and conditions, any limits or exclusions or any other change to the policy.

Payment initiation services (PIS)

Elements 84 – 89 should only be answered by firms providing account information services

Element 84B: Please enter number of payment accounts that the PIS provider

Element 85B: This should be the total number of payment transactions initiated using the provider's PIS in the reporting period.

Element 86B: This should be the total value (in EUR) of the payment transactions initiated using the provider's PIS in the reporting period.

Element 87B: State the minimum monetary amount (in EUR) of the professional indemnity insurance (or comparable guarantee) ("PII") calculated in accordance with the European Banking Authority Guidelines on Professional Indemnity Insurance under PSD2

Element 88B: Please enter the amount of coverage of the PII that is held by the PIS provider. This should be entered in EUR. Please use the same conversion rate entered at 'Element 53B'.

Element 89B: If the terms of the PIS provider's PII have changed in any respect since its authorisation or registration (if this is the first return), or since the last time this report was submitted, please explain here. This includes the insurance cover (i.e. the monetary amount), what the insurance covers (i.e. the losses or circumstances in which the insurance is payable), the terms and conditions, any limits or exclusions or any other change to the policy.

REP017 Payments Fraud Report

This annex consists only of one or more forms. Firms are required to submit the returns using the electronic means made available by the FCA.

SUP 16 Annex 27ED



Notes on completing REP017 Payments Fraud Report

These notes contain guidance for payment service providers that are required to complete the Payments Fraud Report in accordance with Regulation 109(4) of the Payment Services Regulations 2017 and SUP 16.13.7D. The notes also build on the EBA Guidelines on fraud reporting under the Payment Services Directive 2 (PSD2) (EBA/GL/2018/05) (“the EBA Guidelines”).

The following completion notes should be read in conjunction with the EBA Guidelines.

Question A1 – reporting period

As per SUP16.13.8, small payment institutions, registered account information service providers and small electronic money institutions must report once per year. All other PSPs must report every six months.

Those PSPs required to report annually are required to provide separate Payment Fraud Reports in respect of the two halves of the reporting year. These PSPs should use question 1 in the Payments Fraud Report to select the period the data in their return covers, e.g. “H1” for the period covering 1 January to 30 June, and “H2” for the period covering 1 July to 31 December.

Table 1 - Payment transactions and fraudulent payment transactions for payment services

The form provides the means for PSPs to provide the FCA with statistical data on fraud related to different means of payment.

As outlined in Guideline 1 of the EBA Guidelines, PSPs will be required to collect and submit data on the volume and value of all payment transactions, as well as the volume and value of fraudulent transactions.

Data on volume and value need to be broken down further by payment type, fraud type, method of authentication and geographical location. The detailed breakdown of data to be reported generally pertains only to the volume and value of fraudulent transactions (as opposed to all payment transactions). The EBA Guidelines explain these in detail. The following completion notes should be read as complementary to the Guidelines.

Table 2 - Fraud relating to account information services

PSPs that provide account information services (AISPs) should have regard to Table 2 in the fraud report (and the guidance in table 2 below). Registered account information service providers (i.e. PSPs that do not provide any other type of payment service) do not need to answer the questions in Table 1 of the fraud report.

Adjustments

The date to be considered by PSPs for recording payment transactions and fraudulent payment transactions for the purpose of this statistical reporting is the day the transaction has been executed in accordance with PSD2.

However, payment service users are entitled to redress for unauthorised transactions as long as they have notified their PSP no later than 13 months after the debit date, on becoming aware of any unauthorised payment transactions. This means PSPs may need to adjust reports which they have already submitted, on becoming aware of fraudulent transactions executed in previous reporting periods.

Furthermore, the payment service provider should report all fraudulent payment transactions from the time fraud has been detected (i.e. because it has been reported to the PSP such as through a customer complaint or otherwise discovered independently by the PSP), regardless of whether or not the case related to the fraudulent payment transaction has been closed by the time the data are reported. This

means PSPs may need to adjust reports which they have already submitted, should investigation of open fraud cases conclude that a transaction was not fraudulent.

PSPs should report adjustments during the next reporting window after the information necessitating the adjustment is discovered.

PSPs should make use of the resubmission facility made available via the electronic means for submitting REP017.

Table 1 - What is a fraudulent transaction?

For the purposes of table 1 a fraudulent transaction is any payment transaction that the PSP has:

- executed;
- acquired; or
- in the case of a payment initiation service provider (PISP), initiated;

and that the PSP deems to fall into either of the following categories:

- unauthorised payment transactions made, including as a result of the loss, theft or misappropriation of sensitive payment data or a payment instrument, whether detectable or not to the payer prior to a payment and whether or not caused by gross negligence of the payer or executed in the absence of consent by the payer ('unauthorised payment transactions'); and
- payment transactions made as a result of the payer being manipulated by the fraudster to issue a payment order, or to give the instruction to do so to the payment service provider, in good faith, to a payment account it believes belongs to a legitimate payee ('manipulation of the payer').

If a payment transaction meets the conditions above it should be recorded as a fraudulent transaction for the purposes of this report irrespective of whether:

- the PSP had primary liability to the user; or
- the fraudulent transaction would be reported as such by another PSP in the same payment chain.

As a general rule, for all types of payment services, the payer's PSP has to report, except for direct debit transactions, which are reported by the payee's PSP. In addition, card payments are reported both by the payer's PSP (the issuer) and the payee's PSP (the acquirer).

Fraud committed by the payment service user (known as first party fraud) should not be reported.

The payment service provider should not report data on payment transactions that, however linked to any of the circumstances referred to in the definition of fraudulent transaction (EBA Guideline 1.1), have not been executed and have not resulted in a transfer of funds in accordance with the provisions in the *Payment Services Regulations*.

The category of 'payment transactions made as a result of the payer being manipulated by the fraudster to issue a payment order' covers a broader range of payment types than what is known in the UK as 'authorised push payment fraud'. The latter is restricted to credit transfers authorised by the payer to a fraudster.

Table 1 - structure of the return

In summary, REP017 requires the PSP to report the following fraud types, divided into sections for different payment and e-money services:

for credit transfers (including those initiated by PISP):

- issuance of a payment order by the fraudster;
- modification of a payment order by the fraudster;
- manipulation of the payer by the fraudster to issue a payment order;

for direct debits where consent is given via an electronic mandate or separately where consent is given in another form:

- unauthorised payment transactions;
- manipulation of the payer by the fraudster to consent to a direct debit;

debit card transactions and separately for credit card transactions:

- issuance of a payment order by a fraudster, broken down into:

- lost or stolen card;
- ocard not received;
- ocounterfeit card;
- ocard details theft;
- oother;

- modification of a payment order by the fraudster;
- manipulation of the payer to make a card payment;

cash withdrawals:

- issuance of a payment order by the fraudster refers to the following types of unauthorised card payment transactions, broken down into:

- lost or stolen card;
- ocard not received;
- ocounterfeit card;
- oother; and

- manipulation of the payer to make a cash withdrawal.

for e-money transactions – to be reported by e-money issuers:

- issuance of a payment order by the fraudster;
- modification of a payment order by the fraudster;
- manipulation of the payer by the fraudster to issue a payment order;

for money remittance:

- fraudulent payment transactions.

Table 1 - fraud types

Below we provide guidance on the fraud types referred to in REP017. We give examples of these fraud types in relation to each payment or e-money service. PSPs should use their discretion when determining the appropriate fraud type for each fraudulent transaction and should choose the fraud type that most closely matches the circumstances of the fraud.

Credit transfers

Issuance of a payment order by the fraudster

This covers unauthorised payment transactions in which the fraudster uses stolen personalised security credentials in order to issue a payment order, either through contacting the victim’s bank or accessing the victim’s online banking service. For example, where a victim’s online banking has been accessed using stolen personal identity details and credit transfers have been made from the victim’s account to beneficiaries chosen by the fraudster.

Modification of a payment order by the fraudster

This covers unauthorised payment transactions where the fraudster has gained unauthorised access to the victim’s account in order to change the details of existing payment orders or payment instructions. For example, where a victim’s account has been accessed using stolen personalised security credentials in order to modify the beneficiary of the victim’s existing standing orders. A victim’s account could be accessed by a fraudster in order to modify a batch of payment details so that when payments are executed by the victim’s PSP, the funds are unintentionally transferred to a beneficiary or beneficiaries chosen by the fraudster rather than the intended beneficiary. (See CIFAS paper, Table 2 Unlawful obtaining or disclosure of personal data: <https://www2.cipd.co.uk/NR/rdonlyres/710B0AB0-ED44-4BD7-A527-B9AC29B28343/0/empfraud.pdf>)

Manipulation of the payer by the fraudster to issue a payment order

This covers fraud where the payer authorises a push payment to an account the payer believes belongs to a legitimate payee, however, the payer was deceived into inputting the sort code and account number (or other unique identifier) of a fraudster, or an account controlled by a fraudster. This is also referred to as ‘malicious misdirection’. For example, a scammer may contact a victim purporting to be from the victim’s bank. The scammer may then convince the victim to transfer money (using a credit transfer) to a different account, purportedly in order to safeguard it. However, that account is in fact controlled by the scammer. (See Payment Systems Regulator response to Which? Super-complaint: <https://www.psr.org.uk/psr-publications/news-announcements/which-super-complaint-our-response-Dec-2016>).

Direct debits

Unauthorised payment transactions

This covers fraud where a victim’s account details (e.g. sort code and account number) have been used by the fraudster to set up direct debit payments to an organisation, without the victim’s knowledge or consent, resulting in unauthorised direct debit payments being taken from the account of the victim.

Manipulation of the payer by the fraudster to consent to a direct debit

This covers fraud where a payer is convinced by a fraudster to set up a direct debit and consent to payments being made to an intended payee (the legitimate payee), but the fraudster uses the victim's details and consent to set up direct debit payments to a different (unintended) payee.

Debit and credit cards:

Issuance of a payment order by a fraudster

Refers to the following types of unauthorised card payment transactions:

Lost or stolen card fraud

This covers any payment fraud committed as a result of a lost or stolen card (except where 'card not received fraud' has occurred). (See FFAUK Fraud Facts 2016 https://www.financialfraudaction.org.uk/fraudfacts16/assets/fraud_the_facts.pdf)

Card not received fraud

This covers fraud where a payment card is stolen (with or without the details of the PIN also being intercepted) whilst in transit – after the card company sends it out and before the genuine cardholder receives it. The payment card is then used by the fraudster to make transactions. (See FFAUK Fraud Facts 2016 https://www.financialfraudaction.org.uk/fraudfacts16/assets/fraud_the_facts.pdf)

Counterfeit card fraud

This covers fraud where the fraudster uses a card which has been printed, embossed or encoded so as to purport to be a legitimate card but which is not genuine because the issuer did not authorise the printing, embossing or encoding. (See <https://www.financialfraudaction.org.uk/wp-content/uploads/2016/07/Fraud-the-Facts-A5-final.pdf>)

Card details theft

This covers fraud where card details have been fraudulently obtained through methods such as unsolicited emails or telephone calls, digital attacks such as malware and data hacks, or card details being taken down from the physical card by a fraudster. The card details are then used to undertake fraudulent purchases over the internet, by phone or by mail order. It is also known as 'card-not-present' (CNP) fraud. (See <https://www.financialfraudaction.org.uk/fraudfacts16/>)

Other

Unauthorised transactions relating to other types of fraud should be recorded under 'other'.

Modification of a payment order by the fraudster (debit and credit card payments)

This is a type of unauthorised transaction and refers to a situation where the fraudster intercepts and modifies a legitimate payment order at some point during the electronic communication between the payer's device (e.g. payment card) and the payment service provider (for instance through malware or attacks allowing attackers to eavesdrop on the communication between two legitimately communicating hosts (man in the middle attacks)) or modifies the payment instruction in the payment service provider's system before the payment order is cleared and settled.

Manipulation of the payer to make a card payment

This would cover card payments that have been authorised by the payer, i.e. using chip and pin, or authenticated online card payments. The customer believes they are paying a legitimate payee, i.e. a merchant, but the payee that receives the funds is not a merchant, but instead a fraudster.

Cash withdrawals

Issuance of a payment order by the fraudster

This refers to the following types of unauthorised cash withdrawals at ATMs, bank counters and through retailers ('cash back') using a card (or using a mobile app in place of a card):

- those resulting from a lost or stolen payment card;

- those resulting from a payment card being stolen (with or without the details of the PIN also being intercepted) whilst in transit – after the card company sends it out and before the genuine cardholder receives it; and

- those where the fraudster uses a card to withdraw money which has been printed, embossed or encoded so as to purport to be a legitimate card but which is not genuine because the issuer did not authorise the printing, embossing or encoding.

Manipulation of the payer to make a cash withdrawal

This refers to reported frauds where a payment service user has withdrawn under duress or through manipulation (using a card, or using a mobile app in place of a card).

E-money transactions

The same fraud types as above for debit and credit cards apply to payment transactions involving e-money.

Money remittance and payment initiation services

Fraudulent transactions

Money remitters and PISPs are required under the EBA Guidelines to report 'fraudulent transactions'. Money remitters and PISPs should use their discretion when determining what to count as a 'fraudulent transaction'. Where money remitters or PISPs detect the frauds described above, these should be counted as 'fraudulent transactions'.

Authentication method

For all credit transfers, card transactions and e-money transactions reported, including those initiated by PISP, the PSP should report whether strong customer authentication has been used or not. Strong customer authentication means authentication based on the use of two or more elements that are independent, in that the breach of one element does not compromise the reliability of any other element, and designed in such a way as to protect the confidentiality of the authentication data, with the elements falling into two or more of the following categories—

- something known only by the payment service user ("knowledge");
- something held only by the payment service user ("possession"); or
- something inherent to the payment service user ("inherence").

Where strong customer authentication is not used, the PSP should report under which of the following exemptions the transactions have taken place. These exemptions and their application are determined in the regulatory technical standards for strong customer authentication and common and secure open standards of communication (SCA-RTS). As noted in the FCA Approach Document, "The exemptions are separate and independent from one another. Where a payment transaction may qualify for an exemption under several different categories (e.g. a low-value transaction at an unattended card park terminal) the PSP may choose which, if any, relevant exemption to apply. PSPs should note that for the purpose of reporting fraud under regulation 109 of the PSRs 2017 and the EBA Guidelines on fraud reporting, fraudulent transactions should be assigned to a specific exemption and reported under one exemption only." (paragraph 20.39).

For the purposes of reporting, the applicable exclusions are:

- unattended terminal for transport or parking fares (article 12 SCA-RTS);
- trusted beneficiary (article 13 SCA-RTS);

- recurring transaction (article 14 SCA-RTS);
- low value (article 16 SCA-RTS);
- use of secure corporate payment processes or protocols (article 17 SCA-RTS);
- transaction Risk Analysis (article 18 SCA-RTS);

Data elements

Table 1 – Payment transactions and fraudulent payment transactions for payment services

Value should be reported in pounds sterling throughout (£)

Totals: Transaction and fraudulent transaction volume and value for all payment types

Guide to the relevant area of the form

PSPs should report the following information in respect of the payment type – e.g. credit transfers, direct debits etc:

- | | |
|--|--|
| <p>2A-2L
38A-38L
48A-48L
103A-103L
155A-155L
167A-167L
199A-199L
200A-200L</p> | <ul style="list-style-type: none"> •total domestic transaction volume (i.e. the number of transactions) for payment type – Column A; •total domestic transaction value for payment type Column B; •total transaction volume for payments made cross-border within the EEA – Column C; •total transaction value for payments made cross-border within the EEA – Column D; •total transaction volume for payments made cross-border outside the EEA – Column E; •total transaction value for payments made cross-border outside the EEA – Column F; •total domestic fraudulent transaction volume (i.e. the number of transactions) for payment type – Column G; •total domestic fraudulent transaction value for payment type Column H; •total fraudulent transaction volume for payments made cross-border within the EEA – Column I; •total fraudulent transaction value for payments made cross-border within the EEA – Column J; •total fraudulent transaction volume for payments made cross-border outside the EEA – Column K; and •total fraudulent transaction value for payments made cross-border outside the EEA – Column L. |
|--|--|

PSPs should continue to report fraud data broken down into domestic, cross border within the EEA, and cross border outside the EEA as set out in Columns A-F, notwithstanding the UK’s withdrawal from the EU.

The above reporting pattern for columns A-L is repeated for all subsequent rows, except the following rows where only columns G to L are to be reported for the fraudulent transaction volume and value relating to the fraud type:

Credit transfers

8-10

12-14

23-25

27-29

Direct debits

40-41

43-44

Card payment (except cards with an e-money function only)

55-62

64-71

81-87

89-95

Card payment acquired (except cards with an e-money function only)

110-117

119-126

134-140

142-148

Cash withdrawals

158-163

E-money payment transactions

170-172

174-176

185-187

189-191

Initiated by payment initiation service providers

3A-3L

Of the total transaction and total fraudulent transaction volumes and values for **credit transfers**, PSPs should report the volume and value of those initiated by payment initiation service providers.

Payment initiation channel – initiated non-electronically

4A–4L (credit transfers)

49A–49L (card payments)

104A-104L (card payments acquired)

Of the total transaction and total fraudulent transaction volumes and values for **credit transfers** and **card payments only**, PSPs should report the volume and value of those initiated non-electronically.

Transactions initiated non-electronically include payment transactions initiated and executed with modalities other than the use of electronic platforms or devices. This includes paper-based payment transactions, mail orders or telephone orders.

Payment initiation channel – initiated electronically

5A–5L (credit transfers)

50A–50L (card payments)

Of the total transaction and total fraudulent transaction volumes and values for **credit transfers** and **card payments only**, PSPs should report

<p>105A–105L (card payment acquired)</p> <p>Remote transactions</p> <p>6A–6L (credit transfers)</p> <p>51A–51L (card payments)</p> <p>106A–106L (card payments acquired)</p> <p>168A–168L (e-money payment transactions)</p> <p>Non-remote transactions</p> <p>21A–21L (credit transfers)</p> <p>77A–77L (card payments)</p> <p>130A–130L (card payments acquired)</p> <p>183A–183L (e-money payment transactions)</p> <p>Credit and debit card transactions</p> <p>Card payments</p> <p>52A–52L (remote > debit)</p> <p>53A–53L (remote > credit)</p> <p>78A–78L (non-remote > debit)</p> <p>79A–79L (non-remote > credit)</p> <p>Card payments acquired</p> <p>107A–107L (remote > debit)</p> <p>108A–108L (remote > credit)</p> <p>131A–131L (non-remote > debit)</p> <p>132A–132L (non-remote > credit)</p> <p>Strong customer authentication</p> <p>Credit transfers</p> <p>7A–7L (remote > SCA)</p> <p>11A–11L (remote > non-SCA)</p> <p>22A–22L (non-remote > SCA)</p> <p>26A–26L (non-remote > non-SCA)</p> <p>Card payments</p> <p>54A–54L (remote > SCA)</p> <p>63A–63L (remote > non-SCA)</p> <p>80A–80L (non-remote > SCA)</p> <p>88A–88L (non-remote > non-SCA)</p> <p>Card payments acquired</p> <p>109A–109L (remote > SCA)</p>	<p>the volume and value of those initiated electronically.</p> <p>Of the total transaction and total fraudulent transaction volumes and values for credit transfers, card payments and E-money payment transactions only PSPs should report the volume and value of those that are remote transactions.</p> <p>A ‘remote transaction’ means a payment transaction initiated via the internet or through a device that can be used for distance communication (Regulation 2 of the <i>Payment Services Regulations</i>).</p> <p>Of the total transaction and total fraudulent transaction volumes and values for credit transfers, card payments and E-money payment transactions only PSPs should report the volume and value of those that are non-remote transactions.</p> <p>Non-remote means any payment transactions that are not initiated via the internet or through a device that can be used for distance communication.</p> <p>For the total remote and total non-remote card transactions, PSPs should report the volumes and values that were credit card (including charge card) transactions and the volumes and values that were debit card transactions.</p> <p>For total remote and total non-remote credit transfers, card transactions, e-money payment transactions and payment transactions initiated by payment initiation service providers, PSPs should report the volumes and values of sent and fraudulent transactions authenticated via strong customer authentication and via non-strong customer authentication</p>
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- 118A–118L (remote > non-SCA)
- 133A–133L (non-remote > SCA)
- 141A–141L (non-remote > non-SCA)

E-money payment transactions

- 169A–169L (remote > SCA)
- 173A–173L (remote > non-SCA)
- 184A–184L (non-remote > SCA)
- 188A–188L (non-remote > non-SCA)

Payment transactions initiated by payment initiation service providers

- 202A–202L (remote > SCA)
- 203A–203L (remote > non-SCA)
- 205A–205L (non-remote > SCA)
- 206A–206L (non-remote > non-SCA)

Payment transactions initiated by payment initiation service providers

207A–208L

Payment initiation providers reporting total transactions and total fraudulent transactions initiated, should report the value and volume of transactions that were credit transfers and the volume and value of other types of transactions that were using other payment instruments.

Fraud types

Credit transfers

- 8–10
- 12–14
- 23–25
- 27–29

For remote transactions that were authenticated via strong customer authentication and non-strong customer authentication, PSPs should record the fraudulent transactions under the relevant fraud type (see guidance above).

The same should be done for non-remote transactions.

Direct debits

- 40–41
- 43–44

Card payment (except cards with an e-money function only)

- 55–62
- 64–71
- 81–87
- 89–95

Card payment acquired (except cards with an e-money function only)

- 110–117
- 119–126
- 134–140
- 142–148

Cash withdrawals

- 158–163

E-money payment transactions

170–172

174–176

185–187

189–191

Fraudulent transactions broken down by exemption from SCA

Credit transfers

15A–20L

30A–34L

Card payments

72A–76L

96A–99L

Card payments acquired

127A–129L

149A–151L

E-money payment transactions

177A–182L

192A–195L

Losses due to fraud per liability bearer

35A, 36A, 37A, 45A, 46A, 47A, 100A, 101A, 102A, 152A, 153A, 154A

Of the transactions authenticated without strong customer authentication, PSPs should provide the fraudulent transaction volumes and values, broken down by which exemption was used as per guidance above.

PSPs are required to report the general value of losses borne by them and by the relevant payment service user, not net fraud figures. The figure that should be reported as 'losses borne' is understood as the residual loss that is finally registered in the PSP's books after any recovery of funds has taken place. The final fraud losses should be reported in the period when they are recorded in the payment service provider's books. We expect one single figure for any given period, unrelated to the payment transactions reported during that period.

Since refunds by insurance agencies are not related to fraud prevention for the purposes of the *Payment Services Regulations*, the final fraud loss figures should not take into account such refunds.

Table 2 - Fraud relating to account information services

Number of incidents of fraud

209A

Please indicate the number of incidents of fraud

This should be the total number of incidents of fraud that the AISP has recorded. If there are no incidents of fraud, please enter '0' (there is no need to complete the rest of Table 2).

Total value of fraud across all incidents (or an estimation of the loss to the persons defrauded (£))

209B

Total value of fraud

Where known, the AISP should report the value of any fraudulent transactions that were executed or initiated (by a third party PSP) as a result of the fraud committed against the AIS user or the AISP.

In all other circumstances, the AISP should provide an estimation of the loss to the persons defrauded. In this

	<p>Context, 'persons' includes the user of the AIS service, any other PSP (such as a credit institution that operated the payment account that the AISP accessed) or the AISP itself. 'Loss' includes loss of funds incurred as a result of fraudulent transactions and/or loss incurred as an indirect result of the fraud; for example, by having to reissue new payment instruments or fix breached security systems.</p> <p>If the fraudulent incident(s) did not result in any financial loss, the AISP should still report the incident, enter '0' at 214B and explain the type of fraud at 214C.</p> <p>AISPs should convert values for non-sterling transactions into sterling using the average ECB reference exchange rate for the applicable reporting period, where available.</p> <p>In other instances, AISPs should use the average of the applicable daily spot rate on the Bank of England's Statistical Interactive Database for the applicable reporting period.</p>
<p>Description of fraud</p> <p>209C Description of fraud</p>	<p>AISPs should describe the type of fraud that has resulted in the highest total value of fraud in this section (unless the AISP is reporting fraudulent incidents that did not result in any financial losses, as above). AISPs should also explain how the losses were incurred (on the basis that the AISP did not come into possession of the payment transaction funds and was not responsible for the execution of payment transactions).</p>

REP018 Operational and Security Risk reporting form

This form can be found at the following address: https://www.handbook.fca.org.uk/form/sup/SUP_16_ann_27G_REP018_20190927.pdf



Notes on completing REP018 Operational and Security Risk form

Operational and security risk form

These notes contain *guidance* for *payment service providers* that are required to complete the operational and security risk form in accordance with regulation 98(2) of the *Payment Services Regulations* and ■ SUP 16.13.13D. The *guidance* relates to the assessments that must be attached to the form in accordance with ■ SUP 16.13.13D(2).

The *payment service provider* must attach to the form the latest:

- assessment of the operational and security risks related to the *payment services* the *firm* provides; and
- assessment of the adequacy of the mitigation measures and control mechanisms implemented in response to those risks.

The operational and security risk assessment should include all the requirements contained in the *EBA Guidelines* for operational and security risks of payment services as issued at 12 December 2017. These include:

- a list of business functions, processes and information assets supporting payment services provided and classified by their criticality;
- a risk assessment of functions, processes and assets against all known threats and vulnerabilities;
- a description of security measures to mitigate security and operational risks identified as a result of the above assessment; and
- conclusions of the results of the risk assessment and summary of actions required as a result of this assessment.

Payment service providers intending to make use of the exemption in article 17 of the *SCA RTS* must include:

- a description of the *payment services* that the *payment service provider* intends to provide in reliance on this exemption; and
- an explanation of how the *payment service provider's* processes and protocols achieve at least equivalent levels of security to those provided for by the *Payment Services Directive*.

The assessment of the adequacy of mitigation measures and control mechanisms should include all the requirements contained in the *EBA Guidelines* for operational and security risks of payment services as issued at 12 December 2017. These include:

- a summary description of methodology used to assess effectiveness and adequacy of mitigation measures and control mechanisms;
- an assessment of the adequacy and effectiveness of mitigation measures and control mechanisms; and
- conclusions on any deficiencies identified as a result of the assessment and proposed corrective actions.

[**Note:** see <https://www.eba.europa.eu/regulation-and-policy/payment-services-and-electronic-money/guidelines-on-security-measures-for-operational-and-security-risks-under-the-psd2>]

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Small Payment Institution Return

This annex consists only of one or more forms. Firms are required to submit the returns using the electronic means made available by the FCA.

SUP 16 Annex 28C D

Notes on completing FSA057 (Small Payment Institution Return)

FSA057 Payment Services Directive Transactions

Valuation

Firms should follow their normal accounting practice wherever possible.

Currency

Some questions require you to answer in GBP, whilst some require you to answer in EUR.

- Elements 11 to 13 should be completed in GBP.
- Element 15 should be completed in EUR.
- Element 2 should be answered in EUR and GBP.

The exchange rate entered at element 14 should be used throughout the return to convert GBP to EUR where required.

Data elements

These are referred to by row first, then by column, so data element 2A will be the element numbered 2 in column A.

INTRODUCTORY MATTERS

Element 11A: State, in GBP, the total income of the whole legal entity, across all activity, for the reporting period. Follow your firm's normal accounting practice when answering this question (i.e. this should be the same figure as the total income figure in your annual accounts).

Element 12A: State, in GBP, the total income for the reporting period which derived from payment services. Follow your normal accounting practice when answering this question.

Element 13A: State, in GBP, the total operating profit or loss of the whole legal entity for the reporting period. Operating profit or loss is calculated after ordinary operating expenses are deducted from the gross profit, but before interest, tax, dividend payments and any extraordinary items are deducted.

TRANSACTION AND USER INFORMATION

Element 1A: State the number of payment transactions executed by your firm during the reporting period. This includes payment transactions executed by UK agents of your firm. If your firm was not FCA authorised or registered for the entire year to which this return relates, you should only include transactions made since your firm was FCA authorised or registered.

Element 14A: Please provide the EUR equivalent value for 1 GBP to four decimal places. This should be the market rate as quoted by the European Central Bank in place at the end of the reporting period. The InforEuro website provides historical exchange rates on a month-by-month basis: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

Element 2: State the total amount (i.e. value) of all payment transactions executed during the reporting period. This includes payment transactions executed by agents of your firm. Note that you should enter the total gross value of the payment transactions, not the income generated by them. This figure should be provided in EUR and GBP.

Element 3A: Enter the full number of months during the reporting period that your firm was FCA registered. For example, if you are completing this return for the period ending 31 December and you were authorised or registered by the FCA on 15 October then you should enter '2'.

Element 15A: Enter the monthly average value of the total payment transactions executed over the reporting period. This should be the EUR figure entered at element 2 divided by the number of full months during the reporting period that your firm was registered (i.e. the number entered at element 3A). If the monthly average is inflated as a result of rounding to full months, you may calculate the monthly average by taking into account the partial month of registration in this figure only.

Element 16A: State the number of new users / customers who have used your firm's payment services during the reporting period. This means those users that have entered into framework contracts or single payment service contracts during the reporting period and includes all customer types, including individual consumers and any corporate customers.

SAFEGUARDING OF CLIENT ASSETS

Element 4A: State whether you voluntarily safeguard relevant funds. Under the PSRs 2017, small PIs can choose to comply with safeguarding requirements in order to offer the same protections over customer funds as authorised PIs must provide. If an SPI does choose to safeguard they will need to apply the same levels of protection as are expected of an authorised PI. We will expect an SPI to tell us if it is choosing to safeguard funds. SPIs that answer 'No' to this question should move to the Number of Agents section.

If you answer 'Yes', to this question you must select the relevant box(es) to identify the method(s) used by the firm to safeguard relevant funds and answer the relevant questions relating to this method. At least one of the boxes in elements 5 to 9 must be selected.

NUMBER OF AGENTS

Element 10A: State the number of agents in the UK that you have registered to undertake payment services.

PAYMENT SYSTEMS

Element 17A: If your firm is a member of any sterling interbank payment systems, select the appropriate system(s) from the drop-down list. This means where you have a direct relationship with the operators of the payment system.

Element 19A: If your firm accesses, on an indirect basis, any sterling interbank payment systems, select the appropriate system(s) from the drop-down list. This means where the PSP indirectly accesses payment systems through the services of another PSP that is a direct participant or member of that payment system.

Element 21A: If your firm accesses any sterling interbank payment systems on an indirect basis select the institution that is the primary provider of that indirect access.

Client Money and Asset Return (CMAR)

This annex consists only of one or more forms. Forms are to be found through the following address:
Client Money and Asset Return (CMAR) - SUP 16 Annex 29R



Guidance notes for the data item in SUP 16 Annex 29R

This annex consists only of Guidance notes for the data item in SUP 16 Annex 29R.

Guidance notes for the data item in SUP 16 Annex 29R - SUP 16 Annex 29A



Electronic money: returns

The returns for electronic money institutions are set out in ■ SUP 16 Annex 30A to ■ SUP 16 Annex 30G D.



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Small electronic money institutions - total outstanding electronic money return

This annex consists only of one or more forms. Forms are to be found through the following address:

FSA065 Small electronic money institutions - total electronic money outstanding @ 31st December - SUP 16 Annex 30G D



Authorised electronic money institution questionnaire

This annex consists only of one or more forms. Firms are required to submit the returns using the electronic means made available by the FCA.

SUP 16 Annex 30H D



Notes on completing authorised electronic money institution questionnaire

FIN060a Authorised Electronic Money Institution Questionnaire

Valuation Firms should follow their normal accounting practice wherever possible.

Currency

Some questions require you to answer in GBP, whilst some require you to answer in EUR. The exchange rate entered at element 31 should be used throughout the return to convert GBP to EUR where required.

- Elements 1 to 4 and 12 to 30 must be completed in GBP.
- All other monetary answers must be in EUR.

Figures should be entered in single units in the currency specified. For example, €1,234,567.50 should be entered as 1234567.

Section 1: Income Statement

Element 1: State, in GBP, the total income of the legal entity, across all activity, for the reporting period. Follow your firm's normal accounting practice when answering this question (i.e. this should be the same figure as the total income figure in your annual accounts).

Element 2: State, in GBP, the total income for the reporting period, derived from the issuance of e-money and related payment services. Follow your normal accounting practice when answering this question. 'Related payment services' means those payment services that are related to the issuance of e-money.

Element 3: State, in GBP, the total income for the reporting period, derived from the provision of unrelated payment services. Follow your normal accounting practice when answering this question. 'Unrelated payment services' means those payment services (as defined in the Payment Services Regulations 2017) that are not related to the issuance of e-money. If you do not provide unrelated payment services, please enter '0'.

Element 4: State, in GBP, the total operating profit or loss of the legal entity for the reporting period. Operating profit or loss is calculated after ordinary operating expenses are deducted from the gross profit, but before interest, tax, dividend payments and any extraordinary items are deducted.

Section 2: EMRs and PSRs 2017 activity

Section 2(a): EMRs activity

Element 5: Enter the full number of months during the reporting period that your firm was FCA authorised or registered. For example, if you are completing this return for the period ending 31 December and you were authorised or registered by the FCA on 15 October then you should enter '2'.

Element 6: State (in EUR) the amount of e-money that was outstanding at the end of the period to which this return relates.

Elements 7 and 8: State the number of e-money accounts open at the start and end of the reporting period. This includes all customer types (consumers and corporates). If a customer has multiple accounts, you should include each account in the total. Section 2(b): PSRs 2017 activity

Element 9: 'Unrelated payment services' means payment services as defined in the PSRs 2017 that are not related to the issuance of e-money. If the answer to this question is 'No' you do not need to answer questions 10 and 11 or Section 4: Capital requirements for unrelated payment services.

Element 10: State the number of unrelated payment transactions executed by your firm during the reporting period. This includes payment transactions executed by agents of your firm.

Element 11: State, in EUR, the total value of all the unrelated payment transactions executed during the reporting period. This includes payment transactions executed by agents of your firm. Note that you should enter the total gross value of the payment transactions, not the income generated by them.

Section 3: Net capital resources

Section 3 (a-d)

For Elements 17, 21 and 25: Enter values using the appropriate sign for a positive or negative number.

For the purposes of Section 3, please provide, in GBP, a value for Common Equity Tier 1, Additional Tier 1 and Tier 2 capital items. You will also need to provide values for adjustments, deductions, exemptions, and temporary waivers (entering zero where not relevant).

To understand the items that may be used to form 'own funds', firms should consult the PSRs 2017, the Capital Requirements Regulation (EU) 575/2013 (CRR), and the Payment Services and Electronic Money Approach Document.

Regulation 2 of the PSRs 2017 sets out that own funds has the definition given in the CRR Article 4(1)(118). Own funds consist of Tier 1 and Tier 2 items. Tier 1 is formed of Common Equity Tier 1 and Additional Tier 1. At least 75% of Tier 1 capital must be held as Common Equity Tier 1 capital and Tier 2 capital must be equal to or less than one third of Tier 1 capital. The return will take into account these limits when automatically calculating figures for eligible amounts in elements 26B to 29B – these do not need to be manually entered.

Section 3 (e)

Element 30: This should be the sum of the capital items listed at 28B to 29B.

Element 31: Please provide the EUR equivalent value for 1 GBP to four decimal places. This should be the market rate as quoted by the European Central Bank in place at the end of the reporting period. Refer to the following website which provides historical exchange rates on a month-by-month basis: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

Element 32: State the EUR equivalent of element 30 above.

Section 4: Capital requirements for unrelated payment services

These questions are only applicable to an authorised EMI that has answered 'Yes' to Q9.

Section 4(a): Method used to calculate ongoing requirements

Element 33: Firms should indicate which of the three methods (Methods A/B/C) they use to calculate their own funds requirement for unrelated payment services (Part 2 of Schedule 2 of the Electronic Money Regulations 2011).

Firms only need to complete those parts of the form that apply to their chosen method of calculating own funds.

If your firm has not completed a full financial year of business, then, in lieu of the figure for the 'preceding year' or the 'previous financial year', you must use the projected figure(s) that your firm submitted to the FCA when applying for authorisation (subject to any adjustments that the FCA required or may require).

Please refer to Chapter 9 (Capital resources and requirements) of our Payment Services and Electronic Money Approach Document for further detail on how to calculate the own funds requirement.

Section 4(b): Method A calculation

Element 34: State, in EUR, the total fixed overheads for the preceding year. Please refer to Chapter 9 of our Payment Services and Electronic Money Approach Document for further guidance on fixed overheads.

Element 35: State, in EUR, the figure equal to 10% of the figure you have reported in element 34.

Section 4(c): Method B calculation

Element 36: ‘Payment volume’ means the total value, in EUR, of unrelated payment transactions executed by the firm in the preceding financial year divided by the number of months in that year (paragraph 9(3), Part 2, Schedule 3 of the PSRs 2017). This figure should include unrelated payment transactions executed by agents.

Element 37: State, in EUR, the figure that equals 4% of the first €5m of payment volume.

Element 38: State, in EUR, the figure that equals 2.5% of payment volume between €5m and €10m. If your firm has undertaken less than €5m in payment volume, insert a zero in this box.

Element 39: State, in EUR, the figure that equals 1% of payment volume between €10m and €100m. If your firm has undertaken less than €10m in payment volume, insert a zero in this box.

Element 40: State, in EUR, the figure that equals 0.5% of payment volume between €100m and €250m. If your firm has undertaken less than €100m in payment volume, insert a zero in this box.

Element 41: State, in EUR, the figure that equals 0.25% of all payment volume over €250m. If your firm has undertaken less than €250m in payment volume, insert a zero in this box.

Element 42: State, in EUR, the sum of the values from elements 37 to 41 above.

Element 43: The ‘scaling factor’ is:

- 0.50 for an authorised EMI that is providing a payment service specified in paragraph 1(f) of Schedule 1 of the PSRs 2017 (money remittance); and
- 1.00 for an authorised EMI that is providing any other payment service specified in paragraph 1(a) to (e) of Schedule 1 of the PSRs 2017.

The scaling factor should be entered to two decimal places.

Element 44: This figure is calculated using the following equation – element 42 x element 43.

Section 4(d): Method C calculation

Relevant Indicator

Element 45 – Element 48: these figures should be entered in EUR and should cover the expenses or income generated over the reporting period. Please refer to Chapter 9 (Capital resources and requirements) of our Payment Services and Electronic Money Approach Document for further detail on the elements that make up the relevant indicator.

Firms should have regard to paragraphs 10(4)(a)-(d), Part 2, Schedule 3 of the PSRs 2017 for the purposes of calculating the relevant indicator:

- each element must be included in the sum with its positive or negative sign;
- income from extraordinary or irregular items must not be used;
- expenditure on the outsourcing of services rendered by third parties may reduce the relevant indicator if the expenditure is incurred from a payment service provider;
- the relevant indicator is calculated on the basis of the twelve-monthly observation at the end of the previous financial year;
- the relevant indicator must be calculated over the previous financial year; and
- audited figures must be used unless they are not available in which case business estimates may be used.

Element 49: The ‘total relevant indicator of income’ is the sum of the amounts stated in elements 45 to 48 above.

Multiplication Factor

Element 50: State, in EUR, the figure that equals 10% of the first €2.5m of the ‘total relevant indicator of income’ (i.e. the figure in element 49).

Element 51: State, in EUR, the figure that equals 8% of the ‘total relevant indicator of income’ between €2.5m and €5m. If your firm’s total relevant indicator of income is less than or equal to €2.5m, you should enter zero in this box.

Element 52: State, in EUR, the figure that equals 6% of the ‘total relevant indicator of income’ between €5m and €25m. If your firm’s total relevant indicator of income is less than or equal to €5m, you should enter zero in this box.

Element 53: State, in EUR, the figure that equals 3% of the ‘total relevant indicator of income’ between €25m and €50m. If your firm’s total relevant indicator of income is less than or equal to €25m, you should enter zero in this box.

Element 54: State, in EUR, the figure that equals 1.5% of the ‘total relevant indicator of income’ over €50m. If your firm’s total relevant indicator of income is less than or equal to €50m, you should enter zero in this box.

Element 55: State, in EUR, the sum of the values of elements 50 to 54 above (the Multiplication Factor).

Element 56: The ‘scaling factor’ is:

- 0.50 for an authorised EMI that is providing a payment service specified in paragraph 1(f) of Schedule 1 PSRs 2017 (money remittance); and
- 1.00 for an authorised EMI that is providing any other payment service specified in paragraph 1(a) to (e) of Schedule 1 PSRs 2017.

The scaling factor should be entered to two decimal places.

Element 57: The own funds requirement is calculated by multiplying the total relevant indicator of income (element 49) by the multiplication factor (element 55) and the scaling factor (element 56).

Section 5: Overall capital requirements

Element 58: You should enter, in EUR, the average outstanding e-money for the last month of the reporting period. ‘Average outstanding e-money’ means the average total amount of financial liabilities related to e-money in issue at the end of each calendar day over the preceding six calendar months, calculated on the first calendar day of each calendar month and applied for that calendar month.

Element 59: This figure is 2% of the average outstanding e-money (method D). This figure should be provided in EUR.

Element 60: Total own funds: for firms that do not provide unrelated payment services, this is the same figure as Element 59. For firms that do provide unrelated payment services, this is the sum of the own funds requirement for unrelated payment services (method A/B/C) as calculated above and the method D own funds requirement at element 59 above. This figure should be provided in EUR.

Element 61: Total capital requirement: enter the higher of €350,000 or the total own funds figure at element 60 (in EUR).

Element 62: This is calculated by subtracting the total capital requirement (element 61) from the total net capital resources (element 32). You must enter the figure with a minus symbol if it is of negative value.

Element 63: Firms are reminded that method D own funds is based on average outstanding e-money, which involves monthly calculations and the figure entered above at element 59 provides a snapshot for that month. Firms must confirm whether own funds have been equal to or greater than the own

funds requirement in all months of the reporting period. If the answer to this question is 'No' you should notify us separately with an explanation.

Section 6: Method of Safeguarding

You must select the relevant box(es) to identify the method(s) used by the firm to safeguard relevant funds. You must provide separate safeguarding information for relevant funds received in exchange for e-money that has been issued and (where relevant) relevant funds received for the purposes of executing unrelated payment transactions. If you do not provide unrelated payment services you do not need to answer elements 64 to 68.

Section 7: Agents

Element 69: State the number of agents that you have registered to undertake payment services (whether unrelated or related).

Section 8: Payment systems

Element 70: If your firm is a member of any sterling interbank payment systems, select the appropriate system(s) from the drop-down list. This means where you have a direct relationship with the operators of the payment system.

Element 72: If your firm accesses, on an indirect basis, any sterling interbank payment systems, select the appropriate system(s) from the drop-down list. This means where the EMI indirectly accesses payment systems through the services of another PSP that is a direct participant or member of that payment system.

Element 74: If your firm accesses any sterling interbank payment systems on an indirect basis select the institution that is the primary provider of that indirect access.

Section 9: Providers of account information services or payment initiation services

Account information services (AIS)

(i) Elements 75 to 79 should only be answered by firms providing AIS.

Element 75: State the number of payment accounts that your firm has accessed for the purposes of providing AIS during the reporting period. You should count each individual payment account once, even where it has been accessed multiple times.

Element 76: State the number of customers that have used your firm's AIS in the reporting period. Each customer should be counted once (including where the customer has used the AIS multiple times).

Element 77: State the minimum monetary amount (in EUR) of the professional indemnity insurance (or comparable guarantee) ('PII') calculated in accordance with the European Banking Authority Guidelines on Professional Indemnity Insurance under PSD2.

Element 78: Please enter the amount of coverage of the PII that is held. This should be entered in EUR. Please use the same conversion rate entered at element 31A.

Element 79: If the terms of your firm's PII have changed in any respect since its authorisation or registration (if this is the first return), or since the last time this report was submitted, please explain here. This includes the insurance cover (i.e. the monetary amount), what the insurance covers (i.e. the losses or circumstances in which the insurance is payable), the terms and conditions, any limits or exclusions or any other change to the policy.

Payment initiation services (PIS)

(ii) Elements 80 to 85 should only be answered by firms providing PIS.

Element 80: State the number of payment accounts that your firm has accessed for the purposes of providing PIS during the reporting period. You should count each individual payment account once, even where it has been accessed multiple times.

Element 81: This should be the total number of payment transactions initiated using your firm's PIS in the reporting period.

Element 82: This should be the total value of the payment transactions initiated using your firm's PIS in the reporting period.

Element 83: State the minimum monetary amount (in EUR) of the professional indemnity insurance (or comparable guarantee) ('PII') calculated in accordance with the European Banking Authority Guidelines on Professional Indemnity Insurance under PSD2.

Element 84: Please enter the amount of coverage of the PII that is held. This should be entered in EUR.

Element 85: If the terms of your firm's PII has changed in any respect since its authorisation or registration (if this is the first return), or since the last time this report was submitted, please explain here. This includes the insurance cover (i.e. the monetary amount), what the insurance covers (i.e. the losses or circumstances in which the insurance is payable), the terms and conditions, any limits or exclusions or any other change to the policy.

Small electronic money institution questionnaire

This annex consists only of one or more forms. Firms are required to submit the returns using the electronic means made available by the FCA.

SUP 16 Annex 30J D

Notes on completing small e-money institution questionnaire

FIN060b Small E-Money Institution Questionnaire

Valuation

Firms should follow their normal accounting practice wherever possible.

Currency

Some questions require you to answer in GBP, whilst some require you to answer in EUR. The exchange rate entered at element 34 should be used throughout the return to convert GBP to EUR where required.

- Elements 1 to 4 and 15 to 33 must be completed in GBP.
- All other monetary answers must be in EUR.

Figures should be entered in single units in the currency specified. For example, €1,234,567.50 should be entered as 1234567.

Section 1: Income Statement

Element 1: State, in GBP, the total income of the legal entity, across all activity, for the reporting period. Follow your firm's normal accounting practice when answering this question (i.e. this should be the same figure as the total income figure in your annual accounts).

Element 2: State, in GBP, the total income for the reporting period, derived from the issuance of e-money and related payment services. Follow your normal accounting practice when answering this question. 'Related payment services' means those payment services that are related to the issuance of e-money.

Element 3: State, in GBP, the total income for the reporting period, derived from the provision of unrelated payment services. Follow your normal accounting practice when answering this question. 'Unrelated payment services' means those payment services (as defined in the Payment Services Regulations 2017) that are not related to the issuance of e-money. If you do not provide unrelated payment services, please enter '0'.

Element 4: State, in GBP, the total operating profit or loss of the legal entity for the reporting period. Operating profit or loss is calculated after ordinary operating expenses are deducted from the gross profit, but before interest, tax, dividend payments and any extraordinary items are deducted.

Section 2: EMRs and PSRs 2017 activity

Section 2(a): EMRs activity

Element 5: Enter the full number of months during the reporting period that your firm was FCA authorised or registered. For example, if you are completing this return for the period ending 31 December and you were authorised or registered by the FCA on 15 October then you should enter '2'.

Element 6: State, in EUR, the amount of e-money that was outstanding at the end of the period to which this return relates.

Elements 7: You should enter, in EUR, the average outstanding e-money for the last month of the reporting period. 'Average outstanding e-money' means the average total amount of financial liabilities related to e-money in issue at the end of each calendar day over the preceding six calendar months, calculated on the first calendar day of each calendar month and applied for that calendar month.

Element 8 and 9: State the number of e-money accounts open at the start and end of the reporting period. This includes all customer types (consumers and corporates). If a customer has multiple accounts, you should include each account in the total.

Section 2(b): PSRs 2017 activity

'Unrelated payment services' means payment services as defined in the PSRs 2017 that are not related to the issuance of e-money. If you do not provide unrelated payment services please enter '0' for each of these questions.

Element 10: State the number of unrelated payment transactions executed by your firm during the reporting period. This includes payment transactions executed by agents of your firm.

Element 11: State, in EUR, the total value of all the unrelated payment transactions executed during the reporting period. This includes payment transactions executed by UK agents of your firm. Note that you should enter the total gross value of the payment transactions, not the income generated by them.

Element 12: Enter, in EUR, the monthly average value of the total unrelated payment transactions executed over the reporting period. This should be the figure entered at element 11 divided by the number of full months during the reporting period that your firm was registered (i.e. the number entered at element 10). If the monthly average is inflated as a result of rounding to full months, you may calculate the monthly average by taking into account the partial month of registration in this figure only.

Section 3: Capital requirements for e-money

Element 13: 'Average outstanding e-money' means the average total amount of financial liabilities related to e-money in issue at the end of each calendar day over the preceding six calendar months, calculated on the first calendar day of each calendar month and applied for that calendar month. If you firm has generated average outstanding e-money of €500,000 or more for any month of the reporting period you should enter 'Yes'. This triggers the requirement to hold own funds (regulation 19(2) of the Electronic Money Regulations 2011). If the answer to Element 13 is 'Yes' you must answer elements 30 to 37.

Element 14: This figure is 2% of the average outstanding e-money (element 7). This figure should be provided in EUR.

Section 4: Net capital resources

Sections 4(a-d)

For Elements 20, 24 and 28: Enter values using the appropriate sign for a positive or negative number.

For the purposes of Section 4, please provide a value for Common Equity Tier 1, Additional Tier 1 and Tier 2 capital items. You will also need to provide values for adjustments, deductions, exemptions, and temporary waivers (entering zero where not relevant).

To understand the items that may be used to form 'own funds', firms should consult the PSRs 2017, the Capital Requirements Regulation (EU) 575/2013 (CRR), and the Payment Services and Electronic Money Approach Document.

Regulation 2 of the PSRs 2017 sets out that own funds has the definition given in the CRR Article 4(1)(118). Own funds consist of Tier 1 and Tier 2 items. Tier 1 is formed of Common Equity Tier 1 and Additional Tier 1. At least 75% of Tier 1 capital must be held as Common Equity Tier 1 capital and Tier 2 capital must be equal to or less than one third of Tier 1 capital. The return will take into account these limits when calculating a figure for total capital resources.

Section 4(e): Total capital resources

Element 30: This should be the sum of the capital items listed at 31B to 32B.

Element 34: Please provide the EUR equivalent value for 1 GBP to four decimal places. This should be the market rate as quoted by the European Central Bank in place at the end of the reporting period. Refer to the following website which provides historical exchange rates on a month-by-month basis: http://ec.europa.eu/budget/contracts_grants/info_contracts/inforeuro/index_en.cfm

Element 32: State the EUR equivalent of element 30 above.

Section 4(f): Total capital surplus / deficit

Element 36: This is calculated by subtracting the capital requirement (element 14) from the total net capital resources (element 32). You must enter the figure with a minus symbol if it is of negative value.

Element 37: Firms are reminded that the capital requirement (or own funds) is based on average outstanding e-money, which involves monthly calculations. The figures entered above at elements 14 and 36 provide a snapshot as at the end of the reporting period. Firms must confirm whether own funds have been equal to or greater than the own funds requirement in all months of the reporting period. If the answer to this question is 'No' you should notify us separately with an explanation.

Section 6: Method of Safeguarding

You must select the relevant box(es) to identify the method(s) used by the firm to safeguard relevant funds. You must provide separate safeguarding information for relevant funds received in exchange for e-money that has been issued and (where relevant) relevant funds received for the purposes of executing unrelated payment transaction.

If you do not provide unrelated payment services you do not need to answer elements 36 to 42.

Section 7: Agents

Element 43: State the number of agents that you have registered to undertake payment services in the UK (whether unrelated or related).

Section 8: Payment systems

Element 44: If your firm is a member of any sterling interbank payment systems, select the appropriate system(s) from the drop-down list. This means where you have a direct relationship with the operators of the payment system.

Element 46: If your firm accesses, on an indirect basis, any sterling interbank payment systems, select the appropriate system(s) from the drop-down list. This means where your firm indirectly accesses payment systems through the services of another PSP that is a direct participant or member of that payment system.

Element 48: If your firm accesses any sterling interbank payment systems on an indirect basis select the institution that is the primary provider of that indirect access.

Prudent Valuation Return

This annex consists only of one or more forms. Forms are to be found through the following address:

Prudent Valuation Return - SUP 16 Annex 31AR



Guidance notes for data items in SUP 16 Annex 31AR

This annex consists only of one or more forms. Forms are to be found through the following address:

Guidance notes for data items in SUP 16 Annex 31AR - SUP 16 Annex 31BG



Bidding in emissions auctions return

This annex consists only of one or more forms. Forms are to be found through the following address:

Bidding in emissions auctions return - SUP 16 Annex 32R

SUP16 Ann 32



[deleted]



Remuneration Benchmarking Information Report [deleted]

FCA

Remuneration Benchmarking Information Report -



Guidance notes for data items in SUP 16 Annex 33AR [deleted]

[deleted]

[deleted]



High Earners Report [deleted]

[deleted]

Guidance notes for data items in SUP 16 Annex 34AR [deleted]

[deleted]

Close Links Monthly Report

This annex consists only of one or more forms. Forms are to be found through the following address:

SUP 16 Annex 35AR



Guidance notes for completion of the close links monthly report in SUP 16 Annex 35AR

This annex consists only of one or more forms. Forms are to be found through the following address:

SUP 16 Annex 35BG



Close Links Annual Report

This annex consists only of one or more forms. Forms are to be found through the following address:
SUP 16 Annex 36AR



Guidance notes for completion of close links annual report in SUP 16 Annex 36AR

This annex consists only of one or more forms. Forms are to be found through the following address:
SUP 16 Annex 36BG

Controllers Report

This annex consists only of one or more forms. Forms are to be found through the following address:
SUP 16 Annex 37AR

Guidance notes for completion of controllers report in SUP 16 Annex 37AR

This annex consists only of one or more forms. Forms are to be found through the following address:
SUP 16 Annex 37BG

Data Items relating to Consumer Credit activities

This annex consists only of one or more forms. Forms are to be found through the following address:
SUP 16 Annex 38A

Notes for completion of Data Items relating to Consumer Credit activities

This annex consists only of one or more forms. Forms are to be found through the following address:
SUP 16 Annex 38B

Introduction

1. These notes relate to the consumer credit returns in ■ SUP 16 Annex 38AR (Data items relating to consumer credit activities). They aim to assist *firms* in completing and submitting the *data items* relevant to *credit-related regulated activities*.

2. The purpose of these *data items* is to provide a framework for the collection of information by the *FCA* as a basis for its supervisory and other activities. They also have the purposes set out in ■ SUP 16.12.2G, including to help the *FCA* to monitor *firms'* financial soundness.

3. The data should not give a misleading impression of the *firm*. A *data item* is likely to give a misleading impression if a *firm* omits a material item, includes an immaterial item or presents items in a manner which is misleading.

Scope

4. Subject to ■ SUP 16.12.29BR, *firms* undertaking *credit-related regulated activities* are required to complete the *data items* applicable to the activities they undertake as set out in ■ SUP 16.12.29CR.

Defined terms

5. Where terms are italicised, they have the meaning shown in the *Glossary* of definitions in the *FCA Handbook*. Where we use an alternative word or phrase we expect *firms* to apply an ordinary meaning to that word or phrase.

6. The *credit-related regulated activities* are:

(a) *entering into a regulated credit agreement as lender;*

(b) *exercising, or having the right to exercise, the lender's rights and duties under a regulated credit agreement;*

(c) *entering into a regulated consumer hire agreement as owner;*

(d) *exercising, or having the right to exercise, the owner's rights and duties under a regulated consumer hire agreement;*

(e) *credit broking;*

(f) *debt adjusting;*

(g) *debt counselling;*

(h) *debt collecting;*

- (i) *debt administration;*
- (j) *providing credit information services;*
- (k) *providing credit references;*
- (l) *operating an electronic system in relation to lending; and*
- (m) *advising on regulated credit agreements for the acquisition of land.*

7. A firm does not need to complete these returns if the only *credit-related regulated activity* it carries on is *advising on regulated credit agreements for the acquisition of land*. Data should be excluded from the returns to the extent that they relate to *credit agreements secured by a legal or equitable mortgage on land*.

Currency

8. Unless otherwise stated, firms should report in the currency of their annual audited accounts, where this is sterling, euro, US dollars, Canadian dollars, Swedish kroner, Swiss francs or yen. Where annual audited accounts are reported in a currency outside those specified above, the values should be converted into an equivalent within the list using an appropriate rate of exchange at the reporting date or, where appropriate, the rate of exchange fixed under the terms of any relevant currency hedging transaction.

Data elements

9. These are referred to by row first, then by column, so *data element 2B* will be the element numbered 2 in column B.

General reporting guidelines

10. The *data items* in ■ SUP 16 Annex 38AR (Data Items relating to Consumer Credit activities) should reflect the standard accounting practices followed in the preparation of a *firm's annual report and accounts*, unless otherwise stated.

11. The information reported in the returns should cover the reporting period specified, unless otherwise stated.

12. Unless otherwise stated, figures should be reported in single units.

CCR001 – Consumer credit data: Financial data

13. This *data item* provides the FCA with a snapshot of the assets and liabilities of a *firm* and data on the *firm's* income and profit. It gives us an idea of the *firm's* ongoing financial viability and whether this poses any potential risks to *consumers*.

14. Firms that report CCR001 on a six-monthly basis should report their income and profit data on a cumulative basis. The return for the first reporting period should include income and profit for the first six months from the *firm's accounting reference date*. The return for the second six-month period should include income and profit for the entire 12 months.

Guide for the completion of individual fields

Balance sheet items

1A	Total shareholder funds/Partnership capital/Sole trader capital	<p>Incorporated <i>firms</i>: add the value of all types of shares, reserves, retained earnings and verified current year profit.</p> <p><i>Partnerships</i> and <i>sole traders</i>: add the value of all capital accounts, retained earnings and verified current year profit.</p> <p><i>Limited liability partnerships</i> (LLPs): add the value of all cash and capital accounts.</p>
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2A	Intangible assets/Investments in subsidiaries/Investment in own shares	Add the value of intangible assets/goodwill, investments in own shares, investments in subsidiaries, material current year losses and, if applicable, excess LLP member's drawings.
3A	Subordinated debt and subordinated loans	Add the value of any subordinated loans and other subordinated debt.
Current assets		
4A	Cash	This is money physically held by the firm and money deposited with <i>banks</i> or <i>building societies</i> .
5A	Debtors/Other	Add the value of all types of debtors, stocks, investments (other than those included in 2A) and loans.
Current liabilities		
6A	Creditors	Add the value of all types of creditors.
7A	Largest exposures (including inter-company): amount	Identify the amount of each of the two largest exposures (including those between the <i>firm</i> and a related entity). These exposures can either be amounts owed to the <i>firm</i> by debtors, or amounts owed by the <i>firm</i> to creditors.
	Largest exposures (including inter-company): counterparty name	Identify in each case the name of the counterparty from or to whom the amount is owed.
	Largest exposures (including inter-company): type of exposure	Identify whether the amount is owed to the <i>firm</i> (debtor) or owed by the <i>firm</i> (creditor).
Income statement (including regulated business revenue)		
8A	Total income	<i>Firms</i> should report income from all activities, both regulated and non-regulated, on a cumulative basis.
9A	Retained profit	This figure does not relate to the accumulated retained profit figure that appears on the <i>firm's</i> balance sheet, but to the retained profit or loss figure for the period shown on the <i>firm's</i> income statement or profit and loss (P&L) account. This should be reported on a cumulative basis.

CCR002 – Consumer credit data: Volumes

15.This *data item* provides the *FCA* with an overall picture of the size of the consumer credit market and how revenue is generated. On an individual *firm* level, it allows us to look at the relationship between *customer* numbers, transaction numbers and revenue.

16.In this *data item*, *firms* should complete each row applicable to an activity they have permission to undertake. In the case of lending, they should complete each row applicable to their *consumer credit lending* business.

17.Data should be provided only in respect of *credit-related regulated activities*.

Column A: Fee mechanism

18.In this column, *firms* should identify the predominant source of revenue for each relevant activity by selecting the appropriate option from the drop-down list.

19. For the purposes of answering this question, an “upfront fee” is a single fee incurred once at the time of the transaction occurring. There are no further fees associated with the transaction. For example, a one-off *credit broking fee*.

20. An “ongoing fee” is where the fee is split into multiple payments across the lifetime of the product or service. For example, a percentage charge taken from monthly payments under a *debt management plan*.

21. Where a *firm* only uses upfront fees or only uses ongoing fees, the *firm* should select “upfront only” or “ongoing only”. “Mainly upfront” and “mainly ongoing” should be used when more than two-thirds of the relevant revenue from that activity is achieved using that method.

22. With respect to lending activities, “interest only” should be selected if revenue is generated solely from charging interest. “Mainly interest” should be selected if interest accounts for more than two-thirds of the revenue generated. For example, a *lender* may charge an upfront fee plus interest.

23. “Combination” should be used when no single revenue source (upfront fees, ongoing fees or interest) accounts for more than two-thirds of the relevant revenue from that activity.

Column B: Revenue

24. In this column, *firms* should enter the amount of revenue generated during the reporting period by each activity undertaken.

25. A *firm* should include all revenue generated as a result of the activity, and which would not have otherwise have been generated, even if it does not directly relate to the *firm’s credit-related regulated activity* (provided that it does not relate to another *regulated activity*, for example payment protection insurance).

26. Revenue should be reported gross, before any deductions. In the case of lending, it does not include repayment of capital under a *credit agreement*.

Column C: Total customers

27. In this column, *firms* should enter the total number of individual *customers* who have taken up a credit-related product during the reporting period or have engaged the *firm’s services* during the period.

28. If the same *customer* has taken out three products of the same type, this counts as one towards the “total customers” figure.

29. In the case of jointly-owned products, each *individual* should be recorded as a customer for the purposes of this column. For example, a *credit agreement* entered into jointly by two *individuals* should be recorded as two customers.

Column D: Total transactions

30. In this column, *firms* should enter the total number of transactions during the reporting period. A transaction is where a *customer* has taken up a credit-related product or engaged the *firm’s services* during the period.

31. If the same *customer* has taken out three products of the same type, this counts as three towards the “total transactions” figure. For example, if a *customer* has entered into three separate *credit agreements* for *high-cost short-term credit* during the reporting period, this counts as one customer but three transactions.

32. Jointly-owned products should be recorded as a single transaction. For example, an agreement entered into jointly by two *individuals* should be recorded as one transaction.

33. In the case of debt purchasing, a transaction is acquisition of a debt during the reporting period.

34. In the case of pawnbroking, each separate item held as *security* should be counted for these purposes as a single transaction.

35. In the case of *credit broking*, a transaction is irrespective of whether a *credit agreement* or *consumer hire agreement* is entered into.

36. In the case of debt management activity, a transaction is not limited to entry into a *debt management plan* (see paragraph 42 below).

37. A *credit repair firm* does not need to complete this field (unless it is engaged in another *credit-related regulated activity*).

Rows 1 to 8 and 13 to 14: Lending

38. The rows under the heading “Lending” relate to the different types of lending that are covered by *consumer credit lending*. For each type of lending that a *firm* undertakes, the row relating to that activity should be completed in full. If a product could fall into more than one row, or has elements falling into more than one row, it should be included in the first applicable row reading down the list.

30. *Firms* undertaking logbook lending should report data relating to this activity in the row labelled “Bill of sale loan agreements.”

Row 9: Credit broking

40. This row should be completed in full by all *firms* carrying on the activity of *credit broking* as defined in article 36A of the *Regulated Activities Order*.

Row 10: Debt management activity

41. This row should be completed in full by a *debt management firm*.

42. A *debt management firm* is a *firm* which carries on the activity of *debt counselling* or *debt adjusting* with a view to an *individual* entering into a particular *debt solution*. This is not limited to *firms* which enter into *debt management plans*.

Row 11: All other credit-related regulated activity

43. *Firms* should include in this row data relating to all other *credit-related regulated activities* (see paragraph 6) not covered in rows 1 to 10 and 13 to 14. This includes *consumer hiring* (including the purchasing of debts under *regulated consumer hire agreements*, which should appear here; rather than against “debt purchasing” under Lending, which is limited to debts under *regulated credit agreements*). It also includes *debt counselling* or *debt adjusting* which is not with a view to an *individual* entering into a particular *debt solution* (see paragraph 42).

44. The row should be completed in full and include the total of all other *credit-related regulated activities* that a *firm* undertakes.

Row 12: Total annual income as defined in FEES 4 Annex 11BR for the purpose of FCA fees reporting

45. This figure should be calculated with reference to ■ FEES 4 Annex 11BR and the *guidance* in ■ FEES 4 Annex 11BR. It should be reported as an annual figure and in single units rather than in thousands (see paragraph 13).

46. If you report CCR002 on an annual basis, and this is your first return and you are reporting for a period of less than 12 months, you should annualise this figure (i.e. make it representative for a full year’s activity). See ■ FEES 4.2.7BR (5) (c) and (d).

47. If you report CCR002 on a six-monthly basis, you should report your credit-related annual income as **zero** in the CCR002 return that aligns with the first six-month period after your *accounting reference date*. You should then report the full figure for your credit-related annual income in the CCR002 return that aligns to the second six-month period after your *accounting reference date*.

48. For example, a *firm* that reports CCR002 on a six-monthly frequency with an *accounting reference date* of 31 March has an annual consumer credit income (for the purposes of FCA fees reporting) of £1,000. For the reporting period from 1 April to 30 September it should report £0 in question 12. For the reporting period from 1 October to 31 March it should report £1,000 in question 12.

CCR003 – Consumer credit data: Lenders

49. The purpose of this *data item* is to give the FCA an understanding of the number and value of *credit agreements* entered into during the reporting period or outstanding at the end of the period, the *APRs* charged on those agreements and the extent of arrears on the agreements.

50. In this *data item*, *firms* should complete each row applicable to the *consumer credit lending* that the *firm* undertakes. All applicable rows should be completed in full unless otherwise specified. Data should be provided only in respect of *regulated credit agreements*.

51. *Firms* undertaking logbook lending should report data relating to this activity in the row labelled "Bill of sale loan agreements."

52. Where we ask for figures reported in thousands, the response should be rounded to the nearest thousand. For example, if the value of agreements outstanding for a certain activity was £1,400, this should be reported as '1'. If the value was £1,500, this should be reported as '2' (rounding up rather than down). If the value was less than £500 for the period, this should be rounded down to zero (i.e. reported as '0').

Column A: Total value (000s)

53. In this column, *firms* should enter the total value (in thousands) outstanding on *credit agreements* at the end of the reporting period.

54. This comprises amounts that have fallen due but remain unpaid (including any default sum or other fee or charge) and also amounts payable under the agreement that have not yet fallen due, such as future repayments of capital.

Column B: Total number of loans

55. In this column, *firms* should enter the total number of *credit agreements* on which sums are outstanding at the end of the reporting period.

56. In the case of pawnbroking, a single *credit agreement* under which the *firm* has taken two or more articles in *pawn* should be counted as one loan.

Column C: Total number of loans in arrears

57. In this column, *firms* should enter the number of *credit agreements* that had overdue repayments at the end of the reporting period.

58. An overdue repayment is an amount that has fallen due but remains unpaid.

59. In the case of pawnbroking, an agreement is in arrears if an article taken in *pawn* under the agreement has become realisable by the *firm* during the reporting period or the property in any such article has passed to the *firm* during the reporting period.

Column D: Total value of arrears (000s)

60. In this column, *firms* should enter the total value (in thousands) of overdue repayments at the end of the reporting period.

Column E: Value of new advances in period (000s)

61. In this column, *firms* should enter the total value (in thousands) of new advances during the reporting period.

62. In the case of debt purchasing, a *firm* should report the value of *credit agreements* acquired during the period.

Column F: Average annual percentage rate of charge (total loan book)

63. In this column, *firms* should calculate the average (mean) *APR* of all the *credit agreements* outstanding at the end of the reporting period.

64. The *APR* should be calculated in accordance with ■ CONC App 1.2 and reported as a percentage with no decimal places.

65. Worked example:

A *firm* has the following loans:

- 4 loans of £1,000 with 300% *APR*
- 3 loans of £500 with 400% *APR*
- 2 loans of £200 with 500% *APR*
- 1 loan of £100 with 750% *APR*

The average *APR* is calculated as follows:

$$((4 \times 300) + (3 \times 400) + (2 \times 500) + (1 \times 750)) / 10$$

66. This column can be left blank in the case of Overdrafts.

Column G: Highest annual percentage rate of charge (in period)

67. In this column, *firms* should enter the highest *APR* of *credit agreements* entered into during the reporting period.

68. The *APR* should be calculated in accordance with ■ CONC App 1.2 and reported as a percentage with no decimal places.

69. This column can be left blank in the case of Overdrafts.

CCR004 – Consumer credit data: Debt management firms

70. This *data item* is intended to reflect the underlying prudential requirements contained in ■ CONC 10 and allows monitoring against the requirements set out there.

71. A *debt management firm* is a *firm* which carries on the activity of *debt counselling* or *debt adjusting* with a view to an *individual* entering into a particular *debt solution*. This is not limited to *firms* which enter into *debt management plans*.

72. This *data item* must be completed in sterling and single units.

Guide for the completion of individual fields

1A	Total value of relevant debts under management outstanding	<p><i>Firms</i> should enter the total value of all the <i>relevant debts under management</i> that are used to calculate the <i>firm's</i> current prudential resources requirement. This should be the figure calculated at the latest <i>accounting reference date</i>, or, if there has been a change in the value of all the <i>relevant debts under management</i> of more than 15%, the re-calculated figure.</p> <p>See CONC 10.2.5R to CONC 10.2.10G and CONC 10.2.13R to CONC 10.2.14R.</p>
2A	Total prudential resources requirement	<p><i>Firms</i> should enter whichever figure is higher out of:</p> <p>(a) £5000; and</p> <p>(b) the variable prudential resources requirement calculated based on the value of <i>relevant debts under management</i> outstanding entered in element 1A.</p> <p>See CONC 10.2.5R, CONC 10.2.8R and CONC 10.2.11G to 10.2.12G.</p> <p>NB: It is not permissible to answer '0' for this question, even if '0' was entered against 1A, as the minimum prudential resources requirement in CONC 10 is £5,000.</p>
3A	Total prudential resources	<p><i>Firms</i> should enter their total prudential resources, calculated in accordance with CONC 10.</p>
4A	Number of debt management plans that end before the end of the term originally agreed	<p><i>Firms</i> should identify the number of <i>debt management plans</i> that ended earlier than stated in the original contract during the reporting period.</p>

CCR005 – Consumer credit data: Client money and assets

73. The purpose of this *data item* is so that the *FCA* has an understanding of how much *client money* and assets is being held by *CASS debt management firms* in relation to debt management activity.

74. *Firms* that meet the definitions of *CASS debt management firm*, unless subject to a requirement imposed under section 55L of the *Act* stating that it must not hold *client money* or such a *requirement* to the same effect, should complete this *data item*.

Guide for the completion of individual fields

1A	What was the highest balance of client money held during the reporting period?	A <i>CASS debt management firm</i> should enter the highest total amount of <i>client money</i> that was held in respect of debt management activity at a single point in time during the reporting period.
2A	What was the highest number of clients for whom client money was held during the reporting period?	A <i>CASS debt management firm</i> should enter the highest number of <i>clients</i> for whom <i>client money</i> was held in respect of debt management activity at a single point in time during the reporting period.
3A	How much client money (if any) did you hold in excess of five days following receipt?	<p>If a <i>CASS debt management firm</i>, at any point during the reporting period, held <i>client money</i> for an individual <i>client</i>, relating to a single transaction, in excess of five days of receipt of cleared funds, it should report the aggregate balance of this <i>client money</i> (i.e. the sum of all the amounts that were held longer than five days).</p> <p>A <i>CASS debt management firm</i> should report '0' if it did not hold <i>client money</i> in excess of five days at any point during the reporting period.</p> <p>In accordance with CASS 11, a <i>CASS debt management firm</i> must pay any <i>client money</i> it receives to creditors as soon as reasonably practicable, save in the circumstances set out in CASS 11. In the <i>FCA's</i> view the payment to creditors should normally be within five <i>business days</i> of the receipt of cleared funds.</p>

CCR006 – Consumer credit data: Debt collection

75. The purpose of this *data item* is to give the *FCA* an understanding of the activities of *firms* undertaking debt collection (on behalf of *lenders* or *owners*), and the size of the market, and to identify potential areas where there is risk of consumer detriment.

76. *Firms* should complete this *data item* if they have permission for *debt collecting* (article 39F of the *Regulated Activities Order*).

77. In addition, *firms* that have permission under article 36H of the *Regulated Activities Order* to operate an *electronic system in relation to lending* (peer-to-peer platforms) are required to submit CCR006 because the scope of that permitted activity allows *firms* to take steps to procure the payment of a debt due under an *article 36H agreement*.

1A Have you undertaken any debt collection business during the reporting period?

78. This question only applies to peer-to-peer platforms, and should be answered with respect to steps taken to procure the payment of a debt due under an *article 36H agreement*. If a peer-to-peer platform answers "no" and the firm does not have permission for *debt collecting* then the firm does not have to complete the remainder of this *data item*.

Stage of debt placement

79. The *firm* should complete each column in respect of which it has debts under collection. All debts at sixth stage or higher should be aggregated and reported in column F.

80. Debt placement is the placement of an overdue account, passed out for debt collection either through an internal collection strategy (also known as in-house) or outsourced to a specialist third party debt collection agency. Each time the debt is passed to an agency for collection, the stage of debt placement increases.

81.If the debt ceases to be overdue, but subsequently becomes overdue again and is passed out for collection, it starts again as stage one.

Guide for the completion of individual fields

2	Total value of debts being pursued for collection	The <i>firm</i> should report the total value of all the debts that are being actively pursued for collection at the end of the reporting period.
3	Total value of debts under collection	The <i>firm</i> should report the total value of all the debts that it has on its books to collect at the end of the reporting period.
4	Total number of debts being pursued for collection	The <i>firm</i> should report the number of individual debts that are being actively pursued for collection at the end of the reporting period.
5	Total number of debts under collection	The <i>firm</i> should report the number of individual debts that it has on its books to collect at the end of the reporting period.
6	Number of debts under collection with missed repayments	The <i>firm</i> should identify the number of debts under collection on its books that have missed repayments.
7	Total income per placement (000s)	The <i>firm</i> should indicate the amount of income (in thousands) that has been attributed to debts collected under each stage of placement.

CCR007 – Consumer credit data: Key data for credit firms with limited permission

82.The purpose of this *data item* is so that the *FCA* can collect a small, proportionate amount of data from the large population of *firms with limited permission* undertaking *credit-related regulated activities*, to enable monitoring of the market with a risk-based approach.

Guide for the completion of individual fields

1A	Revenue from credit-related regulated activities	<p>A <i>firm</i> should report the total amount of income (before expenses) received by the <i>firm</i> for its credit-related business activities during the reporting period.</p> <p>Example 1:</p> <p>A <i>firm</i> sells a product for £1,000 after referring the <i>customer</i> for financing. The <i>firm</i> receives £50 commission for the <i>credit broking</i> referral, as well as the £1,000 for the product sale.</p> <p>For data field 1A, the <i>firm</i> would report its credit-related income as £50. The income from activities unrelated to credit should not be included here.</p> <p>Example 2:</p> <p>A <i>firm</i> sells a product for £1,000. The <i>customer</i> pays £500 cash and the <i>firm</i> refers the <i>customer</i> for financing for the remaining balance. The <i>firm</i> receives £50 commission for the referral.</p> <p>For data field 1A, the <i>firm</i> would report its credit-related income as £50. The amount of finance referred should not be reported here.</p>
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2A	Total revenue (including from activities other than credit-related regulated activities)	<p>A <i>firm</i> should report all income (before expenses) received for all its business, both regulated and unregulated.</p> <p>For example, if a <i>firm</i> has sold a product for £1,000 and received £50 commission for referring the <i>customer</i> for credit, for data field 2A, the <i>firm</i> should report the total amount of money received, £1,050.</p>
3A	Number of transactions involving credit-related regulated activities in reporting period	<p>A <i>firm</i> should report the total number of credit-related transactions which occurred during the reporting period.</p> <p>A transaction is where a <i>customer</i> took out a credit-related product during the reporting period or engaged the <i>firm's</i> services during the period.</p> <p>In the case of <i>credit broking</i>, a transaction is irrespective of whether a <i>credit agreement</i> or <i>consumer hire agreement</i> is entered into.</p>
4A	Number of complaints relating to credit-related activities received in period	<p>A <i>firm</i> should report the total number of complaints received during the reporting period in relation to <i>credit-related regulated activities</i>. Any complaints about the <i>firm's</i> non-credit-related business should not be included here.</p>
5A	Credit-related regulated activity which generated the highest amount of turnover in reporting period	<p>Selecting from the following options, a <i>firm</i> should identify which <i>credit-related regulated activity</i> generated the highest amount of turnover during the reporting period:</p> <ul style="list-style-type: none"> •lending; •consumer hire; •not-for-profit debt counselling; •secondary credit broking; or •other.
6A	Total annual income as defined in FEES 4 Annex 11BR for the purposes of FCA fees reporting	<p><i>Firms</i> should refer to FEES 4 Annex 11BR to calculate this figure.</p> <p><i>Firms</i> which receive grants or funding for their activities should only include this information here when it relates specifically to <i>credit-related regulated activity</i>.</p> <p>If this is your first return and you are reporting for a period of less than 12 months, you should annualise this figure (i.e. make it representative for a full year's activity). See FEES 4.2.7B(5)(c) and FEES 4.2.7B(5)(d).</p>

Consumer buy-to-let return

This annex consists only of one or more forms. Forms are to be found through the following address:
SUP 16 Annex 39AD

Guidance notes for completion of consumer buy-to-let return in SUP 16 Annex 39AD

Outline guidance for firms completing the aggregated 'consumer buy-to-let' (CBTL) mortgage return

We expect firms registered by us to carry out CBTL lending to report aggregated data to us on a quarterly basis, with reports scheduled in line with each calendar quarter. We expect firms to report loans, and aspects relating to those loans, that meet the definition of a "consumer buy-to-let mortgage contract", as defined in article 4 of the Mortgage Credit Directive Order (*CBTL credit agreement* in the Handbook). We expect firms to submit a nil return if they have no data to report.

Further guidance is provided, below, on what should be reported under each category.

1 Lending

The number of CBTL loans reported should be at account level, rather than property level.

(a) New CBTL advances in the reporting period

This should include new loans for house purchase and remortgage, where the mortgage completes in the reporting period.

(b) Outstanding CBTL loans

This is the amount of total debt at the reporting date, and should comprise the total amount outstanding (after deducting any write-offs but without deduction for any provisions) in respect of:

- (i) the principal of the advance (including any further advances made);
- (ii) interest accrued on the advance (but only up to the reporting date), including any interest suspended; and
- (iii) any other sum which the borrower is obliged to pay the firm and which is due from the borrower, e.g. fees, fines, administration charges, default interest and insurance premiums;

2 Arrears, repossessions and receivers

(a) CBTL loans in arrears of >1.5% of outstanding balance

At the reporting date, the amount of arrears is the difference between:

- (i) the accumulated total amounts of (monthly or other periodic) payments due to be received from the borrower; and
- (ii) the accumulated total amount of payments actually made by the borrower.

Only amounts which are contractually due at the reporting date should be included in 2(a)(i) above. That is:

- (i) include accrued interest only up to the reporting date but not beyond;
- (ii) and only include a proportion of any annual insurance premium if the firm permits such amounts to be paid in periodic instalments. However, if the terms of the loan or the lender's practice are such as to permit insurance premiums to be added to the loan principal then do not treat such amounts as contractually due;

(iii) similarly, where 'any other sum' has been added to the loan, only include such proportions as are contractually due (e.g. if it is the practice in particular circumstances to add the sum/charge to the loan and require repayment over the residual term of the loan);

(iv) in assessing 'payments due' when a borrower has a flexible loan, it is important to apply the contractual terms of the loan: for example, payment holidays which satisfy the terms of the loan should not be treated as giving rise to an arrears position.

Where a firm makes a temporary 'concession' to a borrower (i.e. an agreement with the borrower whereby monthly payments are either suspended or less than they would be on a fully commercial basis) for a period, the amounts included in 2(a)(i) are those contractually due (and at commercial rates of interest). Hence the borrower will continue to be in arrears and the level of arrears will in fact continue to increase until such time as he is able fully to service the debt outstanding.

Where the terms of the loan do not require payment of interest (or capital) until a stated date or until redemption or until certain conditions are triggered, as for example in the case of certain building finance loans, then the loan is not in arrears until such time as contractual repayments fall due.

Accounts under a Receiver's control should be reported as in arrears where this is the case.

(b) CBTL repossessions

This should include each property secured by a CBTL mortgage taken into possession (through any method e.g. voluntary surrender, court order etc.) in the reporting period. It should not include all possession stock remaining unsold in the period. This should not include where a property is under the control of a receiver, but should include where a receiver has exercised power of sale.

(c) Number of Receiver appointments on CBTL

This should include where, within the reporting period, a Receiver has been appointed on a property secured by a CBTL mortgage, including those where the property is no longer under control of a Receiver.

(d) Number of CBTL properties under the control of a Receiver

This should include where, at the end of the reporting period, the Receiver is managing/overseeing a property secured by a CBTL mortgage.

3 Complaints

A complaint should be reported where the complaint concerns CBTL activity. Firms already required to complete the complaints return set out in ■ DISP 1 Annex 1 should continue to do so alongside the CBTL aggregated return.

**Data items related to recovery and information for resolution plans
[deleted]**

[deleted]



Compliance Reporting Return

This annex consists of a form. The form is to be found at the following address:

List of Overseas Regulators and Organogram –

SUP 16 Annex 41

Payment accounts report

SUP 16 Annex 41A



Notes for completion of payment accounts report in SUP Annex 41AD

General

The purpose of these notes is to assist *payment service providers (PSPs)* in the completion of the payment accounts report ('the report'). There is no consolidated group reporting for this form and therefore a separate form is required for each legal entity to which ■ SUP 16.22 applies.

The report is to be completed by all *PSPs* located in the UK that offer payment accounts within the meaning of the *Payment Account Regulations* (including *credit institutions*, but excluding *credit unions*, National Savings and Investments and the Bank of England). 'Payment account' is defined in regulation 2 of the *Payment Accounts Regulations*. The *FCA* has provided guidance on this definition available at <http://www.fca.org.uk/news/fg16-6-payment-accounts-regulations-2015>. The effect of ■ SUP 16.22.3D is that *PSPs* that do not offer this type of account are not required to submit the report.

Row 1:

PSPs should answer 'yes' if they provide payment accounts as defined in regulation 2 of the *Payment Accounts Regulations*.

Switching

For the purpose of this report 'switching' means a switching service between payment accounts that a *firm* is required to offer under Part 3 of the *Payment Accounts Regulations*, whether such a service meets the requirements in Schedule 3 to those regulations or is a switching service designated as an alternative arrangement. 'Switching' and 'switching service' are defined in regulation 2(1) of the *Payment Accounts Regulations*.

Row 2:

- (1) *PSPs* should enter the total number of payment accounts (including payment accounts with basic features) they have switched during the relevant period.
- (2) To prevent double-counting, *PSPs* should report only the accounts switched where they are the receiving *PSP* (see paragraph 1 of Schedule 3 to the *Payment Accounts Regulations*), i.e. they are required to report incoming switches only.
- (3) *PSPs* should include switches where the *consumer's* account with the transferring provider (see paragraph 1 of Schedule 3 to the *Payment Accounts Regulations*) remains open (partial switch) as well as those where the account has been closed (full switch).
- (4) *PSPs* should not include switches between accounts:
 - () with the same provider;
 - () denominated in different currencies;
 - () that are not payment accounts (e.g. not held by a *consumer*); or
 - () where one or both *PSPs* are located outside the *UK*.

Row 3:

- (1) *PSPs* should only report the total number of switching applications that have been refused where they are the receiving *PSP*.

- (2) *PSPs* should report the total number of switching applications that have been refused during the relevant period. This should include only those applications that have been finally determined. It should not include applications that are still under consideration, still being processed or which are the subject of further enquiries or investigation.
- (3) *PSPs* should not record a refusal to open a payment account (or a particular type of payment account) as a refusal of a switching application, unless the reason for refusal relates directly to switching.
- (4) *PSPs* should include all other refusals, including those where the reason for refusal relates to the transferring provider, for example where the transferring provider has:
 - (i) failed to carry out the tasks necessary for the switch to be effected; or
 - (ii) failed to provide the information that is necessary to the receiving provider for the switch to be effected; or
 - (iii) turned down the request from the receiving *PSP*, for example, because the funds held in the account with the transferring provider cannot be moved.

Payment accounts with basic features

For the purpose of this report, 'payment account with basic features' means an account:

- (1) having the features set out in regulation 19 of the *Payment Accounts Regulations*;
- (2) where no fees are payable other than those permitted by regulation 20 of the *Payment Accounts Regulations*; and
- (3) that is at least available to consumers meeting the eligibility criteria in regulation 23 of the *Payment Accounts Regulations*.

Row 4:

- (1) The question in this row should be answered by all *PSPs* required to complete the report.
- (2) A *credit institution* should respond 'yes' to this question if it offers payment accounts with basic features, whether or not it has been designated under regulation 21 of the *Payment Accounts Regulations*. A *PSP* that responds 'no' to this question is not required to complete rows 5 or 6.

Row 5:

Credit institutions should include the total number of payment accounts with basic features that have been opened during the relevant period. This should include accounts that have subsequently been closed, switched, upgraded or migrated to another account.

Row 6:

- (1) *Credit institutions* should report the total number of applications for payment accounts with basic features they have refused. This should include only those applications that have been finally determined. *Credit institutions* should not include applications that are still under consideration.
- (2) A refusal is a decision to reject a complete application. These include situations in which the *consumer* has not met identification and verification checks (where these take place after a complete application has been submitted) and/or has not met fraud checks.

Annual Financial Crime Report

16 Annex 42AR



Guidance notes for completion of the Annual Financial Crime Report

The form in ■ SUP 16 Annex 42AR should only be completed by *firms* and *electronic money institutions* and *payment institutions* subject to the reporting requirements in ■ SUP 16.23.4R and ■ SUP 16.15.5AD of the *FCA Handbook*.

General Notes

This data item is reported on a single unit basis and in integers, except where a full-time equivalent (FTE) figure is requested. Where an FTE figure is requested, this should be reported to two decimal places where available. If the figure to be reported is a whole number, this should be reported as [n].00.

For the purposes of this data item and guidance notes, any references to *firm* or *firms* should be read as also applying to *electronic money institutions* and *payment institutions*.

This return allows *firms* to report for a specified *group* of *firms* in a single Annual Financial Crime Report. Where a report is filed for a *group* of *firms*, the reported information should be the aggregate data for those *firms*. *Firms* should note that this is only available where all the *firms* included are subject to the requirement (i.e. *firms* that would not be subject to the requirement on a solo entity basis, based on the application provision in ■ SUP 16.23.1R should not be included).

Firms subject to the requirement and which have a different *accounting reference date* from the *firm* submitting the Annual Financial Crime Report on behalf of a *group* should have their firm reference numbers (FRNs) included in the group report list. They will then need to submit a nil return for the entity via the appropriate systems accessible from the *FCA* website.

For the purposes of completing this return, references to 'customer' or 'client' refer to *customer* or *client* relationships as defined in the *FCA Handbook*.

We will use the data we collect through this data item to assess the nature of financial crime risks within the financial services sector. Section 5 of this return is designed to allow the *FCA* to track the industry's perception of the most prevalent fraud risks. A *firm* may not be specifically affected by the fraud typologies it considers most prevalent across the industry.

Data Elements

Group reporting

1A	Does the data in this report cover more than one authorised <i>firm</i> ?	If the report is being submitted on behalf of a number of <i>firms</i> , <i>firms</i> should answer 'yes' to this question.
2A	If yes, list the FRNs of all additional <i>firms</i> included in this report.	Where a report is submitted on behalf of a number of <i>firms</i> , the submitting <i>firm</i> should report all of the FRNs of the firms included. A <i>firm</i> listed in response to this question by another <i>firm</i> within its group will see the requirement marked as 'satisfied for group' in the appropriate systems accessible from the <i>FCA</i> website. <i>Firms</i> to whom this applies do not need to report a separate nil return.

Section 1: Operating jurisdictions

Please list:

<p>3A</p>	<p>The jurisdictions within which the <i>firm</i> operates as at the end of the reporting period.</p>	<p>Input the country codes (in ISO 3166 format) of the jurisdictions within which the <i>firm</i> is operating as at the end of the reporting period.</p> <p>Only those jurisdictions active as at the end of the reporting period should be reported; if a <i>firm</i> terminated operations within a jurisdiction during the reporting period, this jurisdiction does not need to be reported.</p> <p>‘Operates’ for the purposes of this form is defined as where the <i>firm</i> carries on its business or has a physical presence through a legal entity.</p> <p>For avoidance of doubt, this definition includes those jurisdictions in which the <i>firm</i> has representative offices.</p> <p>Where a <i>firm</i> is operating in the UK as a branch or subsidiary of a foreign institution, it should report the operations of the UK branch or subsidiary rather than all jurisdictions where the <i>firm</i> operates.</p> <p>This question does not concern the geographical location of the <i>firm’s</i> customers or clients.</p> <p>This question is mandatory and must contain at least one entry, i.e. ‘GBR’.</p>
<p>3B</p>	<p>Those jurisdictions assessed and considered high-risk by the <i>firm</i>.</p>	<p>Input the country codes (in ISO 3166 format) of the jurisdictions assessed and considered by the <i>firm</i> to be high-risk. As a minimum, <i>firms</i> should report any jurisdictions considered high-risk in which they operate. In addition, where a <i>firm</i> has conducted a Country Risk Assessment (i.e. it maintains a ‘high-risk jurisdiction list’) the jurisdictions that were the subject of such an assessment should be recorded in 3B.</p> <p>This question should be answered with regard to the <i>firm’s</i> own assessment of risk, which may or may not include the use of available public indices.</p> <p>A <i>firm</i> should therefore leave this section blank if it does not operate in any high-risk jurisdictions nor carry out a country risk assessment.</p> <p><i>Firms</i> who provide a positive response to question 17 (customers linked to high-risk jurisdictions) should also provide a response to question 3B.</p>

Section 2: Customer information

Figures in this section should be for the number of *customer* or *client* relationships as at the end of the reporting period. It should include all accounts that are open, including dormant and inactive accounts. This would also include all *current accounts*, *CTF bank accounts*, *client bank accounts* and *client transaction accounts*. It excludes former *customers* or *clients*. Each party to a joint account should be recorded as a separate *customer* or *client*.

Where the figure requested is ‘new in the reporting period’, a *firm* should report new (not pre-existing) *customer* or *client* relationships initiated within the reporting period. This should not include existing customers taking on new products. A *firm* should only provide figures in this section for those areas of its business subject to the *Money Laundering Regulations*.

For non-financial institutions which may carry out some regulated business (e.g. consumer credit), the *firm* should not include customers which are outside the scope of the *Money Laundering Regulations*.

Firms should refer to sector specific industry guidance (i.e. JMLSG Guidance Part II) for additional information on who is their *customer* or *client* for the purposes of this section.

Firms should ensure they record an entry in each field. Where a *firm* has no data to report it should record '0'.

If any part of the *firm's* business is subject to the *Money Laundering Regulations*, please provide the total number of the *firm's* relationships with:

4A&B	Politically Exposed Persons (PEPs)	<p>A definition of 'Politically Exposed Person' can be found in Regulation 35(12)(a). The figure should include family members and known close associates of PEPs, as defined in Regulation 35(12)(b) and (c) of the <i>Money Laundering Regulations</i>. These definitions should be read in conjunction with the guidance published by the <i>FCA</i> in FG17/6.</p> <p><i>Firms</i> should report the number of <i>customer</i> or <i>client</i> relationships, either individual or corporate, which they have classified in accordance with FG17/6 as being a "higher risk" PEP, family member, known close associate or PEP-connected relationship. They should not report the total number of PEPs associated with a particular corporate <i>customer</i> or <i>client</i>.</p> <p><i>UK</i> PEPs do not need to be reported as PEP customers. However, if there are other factors which might indicate higher risks, then this should be reported in Question 6A&B.</p> <p><i>Firms</i> should not reclassify <i>customers</i> or <i>clients</i> for the purposes of completing this return. If <i>firms</i> do not classify or identify PEP-connected corporate entities as PEP <i>customers</i> or <i>clients</i> within their current policies, there is similarly no requirement to report.</p> <p>The figure provided should include existing <i>customer</i> or <i>client</i> relationships that became PEPs in the reporting period.</p> <p>Where a PEP has multiple relationships with the <i>firm</i>, that PEP should only be reported once in each of questions 4A and 4B.</p>
5A&B	Non-EEA correspondent banks	<p>This refers to situations where a <i>credit institution</i> has a correspondent banking relationship with a respondent institution from a <i>non-EEA state</i>. These terms are intended as set out in Regulation 34(4)(a)(i) of the <i>Money Laundering Regulations</i>. <i>Non-credit institutions</i> who do not hold these types of relationships should simply record zero in their response. In addition, for the purposes of reporting, a <i>firm</i> is not required to include any relationship that falls within Regulation 34(4)(a)(ii).</p>
6A&B	All other high-risk customers	<p>This refers to a <i>customer</i> or <i>client</i> categorised as being high-risk for the purposes of compliance with Regulation 33(1)(a) of the <i>Money Laundering Regulations</i>, and therefore subject to Enhanced</p>

Customer Due Diligence measures, but not otherwise captured in response to question 4 or 5.

Existing customers who become high-risk during the relevant period should be included in the response to 6B.

For the *firm's* business subject to the *Money Laundering Regulations*:

7-16 Please provide the number of the *firm's* customer relationships located in the following geographical areas:

The location for *customer* or *client* relationships should be determined by the location in which the *customer* or *client* is based. Where a *customer* or *client* has multiple addresses, the location reported should be the primary correspondence address as determined by the *firm*.

Where the relationship is with a trust, the *firm* should report the location as the location of the trust.

Note that question 7 is an aggregate figure, therefore responses recorded in questions 8 to 10 should be less than or equal to the figure recorded in response to question 7.

Except for the *United Kingdom* and *EEA*, for the purposes of this question geographical areas should be determined with reference to SUP 16 Annex 42CG.

17 Please provide the number of the *firm's* customers linked to those jurisdictions considered by the *firm* to be high-risk:

The *firm* should provide the number of customers judged by the *firm* to have links to jurisdictions identified by it as high-risk in question 3B. Therefore *firms* who provide customer numbers in response to question 17 should also provide a response to question 3B.

Links to a high-risk jurisdiction, for the purposes of this question, means *customers* or *clients* that are resident/domiciled/incorporated in a jurisdiction identified as high-risk by the *firm*.

18A&B Please provide the number of customer relationships refused or exited for financial crime reasons during the reporting period:

The number of 'refused' relationships refers to the number of *customers* or *clients* that the *firm* did not take on, where financial crime was the principal driver behind the decision. This could be at any stage of *customer* or *client* take-on.

It would not include *customers* or *clients* whose application did not proceed because, for example, they lacked appropriate documentary evidence of identity or who failed Immigration Act 2014 checks. It would include *customers* or *clients* whose application was escalated to management (due to financial crime concerns) for a decision on whether to proceed, and was rejected.

'Relationships exited' covers any *customers* or *clients* with whom the *firm* ceased to do business where financial crime was the principal driver behind the decision. This would only include *customers* or *clients* exited from all lines of business.

'Relationships exited' also covers criminal behaviour by the *customer* or *client* where such behaviour has a financial element, e.g. benefits fraud.

Section 3: Compliance information

Firms should ensure they record an entry in each field. Where a *firm* has no data to report it should record '0'.

Please provide the number of suspicious activity reports (SARs) under Part 7 of the Proceeds of Crime Act 2002 (POCA):

19A	Submitted internally to the nominated officer/ <i>MLRO</i> , within the <i>firm</i> , as at the end of the reporting period.	<p>This includes reports filed internally from staff to the <i>MLRO</i> that relate to the staff member's concerns, suspicions or knowledge of <i>money laundering</i>. The reported figure should include SARs generated by the AML/compliance function and system-generated SARs. These reports will be considered by the <i>MLRO</i> in order to decide whether a formal submission to the authorities is justified.</p> <p>The figure should not include (either for staff-generated or system-generated SARs) any reports filtered out at an earlier stage.</p>
19B	Disclosed to the National Crime Agency as at the end of the reporting period.	The number of SARs disclosed to the National Crime Agency within the reporting period, as at the end of the reporting period.
19C	The number of those SARs which were consent requests under s. 335 POCA.	The number of disclosed SARs which sought consent from the National Crime Agency within the reporting period, as at the end of the reporting period.
20	Please provide the number of SARs disclosed to the National Crime Agency under the Terrorism Act 2000 during the reporting period:	The number of SARs disclosed to the National Crime Agency under the Terrorism Act 2000 (including consent SARs) within the reporting period, as at the end of the reporting period.
21	Please provide the number of investigative court orders received as at the end of the reporting period:	<p>This refers to production orders, disclosure orders, account monitoring orders and customer information orders as defined by the POCA, and/or the Terrorism Act 2000, received by the <i>firm</i> from law enforcement agencies or accredited financial investigators from other bodies as set out in an Order under section 453 of the POCA.</p> <p>This would include, for example, investigative court orders relating to suspected benefits fraud.</p> <p>The figure reported for this field should be the number of court orders received, regardless of the number of relationships to which these relate.</p>
22A&B	Please provide the number of restraint orders being serviced/in effect as at the end of the reporting period and the number of new restraint orders received during the reporting period:	<p>A 'restraint order' here refers to either a restraint order under section 42 of the POCA or a property freezing order under section 245A of the POCA.</p> <p>The number of restraint orders being serviced should include all restraint orders which are still in effect as at the end of the reporting period.</p> <p>The number of new restraint orders received should include all new restraint orders received by the <i>firm</i> during the reporting period, as at the end of the reporting period.</p> <p>The figure reported for this field should be the number of restraint orders received, regardless of the number of relationships to which these relate.</p>

23A&B

Please provide the number of relationships maintained with natural or corporate *persons* (excluding group members) which introduce business to the *firm*. Please also provide the number of these relationships which have been exited for financial crime reasons during the reporting period.

This question refers to individuals who, or corporate entities which, directly introduce *customers* or *clients* to the *firm* under a formal agency/broker agreement in return for a direct or indirect fee, commission or other monetary benefit.

If the *firm* makes no payment to the introducer (e.g. commission) it is not necessary to report these relationships.

Legacy commission payments do not need to be included where these arrangements were made prior to the relevant reporting period.

This question does not concern reliance as defined under Regulation 39 of the *Money Laundering Regulations*.

If the *firm* has appointed representatives (ARs):

24

Please provide the number of appointed representative (AR) relationships exited due to financial crime reasons:

Firms should report the number of existing AR relationships terminated for financial crime reasons during the reporting period.

If the *firm* has no appointed representatives it should record '0'.

For all *firms*:

25

As at the end of the reporting period, please provide the total full time equivalent (FTE) of UK staff with financial crime roles:

Firms should provide an FTE figure on a reasonable endeavours basis.

For example, if the *firm* has 20 part time staff that work 50% of normal hours in a financial crime role, the figure would be 10 FTE.

This figure should cover staff in roles relating to anti-money laundering, counter-terrorist financing, anti-bribery and corruption, and fraud.

This field facilitates the entry of numbers to two decimal places. Integers should therefore be provided in the format [n].00.

If this report is being completed on a *group* basis this figure should be the FTE for the specified *group*.

Where this report is being completed on a single regulated entity basis and services are shared across multiple *firms*, *firms* may provide an estimate of the FTE spent on each reported entity on a best endeavours basis.

In *firms* where financial crime responsibilities are divided up among staff with other roles rather than managed by a dedicated function, the figure should reflect the aggregated FTE spent on financial crime activity.

The phrase 'financial crime roles' for the purposes of this question is intended to cover staff employed in a dedicated financial crime function (for example AML or compliance teams) who deal with, or take decisions on financial crime issues. Therefore it would not cover teams or individuals responsible for collecting customer due diligence or those who submit internal suspicious activity reports.

Of which:

26 Please provide the **percentage of the FTE** stated above dedicated to **fraud** responsibilities

Outsourced financial crime activities should not be included in this figure.

Firms should provide a **percentage figure** on a reasonable endeavours basis. This field facilitates the entry of numbers to two decimal places. Integers should therefore be provided in the format [n].00.

Firms should note that this question requires them to provide the percentage of financial crime staff dedicated to fraud (i.e. of the total number provided in response to Q25, what proportion of staff deal with fraud only). This field should contain a value between 0 and 100 (to two decimal places).

If this report is being completed on a *group* basis this figure should be the percentage for the specified *group*.

Where this report is being completed on a single regulated entity basis and services are shared across multiple *firms*, *firms* may provide an estimate of the percentage spent on each reported entity on a best endeavours basis.

Section 4: Sanctions-specific information

27 Does the *firm* use an automated system (or systems) to conduct screening against relevant sanctions lists?

Firms should answer 'Yes' or 'No'. Note there is no explicit regulatory or legal requirement for the use of automated screening tools. This question relates to automated systems for screening *customers* and *clients* only.

Relevant sanctions lists are the lists against which the *firm* screens its *customers* and *clients*.

28A&B How many TRUE sanctions matches were detected during the reporting period?

The number of confirmed true sanctions alerts which matched against the *firm's customer, client* or *payment*.

The number to be reported relates to any matches against any relevant sanctions lists and is defined as any matches reported to the relevant authorities, regardless of whether these are confirmed as true by the authority.

Relevant sanctions lists are the lists against which the *firm* screens its *customers* or *clients*.

Where no true sanctions matches were detected, *firms* should record '0'.

29 Does the *firm* conduct repeat customer sanctions screening?

Firms should answer 'Yes' or 'No'.

This question relates to repeat *customer* or *client* sanctions screening only.

Section 5: Fraud

30-35A-D Please indicate the *firm's* view of the top three most prevalent frauds which the *FCA* should be aware of and whether they are

NB. This question is not mandatory.

This question is designed to obtain the *firm's* view on the most prevalent frauds relevant to the

increasing, decreasing or unchanged.

firm's business and will be used by the *FCA* to understand whether the organisation is aware of the fraud risks identified by the broader industry.

The fraud typologies available in the dropdown list are a subset taken from the Action Fraud A-Z of fraud types and are specified below. Please refer to the Action Fraud definitions in answering this question.

The identified fraud typologies may or may not be those by which the *firm* has been specifically impacted, but should be those that the *firm* considers most prevalent as at the end of the reporting period.

Fraud typologies

419 emails and letters

Abuse of position of trust

Account takeover

Advance fee fraud

Application fraud

Asset misappropriation fraud

Bond fraud

Carbon credits fraud

Cashpoint fraud

Cheque fraud

Companies – fraudulent

Computer hacking

Credit card fraud

Debit card fraud

Expenses fraud

Exploiting assets and information

Fraud recovery fraud

Hedge fund fraud

Identity fraud and identity theft

Insurance fraud

Landbanking fraud

Loan repayment fraud

Short and long firm fraud

Malware-enabled fraud

Mandate fraud

Mortgage fraud

Other (to be used where the specified typologies are not applicable). Please provide the fraud type in the free text box.

Other investment fraud

Pension liberation fraud

Phishing
Ponzi schemes
Procurement fraud
Pyramid schemes
Share sale fraud
Smishing
Vishing

Suspected perpetrators

Customer
Internal employee
Organised crime group
Other (to be used where the suspected perpetrator typologies are not applicable). Please provide the perpetrator type in the free text box.
Third party contractor
Third party professional
Third party supplier
Unknown third party

Primary Victim

Customer
Other (to be used where the suspected perpetrator is neither a customer nor a regulated *firm/electronic money institution/payment institution*). Please provide the primary victim type in the free text box.
Regulated *firm/electronic money institution/payment institution* (all jurisdictions).

Incidence

Decreasing
Emerging risk
Increasing
Stable



Guidance Notes: Geographical breakdown for section 2 of SUP 16 Annex 42AR

General Notes

Questions 7 – 16 of the form in ■ SUP 16 Annex 42AR require a breakdown of a *firm's* customers by geographical area. This annex specifies, for the avoidance of doubt, how countries are categorised in this breakdown.

References to the *European Economic Area (EEA)* and the *United Kingdom (UK)* are defined in the *FCA Handbook*, and *firms* should use these definitions when completing relevant questions in the form in ■ SUP 16 Annex 42AR.

Note: Question 3 requires jurisdictions to be reported under ISO 3166-1 3-digit codes. These may be more granular than the classification below but this does not affect the categories in questions 7 – 16. For example, Jersey and Guernsey should be reported under their respective 3-digit codes in question 7, but for brevity have been included under 'Channel Islands' below.

This classification will be reviewed every two years. If a *firm* does business in a jurisdiction not listed, the *firm* should include that business under the region it considers most appropriate.

Classification of jurisdictions by geographical area for the purposes of SUP 16 Annex 42AR

Europe	
Åland Islands	Lithuania
Albania	Luxembourg
Andorra	Malta
Austria	Moldova
Belarus	Monaco
Belgium	Montenegro
Bosnia and Herzegovina	Netherlands
Bulgaria	Norway
Channel Islands	Poland
Croatia	Portugal
Cyprus	Romania
Czech Republic	Russia
Denmark	San Marino
Estonia	Serbia
Faroe Islands	Slovakia
Finland	Slovenia
France	Spain
FYR Macedonia	Svalbard and Jan Mayen islands
Germany	Sweden
Gibraltar	Switzerland
Greece	Turkey
Greenland	Ukraine

Europe	
Hungary	United Kingdom
Iceland	Holy See (Vatican)
Ireland	
Isle of Man	
Italy	
Latvia	
Liechtenstein	

Middle East & Africa	
Algeria	Morocco
Angola	Mozambique
Bahrain	Namibia
Benin	Niger
Botswana	Nigeria
Burkina Faso	Oman
Burundi	Palestine
Cameroon	Qatar
Cape Verde	Reunion
Central African Republic	Rwanda
Chad	Saint Helena, Ascension and Tristan da Cunha
Comoros	Sao Tome and Principe
Congo	Kingdom of Saudi Arabia
Democratic Republic of Congo	Senegal
Cote d'Ivoire	Seychelles
Djibouti	Sierra Leone
Egypt	Somalia
Equatorial Guinea	South Africa
Eritrea	South Sudan
Ethiopia	Sudan
Gabon	Swaziland
The Gambia	Syria
Ghana	Tanzania
Guinea	Togo
Guinea-Bissau	Tunisia
Iran	Uganda
Iraq	United Arab Emirates
Israel	Western Sahara
Jordan	Yemen
Kenya	Zambia
Kuwait	Zimbabwe
Lebanon	
Lesotho	
Liberia	

Middle East & Africa	
Libya	
Madagascar	
Malawi	
Mali	
Mauritania	
Mauritius	
Mayotte	
North America	
Bermuda	Saint Pierre and Miquelon
Canada	United States
Mexico	
Central America & Caribbean	
Anguilla	Honduras
Antigua and Barbuda	Jamaica
Aruba	Martinique
Bahamas	Montserrat
Barbados	Nicaragua
Bonaire, Sint Eustatius and Saba	Panama
Belize	Puerto Rico
British Virgin Islands	Saint Barthelemy
Cayman Islands	Saint Kitts and Nevis
Costa Rica	Saint Lucia
Cuba	Saint Martin (French)
Curacao	Saint Vincent and the Grenadines
Dominica	Sint Maarten (Dutch)
Dominican Republic	Trinidad and Tobago
El Salvador	Turks and Caicos Islands
Grenada	US Virgin Islands
Guadeloupe	
Guatemala	
Haiti	
South America	
Argentina	Guyana
Bolivia	Paraguay
Brazil	Peru
Chile	Suriname
Colombia	Uruguay
Ecuador	Venezuela
Falkland Islands	
French Guiana	

Asia

Afghanistan	Philippines
Armenia	Singapore
Azerbaijan	Sri Lanka
Bangladesh	Taiwan
Bhutan	Tajikistan
Brunei Darussalam	Thailand
Cambodia	Timor-Leste
PR China	Turkmenistan
Democratic People's Republic of Korea	Uzbekistan
Georgia	Vietnam
Hong Kong	
India	
Indonesia	
Japan	
Kazakhstan	
Republic of Korea	
Kyrgyzstan	
Laos	
Macao	
Malaysia	
Maldives	
Mongolia	
Myanmar	
Nepal	
Pakistan	

Oceania

American Samoa	Northern Mariana Islands
Australia	Palau
Cook Islands	Papua New Guinea
Fiji	Pitcairn
French Polynesia	Samoa
Guam	Solomon Islands
Kiribati	Tokelau
Marshall Islands	Tonga
Federated States of Micronesia	Tuvalu
Nauru	Vanuatu
New Caledonia	Wallis and Futuna Islands
New Zealand	
Niue	
Norfolk Island	

Forms REP015 and REP016

SUP_16_ann_43A_REP015_20180930.pdf

SUP_16_ann_43A_REP016_20180930.pdf



Guidance notes for completion of the Retirement income flow data return ('REP015') and the Retirement income stock and withdrawals flow data return ('REP016')

This annex consists only of guidance notes for form REP015 and form REP016.

Introduction

1. These notes aim to assist *firms* in completing and submitting the Retirement income flow data return ('REP015') and the Retirement income stock and withdrawals flow data return ('REP016').

Defined terms

2. *Handbook Glossary* terms are italicised in these notes.

Key abbreviations

3. The following table summarises the key abbreviations used in these notes::

AUA	assets under administration
DB	defined benefit
DC	defined contribution
EBC	<i>employee benefit consultant</i>
HMRC	HM Revenue & Customs
LTA	lifetime allowance
PCLS	pension commencement lump sum
PIPs	pension investment plans
REP015	Retirement income flow data return
REP016	Retirement income stock and withdrawals flow data return
SIPP	self-invested personal pension
TIPs	trustee investment plans
UFPLS	<i>uncrystallised funds pension lump sum</i>

Data requested

4. We are asking for data on all UK defined contribution (DC) pension plans held in a *personal pension scheme* or *stakeholder pension scheme*, or in a *defined contribution occupational pension scheme* (including *small self-administered schemes* (SSASs) and Executive Pension Plans (EPPs)), where the firm is the scheme's pension provider and/or the retirement income provider. We are also asking for data on *pension annuities*.

5. This includes DC and money purchase plans that provide a guaranteed income benefit – whether this is in the form of a deferred annuity or *guaranteed annuity rate*. Plans with guaranteed income benefits that are covered by this return include (but are not limited to):

- (a) plans that are a result of an individual or bulk transfer from a defined benefit (DB) scheme; and

(b) plans with guaranteed benefits as a result of contracting out (i.e. plans with guaranteed minimum pension or equivalent pension benefits). Examples of such contracts include 'section 32 buyout plans', *retirement annuity* contracts (often known as a 'section 226 pension' or 'section 620 pension'), executive pension plans and bulk purchase annuities.

6. DB pensions and pension assets that are managed on behalf of third parties (such as trustee investment plans (TIPs) that are managed on behalf of DB or DC schemes, and pension investment plans (PIPs) that are managed on behalf of SIPPs) should not be included.

Group level data

7. Where *firms* are part of a group, requests should be completed at group level, giving information for all FCA regulated *firms* who have provided *pension annuities* within the relevant reporting period and/or pension scheme operators. This will involve aggregating various sources of management information in to a single group-level figure; however, we believe this is the best method to provide a basis for trend analysis across the market.

Identifying the 'retirement income provider'

8. Data on retirement income plans should be submitted by the retirement income product provider. In the case of drawdown plans opened by existing plan holders, the originating pension provider is the retirement income provider, and therefore should submit the data. This includes the scenario where the transition to drawdown happened within the same *pension scheme*. In the case of annuities, it is only the annuity provider who should submit data on plans being used to purchase annuities.

9. Where white labelling or other third party arrangements exist between a *firm* such as a pension provider (or other third party) that does not itself provide retirement products and another *firm*, it is the *firm* providing retirement income products on its behalf that is considered to be the retirement income provider, and who should therefore report data in respect of all plan holder actions including entering drawdown, taking an *uncrystallised funds pension lump sum* (UFPLS) and purchasing an annuity.

10. Where outsourcing arrangements exist between a retirement income provider and a third party administrator, the retirement income provider should report the requested data.

11. Where a third party arrangement (see examples below) exists between a retirement income provider and a pension provider, the retirement income provider should report all of the plan holder actions, i.e. entrants to drawdown and annuity purchases.

Example 1 – single tie arrangements

12. A mutual society (pension provider) has pension plan holders but does not provide annuities itself. Instead, it has a single firm arrangement with a life company which provides annuities. Under this arrangement, plan holders of the pension provider who want to purchase an annuity are referred to the life company. In this scenario, the life company providing annuities is considered to be the retirement income provider, and should report this data.

Example 2 – panel arrangements

13. A trust-based pension scheme uses an *employee benefit consultant* (EBC) to advise on their scheme retirement options. The trust-based scheme does not provide drawdown or annuities to its members, and the EBC offers a panel of life companies or other annuity providers which provide drawdown and annuities. The relevant life company or annuity provider should report the data as the retirement income provider.

Example 3 – white labelling

14. A pension provider offers annuities to its plan holders which it does not provide itself: the annuities are in fact provided by a third party life company through a white labelling arrangement. Plan holders wishing to purchase an annuity are referred to the life company, as part of a single-firm third party arrangement. In this scenario, the third party life company is considered to be the retirement income provider, and should report the data in respect of these annuities.

Example 4 – white labelling

15.A SIPP operator white labels their SIPP plan, which includes drawdown facilities, to a third party. The SIPP operator, rather than the third party, is the retirement income provider, and so should report all sales under such white labelling as 'single-provider third party arrangement'.

Format of responses

16.All figures in REP015 and REP016 should be entered in single units; these returns do not ask for any data to be reported in units of thousands or millions. Figures required in pounds sterling should be reported to two decimal places.

17.REP015 and REP016 both have one optional question at the end where the *firm* can enter a text-based response. *Firms* should use this question to provide any additional information that might help explain any of the answers provided in the return.

18.While for ease of explanation this *guidance* sometimes refers to plan holders, *firms* should respond on the basis of each individual policy or plan. We do not want *firms* to submit data at a plan holder level where a plan holder holds more than one plan. However, where a number of arrangements have been set up for one individual within a scheme, these arrangements should be reported as one plan. Plans should be reported regardless of whether they are held by the original plan holder or by a beneficiary.

NOTES FOR COMPLETION OF THE RETIREMENT INCOME FLOW DATA RETURN ('REP015') AND THE RETIREMENT INCOME STOCK AND WITHDRAWALS FLOW DATA RETURN ('REP016')

Section A Notes for completion of REP015

The following notes do not cover all questions in REP015, but only those questions where we considered *guidance* would assist *firms* in completing the return.

Part 1 – activity during the reporting period (questions 4 to 11)

Firms should answer all questions in this part.

Q4: How many plans were transferred away to another provider by plan holders aged 55 and over who had not yet accessed their benefits?

Include all plans that were transferred away to another provider during the reporting period (i.e. exits) by plan holders aged 55 and over, who had not yet accessed any benefits (i.e. not taken any UFPLS payments or crystallised any of their plan). Include plans where the Open Market Option is being exercised (i.e. a PCLS is being paid and an annuity is being purchased from another provider). Deaths of plan holders meeting these criteria should be excluded.

We understand that where a plan has in the past been transferred in from a previous provider, the current provider may not always be aware if a UFPLS had been taken prior to that transfer. Such plans should be reported here unless the current provider is aware that the plan was previously accessed.

Q5: How many plans were transferred away to another provider by plan holders aged 55 and over who had already accessed their benefits (by crystallising some or all of their assets or taking an *uncrystallised funds pension lump sum* (UFPLS))?

Include all plans that were transferred to other providers during the reporting period by plan holders aged 55 and over who had already accessed their benefits by crystallising some or all of the assets (entering drawdown), by using some assets to purchase an annuity, or by taking one or more UFPLS from their plan at any time (i.e. whether or not such access took place during the reporting period or prior to it). Deaths of plan holders meeting these criteria should be excluded.

We understand that where a plan has in the past been transferred in from a previous provider, the current provider may not always be aware if a

Q6: How many defined benefit (DB) to defined contribution (DC) transfers have you completed?

UFPLS had been taken prior to that transfer. Plans should not be reported here unless the current provider has been made aware that the plan was previously accessed.

Report the number of DB to DC transfers in that have taken place during the reporting period. This should be DB to DC transfers only, and *pension transfers* with other safeguarded benefits should not be included. Section 32 buyout policies should also be excluded.

The data required here is different to the data required under the Product Sales Data Return on pension transfers.

Q7: What was the total value withdrawn via Pension Commencement Lump Sum (PCLS) for all plans? (£)

Report the total value of all PCLS (tax free cash) taken by plan holders who have, during the reporting period, taken a PCLS. Report all plans that have taken any PCLS, including those that have also taken an income via drawdown, purchased an annuity, or transferred away. Only include the value of the PCLS, and not any of the taxable income withdrawn.

This should be reported in pounds sterling and single units.

Q8: What was the total number of plans that were fully encashed via small pot lump sums, UFPLS or drawdown?

Report the number of plans that have had all funds withdrawn during the reporting period (i.e. where plans close with nil value), regardless of when the plan was first set up or when the plan holder first accessed their plan.

Include all plans that have been fully withdrawn (extinguished) by a small pot lump sum, UFPLS or drawdown, and plans that were fully withdrawn in one payment or in multiple payments during the period.

Note: we do not expect any plans with an amount remaining at the end of the reporting period to be captured here, unless it is a de minimis amount (e.g. £1) that has been left in order to avoid paying an account closure fee.

Q9: What was the total amount withdrawn this period from the fully encashed plans reported in question 8? (£)

Report the total amount withdrawn during this reporting period from those fully encashed plans reported in question 8; by either small pot lump sums, UFPLS or drawdown. Include all withdrawals made from these plans in the reporting period. This figure should be reported in pounds sterling and single units.

Part 2 – Breakdown of activity by plan holders accessing their pension plans during the reporting period

Value of assets under administration in plans accessed during the reporting period (questions 10 to 13)

Questions 10 to 13 should be completed by all *firms*.

Please note that the reporting requirements vary between questions:

- For questions 10 and 11, *firms* should include data relating to all plan holders who enter drawdown or purchase an annuity for the first time, regardless of whether the plan has previously been accessed in other ways.
- For questions 12 and 13, *firms* should only include data relating to plan holders who have not accessed their plans prior to this reporting period.

The figures should be reported in pounds sterling and single units.

Q10: What was the total value for assets under administration (AUA) of plans that entered drawdown? Value should be after any PCLS but before any income withdrawn (£).

Drawdown assets should only be reported by the provider of the drawdown plan.

Report the total value of assets in plans of all plan holders who enter drawdown for the first time in the reporting period and who do not withdraw all their assets. Include instances where the transition to drawdown happened within the same *pension scheme*. Include both the value of the crystallised assets and any remaining uncrystallised assets in the plans. The value should be after any PCLS but before any income withdrawn.

It should INCLUDE plans held by plan holders who:

- enter drawdown for the first time, crystallise 100% of their plan, and withdraw part (but not all) of their crystallised assets; or
- enter drawdown for the first time and crystallise only a part of their pension plan, leaving at least some crystallised and/or uncrystallised funds invested; or
- enter drawdown for the first time, crystallise 100% of their plan, taking their PCLS but taking no income; and/or
- enter drawdown for the first time, but have previously accessed their plan by using part of it to take a UFPLS or purchase an annuity.

It should EXCLUDE plan holders who:

- at the start of the relevant reporting period already have part uncrystallised and part crystallised plans which are in drawdown, but crystallise a new portion of their assets in the relevant reporting period, as they are not new entrants to drawdown;
- at the start of the relevant reporting period are already in drawdown and, although not drawing an income, partially crystallise additional assets and therefore may get a new 'slice' of tax free cash, as they are not new entrants to drawdown; and/or
- access their plan for the first time and take all of their benefits during the period. (These plan holders should be reported in question 15.)

If the answer to this question is £0, then questions 14 – 29 can be left blank.

This question should be completed by the annuity provider only.

Report the total value of the assets in plans where the plan holder purchased an annuity during the reporting period. The value should be after any PCLS but before annuity purchase.

Firms should not include the value of any plans used to purchase products that are reported to

Q11: For annuity providers only, what was the total value of AUA for plans that were used to purchase annuities? Value should be after any PCLS but before annuity purchase (£).

Q12: What was the total value of AUA for plans that were accessed for the first time by taking a partial UFPLS? Value should be before any partial UFPLS withdrawals (£).

Q13: What was the total value withdrawn from plans that were accessed for the first time and fully encashed via small pot lump sums, UFPLS or drawdown? Value should be gross, i.e. include both tax free and taxable portions (£).

HM Revenue & Customs (HMRC) under draw-down rules (e.g. products that are marketed as annuities but which are actually crystallised assets in drawdown). The value of plans used to purchase these products should be reported in question 10.

Do not include values where a plan holder starts receiving annuity payments in place of a DB pension that was already in payment (e.g. DB pensions transferred to an annuity as a result of a scheme buyout).

However, *firms* should include values where DB scheme benefits that were not in payment were transferred to your *firm* and a plan holder then chose to take up an annuity (e.g. a section 32 plan holder who bought a lifetime annuity).

If the answer to this question is £0, then questions 30 – 53 can be left blank.

Report the total value of assets in plans held by plan holders who accessed their plan for the first time by taking a partial UFPLS payment during the reporting period.

The total value should include the value of all uncrystallised assets before the first UFPLS withdrawal.

Do not include plans that have already been accessed by the plan holder prior to the start of the reporting period (e.g. by partially crystallising the plan or by taking an earlier UFPLS payment).

We understand that where a plan has in the past been transferred in from a previous provider, the current provider may not be aware if a UFPLS had been taken prior to that transfer. Only exclude such plans if you have been made aware that the plan was previously accessed.

If the answer to this question is £0, then questions 54 – 60 can be left blank.

Report the gross amount of all the withdrawals made during this reporting period by plan holders who accessed their plan for the first time and fully encashed it by the end of the period.

It should include both tax free and taxable portions. It should include plan holders who fully withdraw their plan in one payment, or in multiple payments, as long as all payments were made in the same reporting period.

Do not include plans that have already been accessed by the plan holder prior to the start of the reporting period (e.g. by partially crystallising the plan or by taking an earlier UFPLS payment).

We understand that where a plan has in the past been transferred in from a previous provider, the current provider may not be aware if a UFPLS

had been taken prior to that transfer. Only exclude such plans if you have been made aware that the plan was previously accessed.

[Note: we do not expect any plans with an amount remaining at the end of the period to be captured here, unless it is a minimal amount (e.g. £1) that has been left in order to avoid paying an account closure fee.]

If the answer to this question is £0, then questions 61 – 68 can be left blank.

The remainder of Part 2 of REP015 is separated into four sections: on entering drawdown, purchasing annuities, taking UFPLS, and taking full encashments. Only those firms that responded in questions 10 to 13 confirming these activities took place during the reporting period should complete the subsequent relevant questions.

Plan holders that entered drawdown during the reporting period but did not fully exhaust their plan (questions 14-29)

This captures all new entrants to drawdown in the reporting period who did not withdraw all their assets. If firms report any value of drawdown sales greater than zero under question 10 they should complete questions 14 to 29; other firms may leave these questions blank.

When completing the return, *firms* should report plans in the appropriate column for the pot size band that reflects the amount of AUA in the plan after any PCLS but before any income withdrawal.

Q14: What was the total number of plans that entered drawdown during the reporting period by crystallised pot size?

The notes to question 10 provide more information about which plans should be included for this question.

Plans should be reported under the pot size band that reflects the amount of AUA in the plan after any PCLS but before any income withdrawal (i.e. the pot size when the plan holder entered drawdown).

Q15 – Q19: Number of plans by plan holder age band and crystallised pot size

Questions 15 to 19 ask for the figures reported in question 14 to be broken down into age bands.

Firms may report plans according to either the age of the plan holder at the end of the reporting period, or the age of the plan holder at the point the plan entered drawdown.

Q20 – Q23: Number of plans by distribution channel and crystallised pot size

Distribution should be reported under the following categories:

- ‘Existing plan holders’, i.e. existing accumulation pension/internal vesting plan holders.
- ‘New plan holders via single firm third party arrangement’, i.e. plan holders whose accumulation pension is with a third party pension provider for whom the reporting *firm* is a sole provider for a retirement income product.
- ‘New plan holders via multi-firm third party arrangements’, i.e. panel arrangements where the reporting *firm* receives business from a third party pension provider as a result of a restricted retirement income product panel.
- ‘New plan holders’, i.e. transfers in not from third party arrangements and which do not re-

late to any third party arrangement. Benefits may be purchased by an Open Market Option or transfer (including immediate vesting).

Distribution figures should be reported by the retirement income product provider. In the case of arrangements for drawdown to existing plan holders this means the originating pension provider should report the sales as the 'retirement income provider'. This includes a situation where the transition to drawdown happened within the same pension scheme.

Where third party arrangements exist between a retirement income provider and a pension provider, the retirement income provider should report all of the plan holder actions, i.e. entrants to drawdown and annuity purchases.

All new plan holders received through panels and bureaux should be reported as through multi-firm third party arrangements. This includes panels that are part of intermediary *firms*.

Where third party arrangements exist between a retirement income provider and a pension provider, the retirement income provider should report all of the plan holder actions, i.e. entrants to drawdown and annuity purchases.

The examples in the Introduction to these *guidance* notes help clarify which *firms* should be reporting third party sales.

Q24: Number of plans by use of advice and crystallised pot size: number that were advised

Of the plans reported as entering drawdown in question 14, report how many of the plan holders were advised at the point of entering drawdown.

COBS 19.7.19 requires *firms* to record whether the *retail client* has received regulated advice and risk warnings when they contact the *firm* about accessing their pension. Report the number of plan holders who informed your *firm* they received advice at this point.

Q25: Number of plans by use of advice and crystallised pot size: number that were not advised but took up *pensions guidance* (e.g. Pension Wise)

Of the plans reported as entering drawdown in question 14, report how many of the plan holders who were not advised at the point of entering drawdown stated that they used Pension Wise.

COBS 19.7.8R and COBS 19.7.19R require *firms* to ask whether the *retail client* has received *pensions guidance* when they contact the *firm* about accessing their pension, and for *firms* to keep a record of the response. *Firms* should report plan holders who informed the *firm* they received guidance (but not advice) at this point.

Q26 – Q28: Number of plans by packaged product options and crystallised pot size

Of the plans reported as entering drawdown in question 14, report how many have the relevant packaged product attributes stated in questions 26 to 28.

Fixed term annuities, variable annuities and 'retirement account' products (e.g. where guaran

Q29: What was the total number of plans where only a PCLS was taken by crystallised pot size?

tees on investments or funds structured through TIPs pay income back into the drawdown account) should be reported in these questions.

Question 26 'Capital guarantee for part or all of assets' captures all fixed term annuity products. These products may pay out an income that is set at the outset, but this income will not rise over the term.

Fixed term annuities should not be reported under question 27 'Income guarantee for all or part of assets'. Question 27 is intended to capture unit-linked income guarantees in drawdown that have the potential to increase over the term, e.g. variable annuities and some of the new retirement account TIPs.

Of the plans reported as entering drawdown in question 14, report the number of 'zero income' plans where funds were crystallised and PCLS taken, but no taxable drawdown income has been taken.

Pension annuities purchased during the reporting period (questions 30 to 53)

Please do not report new products marketed as annuities but which are actually crystallised assets in drawdown and therefore reported to HMRC under drawdown rules.

Please do not include cases where a plan holder starts receiving annuity payments in place of a DB pension that was already in payment (e.g. DB pension benefits transferred to an annuity as a result of a scheme buyout).

However, please do include cases where DB pension benefits that were not in payment were transferred to your *firm* and a plan holder then chose to take up an annuity (e.g. a section 32 plan holder who bought a lifetime annuity).

When completing the return, *firms* should report annuity sales under the pot size band that reflects the amount of AUA in the plan after any PCLS but before annuity purchase.

Q30: What was the total number of pension annuities purchased during the reporting period by pot size?

The *guidance* to question 11 provides more information about which plan holders should be included for this question.

Annuity purchases should be reported under the pot size band that reflects the amount of AUA in the plan after any PCLS but before annuity purchase.

Q31 – Q35: Number of pension annuities by plan holder age band and pot size

Questions 31 to 35 ask for all the annuity purchases reported in question 30 to be broken down into age bands of the plan holder.

Firms may report plans according to either the age of the plan holder at the end of the reporting period, or the age of the plan holder at the point the annuity was purchased.

Q36 – Q39: Number of pension annuities purchased by distribution channel and pot size

Questions 36 to 39 ask for all the annuity purchases reported in question 30 to be broken down into the distribution channel, (such as via a single firm third party arrangement or multi-firm third party arrangements) used to sell the product.

Q40: Number of pension annuities by use of advice and pot size: number that were advised

The *guidance* to questions 20 to 23 provides more information about how this data should be reported.

Of the annuity purchases reported in question 30, report how many plan holders were advised at the point of purchasing the annuity.

COBS 19.7.19 requires *firms* to record whether the *retail client* has received regulated advice and risk warnings when they contact the *firm* about accessing their pension. *Firms* should report plan holders who informed your *firm* they received advice at this point.

Q41: Number of pension annuities by use of advice and pot size: number that were not advised but took up *pensions guidance* (e.g. Pension Wise)

Of the annuity purchases reported in question 30, report how many of the plan holders who did not receive advice stated that they used Pension Wise.

COBS 19.7.8R and COBS 19.7.19R require *firms* to ask whether the *retail client* has received pensions guidance when they contact the *firm* about accessing their pension, and for *firms* to keep a record of the response. *Firms* should report plan holders who informed the *firm* they received guidance (but not advice) at this point.

Q42 – Q53: Number of pension annuities by product types/options and pot size

Questions 42 to 53 ask for data on the product features of the annuity purchases reported in question 30.

The annuity features and options in these questions are not mutually exclusive and one annuity sale could therefore be reported under more than one of these questions (e.g. a single-life escalating annuity would be reported under both questions 49 and 52).

In this return, we mean 'enhanced annuities' (question 42) to be only those underwritten on impaired life or lifestyle factors, e.g. smoking. This should not include annuities solely underwritten on other factors, e.g. occupation or post-code details.

We mean 'flexible annuities' (question 53) to be those that change shape (e.g. 'U', 'J' or 'L' shaped annuities) and which have only become available since 6 April 2015. These flexible annuities may include features such as:

- provision to take a lump sum in future;
- a taxed lump sum at outset;
- reduced income after a specified period, or at a particular age, such as at State Pension Age, or provision for this; and/or
- increased income after a specified period, or at a particular age or event, such as on identification of a care need, or provision for this.

Only report investment-linked annuities as flexible annuities (in question 53) if they follow a

structure that only became allowable since the April 2015 changes.

Plan holders who accessed their plan for the first time by taking a partial UFPLS payment (questions 54 to 60)

Plans which are accessed for the first time by taking a first UFPLS payment in the reporting period should be reported, but only where they have assets remaining at the end of the period, i.e. they have taken partial UFPLS with the first payment during the reporting period.

Do not include plans that have already been accessed by the plan holder prior to the start of the reporting period (e.g. by partially crystallising the plan or by taking an earlier UFPLS payment).

These questions capture the numbers of those plan holders that have taken an UFPLS withdrawal and not the numbers with access to UFPLS.

Plans should be reported under the pot size band that reflects the amount of uncrystallised AUA in that plan prior to the first UFPLS withdrawal.

Q54: What was the total number of plans where plan holders accessed their plan for the first time by taking partial UFPLS payments during the reporting period by uncrystallised pot size?

The *guidance* to question 12 provides more information about which plans should be reported for this question.

Plans should be reported under the pot size band that reflects the amount of uncrystallised AUA in the plan prior to the first UFPLS withdrawal.

Q55 – Q58: Number of plans by plan holder age band and uncrystallised pot size

Questions 55 to 58 ask for the plans reported in question 54 to be broken down by the age band of the plan holder.

Firms may report plans according to either the age of the plan holder at the end of the reporting period, or the age of the plan holder at the point the UFPLS was paid from the plan.

Q59: Number of plans by use of advice and uncrystallised pot size: number that were advised

Of the plans reported in question 54, report how many plan holders were advised at the point of accessing their benefits.

COBS 19.7.19 requires *firms* to record whether the *retail client* has received regulated advice and risk warnings when they contact the *firm* about accessing their pension. *Firms* should report plan holders who informed the *firm* they received advice at this point.

Q60: Number of plans by use of advice and uncrystallised pot size: number that were not advised but took up *pensions guidance* (e.g. Pension Wise)

Of the plans reported in question 54, report how many of the plan holders who did not receive advice stated that they used Pension Wise.

COBS 19.7.8R and COBS 19.7.19R require *firms* to ask whether the *retail client* has received pensions guidance when they contact the *firm* about accessing their pension, and for *firms* to keep a record of the response. *Firms* should report plan holders who informed the *firm* they received guidance (but not advice) at this point.

Full encashments made by plan holders who accessed their plans for the first time (questions 61 to 68)

Firms should report plans where the plan holder withdrew all their funds in the reporting period, but had not previously accessed their plan. This includes plan holders who fully withdrew their funds in one or more payments (as long as all payments were made in the same reporting period).

Do not include plans that have already been accessed by the plan holder prior to the start of the reporting period (e.g. by partially crystallising the funds or by taking an earlier UFPLS payment).

Do not report any plans with an amount remaining at the end of the reporting period here, unless it is a minimal amount (e.g. £1) that has been left in order to avoid paying an account closure fee.

Plans should be reported under the pot size band that reflects the amount of uncrystallised AUA in the plan prior to the first withdrawal in the reporting period.

Q61: What was the total number of full encashments by plan holders who accessed their plan for first time (via small pot lump sums, UFPLS or drawdown) by pot size?

The notes to question 13 provide more information about which plan holders should be included for this question.

Plans should be reported under the pot size band that reflects the amount of uncrystallised AUA in the plan prior to the first withdrawal in the reporting period.

Q62 – Q66: Number of full encashments by plan holder age band and uncrystallised pot size

Questions 62 to 66 ask for the full encashments reported in question 61 to be broken down into age bands.

Firms may report plans according to either the age of the plan holder at the end of the reporting period, or the age of the plan holder at the point the plan was fully encashed.

Q67: Number of full encashments by use of advice and pot size: number that were advised

Of the full encashments reported in question 61, report how many were made by plan holders who were advised at the point of accessing their benefits.

COBS 19.7.19 requires *firms* to record whether the *retail client* has received regulated advice and risk warnings when they contact the *firm* about accessing their pension and receive the risk warnings. *Firms* should report plan holders who informed the *firm* they received advice at this point.

Q68: Number of full encashments by use of advice and pot size: number that were not advised but took up *pensions guidance* (e.g. Pension Wise)

Of the full encashments reported in question 61, report how many of the plan holders who did not receive advice stated that they used Pension Wise.

COBS 19.7.8R and COBS 19.7.19R require *firms* to ask whether the *retail client* has received pensions guidance when they contact the *firm* about accessing their pension, and for *firms* to keep a record of the response. *Firms* should report plan holders who informed the *firm* they received guidance (but not advice) at this point.

Section B Notes for completion of REP016

The following notes do not cover all questions in REP016, only those questions where we considered guidance would assist firms in completing the return.

Part 1 – Retirement income stock data (questions 4 to 16)

This section captures the group's pension and retirement income books in aggregate as at the end of the period being reported. Where questions ask for plans or assets to be reported by the age of the plan holder, it is the age at the end of the reporting period that is relevant.

Questions 4 to 12 are split so that firms provide separate figures depending on whether the figure reported relates to a trust-based scheme or a contract-based scheme:

- *Firms* should report all personal and stakeholder pensions as contract-based schemes, including SIPPs written under trust.

- Only DC occupational money purchase schemes should be reported as trust-based schemes. For unitised with-profits business, firms should report the policy fund value.

For traditional or conventional with-profits business, firms should report the asset share or other appropriate available value.

Providers should report asset values for all single arrangement SIPPs where individual investments are not allocated between uncrystallised or crystallised investments. All such assets should be split across the uncrystallised and crystallised questions (4 to 12) using either unitised holdings split between plan members or percentage lifetime allowance (LTA) calculations that exist for the single arrangement SIPP.

Uncrystallised stock data (questions 4 to 8)

This section captures plans with uncrystallised assets only. Firms should not include crystallised plans in schemes with retirement ages below 55.

Do not include plans that are partially crystallised in this section (they are captured in the next section). Plans that are in phased drawdown should not be included in this section.

Q4: How many defined contribution (DC) pension plans do you have in accumulation where the plan holder is aged 55 or over and has not accessed their pension?

This captures plans where the plan holder is aged 55 and over and has never accessed their benefits (i.e. taken no PCLS, UFPLS or drawdown income) and which remain completely uncrystallised.

Q5: How many DC pension plans do you have with only uncrystallised assets where the plan holder is aged 55 or over and has at any time taken a lump sum payment via uncrystallised funds pension lump sum (UFPLS)?

Report the number of plans where the plan holder is aged 55 or over and has only uncrystallised assets (but has at any time accessed their pensions via UFPLS and so has assets remaining).

Firms should not include plans where the plan holder takes an UFPLS payment from uncrystallised funds, but part of the plan is already crystallised and in drawdown.

Q6: How many DC pension plans do you have in accumulation where the plan holder is aged under 55 years old?

Report the number of plans where the plan holder is aged under 55 years old and has never accessed their plan and so has only uncrystallised assets.

Q7: How many DC pension plans do you have which are still solely in accumulation (uncrystallised) and have a guaranteed income benefit such as a guaranteed annuity rate (GAR), deferred annuity option, or guaranteed minimum pension (GMP)?

Report any DC and money purchase plans that include guaranteed income benefit (whether this is in the form of a deferred annuity or *guaranteed annuity rate*). This would include, but is not limited to, plans that are created as a result of an individual or bulk transfer from a *defined benefit occupational pension scheme* and contracts with guaranteed benefits as a result of contracting out (i.e. plans with guaranteed minimum pension or equivalent pension benefits). Examples of such contracts include section 32 buyout plans, *retirement annuity* contracts (often known as a 'section 226 pension' or 'section 620 pension'), executive pension plans and bulk purchase annuities.

[Note: see 'Identifying the retirement income provider' at paragraphs 8–11 of these notes.]

Do not report any plans which have been accessed in any way (e.g. where PCLS or UFPLS have been taken).

Q8: What is your total value of uncrystallised assets under administration (AUA) in DC pension plans? (£)

Report all uncrystallised pension assets here, regardless of the age of the plan holders or whether they also have crystallised assets. Include the uncrystallised assets of any partially crystallised plans.

For unitised with-profits business, *firms* should report the policy fund value. For traditional or conventional with-profits business, *firms* should report the asset share or other appropriate available value.

Where SIPP providers are unable to provide a valuation for the date required (31 March) they should use the most recent valuation.

The figure should be reported in pounds sterling and single units.

Partially crystallised stock data (question 9)

All plans where the plan holder has both uncrystallised and crystallised funds should be reported in this question. This includes all plans in ‘phased’ or ‘drip feed’ drawdown. Plan holders who have part of their funds crystallised in drawdown and are also taking UFPLS from uncrystallised funds should be included.

Crystallised stock data (questions 10 to 12)

This section is intended to capture the *firm’s* crystallised book of pension business, i.e. assets in drawdown. All products marketed as annuities but written within drawdown tax rules (e.g. fixed term and variable annuities) should be included here even if funds are domiciled outside the UK.

Q10: How many drawdown (capped and flexi) plans do you have where 100% of the funds are crystallised?

Report all plans where all the assets are crystallised.

Q11: How many drawdown plans do you have where a PCLS has been paid but no income has ever been taken?

Report all plans where a PCLS has been taken but no income has been paid. Include plans which are 100% crystallised and those which are partially crystallised.

Q12: What is the total value of crystallised assets under administration (AUA) in DC pension plans? (£)

Report all crystallised (in drawdown) pension assets here, regardless of the age of the plan holders or whether they also have uncrystallised assets. Include the crystallised assets of any partially crystallised plans.

For unitised with-profits business, *firms* should report the policy fund value. For traditional or conventional with-profits business, *firms* should report the asset share or other appropriate available value.

Where SIPP providers are unable to provide a valuation for the relevant date (31 March), they should use the most recent valuation.

The figure should be reported in pounds sterling and single units.

Report all plans where all the assets are crystallised.

Q13: In total how many annuities do you currently have in payment?

Report how many annuities were in payment at the end of the reporting period. *Firms* should report all annuities in payment regardless of whether the annuitant has an individual contract (i.e. bulk annuities in payment should be re

Q14: What was the total income paid on all your annuities in payment during the reporting period? (£)

Q15: What is the total number of plans where the plan holder made regular withdrawals by drawdown or UFPLS?

Q16: What is the total number of plans where the plan holder made ad hoc partial withdrawals by drawdown or UFPLS?

ported for each individual recipient not as one single contract in payment).

Annuities in payment to dependents, spouses and civil partners of the original annuitant should be included.

Report the total amount of all annuity payments made during the period.

The figure should be reported in pounds sterling and single units.

Report the total number of plans where the plan holder gave instructions for regular withdrawals at any point previously (by drawdown or by UFPLS) and where the plan remains invested at the end of the reporting period.

Include plans with regular withdrawals of any frequency (e.g. annual, quarterly, monthly or other frequency) so long as at least one withdrawal was made during the reporting period.

Include plans where the plan holder has chosen to take additional ad hoc payments in addition to their regular income or has chosen to vary the level of their regular payments during the period.

Include all plans with regular withdrawals regardless of whether the plan holder accessed their plan prior to this reporting period or not.

Plans with both capped and flexi-access drawdown should be captured.

Plans where the plan holder remained invested but did not take an income in the period can be excluded.

If this figure is lower than 750, questions 17 – 31 can be left blank.

Report the total number of plans where the plan holder has received ad hoc payments (by drawdown or by UFPLS) and where the plan remains invested at the end of the reporting period. Do not include any plans where the plan holder has given instructions for regular withdrawals as these should be reported separately at question 15. Plans with both capped and flexi-access drawdown should be captured. Plans where the plan holder remained invested but did not take an income in the period can be excluded. If this is figure is 0, questions 32 and 33 can be left blank

Part 2 - Withdrawals flow data (questions 17 to 34)

This section captures more information about the plans reported in questions 15 and 16 where plan holders made one or more withdrawals in the relevant period and remain invested at the period end, and includes plan holders regardless of when they began accessing their plan. The *guidance* for questions 15 and 16 provides more information on which plans should be included.

Plans where the plan holder remained invested but did not take an income in the period can be excluded.

Plans where the plan holder gave instructions for regular withdrawals should be reported under questions 17 to 31.

Note that *firms* should only complete questions 17 to 31 where 750 or more plans with regular withdrawals are reported in question 15. If this is not the case, these questions can be left blank.

Include plans with regular withdrawals of any frequency (e.g. annual, quarterly, monthly or other frequency) providing that at least one withdrawal was made during the reporting period. Plans where the plan holder has given no instructions for regular withdrawals and instead has made withdrawals by one or more ad hoc requests should be reported under questions 32 and 33.

Where plan holders have set up a regular payment and also taken one or more ad hoc withdrawals during the reporting period, *firms* should include their plans in the answers on regular withdrawals (questions 17 to 31) and not ad hoc withdrawals (questions 32 and 33).

In questions 17–24 plans should be reported in the age band column that reflects the age of the plan holder at the end of the reporting period.

In questions 25–33 plans should be reported in the pot size band column that reflects the pot size at the start of the reporting period, or when the plan entered drawdown (if later).

Note that questions 32 and 33 should only be completed where one or more plans with ad hoc partial withdrawals are reported in question 16. If this is not the case, these questions can be left blank.

To answer questions 17 to 31, *firms* should calculate annual withdrawal rates for all the plans with regular withdrawals set up and which were reported in question 15.

Firms should not calculate withdrawal rates for each withdrawal; it is a rate of withdrawal for each plan holder over the year that should be calculated.

Firms should use one of two methods set out below for calculating annual withdrawal rates.

Method 1 – Electronic valuations (where possible)

Where *firms* can extract an up to date valuation electronically, *firms* should use the following method:

- Step 1: the member’s plan value (in pounds sterling) at the beginning of the period being reported is extracted (including both crystallised and uncrystallised funds);
- Step 2: any contributions and transfers in to the plan over the period are added to the value at step 1;
- Step 3: any transfers out of the plan and/or PCLS over the period are deducted from the value at step 2; and
- Step 4: all income payment withdrawals over the period (regular and ad hoc drawdown and UFPLS) should then be totalled and divided by the value after step 3 to calculate the annual withdrawal rate.

Method 2 – Latest annual valuations (where method 1 is not possible)

Where electronic valuations at specific dates cannot be extracted, *firms* should use the following alternative method:

- Step 1: extract the member’s plan value (in pounds sterling) at the last annual valuation date prior to the start of the period being reported;
- Step 2: any contributions and transfers in over the 12-month period starting with the annual valuation identified in step 1 and ending with the following annual valuation (which will have taken place during this reporting period) are added to the value at step 1;
- Step 3: any transfers out of the plan and/or PCLS over the 12-month period between valuations are deducted from the value at step 2; and
- Step 4: all income payment withdrawals over the period between valuations (regular and ad hoc drawdown and UFPLS) should then be totalled and divided by the plan value after step 3 to calculate the annual withdrawal rate.

Both methods ignore investment growth as it will be carried over to the starting valuation of the next year’s calculation and be reflected in the withdrawal rate reported then.

Where a plan holder enters a drawdown arrangement for the first time within the year being reported and starts regular withdrawals, *firms* should use the starting value when the plan entered drawdown.

Plans where plan holders make both regular and ad hoc withdrawals should be reported as one plan only and both the regular and ad hoc withdrawals should be included together in the rate of withdrawal calculation.

Example 1 – using method 1

A SIPP plan has an opening valuation of £200,000 at the start of the reporting period (i.e. 1 April). The plan holder has regular withdrawals set up and withdraws £100,000 from the SIPP during the reporting period. A *firm* able to extract the value of the plan at the beginning of the period (method 1) should calculate this as a 50% annual withdrawal rate, i.e. $£100,000/£200,000$.

Example 2 – using method 2

A SIPP provider does not have electronic valuation information available and instead undertakes manual annual valuations (method 2) on 1 October each year. Under method 2 the SIPP provider calculates the withdrawal rate for the 12 months between the last two annual valuations (i.e. October to September). To do this it should total all the withdrawals made in the 12 months between valuations and divides this against the starting valuation for the period.

The SIPP's value at the start of the period was £250,000, and the plan holder made regular and ad hoc withdrawals totalling £100,000 during the following 12 months. The *firm* should therefore calculate the withdrawal rate for this reporting period as 40%, i.e. $£100,000/£250,000$.

Example 3 – making contributions during the year

A plan holder starts the reporting period (year 1) with a £50,000 pot of crystallised assets and during the period makes use of their money purchase annual allowance and pays in £10,000 as uncrystallised assets. They have regular withdrawals set up and during the reporting period withdraw £12,000.

To calculate the withdrawal rate the provider divides the withdrawals of £12,000 by the total of the starting pot plus contributions ($£50,000 + £10,000 = £60,000$), which results in a rate of 20%.

At the start of the next reporting period (year 2) the starting valuation should include both the crystallised assets and the new uncrystallised assets resulting from the £10,000 contribution last period, even if the uncrystallised assets are in a separate arrangement and remain untouched throughout year 2.

Example 4 – entering drawdown within the reporting period

A plan holder transfers into the pension scheme in January, entering drawdown with a starting value (after PCLS) of £100,000. They set up regular withdrawals and receive £5,000 in February and £5,000 in March. The withdrawal rate should be 10%, i.e. $£10,000/£100,000$.

Employers' Liability Register compliance return

SUP 16 Annex 44A



Guidance notes for the completion of Employers' Liability Register compliance return in SUP 16 Annex 44AR

Firm details

1FRN

Enter the *firm* reference number.

2Firm name

Enter the *firm* name as it appears on the Financial Services Register.

Director's certificate

3Is the firm materially compliant with ICOBS 8.4.4R(2) and ICOBS 8 Annex 1 in the production of the firm's employers' liability registers in the reporting period?

If the *firm* is materially compliant, select 'Yes' and move on to question 4.

If the *firm* is not materially compliant, select 'No' and proceed to answer questions 3.1 to 3.3.

3.1Please confirm that the director's certificate contains a description of the ways in which the firm, in its production of the register, is not materially compliant and of the steps, together with relevant timescales, that the firm is taking to ensure that the firm will be materially compliant as soon as practicable. This question relates to the requirement in SUP 16.23A.5R(1)(b).

If an explanation is provided in the *director's* certificate or auditor's report select 'Yes'.

3.2How many policies are omitted from the register? (as a proportion of the total number of policies required to be included in the register.)

Enter the percentage of the total number of *policies* omitted from the register.

If this percentage is an estimate, the basis for estimation should be included in the supporting documents.

3.3How many policies in the register contain incorrect or incomplete information? (as a proportion of the total number of policies required to be included in the register.)

Enter the percentage of the total number of *policies* where there is incorrect or incomplete information on the register.

If this percentage is an estimate, the basis for estimation should be included in the supporting documents.

Director's Certificate upload

4Please upload a copy of the director's certificate here in PDF format

[upload functionality]

Auditor's report

5Does the auditor's report confirm the firm is materially compliant with ICOBS 8.4.4R(2) and ICOBS 8 Annex 1 in the production of its employers' liability registers in the reporting period?

Indicate if the auditor's report confirms the *firm* is materially compliant by selecting 'Yes'.

Where the auditor's report states the *firm* is not materially compliant select 'No'.

Auditor's report upload

6Please upload a copy of the auditor's report here in PDF format.

[upload functionality]

Annual Claims Management Report form

CMC001: Key data for Claims Management

Currency: Sterling only

Units: integers

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Group reporting

- 1 Does the data reported in this return relate to more than one *firm*? (NB: You should always answer "No" if your *firm* is not part of a *group*)
- 2 If "Yes" then list the firm reference numbers (FRNs) of all of the additional *firms* included in this return.

Nil return

- 3 Do you wish to report a nil return?
Firms answering 'yes' are not required to complete the remaining questions.
- 4 Over the reporting period, how many *employees* did the *firm* have on average?
- 5 How many *employees* left the *firm* (for any reason) during the reporting period?
- 6 What was the *firm's* annual *employee* turnover rate during the reporting period?
- 7 What was the total remuneration paid to the *firm's employees* over the reporting period?
- 8 What was the total amount of variable remuneration paid to the *firm's employees* over the reporting period?
- 9 How does the *firm* charge fees to its *customers*?
- 10 What was the total annual income for all *regulated claims management activities*, as defined in FEES 4 Annex 11AR for the purposes of FCA fees reporting (see *guidance* in FEES 4 Annex 13G)?

Profit and loss account (over reporting period)

- 11 What was the *firm's* income from *seeking out, referrals and identification of claims or potential claims*?
- 12 What was the *firm's* income from all *regulated claims management activities*?
- 13 What was the *firm's* income from all *regulated activities*?
- 14 What was the *firm's* income from activities which are not *regulated activities*?
- 15 What was the *firm's* total income, including from activities which are not *regulated activities*?
- 16 What was the *firm's* expenditure in respect of all *regulated claims management activities*?
- 17 What was the *firm's* expenditure in respect of all *regulated claims management activities* (excluding expenditure of the sort listed in CMCOB 7.2.8R(2)(b))?
- 18 What was the *firm's* operating profit from *regulated claims management activities*?

Balance sheet (as at end of reporting period)

- 19 What was the value of the *firm's* total assets (fixed and current)?
- 20 How much *cash* did the *firm* hold?

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- 21 What was the value of the *firm's* other current assets?
 - 22 How much did the *firm* owe in overdrafts and bank loans due within one year?
 - 23 What was the value of the *firm's* current liabilities (other than overdrafts and bank loans)?
 - 24 What was the value of the *firm's* total (current and non-current) liabilities?
 - 25 What was the value of the *firm's* current assets less the value of its current liabilities?
 - 26 What was the value of the *firm's* total assets less the value of its current liabilities?
- Prudential resources
- 27 What level of prudential resources did the *firm* hold at the end of the reporting period (as calculated in CMC OB 7.3)?
 - 28 Was the *firm* a Class 1 firm or a Class 2 firm (as defined in CMC OB 7.2.5R) at the end of the reporting period?
 - 29 What was the *firm's* overheads requirement (as calculated in CMC OB 7.2.8R) as at the end of the reporting period?
 - 30 As at the end of the reporting period, was the *firm's* overheads requirement (as calculated in CMC OB 7.2.8R) greater than the amount set out in whichever of CMC OB 7.2.6R(1)(a) or 7.2.7R(1)(a) was applicable to the *firm*?
 - 31 Did the *firm* hold *client money* at any point during the reporting period?
 - 32 What was the *firm's* prudential resources requirement (as calculated in CMC OB 7.2.6R and 7.2.7R) as at the end of the reporting period?
 - 33 Did the *firm* have a prudential surplus or deficit at the end of the reporting period?
 - 34 What was the amount of the prudential surplus or deficit at the end of the reporting period?

Relevant Connections

These questions are for *firms* carrying on or which have *permission* to carry on: *seeking out, referrals and identification of claims or potential claims; and/or advice, investigation or representation in relation to a financial services or financial product claim.*

- 35 Is the *firm* providing notification of individuals, as per CMC OB 2.1.21R? Yes / No

If the answer to question 35 is yes, please complete the following information:

36	Where CMC OB 2.1.21R(3) applies to the individual:						
	the name of the individual	the individual's role in the <i>firm</i> providing the notification	the name of the <i>firm</i> at which the FSCS-eligible activity was carried on by the individual	the individual's role at the <i>firm</i> at which the FSCS-eligible activity was carried on	the date that role started	the date that role ended	
37	Where CMC OB 2.1.21R(5) applies to the individual:						
	the name of individual A	the individual A's role in relation to	the name of individual B	the relationship between individual	the name of the <i>firm</i> at which the FSCS-	the individual B's role at the <i>firm</i> at	the date that role started and

the <i>firm</i> providing the notification	A and individual B	eligible activity was carried on by individual B	which the FSCS-eligible activity was carried on	date that role ended
<p>The remaining questions are only for <i>firms</i> that have permission for one or more of:</p>				
<ul style="list-style-type: none"> • <i>advice, investigation or representation in relation to a personal injury claim;</i> • <i>advice, investigation or representation in relation to a financial services or financial product claim;</i> • <i>advice, investigation or representation in relation to a housing disrepair claim;</i> • <i>advice, investigation or representation in relation to a claim for a specified benefit;</i> • <i>advice, investigation or representation in relation to a criminal injury claim; and</i> • <i>advice, investigation or representation in relation to an employment-related claim.</i> 				
<p>Professional Indemnity Insurance</p>				
<p>38 Does the <i>firm</i> have permission for <i>advice, investigation or representation in relation to a personal injury claim</i>?</p>				
<p>39 Did the <i>firm</i> have a professional indemnity insurance policy in place for <i>advice, investigation or representation in relation to a personal injury claim</i> as at the end of the reporting period?</p>				
<p>If yes, please complete questions 40 to 46:</p>				
<p>40 Who is the underwriter of the insurance?</p>				
<p>41 What is the policy renewal date?</p>				
<p>42 Have the minimum terms of the policy been reviewed in the last five years?</p>				
<p>43 What is the amount of the limit of indemnity (liability) for any single claim?</p>				
<p>44 What is the amount of the limit of indemnity (liability) for claims in the aggregate over the policy period?</p>				
<p>45 What is the amount of the excess (or deductible) that would be applicable for any one claim?</p>				
<p>46 Has the identity of the insurance provider or the terms and conditions of the insurance policy changed from the content of the last Annual Claims Management Report form submitted to the FCA?</p>				
<p>Client Money</p>				
<p>47 What was the highest balance of <i>client money</i> held by the <i>firm</i> at any point during the reporting period?</p>				
<p>48 In relation to the balance reported for question 47, for how many different <i>customers</i> did the <i>firm</i> hold <i>client money</i>?</p>				
<p>49 For how many different <i>customers</i> did the <i>firm</i> hold <i>client money</i> for a period longer than two <i>business days</i>?</p>				
<p>50 For how many different <i>customers</i> did the <i>firm</i> hold <i>client money</i> for a period longer than five <i>business days</i>?</p>				
<p>51 What was the longest period of time for which the <i>firm</i> held <i>client money</i> for a <i>customer</i>?</p>				
<p>Third-party Lead Generators</p>				
<p>52 How many leads did the <i>firm</i> purchase from <i>lead generators</i> during the reporting period?</p>				
<p>If you have provided a figure in response to question 52, provide the following details in respect of the three <i>lead generators</i> from which the <i>firm</i> purchased the most leads during this reporting period in response to 53 to 55:</p>				

Name	Postal address	Email address	Does supplier use overseas facilities (e.g. a call centre)?	Number of leads purchased from supplier over reporting period	Average cost per lead purchased from supplier over reporting period
53					
54					
55					
56	How many leads did the <i>firm</i> supply to a third party? (include all the occasions on which the <i>firm</i> passed a <i>customer</i> , or details of a <i>customer</i> or <i>claim</i> , to a third party)				
	Product Data				
57	What was the average fee charged by the <i>firm</i> , during the reporting period in respect of a <i>claim</i> ?				
	How was the <i>firm's regulated claims management activity</i> divided among the following areas of work? Please complete 58 to 77 below:				
	Revenue	Number of <i>claims</i> where lead obtained from <i>lead generator</i>	Number of <i>claims</i> pursued	Number of successful <i>claims</i>	Number of <i>claims</i> halted or not taken forward because: no good arguable base (left hand column), suspected fraud (middle column), or being frivolous or vexatious (right hand column)
	financial services or financial product <i>claims</i>				
58	Payment protection insurance				
59	Packaged bank accounts				
60	Investments				
61	Payment card or bank charges				
62	Mortgages				
63	Consumer credit				
64	Pensions, including SERPS				
65	Interest rate swaps and hedging products				
66	Other (please specify)				
	<i>personal injury claims</i>				
67	Holiday sickness				
68	Road traffic accidents (excluding whiplash)				
69	Slips, trips and falls (excluding accidents at work)				
70	Accidents at work				
71	Clinical negligence				

	Name	Postal address	Email address	Does supplier use overseas facilities (e.g. a call centre)?	Number of leads purchased from supplier over reporting period	Average cost per lead purchased from supplier over reporting period
72	Whiplash					
73	Other (please specify)					
74	<i>housing disrepair claims</i>					
75	<i>claims for a specified benefit</i>					
76	<i>criminal injury claims</i>					
77	<i>employment-related claims</i>					
Of the above types of <i>claim</i> , which three saw the largest percentage change in number of successful <i>claims</i> ? Please complete 78 to 80 below:						
	Type of <i>claim</i>			Percentage change		
78						
79						
80						

Guidance notes for completion of the Annual Claims Management Report form

Guidance for CMC001

General notes

This *data item* collects key information annually from *firms* with permission to undertake *regulated claims management activity*.

Except for rows 13 to 15, 19 to 27 and 30 to 34, the data provided in this form should relate only to *regulated claims management activity*, even if the *firm* undertakes regulated or unregulated activities in other areas. Except where a single Annual Claims Management Report is submitted in respect of a *group* in accordance with ■ SUP 16.25.8R, the data should not include the assets, liabilities, income or costs of any consolidated subsidiaries of the *firm*.

If you have undertaken no *regulated claims management activity* during the reporting period, answer “yes” to question 3 “do you wish to report a nil return?” to attest that there is no activity to report to us.

All questions requiring a monetary answer must be answered in sterling only. Figures should be reported in integers (that is, single units, to the nearest whole number), except where otherwise specified in the form: for example, income figures should be given to the nearest pound, not to the nearest thousand pounds.

Question 1 to 34 must be answered by all *firms* (including those that only have permission for *seeking out, referrals and identification of claims or potential claims*, or agreeing to carry on a *regulated activity* in respect of one of these activities).

Questions 35 to 37 apply to *firms* carrying on, or with *permission* to carry on, *seeking out, referrals and identification of claims or potential claims* and/or *advice, investigation or representation in relation to a financial services or financial product claim*.

Question 38 onwards should be completed by *firms* that have permission for one or more of the following activities:

- *advice, investigation or representation in relation to a personal injury claim;*
- *advice, investigation or representation in relation to a financial services or financial product claim;*
- *advice, investigation or representation in relation to a housing disrepair claim;*
- *advice, investigation or representation in relation to a claim for a specified benefit;*
- *advice, investigation or representation in relation to a criminal injury claim; and*
- *advice, investigation or representation in relation to an employment-related claim,*

collectively referred to in these guidance notes as ‘advising on a *claim*, investigating a *claim*, or representing a *claimant*’.

Data elements

	Question	Notes	B
3	Do you wish to report a nil return?	If the <i>firm</i> has undertaken no <i>regulated claims management activity</i> during this reporting period then answer "yes" and submit the form.	
4	Over of the reporting period, how many employees did the <i>firm</i> have on average?	State how many employees the <i>firm</i> had on average during the reporting period. Include part time workers in this figure as 0.5.	
5	How many employees left the <i>firm</i> (for any reason) during the reporting period?	State the figure for the number of employees who left the <i>firm</i> . Include part time workers in this figure as 0.5.	
6	What was the <i>firm's</i> annual employee turnover rate during the reporting period?	This should be the number of employees who left the <i>firm</i> during the reporting period (item 5) divided by the average number of employees the <i>firm</i> had during the reporting period (item 4), multiplied by 100.	
7	What was the total remuneration paid to the <i>firm's</i> employees over the reporting period?	Include all remuneration received by employees, including any variable remuneration such as bonuses, commissions or performance-based pay. Include share-based remuneration, options and the monetary value of benefits in kind.	
8	What was the total amount of variable remuneration paid to the <i>firm's</i> employees over the reporting period?	Include only variable remuneration such as bonuses, commissions or performance-based pay. Include share-based remuneration, options and the monetary value of benefits in kind to the extent that these are variable.	
9	How does the <i>firm</i> charge fees to its <i>customers</i> ?	Please describe all the ways in which the <i>firm</i> charges fees: for example, whether calculated by reference to the amount recovered for the <i>customer</i> or on an hourly rate, and whether fees are charged up front or on account, or are invoiced periodically or at the end of the <i>claim</i> .	
10	What was the total annual income for all <i>regulated claims management activities</i> , as defined in FEES 4 Annex 11AR for the purposes of FCA fees reporting (see guidance in FEES 4 Annex 13G)?	Refer to the <i>guidance</i> contained in FEES 4 Annex 13G before completing this question. If you undertake other activities this will be a subset of your total income.	

	Question	Notes	B
11	What was the <i>firm's</i> income from <i>seeking out, referrals and identification of claims or potential claims</i> ?	State the revenue from generating leads for, or selling leads to, third parties. If you do not have this permission enter "0".	
12	What was the <i>firm's</i> income from all <i>regulated claims management activities</i> ?		
13	What was the <i>firm's</i> income from all <i>regulated activities</i> ?		
14	What was the <i>firm's</i> income from activities which are not <i>regulated activities</i> ?		
15	What was the <i>firm's</i> total income, including from activities which are not <i>regulated activities</i> ?	This should be the sum of items 13 and 14.	
16	What was the <i>firm's</i> expenditure in respect of all <i>regulated claims management activities</i> ?	Include any share of overheads which is allocated to income from <i>regulated claims management activities</i> .	
17	What was the <i>firm's</i> expenditure in respect of all <i>regulated claims management activities</i> (excluding expenditure of the sort listed in CMCOB 7.2.8R(2)(b))?		
18	What was the <i>firm's</i> operating profit from <i>regulated claims management activities</i> ?	Operating profit is equal to income (item 12) less expenditure (item 16).	
	Balance sheet	Questions 19 to 27 are to be answered as at the end of the relevant reporting period	
19	What was the value of the <i>firm's</i> total assets?	Include all fixed and current assets.	
20	How much <i>cash</i> did the <i>firm</i> hold?	This should relate to the whole <i>firm</i> but should not include the cash of any consolidated subsidiaries. This should include cash held in a bank account available for instant withdrawal.	
21	What was the value of the <i>firm's</i> other current assets?	A current asset is an asset that is expected to be converted to cash within a year of the date of measurement (but does not include cash). This should relate to the whole <i>firm</i> (including investments in or receivables from other group entities) but should not include the assets of any consolidated subsidiaries.	
22	How much did the <i>firm</i> owe in overdrafts and bank loans due within one year?	Include only the drawn amount of overdrafts.	

	Question	Notes	B
23	What was the value of the <i>firm's</i> current liabilities (other than overdrafts and bank loans)?	A current liability is a debt or obligation that falls due within one year of the date of the liability arising. This should relate to the whole firm (including any amounts owed to other group entities) but should not include any consolidated subsidiaries.	
24	What was the value of the <i>firm's</i> total (current and non-current) liabilities?	Non-current liabilities are those falling due more than one year after the date of measurement.	
25	What was value of the <i>firm's</i> current assets less the value of its current liabilities?	This should equal the sum of items 20 and 21 less the sum of items 22 and 23.	
26	What was the value of the <i>firm's</i> total assets less the value of its current liabilities?	This should equal the sum of item 19, less the sum of items 22 and 23.	
27	What level of prudential resources did the <i>firm</i> hold at the end of the reporting period (as calculated in CMCOB 7.3)?	CMCOB 7.3 sets out how prudential resources are to be calculated and which forms of capital are eligible for inclusion.	
28	Was the <i>firm</i> a Class 1 firm or a Class 2 firm (as defined in CMCOB 7.2.5R) at the end of the reporting period?		
29	What was the <i>firm's</i> overheads requirement (as calculated in CMCOB 7.2.8R) as at the end of the reporting period?	CMCOB 7.2.8R sets out how the overheads requirement is to be calculated.	
30	As at the end of the reporting period, was the <i>firm's</i> overheads requirement (as calculated in CMCOB 7.2.8R) greater than the amount set out in whichever of CMCOB 7.2.6R(1)(a) or 7.2.7R(1)(a) was applicable to the <i>firm</i> ?	The sums applicable under CMCOB 7.2.6R and 7.2.7R are £10,000 for a Class 1 firm and £5,000 for a Class 2 firm.	
31	Did the <i>firm</i> hold <i>client money</i> at any point during the reporting period?	Answer "yes" or "no". For the purposes of this question, include <i>client money</i> which has been sent out by cheque and is uncleared and/or unbanked.	
32	What was the <i>firm's</i> prudential resources requirement (as calculated in CMCOB 7.2.6R and 7.2.7R) as at the end of the reporting period?	CMCOB 7.2.6R sets out how the prudential resources requirement is to be calculated for Class 1 firms. CMCOB 7.2.7R sets out how the prudential resources requirement is to be calculated for Class 2 firms.	
33	Did the <i>firm</i> have a prudential surplus or deficit at the end of the reporting period?	A <i>firm</i> with prudential resources in excess of its prudential resources requirement has a prudential surplus. A <i>firm</i> with prudential resources less than its prudential resources requirement has a prudential deficit.	

	Question	Notes	B
34	<p>What was the amount of the prudential surplus or deficit at the end of the reporting period?</p>	<p>Enter positive figures only (irrespective of whether the amount was a surplus or deficit.)</p>	
	<p>Relevant Connections</p>		
	<p>These questions are for <i>firms</i> carrying on, or which have <i>permission</i> to carry on: <i>seeking out, referrals and identification of claims or potential claims; and/or advice, investigation or representation in relation to a financial services or financial product claim</i> .</p>		
35	<p>Is the <i>firm</i> providing a notification of individuals, as per CMC OB 2.1.21R?</p>	<p>Answer “yes” or “no”.</p> <p><i>Firms</i> should answer “yes” if there are any individuals at their <i>firm</i> (including <i>employees, controllers</i> or members of the <i>firm’s governing body</i>) who are/were directly involved in, or responsible for, the carrying on of an FSCS-eligible activity at another <i>firm</i>; or if any <i>controller</i> or member of the <i>firm’s governing body</i> is related to someone who is/was directly involved in, or responsible for, the carrying on of an FSCS-eligible activity at another <i>firm</i>.</p> <p>In summary, an FSCS-eligible activity is an activity in connection with which a <i>claim</i> could be made to the FSCS now or in the future; it is defined in CMC OB 2.1.17R(6) and CMC OB 2.1.18G.</p>	
	<p>If the answer to question 35 is yes, please complete the following information:</p>		
36	<p>Where CMC OB 2.1.21R(3) applies to the individual, complete the information required in the following table.</p>		
	<p>Name of the individual</p>	<p>The individual is an <i>employee</i> or <i>controller</i> of your <i>firm</i>, or any member of its <i>governing body</i>, who is or was directly involved in or responsible for the carrying on of an FSCS-eligible activity at another <i>firm</i>.</p>	
	<p>Individual’s role in the <i>firm</i> providing the notification</p>	<p>Please state the individual’s role at your <i>firm</i>.</p>	
	<p>Name of the <i>firm</i> at which the FSCS-eligible activity was carried on by the individual</p>	<p>Please provide the name of the other <i>firm</i> where the individual is or was directly involved in or responsible for carrying on an FSCS-eligible activity.</p>	
	<p>Individual’s role at the <i>firm</i> at which the FSCS-eligible activity was carried on</p>	<p>Please provide the individual’s role at the other <i>firm</i> where that individual is or was directly involved in or responsible for carrying on an FSCS-eligible activity.</p>	
	<p>Date that role started</p>	<p>Please provide the date the individual’s role at the other <i>firm</i> started.</p>	

Question	Notes	B
Date that role ended	Please provide the date the individual’s role at the other <i>firm</i> ended (if it has ended).	
37	Where CMCOB 2.1.21R(5) applies to the individual, complete the information required in the following table.	
Name of individual A	<p>Individual A is any <i>controller</i> or member of your <i>firm’s governing body</i> who is related to a person (individual B) who is or was directly involved in or responsible for the carrying on of an FSCS-eligible activity at another <i>firm</i>.</p> <p>Under CMCOB 2.1.17R(5), A is related to B for these purposes if:</p> <p>(a) A is B’s spouse or civil partner;</p> <p>(b) A’s relationship to B has the characteristics of the relationship between spouses or civil partners; or</p> <p>(c) A is B’s parent, brother, sister, child, grandparent or grandchild (including step-relations in these categories).</p>	
Individual A’s role in relation to the <i>firm</i> providing the notification	Please provide individual A’s role at your <i>firm</i> .	
Name of individual B	Individual B is the person who is or was directly involved in or is or was responsible for the carrying on of an FSCS-eligible activity at another <i>firm</i> , who is related to individual A.	
Relationship between individual A and individual B	Describe how individual A is related to individual B (see CMCOB 2.1.17R(5)).	
Name of the <i>firm</i> at which the FSCS-eligible activity was carried on by individual B	Please provide the name of the <i>firm</i> at which individual B is or was directly involved in or responsible for carrying on an FSCS-eligible activity.	
Individual B’s role at the <i>firm</i> at which the FSCS-eligible activity was carried on	Please provide individual B’s role at the other <i>firm</i> where they are or were directly involved in or responsible for carrying on an FSCS-eligible activity.	
Date that role started and date that role ended	Please provide the date individual B’s role at the other <i>firm</i> started and the date it ended.	
The remaining questions are only for <i>firms</i> that have permission for advising on a <i>claim</i> , investigating a <i>claim</i> , or representing a <i>claimant</i> .	All the questions below relate to advising on a <i>claim</i> , investigating a <i>claim</i> , or representing a <i>claimant</i> and should not include data for any other <i>regulated claims management activity</i> .	
Professional Indemnity Insurance		

	Question	Notes	B
38	Does the <i>firm</i> have permission for <i>advice, investigation or representation in relation to a personal injury claim</i> ?	Answer "yes" or "no". Having these permissions in respect of <i>personal injury claims</i> triggers a requirement to hold professional indemnity insurance.	
39	Did the <i>firm</i> have a professional indemnity insurance policy in place for <i>advice, investigation or representation in relation to a personal injury claim</i> at the end of the reporting period?	Answer "yes" or "no". If yes, please complete questions 40 to 46. If no, go to question 47.	
40	Who is the underwriter of the insurance?	State the underwriter's name.	
41	What is the policy renewal date?	Provide the end date of the policy in the format dd/mm/yyyy.	
42	Have the minimum terms of the policy been reviewed in the last five years?		
43	What is the amount of the limit of indemnity (liability) for any single claim?	If the policy applies different indemnity limits to different insured events, enter the lowest applicable limit.	
44	What is the amount of the limit of indemnity (liability) for claims in the aggregate over the policy period?		
45	What is the amount of the excess (or deductible) that would be applicable for any one claim?		
46	Has the identity of the insurance provider or the terms and conditions of the insurance policy changed from the content of the last Annual Claims Management Report form submitted to the <i>FCA</i> ?	Answer "yes" or "no".	
Client Money			
47	What was the highest balance of <i>client money</i> held by the <i>firm</i> at any point during the reporting period?	Report rounded to the nearest pound.	
48	In relation to the balance reported for question 47, for how many different <i>customers</i> did the <i>firm</i> hold <i>client money</i> ?	Report the number of <i>customers</i> to whom the balance reported for question 47 relates.	

	Question	Notes	B
49	For how many different <i>customers</i> did the <i>firm</i> hold <i>client money</i> for a period longer than two <i>business days</i> ?	Report the total number of <i>customers</i> for whom the <i>firm</i> held <i>client money</i> for longer than two <i>business days</i> .	
50	For how many different <i>customers</i> did the <i>firm</i> hold <i>client money</i> for a period longer than five <i>business days</i> ?	Report the total number of <i>customers</i> for whom the <i>firm</i> held <i>client money</i> for longer than five <i>business days</i> . Exclude (for question 50 reporting purposes only) any <i>customers</i> to which the <i>firm</i> has sent a cheque or other payable order which is uncleared and/or unbanked. For the avoidance of doubt, a <i>firm</i> must continue to treat this money as <i>client money</i> until the cheque or order is presented and paid by the bank.	
51	What was the longest period of time for which the <i>firm</i> held <i>client money</i> for a <i>customer</i> ?	Report in <i>days</i> .	
	Third-party Lead Generators		
52	How many leads did the <i>firm</i> purchase from <i>lead generators</i> during the reporting period?	State "0" or provide a positive figure. If your answer to question 52 is "0", go to question 56.	
53-55	If you have provided a figure in response to the previous question, provide the following details in respect of the three <i>lead generators</i> from which the <i>firm</i> purchased the most leads during this reporting period:	Provide all the information requested in each column for 53 to 55.	
56	How many leads did the <i>firm</i> supply to a third party? (include all the occasions on which the <i>firm</i> passed a <i>customer</i> , or details of a <i>customer</i> or <i>claim</i> , to a third party) Product Data		
57	What was the average fee charged by the <i>firm</i> , during the reporting period in respect of a <i>claim</i> ?	Include in the average only <i>claims</i> where a fee was charged.	
58-77	How was the <i>firm's regulated claims management activity</i> divided among the following areas of work?	For 58 to 77, provide the following figures for each area of work. For financial services and products <i>claims</i> and <i>personal injury claims</i> show how this work is split between different subcategories. When reporting "other", complete the free text box to indicate what the figures relate to.	

Question	Notes	B
Revenue	Enter the total income earned from this type of work during the reporting period.	
Number of <i>claims</i> where lead obtained from <i>lead generator</i>	Enter the number of <i>claims</i> where the <i>customer</i> was obtained from a lead purchased from a <i>lead generator</i> .	
Number of <i>claims</i> pursued	Enter the number of <i>claims</i> in respect of which an agreement was reached with the <i>customer</i> for the <i>firm</i> to investigate, advise or represent.	
Number of successful <i>claims</i>	Enter the number of <i>claims</i> which resulted in a payment or other remedy for the <i>customer</i> . Include <i>claims</i> settled on such terms.	
Number of <i>claims</i> halted or not taken forward because: no good arguable base, suspected fraud, or being frivolous or vexatious	Enter the number of <i>claims</i> which the <i>firm</i> declined, or declined to continue to pursue because there was no arguable case in the left hand column; the number of those where there was suspected fraud in the middle column; and the number of those which were frivolous or vexatious in the right hand column.	
78-80 Of the above types of <i>claim</i> , which three saw the largest percentage change in number of successful <i>claims</i> ?	Percentage change is the increase or decrease in the number of successful <i>claims</i> concluded during the reporting period compared to the number in the equivalent period ending 12 months earlier. Enter the name of the type of <i>claim</i> and the percentage change at 78 to 80. For financial services or financial product <i>claims</i> and <i>personal injury claims</i> , enter the more detailed <i>claim</i> category (e.g. Whiplash).	



REP020 Statistics on the availability and performance of a dedicated interface

REP020 Statistics on the availability and performance of a dedicated interface form:
SUP 16 Annex 46AD



Notes on completing REP020 Statistics on the availability and performance of a dedicated interface

These notes contain guidance for quarterly reporting by Account Servicing Payment Service Providers (ASPSPs) with payment accounts accessible online that are required to publish on their website quarterly statistics on the availability and performance of the dedicated interface and of the interface used by its payment service users under article 32(4) *SCA RTS*.

The following completion notes should be read in conjunction with *EBA Guidelines on the conditions to benefit from an exemption from the contingency mechanism under article 33(6) of Regulation (EU) 2018/389 (RTS on SCA & CSC)* (“the EBA Guidelines”).

The form provides the means for ASPSPs to provide the *FCA* with quarterly statistics on the availability and performance of the dedicated interface and of the interface used by its *payment service users*.

‘Account Servicing Payment Services Providers’ has the same definition as at Regulation 2(1) Payment Services Regulations 2017.

All ASPSPs with payment accounts accessible online and providing access to account information service providers (AISPs), payment initiation service providers (PISPs), or card based payment instrument issuers (CBPIIs), via a ‘dedicated interface’ are required to provide data.

ASPSPs with payment accounts accessible online and providing access to AISPs, PISPs, or CBPIIs via means other than the dedicated interface are not required to report daily statistics on the availability and performance of such interfaces, and should submit a ‘nil return’.

Structure of the return

REP020 requires the ASPSP to report daily statistics on the availability and performance for each of its payment service user interfaces and dedicated interfaces for the previous quarter, for the daily statistics published on the ASPSPs website in accordance with article 32(4) of the *SCA-RTS*.

For each dedicated interface, the ASPSP should indicate by selecting ‘yes’ or ‘no’ if the dedicated interface benefits from an exemption under article 33(6) of the *SCA-RTS*. This will be ‘no’ for any payment service user interface.

Availability

Availability of each dedicated interface and payment service user interface should be reported as a percentage of uptime (Column D) and downtime (Column E).

To calculate the availability of each interface, the ASPSP should:

- calculate the percentage uptime as 100% minus the percentage downtime;
- calculate the percentage downtime using the total number of seconds the dedicated interface was down in a 24-hour period starting and ending at midnight;
- count the interface as ‘down’ when five consecutive requests for access to information for the provision of payment initiation services, account information services or confirmation of availability of funds are not replied to within a total timeframe of 30 seconds, irrespective of whether these requests originate from one or multiple PISPs, AISPs or CBPIIs. In such case, the ASPSP should calculate downtime from the moment it has received the first request in the series of five consecutive requests that were not replied to within 30 seconds, provided that

there is no successful request in between those five requests to which a reply has been provided.

Performance

Performance should be reported for each interface based on the daily average time in milliseconds.

At column F, ASPSPs should report daily statistics for each payment service user interface on the daily average time (in milliseconds) taken, per request, for the ASPSP to respond to payment service user requests in that interface.

At column G, ASPSPs should report daily statistics for each dedicated interface on the daily average time (in milliseconds) taken, per request, for the ASPSP to provide to the account information service provider (AISP) all the information requested in accordance with regulation 69(2)(b) of the *Payment Services Regulations* and article 36(1)(b) of the *SCA RTS*.

At column H, ASPSPs should report daily statistics for each dedicated interface on the daily average time (in milliseconds) taken, per request, for the ASPSP to provide to the payment initiation service provider (PISP) all the information requested in accordance with article 36(1)(a) of the *SCA RTS*.

At column I, ASPSPs should report daily statistics for each dedicated interface on the daily average time (in milliseconds) taken, per request, for the ASPSP to provide to the card based payment instrument issuer (CBPII) or to the PISP a 'yes/no' confirmation in accordance with regulation 68(4), (7) and (8) of the *Payment Services Regulations* and article 36(1)(c) of the *SCA RTS*.

At column J, ASPSPs should report daily statistics for each dedicated interface on the daily error response rate as a percentage – calculated as the number of error messages concerning errors attributable to the ASPSP sent by the ASPSP to the PISPs, AISPs and CBPIIs in accordance with article 36(2) of the *SCA RTS* per day, divided by the number of requests received by the ASPSP from AISPs, PISPs and CBPIIs in the same day and multiplied by 100.

Data elements

Quarterly statistics on availability and performance of dedicated interfaces	
1A – Do you wish to make a nil return?	<p>ASPSPs providing payment accounts accessible online and facilitating access to AISPs, PISPs or CBPIIs via a dedicated interface must submit a return each quarter and should select 'no'.</p> <p>ASPSPs providing access via other means other than a dedicated interface are not required to submit a return and should select 'yes'.</p>
2A – Interface Name/Id	<p>ASPSPs submitting a return should provide the name or ID used within the PSP to identify the interface being reported on. This should indicate whether the interface is a dedicated interface or a payment service user interface. Where relevant, it should be the same ID used when the ASPSP submitted a request for exemption from the contingency mechanism (max 100 characters).</p>
Availability statistics	
2B – Interface type	<p>Select what type of interface the statistics are being provided for:</p> <ul style="list-style-type: none"> •PSU interface •Dedicated interface
2C – Has exemption been granted for dedicated interface?	<p>Select 'yes' or 'no' indicating if the interface has been exempted under article 33(6) of the <i>SCA RTS</i>.</p>
2D – Uptime (%)	<p>ASPSPs should report the uptime of the interface as a percentage in accordance with the calculation method at GL 2.4(a) <i>EBA Guidelines</i> for each day in the reporting period (up to 92 days where applicable). Percentage figure should be provided to two decimal places.</p>

2E – Downtime (%)	ASPSPs should report the downtime of the interface as a percentage in accordance with the calculation method at GL 2.4(b) <i>EBA Guidelines</i> for each day in the reporting period (up to 92 days where applicable). Percentage figure should be provided to two decimal places.
Performance statistics	
Payment Services User (PSU) interface	
2F – response (milliseconds)	Only to be completed if “PSU interface” has been selected at 2B. ASPSPs should provide the daily average response time, (in milliseconds expressed as a whole number, e.g. 1.5 seconds is represented as 1500 milliseconds) taken per request, for the ASPSP to respond to requests from payment service user via the payment service user interface.
Dedicated interface	
2G – AISP response (milliseconds)	Only to be completed if “Dedicated interface” has been selected at 2B. ASPSPs should provide the daily average time (in milliseconds expressed as a whole number, e.g. 1.5 seconds is represented as 1500 milliseconds) taken, per request, for the ASPSP to provide to the account information service provider (AISP) all the information requested in accordance with Regulation 69(2)(b) of the <i>Payment Services Regulations</i> and article 36(1)(b) of the <i>SCA RTS</i> .
2H – PISP response (milliseconds)	Only to be completed if “Dedicated interface” has been selected at 2B. ASPSPs should provide the daily average time (in milliseconds expressed as a whole number, e.g. 1.5 seconds is represented as 1500 milliseconds) taken, per request, for the ASPSP to provide to the payment initiation service provider (PISP) all the information requested in accordance with article 36(1)(a) of the <i>SCA RTS</i> .
2I – CBPII/PISP yes/no response (milliseconds)	Only to be completed if “Dedicated interface” has been selected at 2B. ASPSPs should provide the daily average time (in milliseconds expressed as a whole number, e.g. 1.5 seconds is represented as 1500 milliseconds) taken, per request, for the ASPSP to provide to the card based payment instrument issuer (CBPII) or to the PISP a ‘yes/no’ confirmation in accordance with regulation 68(4), (7) and (8) of the <i>Payment Services Regulations</i> and article 36(1)(c) of the <i>SCA RTS</i> .
2J – Error response rate	Only to be completed if “Dedicated interface” has been selected at 2B. ASPSPs should provide the daily error response rate – calculated as the number of error messages concerning errors attributable to the ASPSP sent by the ASPSP to the PISPs, AISPs and CBPIIs in accordance with article 36(2) of the <i>SCA RTS</i> per day, divided by the number of requests received by the ASPSP from AISPs, PISPs and CBPIIs in the same day. Percentage figure should be provided to two decimal places.



(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance number, has been provided		ance Date of birth	Title (optional)	First name	Name commonly known (if known)	Middle names (if known)	Last name	Date started	Date ended	Relevant roles currently held	Activities which the Directory person carries on and for which they hold the relevant qualifications	Customer engagement method (online, telephone, face to face)	Work-Related activities (post credited to de(s) body)	
											CF] (1) CASS oversight function		ing personal recommendations on securities which are not stakeholder pension		

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	
In- di- vidu- al Ref- er- ence Num- ber (IRN)	NI num- ber, Na- tional pre- in- sur- vance (NI) number of birth (optional)	Date of birth	Title (optional)	First name (if known)	Middle name (if known)	Last name (if known)	Date started	Date ended	Relevant roles currently held	Activities which the Dir- ectory person carries on and for which they hold the rel- evant quali- fications	Customer en- gage- ment method (on- line, tele- phone, face to face) for any Dir- ect- ory per- son who deals with cus- tomers	Web- Rel- iance ac- cred- ited body for mem- ber- ship for any Dir- ect- ory per- son with deals with cus- tomers	any per- son who deals with cus- tomers	any per- son who deals with cus- tomers	any per- son who deals with cus- tomers	any per- son who deals with cus- tomers
													3. Giv- ing per- sonal re- com- men- dations			

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	
	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Number (NI) has been provided		visually	of	birth	(optional)	First name	Middle name (if known)	Last name	Date started	Date ended	Relevant roles currently held	Activities which the Directory person carries on and for which they hold the relevant qualifications	Customer engagement method (online, telephone, face to face)	Work-Related activities (post credited to de(s) body)	Membership of any Directory for any person who deals with customers and requires a qualification to do so
													on derivatives			
												[FCA CF] (3) Proprietary trader	4. Giving personal recommendations on retail investment prod-			

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	
In- di- vidu- al Ref- er- ence Num- ber (IRN)	NI num- ber, Na- tional pre- vi- sion Date of Title (optional)	NI sur- vival Date of Title (optional)	NI sur- vival Date of Title (optional)	NI sur- vival Date of Title (optional)	Name com- monly known by names (if known)	Middle names (if known)	Last name (if known)	Date started	Date ended	Relevant roles cur- rently held	Activities which the Dir- ectory person carries on and for which they hold the rel- evant quali- fications	Customer en- gage- ment meth- ods (on- line, tele- phone, face to face)	Work- place ev- idence (s)ac- cessed to (s)body for mem- ber- ship Dir- ect- ory per- son de- als with cus- tomers	Work- place ev- idence (s)ac- cessed to (s)body for mem- ber- ship Dir- ect- ory per- son de- als with cus- tomers	Work- place ev- idence (s)ac- cessed to (s)body for mem- ber- ship Dir- ect- ory per- son de- als with cus- tomers	Work- place ev- idence (s)ac- cessed to (s)body for mem- ber- ship Dir- ect- ory per- son de- als with cus- tomers
												ucts which are not broker funds				
											[FCA CF] (4) Signi- ficant management	6. Giv- ing per- sonal re- com- menda- tions on Friendly Soci-				

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	
	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Number of birth (optional) First name (if known) Middle names (if known) Last name			Title (optional)				Date started	Date ended		Relevant roles currently held	Activities which the Directory person carries on and for which they hold the relevant qualifications	Customer engagement method (online, telephone face to face) for any Directory person who deals with customer face and requires a qualification to do so	Work-Related location(s) accessed (post credited de(s) body membership for any Directory person who deals with customer face and requires a qualification to do so		
												ety tax-exempt policies (other than Holiday sickness policies where the Holiday				

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	
In- di- vidu- al Ref- er- ence Num- ber (IRN)	NI num- ber, Na- tional pre- s- ence vi- sur- ance (NI) pro- vided	NI sur- vival Date of birth	Title (optional)	First name	Name com- monly known by names (if known)	Middle name (if known)	Last name	Date started	Date ended	Relevant roles cur- rently held	Activities which the Dir- ectory person carries on and for which they hold the rel- evant quali- fications	Customer en- gage- ment meth- ods (on- line, tele- phone, face to face) for any Dir- ect- ory per- son who deals with cus- tomers	Work- place ev- idence (s)ac- cess to de(s)) body mem- ber- ship for any Dir- ect- ory per- son with deals with cus- tomers	any per- son who does not have an NI Num- ber or for whom a pass- port num- ber, and not an NI num- ber, Na- tional pre- s- ence vi- sur- ance (NI) pro- vided	any per- son who does not have an NI Num- ber or for whom a pass- port num- ber, and not an NI num- ber, Na- tional pre- s- ence vi- sur- ance (NI) pro- vided	any per- son who does not have an NI Num- ber or for whom a pass- port num- ber, and not an NI num- ber, Na- tional pre- s- ence vi- sur- ance (NI) pro- vided
												[FCA CF] (5) Func- tions re- quir-	policy spe- cial ap- plica- tion condi- tions are met) 7. Giv- ing per- sonal re- com- menda-			

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	
In- di- vidu- al Ref- er- ence Num- ber (IRN)	NI num- ber, Na- tional pre- vi- ously been pro- vided	NI sur- vival Date (NI)	Date of birth	Title (optional)	First name	Name com- monly known (if known)	Middle names (if known)	Last name	Date started role	Date ended role	Relevant roles cur- rently held	Activities which the Dir- ectory person carries on and for which they hold the rel- evant quali- fications	Customer en- gage- ment method (on- line, tele- phone, face to face)	Work- place ev- en- t(s) ac- cred- ited de(s) body for mem- ber- ship Dir- ect- ory any Dir- ect- ory per- son de- als with cus- tomers face and re- quires a quali- fica- tion to do so	any Dir- ect- ory per- son de- als with cus- tomers face and re- quires a quali- fica- tion to do so	any Dir- ect- ory per- son de- als with cus- tomers face and re- quires a quali- fica- tion to do so
											ing quali- fications	tions on long- term care insur- ance contracts				
											[FCA CF] (6) Man- ager of certi- fica-	8. Giv- ing per- sonal re- com- menda- tions				

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
In- di- vidu- al Ref- er- ence Num- ber (IRN)	NI num- ber, Na- tional pre- sur- vival Date of Title (optional)	NI sur- vival Date of Title (optional)	NI sur- vival Date of Title (optional)	NI sur- vival Date of Title (optional)	Name com- monly known by names (if known)	Middle names (if known)	Last name (if known)	Date started	Date ended	Relevant roles cur- rently held	Activities which the Dir- ectory person carries on and for which they hold the rel- evant quali- fications	Customer en- gage- ment meth- ods (on- line, tele- phone, face to face) for any Dir- ect- ory per- son who de- als with cus- tomers	Work- Rel- ation- ship for any Dir- ect- ory per- son with cus- tomers	Work- Rel- ation- ship for any Dir- ect- ory per- son with cus- tomers	Work- Rel- ation- ship for any Dir- ect- ory per- son with cus- tomers
											tion employee	on in- vest- ments in the course of cor- porate fin- ance business			
											[FCA CF] (7) Mat- erial	9. Ad- vising on syn- diccate			

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
In- di- vidu- al Ref- er- ence Num- ber (IRN)	NI num- ber, Na- tional pre- s- ence vi- sur- ance (NI) pro- vided	NI num- ber, Na- tional pre- s- ence vi- sur- ance (NI) pro- vided	Date of birth	Title (optional)	First name	Name com- monly known by (if known)	Middle names (if known)	Last name	Date started role	Date ended	Relevant roles cur- rently held	Activities which the Dir- ectory person carries on and for which they hold the rel- evant quali- fications	Work- Rel- ation- ship (on- line, tele- phone face to face) for any Dir- ect- ory per- son who de- als with cus- tomers and re- quires a quali- fica- tion to do so	Work- Rel- ation- ship (on- line, tele- phone face to face) for any Dir- ect- ory per- son who de- als with cus- tomers and re- quires a quali- fica- tion to do so	Work- Rel- ation- ship (on- line, tele- phone face to face) for any Dir- ect- ory per- son who de- als with cus- tomers and re- quires a quali- fica- tion to do so
	Pass- port num- ber and na- tion- al- ity, for any Dir- ect- ory per- son who does not have an NI Num- ber or for whom a pass- port num- ber, and not an NI num- ber, Na- tional pre- s- ence vi- sur- ance (NI) pro- vided					Name com- monly known by (if known)	Middle names (if known)	Last name	Date started role	Date ended	risk taker [FCA CF] (8) Client dealing [FCA CF]	partici- pation at Lloyd's 9A. Advis- ing on P2P agreements 10. Broker	Work- Rel- ation- ship (on- line, tele- phone face to face) for any Dir- ect- ory per- son who de- als with cus- tomers and re- quires a quali- fica- tion to do so	Work- Rel- ation- ship (on- line, tele- phone face to face) for any Dir- ect- ory per- son who de- als with cus- tomers and re- quires a quali- fica- tion to do so	Work- Rel- ation- ship (on- line, tele- phone face to face) for any Dir- ect- ory per- son who de- als with cus- tomers and re- quires a quali- fica- tion to do so

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	
	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Number, has been provided		Surveillance Date	Title (optional)	First name	Name commonly known (if known)	Middle names (if known)	Last name	Date started	Date ended	Relevant roles currently held	Activities which the Directory person carries on and for which they hold the relevant qualifications	Customer engagement method (online, telephone, face to face)	Work-Related activities (post credited to de(s) body of any Director for any person who deals with customer face and requires a qualification to do so	Work-Related activities (post credited to de(s) body of any Director for any person who deals with customer face and requires a qualification to do so)	Work-Related activities (post credited to de(s) body of any Director for any person who deals with customer face and requires a qualification to do so)
											CF] Key function holder	Giving personal recommendations on and dealing in securities which are not stake-				

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
In- di- vidu- al Ref- er- ence Num- ber (IRN)	NI num- ber, Na- tional pre- sur- vival Date of birth (NI) Title (optional)	NI num- ber, Na- tional pre- sur- vival Date of birth (NI) Title (optional)	NI num- ber, Na- tional pre- sur- vival Date of birth (NI) Title (optional)	NI num- ber, Na- tional pre- sur- vival Date of birth (NI) Title (optional)	NI num- ber, Na- tional pre- sur- vival Date of birth (NI) Title (optional)	NI num- ber, Na- tional pre- sur- vival Date of birth (NI) Title (optional)	NI num- ber, Na- tional pre- sur- vival Date of birth (NI) Title (optional)	NI num- ber, Na- tional pre- sur- vival Date of birth (NI) Title (optional)	NI num- ber, Na- tional pre- sur- vival Date of birth (NI) Title (optional)	NI num- ber, Na- tional pre- sur- vival Date of birth (NI) Title (optional)	NI num- ber, Na- tional pre- sur- vival Date of birth (NI) Title (optional)	NI num- ber, Na- tional pre- sur- vival Date of birth (NI) Title (optional)	NI num- ber, Na- tional pre- sur- vival Date of birth (NI) Title (optional)	NI num- ber, Na- tional pre- sur- vival Date of birth (NI) Title (optional)	NI num- ber, Na- tional pre- sur- vival Date of birth (NI) Title (optional)
												holder pen- sion schemes, per- sonal pen- sion schemes or broker funds			
												[PRA CF] Man- aging a	13. Giving per- sonal re-		

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	
	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Number, has been provided		visually	Date of birth	Title (optional)	First name	Name commonly known (if known)	Middle names (if known)	Last name	Date started	Date ended	Relevant roles currently held	Activities which the Directory person carries on and for which they hold the relevant qualifications	Customer engagement method (online, telephone, face to face)	Work-Related activities (post credited to de(s) body of any Director by any person who deals with customer face and requires a qualification to do so	Work-Related activities (post credited to de(s) body of any Director by any person who deals with customer face and requires a qualification to do so)
												material risk taker	Director of firm who is not a certificated	com-menda-tions on and dealing in derivatives	14 Man-aging in-vestments	

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
In- di- vidu- al Ref- er- ence Num- ber (IRN)	NI num- ber, Na- tional pre- sur- vival Date of Title (optional)	NI sur- vival Date of Title (optional)	NI sur- vival Date of Title (optional)	NI sur- vival Date of Title (optional)	Name com- monly known by First name (if known)	Middle name (if known)	Last name (if known)	Date started role	Date ended	Relevant roles cur- rently held	Activities which the Dir- ectory person carries on and for which they hold the rel- evant quali- fications	Customer en- gage- ment method (on- line, tele- phone face to face) of- fered by any Dir- ect- ory per- son who de- als with cus- tomers	Web- Rel- iance ac- cred- ited body for mem- ber- ship for any Dir- ect- ory per- son with cus- tomers	Web- Rel- iance ac- cred- ited body for mem- ber- ship for any Dir- ect- ory per- son with cus- tomers	Web- Rel- iance ac- cred- ited body for mem- ber- ship for any Dir- ect- ory per- son with cus- tomers
											tion em- ployee or a SMF manager				
											Sole trader dealing with clients for which they re- quire a	15. Oper- ating a col- lect- ive in- vest- ment scheme or un-			

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
	Pass- port num- ber and na- tion- al- ity, for any Dir- ect- ory per- son who does not have an NI Num- ber or for whom a pass- port num- ber, and not an In- di- vid- ual Ref- er- ence Num- ber (IRN)	NI num- ber, Na- tional pre- vi- ously been pro- vided	Na- tional in- sur- vance Date of birth	Title (optional)	First name	Name com- monly known by (if known)	Middle names (if known)	Last name	Date started role	Date ended	Relevant roles cur- rently held	Activities which the Dir- ectory person carries on and for which they hold the rel- evant quali- fications	Web- Rel- (on- line, tele- phone face to face) for of- fered by any Dir- ect- ory per- son who de- als with cus- tomers face to face and re- quires a quali- fica- tion to do so	Customer en- gage- ment method (on- line, tele- phone face to face) for of- fered by any Dir- ect- ory per- son who de- als with cus- tomers face to face and re- quires a quali- fica- tion to do so	Web- Rel- (on- line, tele- phone face to face) for of- fered by any Dir- ect- ory per- son who de- als with cus- tomers face to face and re- quires a quali- fica- tion to do so
											quali- fication	der- taking the activ- ities of a trustee or de- posit- ary of a col- lective in- vest- ment scheme			
											Ap-	16			

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	
Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Date of birth (optional) First name (if known) Middle name (if known) Last name	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Date of birth (optional) First name (if known) Middle name (if known) Last name	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Date of birth (optional) First name (if known) Middle name (if known) Last name	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Date of birth (optional) First name (if known) Middle name (if known) Last name	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Date of birth (optional) First name (if known) Middle name (if known) Last name	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Date of birth (optional) First name (if known) Middle name (if known) Last name	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Date of birth (optional) First name (if known) Middle name (if known) Last name	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Date of birth (optional) First name (if known) Middle name (if known) Last name	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Date of birth (optional) First name (if known) Middle name (if known) Last name	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Date of birth (optional) First name (if known) Middle name (if known) Last name	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Date of birth (optional) First name (if known) Middle name (if known) Last name	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Date of birth (optional) First name (if known) Middle name (if known) Last name	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Date of birth (optional) First name (if known) Middle name (if known) Last name	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Date of birth (optional) First name (if known) Middle name (if known) Last name	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Date of birth (optional) First name (if known) Middle name (if known) Last name	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Date of birth (optional) First name (if known) Middle name (if known) Last name	
Individual Reference Number (IRN)	Individual Reference Number (IRN)	Individual Reference Number (IRN)	Individual Reference Number (IRN)	Individual Reference Number (IRN)	Individual Reference Number (IRN)	Individual Reference Number (IRN)	Individual Reference Number (IRN)	Individual Reference Number (IRN)	Individual Reference Number (IRN)	Individual Reference Number (IRN)	Individual Reference Number (IRN)	Individual Reference Number (IRN)	Individual Reference Number (IRN)	Individual Reference Number (IRN)	Individual Reference Number (IRN)	
											Relevant roles currently held	Activities which the Directory person carries on and for which they hold the relevant qualifications	Customer engagement method(s) (on-line, telephone, face to face)	Work-Related activities (on-line, telephone, face to face)	Other activities (on-line, telephone, face to face)	
											pointed representative dealing with clients for which they require a qualification	Safeguarding and administering investments or holding client money				
																17.

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	
	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Number, has been provided		visually	Date of birth	Title (optional)	First name	Name commonly known (if known)	Middle names (if known)	Last name	Date started	Date ended	Relevant roles currently held	Activities which the Directory person carries on and for which they hold the relevant qualifications	Customer engagement method (online, telephone, face to face)	Work-Related activity (post credited to de(s) body)	Customer engagement method (online, telephone, face to face) with customer and requires a qualification to do so
													Administrative functions in relation to managing investments			
													18 Administrative			

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	
In- di- vidu- al Ref- er- ence Num- ber (IRN)	NI num- ber, Na- tional pre- in- sur- vance (NI) number of birth (optional) name	NI num- ber, Na- tional pre- in- sur- vance (NI) number of birth (optional) name	NI num- ber, Na- tional pre- in- sur- vance (NI) number of birth (optional) name	NI num- ber, Na- tional pre- in- sur- vance (NI) number of birth (optional) name	NI num- ber, Na- tional pre- in- sur- vance (NI) number of birth (optional) name	NI num- ber, Na- tional pre- in- sur- vance (NI) number of birth (optional) name	NI num- ber, Na- tional pre- in- sur- vance (NI) number of birth (optional) name	NI num- ber, Na- tional pre- in- sur- vance (NI) number of birth (optional) name	NI num- ber, Na- tional pre- in- sur- vance (NI) number of birth (optional) name	NI num- ber, Na- tional pre- in- sur- vance (NI) number of birth (optional) name	NI num- ber, Na- tional pre- in- sur- vance (NI) number of birth (optional) name	NI num- ber, Na- tional pre- in- sur- vance (NI) number of birth (optional) name	NI num- ber, Na- tional pre- in- sur- vance (NI) number of birth (optional) name	NI num- ber, Na- tional pre- in- sur- vance (NI) number of birth (optional) name	NI num- ber, Na- tional pre- in- sur- vance (NI) number of birth (optional) name	
												Activities which the Dir- ectory person carries on and for which they hold the rel- evant quali- fications	Customer en- gage- ment method (on- line, tele- phone face to face) of- fered by any Dir- ect- ory per- son who de- als with cus- tomers	Work- place ev- en- t(s) ac- cess to de- s) body for mem- ber- ship for any Dir- ect- ory per- son de- als with cus- tomers	any Dir- ect- ory per- son de- als with cus- tomers	any Dir- ect- ory per- son de- als with cus- tomers
													ive func- tions in re- lation to ef- fecting or car- rying out con- tracts of in- sur- ance which are			

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	
	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Date of birth (optional) First name (if known) Middle names (if known) Last name			Title (optional)				Date started	Date ended		Relevant roles currently held	Activities which the Directory person carries on and for which they hold the relevant qualifications	Customer engagement method (online, telephone, face to face)	Work-Related action(s) credited to de(s) body of any Directorship for any person who deals with customer face and requires a qualification to do so	Work-Related action(s) credited to de(s) body of any Directorship for any person who deals with customer face and requires a qualification to do so	Work-Related action(s) credited to de(s) body of any Directorship for any person who deals with customer face and requires a qualification to do so
												life policies				
												19. Administrative functions in relation to the operation of stake-				

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
In- di- vidu- al Ref- er- ence Num- ber (IRN)	NI num- ber, Na- tional pre- vi- ously been pro- vided	NI sur- vival Date (NI)	Date of birth	Title (optional)	First name	Name com- monly known by names (if known)	Middle names (if known)	Last name	Date started	Date ended	Relevant roles cur- rently held	Activities which the Dir- ectory person carries on and for which they hold the rel- evant quali- fications	Customer en- gage- ment method (on- line, tele- phone, face to face) for any Dir- ect- ory per- son who deals with cus- tomer and re- quires a quali- fica- tion to do so	Work- place ev- en- t(s) ac- cess cred- ited to de- s) body mem- ber- ship for any Dir- ect- ory per- son with deals with cus- tomer and re- quires a quali- fica- tion to do so	any Dir- ect- ory per- son who deals with cus- tomer and re- quires a quali- fica- tion to do so
												holder pen- sion schemes			
												20. Advis- ing or arran- ging (bringing about) regu- lated mort- gage con- tracts			

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	
	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Number, has been provided		Surveillance Date	Title (optional)	First name	Name commonly known (if known)	Middle names (if known)	Last name	Date started	Date ended	Relevant roles currently held	Activities which the Directory person carries on and for which they hold the relevant qualifications	Customer engagement method (online, telephone, face to face)	Work-Related activities (post credited to de(s) body)	Customer engagement method (online, telephone, face to face) with customers and requires a qualification to do so	Customer engagement method (online, telephone, face to face) with customers and requires a qualification to do so
												for a non-business purpose				
												21. Advising or arranging (bringing about) equity release transactions				

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	
In- di- vidual Ref- er- ence Num- ber (IRN)	NI num- ber, Na- tional pre- in- sur- vance (NI) number birth (optional)	Date of birth	Title (optional)	First name (if known)	Middle names (if known)	Last name (if known)	Date started	Date ended	Relevant roles cur- rently held	Activities which the Dir- ectory person carries on and for which they hold the rel- evant quali- fications	Customer en- gage- ment method (on- line, tele- phone, face to face) for any Dir- ect- ory per- son who deals with cus- tomers	Work- place ev- ent ac- cess cred- entia- l(s) body mem- ber- ship for any Dir- ect- ory per- son with deals with cus- tomers	Web- Rel- iant ac- cess cred- entia- l(s) body mem- ber- ship for any Dir- ect- ory per- son with deals with cus- tomers	any Dir- ect- ory per- son who deals with cus- tomers	any Dir- ect- ory per- son who deals with cus- tomers	any Dir- ect- ory per- son who deals with cus- tomers
												21A. De- sign- ing scripted ques- tions for execu- tion- only sales of regu- lated mort- gage				

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)
	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance Date of birth (optional) First name (if known) Middle names (if known) Last name			Title (optional)					Date started	Date ended	Relevant roles currently held	Activities which the Directory person carries on and for which they hold the relevant qualifications	Customer engagement method (online, telephone, face to face) for any Directory person who deals with customer face and requires a qualification to do so	Work-Related location(s) accessed (post credited to de(s) body member-ship for any Directory person who deals with customer face and requires a qualification to do so)	
													contracts for a non-business purpose		
													22. Designing scripted questions for execution-		

(3)	(4)	(5)	(6)	(6A)	(7)	(7A)	(8)	(9)	(10)	(11)	(12)	(13)	(14)	(15)	(16)	
	Passport number and nationality, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, National Insurance number, has been provided		Surveillance Date	Title (optional)	First name	Name commonly known (if known)	Middle names (if known)	Last name	Date started	Date ended	Relevant roles currently held	Activities which the Directory person carries on and for which they hold the relevant qualifications	Customer engagement method (online, telephone, face to face)	Work-Related activities (post credited to de(s) body of any Director for any person who deals with customer face and requires a qualification to do so)		
											PRU 2.2.1R)	to-day basis in relation to equity release transactions				

Guidance notes for Directory persons report in SUP 16 Annex 47AR

1. In (1), the *firm* must specify the date on which the information being submitted about the particular *Directory person* is reported to the *FCA*.

2. In (2), the *firm* must confirm that the information being reported in respect of the particular *Directory person* is accurate and complete. Each *firm* is responsible for ensuring that any information reported about a *Directory person* is accurate and complete.

Even if the *firm* believes or knows that information has been provided to the *FCA* before (whether as part of another notification or otherwise) or is in the public domain, it should be disclosed clearly and fully as part of this report.

It is a criminal offence, knowingly or recklessly, to give the *FCA* and/or *PRA* information that is materially false, misleading or deceptive (see sections 398 and 400 Financial Services and Markets Act).

The *FCA* will not verify the information about *Directory persons* which is reported by the *firm*. If a *firm* becomes aware of any inaccuracies or errors in the information reported about a *Directory person* it must rectify that information as soon as possible in accordance with applicable *data protection legislation*.

The *firm* should be aware that, while advice may be sought from a third party (e.g. legal advice), the *firm* has responsibility for the accuracy of information, as well as the disclosure of relevant information in the report. For *certification employees*, the Senior Manager with responsibility for certification (PRb) is accountable for the accuracy of the information submitted in this report.

3. It is only necessary to report a *Directory person's* individual reference number (IRN) in (3) if the *person* has one.

4. The information in (4), (5) and (6) will be used to cross-check the identity of the *Directory person* against other information held by the *FCA*. It will not be published on the *Directory*. It is only necessary to report a *Directory person's* passport number and nationality in (4) where:

- (a) the *Directory person* does not hold an NI number; or
- (b) the *firm* has previously provided us with a passport number, and not an NI number, for a *Directory Person*. This is to enable the *Directory person's* records to be correctly matched.

5. In (10) and (11), for each role which the *Directory person* performs, specify the dates when the individual starts and stops performing the role.

6. In (12), the *firm* should specify every role performed by the *Directory person*:

- (a) For a *certification employee* this will be the particular *certification function* or functions which the individual has been assessed as being fit and proper to perform and performing for which the employee has a certificate at the time of the report.
- (b) For a *non-SMF director Directory person* this will be "Director of firm who is not a certification employee or a SMF manager".
- (c) For a *sole trader Directory person*, this will be "Sole trader dealing with clients for which they require a qualification".

(d) In respect of an *appointed representative Directory person*, this will be “Appointed representative dealing with clients for which they require a qualification”.

7. Although a *firm* does not need to issue multiple certificates for any employee who performs several different *certification functions* (see ■ SYSC 27.2.14G(6)), in (12) the *firm* must select all relevant *certification functions* which are performed by the individual (both *FCA certification functions* and *PRA certification functions*).

8. In (13) select all the relevant qualifications (see ■ TC App 1.1 (Activities and Products/Sectors to which TC applies subject to Appendices 2 and 3)) which the *Directory person* requires and holds so as to carry on the role that they perform.

9. For example, if the *Directory person* is an *appointed representative* who holds the necessary qualifications to be able to *advise on investments* and *advise on regulated mortgage contracts* but has been appointed by the *firm* only to advise on *regulated mortgage contracts*, the *firm* should select only “20. Advising or arranging (bringing about) regulated mortgage contracts for a non-business purpose”.

10. In relation to (14), the engagement methods (online, telephone, face to face) offered by a *Directory person* only need to be reported where the *Directory person* deals with customers and requires a qualification under ■ TC App 1.1 to do so.

11. In relation to (15), workplace location (post code) only needs to be reported where the *Directory person* offers face to face engagement and requires a qualification under ■ TC App 1.1 to do so. The *FCA* will use the post code provided to publish a *Directory person's* workplace location at town or city level, the post code itself will not be published on the Directory.

Where a *firm* has reason to believe that making public a *Directory person's* workplace location would put them at risk, that *firm* may not report the information required in (15) or may provide the post code for its head office.

12. In relation to (16), “relevant accredited body membership” is membership of any of the following professional bodies: CFA Society of the UK; The Chartered Institute for Securities and Investment (CISI); The Chartered Banker Institute (CBI); The Chartered Insurance Institute (CII); and The London Institute of Banking and Finance (LIBF). Relevant accredited body membership only needs to be reported where the *Directory person* deals with customers and requires a qualification under ■ TC App 1.1 to do so.

Products covered by the reporting requirement in SUP 16.27.7R

Product	Product definition
After the event legal expenses	<i>contracts of insurance</i> (or cover within a <i>policy</i>), taken out in relation to an event that has already occurred, to provide cover against the risks of loss to the persons insured attributable to their incurring legal expenses, including costs of litigation in relation to that event.
Alloy wheel insurance	<i>contracts of insurance</i> against the risks of loss in relation to vehicle alloy wheels.
Before the event legal expenses	<i>contracts of insurance</i> (or cover within a <i>policy</i>), taken out in relation to a potential future event or events, to provide cover against the risks of loss to the persons insured attributable to their incurring legal expenses, including costs of litigation.
Breakdown insurance	<i>contracts of insurance</i> under which benefits are provided in the event of an accident to or breakdown of a vehicle including those where the effecting and carrying out is excluded from article 10(1) or (2) of the <i>Regulated Activities Order</i> by article 12(1), but excluding parts and garage cover <i>contracts of insurance</i> .
Dental cover	<i>contracts of insurance</i> providing benefits in the nature of indemnity, with or without limit, or fixed pecuniary benefits (or a combination of both) against risks of loss to the persons insured attributable to their incurring the cost of dental work.
Excess protection (for motor insurance)	<i>contracts of insurance</i> to cover the risks of incurring an excess in the event of a motor insurance claim.
Extended warranty – furniture	<i>contracts of insurance</i> against the risks of loss attributable to damage to furniture and having the effect as if the manufacturer’s or vendor’s warranty on the furniture is extended for a period of time or is extended in scope.
Extended warranty – electrical goods	<i>contracts of insurance</i> against the risks of loss attributable to failure of an electrical product (excluding motor vehicles and personal gadgets) and having the effect as if the manufacturer’s or vendor’s warranty on the product is extended for a period of time or is extended in scope.
Extended warranty – motor	<i>contracts of insurance</i> against the risks of loss to the persons insured attributable to failure of a motor vehicle and having the effect as if the manufacturer’s or vendor’s warranty on the motor vehicle is extended for a period of time or is extended in scope.

Product	Product definition
Gadget (including mobile phone)	<i>contracts of insurance</i> against the risks of loss attributable to loss, breakdown or failure of a personal electronic gadget (including mobile phones).
<i>GAP contracts</i>	see <i>Glossary</i> definition.
Healthcare cash plan	<i>contracts of insurance</i> providing fixed pecuniary benefits against risks of the persons insured requiring health care for sickness, infirmity, dental work or injuries sustained.
Home – buildings	<i>contracts of insurance</i> against loss of or damage to the structure of (but not the contents of) domestic properties.
Home – buildings and contents	<i>contracts of insurance</i> against loss or damage to either the structure or contents of domestic properties and including cover against risks of incurring liabilities to third parties arising out of injuries sustained within the boundary of a domestic property.
Home – contents	<i>contracts of insurance</i> against loss of or damage to the contents of (but not the structure of) domestic properties.
Home emergency	<i>contracts of insurance</i> providing assistance in the event of home emergencies.
Identity theft	<i>contracts of insurance</i> relating to assistance in the event of identity theft.
Key cover	<i>contracts of insurance</i> to cover the risks of loss arising from lost, stolen and/or broken keys.
Missed Event/Ticket insurance	<i>contracts of insurance</i> against the risk of loss of use of the ticket (excludes <i>travel policies</i>).
Mortgage payment protection	<i>payment protection contracts</i> enabling a <i>policyholder</i> to protect their ability to continue to make payments due to third parties in respect of mortgages.
Motor	<p><i>motor vehicle liability</i>, where the <i>vehicle</i> has more than two wheels and is not a motorcycle with side-car and:</p> <p>(a) the primary purpose of each <i>vehicle</i> insured on the contract is to transport nine or fewer non-fare paying persons and each <i>vehicle</i> insured on the contract is individually rated;</p> <p>(b) the primary purpose of each <i>vehicle</i> insured on the contracts is to transport nine or fewer non-fare paying persons the persons insured are not a body corporate or partnership, and the number of <i>vehicles</i> insured on the contract is three or less; or</p> <p>(c) the primary purpose of each <i>vehicle</i> insured on the contracts is to transport ten or more non-fare paying persons, the persons insured are not a body corporate or partnership and each <i>vehicle</i> insured on the contract is individually rated.</p>
Motorcycle	<i>motor vehicle liability</i> in respect of two-wheeled <i>vehicles</i> or motorcycles with a side car.

Product	Product definition
Parts and garage cover	<i>contracts of insurance</i> to cover the risks of incurring parts and garage repair costs in the event of a motor vehicle breakdown, but excluding breakdown insurance.
Payment protection (including credit card, store cards and personal loans)	<i>payment protection contracts</i> enabling a <i>policyholder</i> to protect their ability to continue to make payments due to third parties other than in respect of mortgages.
Personal accident	<i>contracts of insurance</i> providing fixed pecuniary benefits and/or benefits in the nature of indemnity against the risks of a beneficiary: (a)sustaining injury as a result of an accident; or (b)dying as a result of an accident; or (c)becoming incapacitated in consequence of disease, but excluding healthcare cash plans and private medical products.
Pet – accident only policies	<i>contracts of insurance</i> against the risk of loss to the person insured attributable to accidents to domestic pets, providing for each accidental injury.
Pet – lifetime policies	<i>contracts of insurance</i> against risk of loss to the person insured attributable to new illness or injury to domestic pets, providing a set amount of cover each year the <i>policy</i> remains in force.
Pet – maximum benefit policies	<i>contracts of insurance</i> against risk of loss to the person insured attributable to sickness of or accidents to domestic pets providing a fixed maximum benefit for each illness or injury.
Pet – time-limited policies	<i>contracts of insurance</i> against risk of loss to the person insured attributable to sickness of or accidents to domestic pets to cover the treatment of each illness or injury and a set time period for which treatment of each illness or injury will be covered.
Single trip – travel	<i>contracts of insurance</i> against a risk of loss to the persons insured attributable to a travelling on single-trip or to their making of travel arrangements for a single trip.
Travel (annual) – EU	<i>contracts of insurance</i> against a risk of loss to the persons insured attributable to their travelling or to their making of travel arrangements, covering the <i>UK</i> and/or the <i>EU</i> for a year.
Travel (annual) – worldwide	<i>contracts of insurance</i> against a risk of loss to the persons insured attributable to their travelling or to their making of travel arrangements, covering worldwide travel (excluding European-only travel insurance) for a year.
Tyre insurance	<i>contracts of insurance</i> to cover the risks of loss arising from the need to repair or replace motor vehicle tyres.

Product	Product definition
Vehicle cosmetic insurance	<i>contracts of insurance</i> to cover the risks of loss arising from cosmetic damage to motor vehicles <i>such as minor scratches and dents</i> . (excludes motor and motorcycle insurance policies).
Vehicle misfuelling insurance	<i>contracts of insurance</i> to cover the risks of loss arising from putting the wrong fuel into motor vehicles.
Vehicle pothole insurance	<i>contracts of insurance</i> to cover risks of loss arising from vehicle damage caused by potholes.
Wedding and party insurance	<i>contracts of insurance</i> against the risk of loss arising from the cancellation of weddings or private parties.

Value measures report form (REP019)

SUP 16 Annex 48AR

Notes on completing the value measures report form (REP019)

Proforma column	Proforma	Guidance
B	Add-on policies and stand-alone policies sales	Where cover is included within the main <i>policy</i> or sold as an optional extra or a cover extension of the <i>policy</i> (A) and not a separate <i>policy</i> then that cover should be reported as part of the reporting for <i>policy</i> (A). The only exception to this approach is the reporting of legal expenses cover which should be reported separately in any event.
F	Number of claims registered	<p>Examples of how the number of claims registered should be reported are set out below:</p> <p>Scenarios</p> <p>Where an event covers multiple claim components this should be reported as a single claim. This could include multiple treatments for a single condition for pet insurance, which would be treated as a single claim.</p> <p>Where a person contacts the <i>firm</i> to report an event as required under their insurance <i>policy</i> but does not wish to make a claim, this should not be reported as a claim registered.</p> <p>Where a customer initially calls, or contacts the <i>firm</i>, to make a claim and is advised at that time that the loss is not covered or the claim is below the <i>policy</i> excess and decides not to pursue a potential claim further then this should be reported as a claim registered and a rejected claim.</p> <p>Where a person rings the <i>firm</i> to ask a general or hypothetical question about their <i>policy</i> or the cover, or checks their <i>policy</i> coverage online then this should not be reported as a claim registered.</p>

Proforma column	Proforma	Guidance
I	Number of claims accepted	<p>Where a claim is registered but not subsequently pursued (including where the customer does not contact the <i>firm</i> again) and the <i>firm</i> closes the claim within a reasonable period then the claim should be removed from claims registered (in the period that the claim is closed) and treated as a claims walkaway in that period.</p> <p>Examples of how the number of claims accepted should be reported are set out below:</p> <p>Scenarios</p> <p>If a <i>firm</i> pays out on one element of a claim, but is still investigating another element of the claim at the end of the relevant reporting period (i.e. the claim is still open) then this claim should only be reported as a claim accepted in the reporting period in which:</p> <ul style="list-style-type: none"> (a) the final pay-out has been made; or (b) the claim is otherwise closed. <p>If a <i>firm</i> pays out on one or more elements of a claim, but rejects other elements of the claim (and the claim is now closed by the end of the reporting period) then this claim acceptance should be reported in this data field.</p> <p>If a <i>firm</i> pays out on one or more elements of a claim and there are no outstanding elements of the claim at the year end and it is closed, these claims should be included. If in the subsequent period, the claim is reopened then this subsequent element of the claim should not be included in this data field.</p>
J	Claims rejected	<p>For the purposes of the report <i>firms</i> may use the description of insurance fraud in the Insurance Fraud Register (see http://www.theifr.org.uk/en/faqs/#1175).</p> <p>An example of a claim rejected because of breach of condition of the <i>policy</i> is where a claimant failed to notify the provider</p>

Proforma column	Proforma	Guidance
		<p>within an appropriate time period after an event that was likely to result in a claim.</p> <p>An example of a claim rejected because there is no cover is where the claim falls within an exclusion under the terms and conditions.</p> <p><i>Firms</i> should include claims rejected at the first notification of loss.</p> <p><i>Firms</i> should include claims whether or not they were registered in the same reporting period as they were rejected.</p> <p>Examples of how <i>firms</i> should report rejected claims are set out below:</p> <p>Scenarios</p> <p>Where a <i>firm</i> rejects one element of the claim but other element(s) of the claim are still being investigated and are outstanding then this partial rejection should not be included in this data field for this reporting period. However, if in the following period the remaining elements of the claim are rejected then the claim rejection should then be included in this data field for that later reporting period.</p> <p>Where a <i>firm</i> accepts one element of the claim but rejects another element of the claim, this should not be treated as a rejected claim.</p> <p>Where a claim has been rejected because the <i>policy</i> has been voided, this should not be treated as a rejected claim.</p> <p>Where a customer has contacted the wrong <i>insurer</i> or provider to make a claim – this should not be included in the registered and rejected claims data.</p> <p>Where a person contacts the <i>firm</i> to enquire whether they are covered for a claim (relating to an event that has taken place or loss that has occurred) and are informed that they are not covered, then this should</p>

Proforma column	Proforma	Guidance
L	Total claims pay-out cost	<p>be included in both claims re-jected and claims registered.</p> <p>Where an <i>insurer</i> or provider is part of a panel and the panel provider may not record which <i>insurer</i>/providers on the panel rejected the claim – <i>firms</i> may estimate their number of re-jected claims by calculating a proportion of rejected claims in line with the <i>insurer</i>/provider’s share of the business.</p> <p>Where a claim is closed and the only cost incurred is an investi-gation fee or cost (e.g. a call-out charge) and the claim is re-jected then this should be treated as a rejected claim. However, if following the in-vestigation the customer walks away from the claim then the claim should not be treated as a rejected claim.</p> <p>Where a claim is registered and some elements of the claim have been rejected, but the cus-tomer has walked away from the remaining elements of the claim then this should be treated as a rejected claim.</p> <p>These costs could include both internal and external out-sourced costs, where relevant. For example, loss assessment ac-tivities performed in-house could be included, including both the direct cost and an ap-propriate apportionment of overheads.</p> <p>Excluded costs are:</p> <ul style="list-style-type: none"> •expenses including costs associ-ated with the general handling of claims; •other non-claims costs; and •costs of providing a regular ser-vice element such as a helpline or a boiler service for home emergency. <p>Scenarios</p> <p>Where part of the claim was paid-out in the previous re-ported period and part in the current reporting period, then the claim pay-out that took place in the previous period should be included in the calcu</p>

Proforma column	Proforma	Guidance
N	Top 2% of claims	<p>lation for the total pay-out in the current reporting period.</p> <p>Where a claim has been closed/ settled in the previous period but the claim has been re-opened in the current reporting period, any additional claim pay-out should be included in this field.</p> <p>Where <i>firms</i> subsequently receive recoveries from other <i>firms</i> these recoveries should be netted off against the relevant claim pay-outs.</p> <p>Where a claim is settled, but the settlement includes a regular payment element then the settlement value as it is reported on the <i>firm's</i> system should be included in the cost.</p> <p>For all legal expenses and vehicle breakdown products, <i>firms</i> are not required to report data for total claims pay out costs and average claim pay out.</p> <p><i>Firms</i> should report the amount that the top 2% of claim pay-outs are above in the reporting period.</p> <p>For example, if you have 100 claims then the 2% column would be the total claim pay-out cost for the claim accepted with the 2nd highest claim.</p> <p>For all legal expenses and vehicle breakdown products, <i>firms</i> are not required to report data for the top 2% of claims.</p>
Q	Claims complaints as a % of claims	<p>This may be calculated as the number of claims complaints divided by the number claims registered.</p>



General insurance pricing information report forms (REP 021, REP021a, REP021b, REP021c, REP021d and REP021e)

General insurance pricing information report forms



Notes on completing the general insurance pricing information report forms (REP 021, REP021a, REP021b, REP021c, REP021d and REP021e)

This annex contains guidance on completing the pricing information report form (REP 021)

General notes

- (1) All *firms* should complete REP021e. In addition, *insurers* and *managing agents* should complete REP021, REP021a and REP021b, and price setting *intermediaries* should complete REP021c and REP021d.
- (2) All monetary figures should be rounded to the nearest pound.
- (3) Unless otherwise stated, monetary figures should be calculated and reported excluding insurance premium tax.
- (4) Multi-product *policies* which include both *home insurance* and *motor insurance* in a single *policy* should be split between *home insurance* and *motor insurance* and reported as two separate *policies*.
- (5) *Firms* should provide their core pricing information on the core product on an aggregated basis for each of *home insurance* and *motor insurance* products, including *closed books*, and then split by:
 - (a) product type e.g. *motor insurance*: car, motorcycles, including tricycles, other, *home insurance*: buildings only, contents only, buildings and contents;
 - (b) type of *channel* e.g. all products sold direct, via price comparison websites, via intermediaries or via *affinity/partnership schemes*; and
 - (c) *tenure*. For example, for each of *customers* with less than 1-year relationship with the *firm*, *customers* with a 1-year relationship with the *firm*, *customers* with a 2-year relationship etc.
- (6) *Firms* should provide their additional claims-related information on the core product on an aggregated basis for each of *home insurance* and *motor insurance* products, including *closed books*, split by product type only.
- (7) *Firms* should also report core pricing information separately for *closed books*. *Firms* should name each *closed book* with 10,000 *policies* or more. *Firms* should provide information separately for each *closed book* with 10,000 *policies* or more and other *closed books* on an aggregated basis, split by:
 - (a) product type; and
 - (b) *tenure*.
- (8) *Firms* should provide their information on related *additional products* and fees on an aggregated basis for each of their *home insurance* and *motor insurance* business, including *closed books*, split by *tenure*. This information does not need to be categorised by product type.

Data	Notes
Tenure	The number of years a <i>customer</i> has held the <i>policy</i> , including any <i>renewal</i> . For example: T0 = <i>customer</i> who has held their <i>policy</i> for less than 1 year; T1 = <i>customers</i> who held their <i>policy</i> for 1 year; T10+ = <i>customers</i> who have held their <i>policy</i> for 10 years or more.

Data	Notes
	<p><i>Firms</i> should round down to the last full year the <i>customer</i> has held a <i>policy</i> with them in cases where <i>customers</i> have contracts that renew on shorter than annual basis. For example, a <i>firm</i> should classify a <i>customer</i> on a six-monthly contract who has renewed the policy once as T0 (<i>customer</i> who has held their <i>policy</i> for less than 1 year) and a <i>customer</i> who has renewed this policy three times as T1 (<i>customers</i> who have held their <i>policy</i> for 1 year).</p> <p><i>Firms</i> should report data for each <i>tenure</i> individually from T0 to T9 inclusive. Data for any <i>tenure</i> that is T10 or greater should be aggregated and reported as T10+.</p> <p>For <i>retail premium finance</i>, the <i>tenure</i> of the core product should first be considered and then the <i>tenure</i> of the <i>retail premium finance</i>. For example, if a <i>customer</i> cancels an existing <i>policy</i> with <i>retail premium finance</i> and takes out a new <i>policy</i> with <i>retail premium finance</i>, then the <i>tenure</i> for both the new <i>policy</i> and the <i>retail premium finance</i> would be T0. If a <i>customer</i> has the same <i>policy</i> for four years and pays by <i>retail premium finance</i> for the first two years, and for the third year does not use <i>retail premium finance</i> but for the fourth year uses <i>retail premium finance</i> again, the <i>tenure</i> in the fourth year would be T4 for the core product and T0 for the <i>retail premium finance</i>.</p>
Closed books	<p><i>Firms</i> should name each <i>closed book</i> containing 10,000 or more <i>policies</i>. <i>Firms</i> should report information separately for each <i>closed book</i> containing 10,000 or more <i>policies</i> and for all other <i>closed books</i> on an aggregated basis. Separate reporting for <i>closed books</i> should cover the period from the date on which the <i>firm</i> categorised the relevant books as being <i>closed books</i> until the end of the reporting period.</p>
Total gross written premium	<p>The total amount of gross written <i>premium</i>, (excluding insurance premium tax) in relation to <i>policies</i> inception or renewed during the reporting period.</p>
Average gross premium	<p>The total amount of gross written <i>premium</i>, (excluding insurance premium tax) in relation to <i>policies</i> inception or renewed during the reporting period divided by the number of <i>policies</i> inception or renewed in that reporting period.</p>
Total net-rated written premium	<p>For <i>net-rated business</i>, <i>insurers</i>, <i>managing agents</i> and price-setting <i>intermediaries</i> should report the total net-rated <i>premium</i> set by the <i>insurer</i> or <i>managing agent</i> in relation to <i>policies</i> inception or renewed during the reporting period.</p>
Average net-rated premium	<p>For <i>net-rated business</i>, <i>insurers</i>, <i>managing agents</i> and price-setting <i>intermediaries</i> should report the total net-rated <i>premium</i> set by the <i>insurer</i> or <i>managing agent</i> in relation to <i>policies</i> inception or renewed during the reporting period divided by the number of <i>policies</i> inception or renewed on a <i>net-rated business</i> basis in the reporting period.</p>
Total number of policies inception/renewed	<p>The total number of <i>policies</i> inception for <i>tenure</i> T0 and the total number of <i>policies</i> renewed (all other <i>tenures</i>).</p>
Total number of policies in force	<p>The total number of <i>policies</i> in force at the end of the reporting period.</p>
Average prior year gross premium	<p><i>Firms</i> should report the average gross <i>premium</i> for <i>customers</i> in the preceding year for the core product by product type, type of <i>channel</i> and by <i>tenure</i>. For example, if a <i>firm</i> is reporting data for <i>motor insurance</i>: car, for direct sales to <i>customers</i> with <i>tenure</i> T4, then the <i>firm</i> should report the average gross <i>premium</i> for these <i>customers</i> at <i>tenure</i> T3.</p> <p><i>Firms</i> do not need to report average prior year gross <i>premium</i> in respect of <i>customers</i> of <i>tenure</i> T0.</p>
Proportion of customers where the expected claims ratio is between X% and Y%	<p>Expressed as a percentage, the proportion of <i>customers</i> where the expected claims ratio is between X% and Y%.</p>

Data	Notes
pected claims ratio falls within given bandings	<p>For example, for the proportion of <i>customers</i> with expected claims ratio greater than 30% but less than or equal to 40% for the direct sales type of <i>channel</i>, with a <i>tenure</i> of one year (T1), expressed as a percentage:</p> <p>A. calculate the number of <i>policies</i> inceptioned or renewed with expected claims ratio greater than 30% but less than or equal to 40%; and</p> <p>B. divide (A) by the total number of <i>policies</i> inceptioned or renewed for the direct sales type of <i>channel</i> and <i>customers</i> of <i>tenure</i> T1.</p>
Total earned <i>premium</i>	<p>The total <i>premium</i> earned in the claims-related reporting period. This should be calculated on the same basis as that reported in a <i>firm's</i> financial statements.</p> <p>This information is only to be reported for the total aggregated figures by product type (not by <i>tenure</i>).</p>
Average earned <i>premium</i>	<p>The total <i>premium</i> earned in the claims-related reporting period divided by the number of <i>policies</i> from which the total <i>premium</i> was earned. This should be calculated on the same basis as a <i>firm</i> calculates this metric for internal purposes.</p> <p>This information is only to be reported for the total aggregated figures by product type (not by <i>tenure</i>).</p>
<i>Gross incurred claims ratio</i> (with IBNR/IBNER)	<p>Expressed as a percentage, actual claims incurred ratio for the claim-related reporting period. This data is only to be reported for total aggregated figures by product type (not by <i>tenure</i>).</p> <p>The <i>gross incurred claims ratio</i> represents the incurred claims cost (gross of <i>reinsurance</i>) as a proportion of earned <i>premium</i> (gross of <i>reinsurance</i>), expressed as a percentage. Incurred claims cost is the cost of all claims reported for the claims-related reporting period, plus any other changes in the claims' reserves including for IBNR, IBNER and prior years' reserve adjustments in that period. This should be calculated on the same basis as that reported in a <i>firm's</i> financial statements.</p> <p>IBNR is claims incurred but not reported.</p> <p>IBNER is claims incurred but not enough reported.</p> <p>This information is only to be reported for total aggregated figures by product type (not by <i>tenure</i>).</p>
Developed incurred claims ratio (with IBNR/IBNER)	<p>Expressed as a percentage, actual adjusted (ultimate) claims ratio for:</p> <ul style="list-style-type: none"> •the previous claim-related reporting period •the claim-related reporting period 2 years ago •the claim-related reporting period 3 years ago <p>The developed incurred claims ratio is the <i>gross incurred claims ratio</i> for prior years adjusted for claims that were not fully developed. This should be calculated on the same basis as that used by the <i>firm</i> to calculate the developed incurred claims ratio for internal purposes.</p> <p>This information is only to be reported for total aggregated figures by product type (not by <i>tenure</i>).</p>
Total prior years' reserve release	<p><i>Firms</i> should report any reserve releases in the current claim-related reporting period that relate to surplus reserves for prior years.</p> <p>This information is only to be reported for total aggregated figures by product type (not by <i>tenure</i>).</p>

Data	Notes
Total prior years' reserve strengthening	<p><i>Firms</i> should report any reserve strengthening in the current claim-related reporting period that relate to shortfalls in reserves for prior years.</p> <p>This information is only to be reported for total aggregated figures by product type (not by <i>tenure</i>).</p>
Total charged (£) for <i>retail premium finance</i> in the reporting period	<p>Total charged for <i>retail premium finance</i> on <i>policies</i> inceptioned or renewed in the reporting period.</p> <p>The total charged (£) should include only the charge for <i>retail premium finance</i> (and not the total gross written <i>premium</i> of the related core or add-on <i>policies</i>).</p>
<i>Retail premium finance</i> – number of <i>policies</i> (core products and add-on <i>policies</i>) inceptioned or renewed with <i>retail premium finance</i>	<p>Total number of <i>policies</i> inceptioned or renewed in the reporting period with <i>retail premium finance</i>.</p>
APR range	<p>The number of <i>policies</i> where the related <i>retail premium finance</i> sold falls within each the following specific <i>APR</i> ranges:</p> <ul style="list-style-type: none"> •0% •0.1% - 9.9% •10% - 19.9% •20% - 29.9% •30% - 39.9% •40% - 49.9% •50% or more <p>Where <i>APR</i> falls within a range boundary, e.g. 9.95%, <i>firms</i> should round down. For example, an <i>APR</i> of 9.95% should be reported in the 0.1% - 9.9% <i>APR</i> range. However, an <i>APR</i> of less than 0.1% but greater than 0% should be reported in the 0.1% to 9.9% <i>APR</i> range.</p> <p>Where a <i>customer's</i> credit risk rating is used in calculating their insurance risk, any related loading should not be reported under <i>retail premium finance</i>.</p>
<i>Premiums</i> from add-on <i>policies</i> inceptioned or renewed - gross written <i>premium</i>	<p>Total gross written <i>premium</i> from add-on <i>policies</i> inceptioned or renewed in the reporting period.</p> <p>Cover extensions and optional extras should be reported as part of reporting for the core product and not as an add-on <i>policy</i>. Gross written <i>premium</i> should include only the gross written <i>premium</i> for add-on <i>policies</i> (and not that for related core <i>policies</i>).</p>
Number of add-on <i>policies</i> inceptioned or renewed	<p>Total number of add-on <i>policies</i> inceptioned or renewed in the reporting period.</p>
Pre-contractual fees	<p>Total and average (mean) pre-contractual fees charged on the core product (net of value added tax). The average is the average for each reporting category, based on the number of <i>customers</i> who incurred fees.</p>
Post-contractual fees	<p>Total and average (mean) of any post-contractual fees on the core product (net of value added tax). The average is the average for each reporting category, based on the number of <i>customers</i> who incurred fees.</p>

Funeral Plan

Funeral Plan Providers - Quarterly Conduct Return (FPR001) Funeral Plan Providers - Half-Yearly Prudential Returns (FPR003a)

Funeral Plan Intermediaries - Half-Yearly Prudential Returns (FPR003b)



Funeral Plan

Proposed Guidance notes for completion of the quarterly conduct return (FP001) for Funeral Plan Providers

Guidance notes for completion of the half yearly prudential data regulatory return FP003a for Funeral Plan Providers and FP003b Funeral Plan Intermediaries



MIF008 remuneration report

This annex consists of forms which can be found through the following link: [data item MIF008](#)

Guidance notes for the MIF008

This annex consists of forms which can be found through the following link: [guidance notes to data item MIF008](#)

Data items for FIN073 (the Baseline Financial Resilience Report)

Data items for FIN073 (the Baseline Financial Resilience Report) following link:



Guidance notes on the data items for FIN073 (the Baseline Financial Resilience Report)

This annex consists of guidance which can be found through the following link:

[Guidance notes on the data items for FIN073 \(the Baseline Financial Resilience Report\)](#)



Categories of investment for notifications and reports relating to approvals of financial promotions

This Annex belongs to ■ SUP 16.31.6R and ■ SUP 16.31.10R.

Type of investment
Deposit
Life policy
Non-investment insurance contract
Listed share
Unlisted share promoted on an investment-based crowdfunding platform
Unlisted share (not including those promoted on an investment-based crowdfunding platform)
Debenture promoted on an investment-based crowdfunding platform
Debenture (not including those promoted on an investment-based crowdfunding platform)
Alternative debenture
Government and public security
Warrant
Certificate representing certain security
Unit
Pension (personal or stakeholder pension scheme)
Option
Future
Contract for differences
Emissions allowance
Lloyd's syndicate capacity and membership
Funeral plan contract
Regulated mortgage contract
Home reversion plan
Home purchase plan
Regulated sale and rent back agreement
Credit agreement (buy now pay later)
Credit agreement (not including buy now pay later)
Consumer hire agreement
Qualifying cryptoasset
Peer-to-peer agreement
Rights to or interests in investment
Claims management activity
Other

