

## Chapter 2

# Senior management arrangements

2.2 Recording the apportionment

2.2.1	R	<p>(1) A <i>firm</i> must make a record of the arrangements it has made to satisfy ■ SYSC 2.1.1 R (apportionment) and take reasonable care to keep this up to date.</p> <p>(2) This record must be retained for six years from the date on which it was superseded by a more up-to-date record.</p>
2.2.1A	R	■ SYSC 2.2.1R does not apply to a <i>firm</i> to whom <i>PRA</i> Rulebook: Solvency II firms: Insurance – Allocation of Responsibilities, 5.1 and 5.2 or <i>PRA</i> Rulebook: Large Non-Solvency II firms – Allocation of Responsibilities, 5.1 and 5.2, applies nor to a <i>large non-directive insurer</i> .
2.2.2	G	<p>(1) A <i>firm</i> will be able to comply with ■ SYSC 2.2.1 R by means of records which it keeps for its own purposes provided these records satisfy the requirements of ■ SYSC 2.2.1 R and provided the <i>firm</i> takes reasonable care to keep them up to date. Appropriate records might, for this purpose, include organisational charts and diagrams, project management <i>documents</i>, job descriptions, committee constitutions and terms of reference provided they show a clear description of the <i>firm's</i> major functions.</p> <p>(2) <i>Firms</i> should record any material change to the arrangements described in ■ SYSC 2.2.1 R as soon as reasonably practicable after that change has been made.</p>
2.2.3	G	Where responsibilities have been allocated to more than one individual, the <i>firm's</i> record should show clearly how those responsibilities are shared or divided between the individuals concerned.
2.2.4	R	[deleted]
2.2.5	G	[deleted]
2.2.6	R	[deleted]
2.2.7	G	