

REPORTING OF INFORMATION ABOUT DIRECTORY PERSONS (DUAL-REGULATED FIRMS) INSTRUMENT 2019

Powers exercised

- A. The Financial Conduct Authority makes this instrument in the exercise of:
- (1) the following powers and related provisions in the Financial Services and Markets Act 2000 (“the Act”):
 - (a) section 39 (Exemption of appointed representatives);
 - (b) section 59 (Approval for particular arrangements);
 - (c) section 60 (Applications for approval);
 - (d) section 62A (Changes in responsibilities of senior managers);
 - (e) section 63E (Certification of employees by authorised persons);
 - (f) section 63F (Issuing of Certificates);
 - (g) section 137A (The FCA’s general rules);
 - (h) section 137T (General supplementary powers);
 - (i) section 139A (Power of the FCA to give guidance); and
 - (j) section 347 (The record of authorised persons etc);
 - (k) paragraph 23 (Fees) of Schedule 1ZA (The Financial Conduct Authority); and
 - (2) the other rule and guidance-making powers and related provisions listed in Schedule 4 (Powers exercised) to the General Provisions sourcebook (GEN) of the FCA’s Handbook.
- B. The rule-making powers listed above are specified for the purpose of section 138G(2) (Rule-making instruments) of the Act.

Commencement

- C. This instrument comes into force on 9 September 2019.

Amendments to the Handbook

- D. The modules of the FCA’s Handbook of rules and guidance listed in column (1) below are amended in accordance with the Annexes to this instrument listed in column (2):

(1)	(2)
Glossary of definitions	Annex A
Senior Management Arrangements, Systems and Controls sourcebook (SYSC)	Annex B
Supervision manual (SUP)	Annex C

Citation

- E. This instrument may be cited as the Reporting of Information about Directory Persons (Dual-Regulated Firms) Instrument 2019.

By order of the Board
28 February 2019

Annex A

Amendments to the Glossary of definitions

Insert the following new definitions in the appropriate alphabetical positions. The text is not underlined.

appointed representative (1) An individual who falls within paragraph (2) but is not
Directory person a *certification employee*.

- (2) An individual falls within this paragraph if they:
- (a) are:
- (i) (subject to paragraph (4)) an *appointed representative* or *tied agent* of an *SMCR firm*; or
- (ii) employed or appointed by a *person* falling within sub-paragraph (i);
- (b) perform the function specified in paragraph (3); and
- (c) require a qualification under *TC App 1.1* (Activities and Products/Sectors to which TC applies subject to Appendices 2 and 3) to do so.
- (3) The function is one that will involve the *person* dealing with:
- (a) *customers* of:
- (i) the *firm* (A); or
- (ii) the *appointed representative* (B); or
- (b) property of *customers* of A or B,
- in relation to the carrying on of a *regulated activity* by A or B from an establishment maintained by A or B in the *United Kingdom*.

For these purposes, “dealing with” includes having contact with *customers* and extends beyond “dealing” as used in the phrase “dealing in investments” which is used in Schedule 2 of the *Regulated Activities Order* (see also *SUP 10A.10.6G*).

- (4) A *person* does not fall within paragraph (2)(a)(i) if they are an *EEA registered tied agent*.

<i>Directory</i>	<p>the record of <i>Directory persons</i> which the <i>FCA</i> is (amongst other things) required to:</p> <ol style="list-style-type: none"> (1) maintain under section 347(1) of the <i>Act</i>; and (2) make available for public inspection in accordance with section 347(5) of the <i>Act</i>.
<i>Directory person</i>	<p>an individual who is:</p> <ol style="list-style-type: none"> (1) an <i>appointed representative Directory person</i>; (2) a <i>certification employee</i>; (3) a <i>non-SMF director Directory person</i>; or (4) a <i>sole trader Directory person</i>.
<i>non-SMF director Directory person</i>	<p>an individual who is a <i>director</i> of an <i>SMCR firm</i> but is not:</p> <ol style="list-style-type: none"> (1) an <i>SMF manager</i>; or (2) a <i>certification employee</i>.
<i>sole trader Directory person</i>	<ol style="list-style-type: none"> (1) An individual who: <ol style="list-style-type: none"> (a) is a <i>sole trader</i> who is an <i>SMCR firm</i>; (b) performs the function specified in paragraph (2); and (c) requires a qualification under <i>TC App 1.1</i> (Activities and Products/Sectors to which <i>TC</i> applies subject to Appendices 2 and 3) to do so. (2) The function is one that will involve the <i>person</i> dealing with: <ol style="list-style-type: none"> (a) <i>customers</i> of the firm (A); or (b) property of <i>customers</i> of A, <p>in relation to the carrying on of a <i>regulated activity</i> by A from an establishment maintained by it in the <i>United Kingdom</i>.</p> <p>For these purposes, “dealing with” includes having contact with <i>customers</i> and extends beyond “dealing” as used in the phrase “dealing in investments” which is used in Schedule 2 of the <i>Regulated Activities Order</i> (see also <i>SUP 10A.10.6G</i>).</p>

Annex B

Amendments to the Senior Management Arrangements, Systems and Controls sourcebook (SYSC)

In this Annex, underlining indicates new text and striking through indicates deleted text.

23 Senior managers and certification regime: Introduction and classification

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23.3 Overview of the senior managers and certification regime

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23.3.3 G Table: Summary of the senior managers and certification regime

Description of component of the regime	Handbook provisions
...	
The certification regime	
...	
<p><i>A firm should ask for a regulatory reference before appointing someone to perform an FCA certification function (or a PRA equivalent) and give one if asked to by another firm doing so</i></p>	<p><i>SYSC 22 (Regulatory references)</i></p>
<p><u><i>A firm must report information to the FCA about its Directory persons, including its certification employees.</i></u></p>	<p><u><i>SUP 16.26 (Reporting of information about Directory persons)</i></u></p>
Conduct rules (applies to all firms)	
...	

...

24 Senior managers and certification regime: Allocation of prescribed responsibilities

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24.2 Allocation of FCA-prescribed senior management responsibilities: Main allocation rules

...

What the FCA-prescribed senior management responsibilities are

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24.2.6 R Table: FCA-prescribed senior management responsibilities

FCA-prescribed senior management responsibility	Explanation	Reference letter
...		
(2) Responsibility for the <i>firm's</i> performance of its obligations under the employee certification regime	<p>The employee certification regime means the requirements of sections 63E and 63F of the <i>Act</i> (Certification of employees) and all other requirements of the <i>regulatory system</i> about the matters dealt with in <u>or relating to</u> those sections, including:</p> <p>...</p> <p>(2) the requirements in SYSC 22 (Regulatory references) so far as they relate to the employee certification regime, including the giving of references to another <i>firm</i> about a <i>certification employee</i> or former <i>certification employee</i>; and</p> <p>(3) the corresponding <i>PRA</i> requirements; <u>and</u></p>	(b)

	(4) the requirements in <u>SUP 16.26 (Reporting of information about Directory persons)</u> , which require a <i>firm</i> to report information to the <i>FCA</i> about its <u>Directory persons</u> .	
...		

...

27 Senior managers and certification regime: Certification regime

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27.2 Requirements of the certification regime

...

Issuing and renewing certificates

...

27.2.14 G (1) ...

...

(6) Although a *firm* does not need to issue multiple certificates for an *employee* who performs several different *certification functions*, under the requirements in SUP 16.26 (Reporting of Directory persons) the *firm* will need to specify each of the *certification functions* which the *employee* has been assessed as fit and proper to perform and for which the *employee* has a certificate at the time of the report.

...

Annex C

Amendments to the Supervision manual (SUP)

In this Annex, underlining indicates new text and striking through indicates deleted text, unless otherwise stated.

12 Appointed representatives

...

12.4 What must a firm do when it appoints an appointed representative or an EEA tied agent?

...

MiFID optional exemption appointed representatives and structured deposit appointed representatives

12.4.13 G ...

Reporting of information about Directory persons

- 12.4.14 G (1) SUP 16.26 (Reporting of information about Directory persons) requires an SMCR firm that has appointed an appointed representative to report information to the FCA in respect of any individual who is an appointed representative Directory person.
- (2) The SMCR firm should ensure that appropriate arrangements are in place so that the SMCR firm is able to report all relevant information about each such appointed representative Directory person to the FCA within the specified timeframes, in accordance with the requirements of SUP 16.26 (Reporting of information about Directory persons).

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16 Reporting requirements

16.1 Application

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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) ~~The~~ Subject to (2), the only categories of firm to which no section of this chapter applies are:

- (1) an *ICVC*;
- (a)
- (2) an *incoming EEA firm* or *incoming Treaty firm*, unless it is:
- (b)

 - (a) a *firm* of a type listed in *SUP 16.1.3R* as a type of
 - (i) *firm* to which *SUP 16.6*, *SUP 16.7A*, *SUP 16.9*, *SUP 16.12*, or *SUP 16.14* applies; or
 - (b) an *insurer* with *permission* to effect or carry out *life policies*; or
 - (ii)
 - (c) a *firm* with *permission* to *establish, operate or wind up a personal pension scheme* or a *stakeholder pension scheme*; or
 - (iii)
 - (d) a *payment service provider* to which *SUP 16.22* applies; and
 - (iv)

- (3) a *UCITS qualifier*.
- (c)

(2) *SUP 16.26 (Reporting of information about Directory persons)* applies to a *firm* which is an *SMCR firm* (see *SUP 16.1.1FR*).

16.1.3 R Application of different sections of *SUP 16* (excluding *SUP 16.13*, *SUP 16.15*, *SUP 16.16*, *SUP 16.17*, ~~and~~ *SUP 16.22* and *SUP 16.26*)

(1) Section(s)	(2) Categories of firm to which section applies	(3) Applicable rules and guidance
...		
Note 2: = The application of <i>SUP 16.13</i> is set out under <i>SUP 16.13.1G</i> ; the application of <i>SUP 16.15</i> is set out under <i>SUP 16.15.1G</i> ; the application of <i>SUP 16.16</i> is set out <i>SUP 16.16.1R</i> and <i>SUP 16.16.2R</i> and the application of <i>SUP 16.17</i> is set out in <i>SUP 16.17.3R</i> and <i>SUP 16.17.4R</i> ; and the application of <i>SUP 16.26</i> is set out in <i>SUP 16.26.1R</i> .		
Note 3: = ...		

...

16.3 General provisions on reporting

...

Structure of the chapter

16.3.2 G This chapter has been split into the following sections, covering:

...

- (19) retirement income data reporting (*SUP 16.24*); ~~and~~
- (20) claims management reporting (*SUP 16.25*); and
- (21) *Directory persons* information reporting (*SUP 16.26*).

After *SUP 16.25* (Claims management reporting) insert the following new section, *SUP 16.26*. The text is not underlined.

16.26 Reporting of information about Directory persons

Application

16.26.1 R This section of the *FCA Handbook* applies to an *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:

- (1) that *person* becoming a *non-SMF director Directory person* at the *firm*; or
- (2) that *person* ceasing to be a *non-SMF director Directory person* at the *firm*; or
- (3) 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 (1) 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).
- (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.
- (3) 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.

After SUP 16 Annex 46BG (Notes on completing REP020 Statistics on the availability and performance of a dedicated interface) insert the following new annexes SUP 16 Annex 47AR and 47BG. The text is not underlined.

SUP 16 Annex 47AR – Directory persons report

(1)		(2)	
Date information reported:		Confirm information being reported is accurate and complete	

(3) Individual Reference Number (IRN)	(4) Passport number, for any Directory person who does not have an NI Number or for whom a passport number, and not an NI number, has previously been provided	(5) National insurance number	(6) Date of birth	(7) First name	(8) Middle names (if known)	(9) Last name	(10) Date started role	(11) Date role ended	(12) Relevant roles currently held	(13) Activities which the Directory person carries on and for which they hold the relevant qualifications	(14) Customer engagement method(s) (online, telephone, face to face) offered by any Directory person who deals with customers and requires a qualification to do so	(15) Workplace location(s) (post code(s)) for any Directory person who deals with customers face to face and requires a qualification to do so	(16) Relevant accredited body membership for any Directory person who deals with customers and requires a qualification to do so
									[FCA CF] (1) CASS oversight function	2. Giving personal recommendations on securities which are not stakeholder pension			

			conditions are met)
	[FCA CF] (5) Functions requiring qualifications		7. Giving personal recommendations on long-term care insurance contracts
	[FCA CF] (6) Manager of certification employee		8. Giving personal recommendations on investments in the course of corporate finance business
	[FCA CF] (7) Material risk taker		9. Advising on syndicate participation at Lloyd's
	[FCA CF] (8) Client dealing		9A. Advising on P2P agreements
	[FCA CF] (9) Algorithmic trading		10. Broker fund adviser
	[PRA CF] Material risk taker		11. Pension transfer specialist

	Appointed representative dealing with clients for which they require a qualification	collective investment scheme						
		16 Safeguarding and administering investments or holding client money						
		17. Administrative functions in relation to managing investments						
		18 Administrative functions in relation to effecting or carrying out contracts of insurance which are life policies						
		19. Administrative functions in relation to the operation of stakeholder pension schemes						

<p>20. Advising or arranging (bringing about) regulated mortgage contracts for a non-business purpose</p>	<p>21. Advising or arranging (bringing about) equity release transactions</p>	<p>21A. Designing scripted questions for execution-only sales of regulated mortgage contracts for a non-business purpose</p>	<p>22. Designing scripted questions for execution-only sales of equity release transactions</p>		

	23. Overseeing execution-only sales on a day-to-day basis in relation to equity release transactions			
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16 Annex 47BG **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 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 Institute of Bankers in Scotland (CIOBS); The Chartered Insurance Institute (CII); The London Institute of Banking and Finance (LIBF); and The Pensions Management Institute. 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.

Amend the following as shown.

TP 1 Transitional provisions

...

TP 1.13 Reporting of information about Directory persons

<u>(1)</u>	<u>(2)</u> Material to which the transitional provision applies	<u>(3)</u>	<u>(4) Transitional provisions</u>	<u>(5)</u> Transitional provision: dates in force	<u>(6)</u> Handbook provision coming into force
1	<u>SUP 16.26</u>	R	<p><u>(1) This rule applies to an SMCR firm.</u></p> <p><u>(2) The reporting and timing requirements in SUP 16.26 are modified in accordance with paragraphs (3) to (6) for a firm to which this rule applies.</u></p> <p><u>(3) The firm must submit a report about each individual who is or becomes a Directory person on or after 9 September 2019.</u></p> <p><u>(4) Where the relevant information is held by the firm, the firm must submit a report about each individual who does not fall within (3), but who would have been a Directory person on or after 10 December 2018.</u></p> <p><u>(5) The firm must submit to the FCA all reports about the Directory</u></p>	From <u>9 September 2019 to 9 March 2020</u>	<u>9 September 2019</u>

		<p><u>persons specified in (3) and (4) by 9 March 2020, which is set out in Part 1, SUP 16 Annex 47AR (Directory persons report), submitted online through the appropriate system which is accessible from the FCA website and in the appropriate format.</u></p> <p><u>(6) SUP 16.26.13R to SUP 16.26.19R apply only on and from 9 March 2020.</u></p>	
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