

**SUPERVISION MANUAL (REPORTING No 15) INSTRUMENT 2021**

**Powers exercised**

- A. The Financial Conduct Authority makes this instrument in the exercise of the powers and related provisions in section 55U (4) (Applications under this Part) of the Financial Services and Markets Act 2000.

**Commencement**

- B. This instrument comes into force on 4 March 2021.

**Amendments to the Handbook**

- C. The Supervision manual (SUP) is amended in accordance with the Annex to this instrument.

**Citation**

- D. This instrument may be cited as the Supervision Manual (Reporting No 15) Instrument 2021.

By order of the Board  
25 February 2021

**Annex**

**Amendments to the Supervision manual (SUP)**

The form at SUP 6 Annex 6D (Cancellation of Part 4A Permission - Application Form) is replaced with the following:

# Cancellation of Part 4A Permission (SUP 6 Ann 6D) Application Form

**Firm Name**

**Firm Reference Number**

**Address**

Please note that before completing this form to cancel all of your firm's regulated activities, you may find it helpful to discuss your proposed application with your usual supervisory contact at the FCA/PRA.

If you need further information about completing the application please refer to our guidance document:

<https://www.fca.org.uk/publication/systems-information/firm-cancel-authorisation-guide.pdf>

Insolvency Practitioners please refer to our guidance document before completing this application.

You should ensure that all relevant information and confirmations are included in the form. If not, your application will be delayed whilst we seek the outstanding information and/or confirmations. Ultimately your application will be refused if the outstanding information and/or confirmations are not provided.

For more complex applications e.g. involving banks or insurance companies, we may request some additional information, in which case we will send a separate schedule.

If you want to cancel some but not all of the regulated activities of your firm's permission then you should use the relevant Variation of Permission form to vary your firm's permission. Where a firm may require a long period in which to wind down (run off) its business, it is usually appropriate for the firm to apply to vary its permission before commencing the wind down. Please contact your normal supervisory contact to discuss your options.

The FCA and Bank of England process personal data in line with the requirements of the General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018. For further information about the way we use the personal data collected in this form, please read our privacy notices available on our websites:

- FCA: [www.fca.org.uk/privacy](http://www.fca.org.uk/privacy)
- Bank of England: <https://www.bankofengland.co.uk/prudential-regulation/authorisations>

Please complete and send this form to:

The Financial Conduct Authority  
Cancellations Team  
12 Endeavour Square  
London, E20 1JN

and/or

The Prudential Regulation Authority  
20 Moorgate  
London, EC2R 6DA

# 1 Application Contact Details

## Contact for this application

### 1.1 Contact for this application

This will be the person we will get in touch with about the application

Title	
First names	
Last name	
Job Title	
Mobile Number	
Email address	
Individual Reference Number (IRN), if applicable	
Address	
Postcode	
Phone number country code	
Phone number	
Fax number country code	
Fax number country code	

# 2 Cancellation

## Are you ready to cancel?

In order for us to process an application to cancel your firm's Part 4A permission i.e. all your firm's regulated activities, we require full and accurate responses to the application questions below. Please note, providing responses to these questions does not guarantee approval.

Before you apply for a cancellation, you should also look at the criteria set out in Chapter 6.4 of the Supervision (SUP) part of the FCA Handbook, particularly those in SUP 6.4.22, and ensure your firm has carried out all of its responsibilities. If you cannot adhere to the criteria set out then you should consider deferring your application and applying when you can demonstrate compliance (<https://www.handbook.fca.org.uk/handbook/SUP/6/4.html>)

### 2.1 Please confirm that you have read and understood your responsibilities.

Yes

Please note that all regulated activities must cease no later than six months from the date of any approval to cancel Part 4A permissions (See SUP 6.4.3G). Dual regulated firms should review the PRA website on cancellations. If you do not intend to cease regulated activities within the next six months you will not be able to apply at this stage.

### 2.2 Have you notified all your firm's clients of its intention to cancel its permission and how this will affect them? (See SUP 6.4.11)

Yes

No ▶ Please provide a full explanation in Question 2.8

### 2.3 Are your firm's fees paid up to date? (See SUP 6.4.22)

Yes

No ▶ Please provide a full explanation in Question 2.8

### 2.4 Have all your firm's regulatory returns been submitted up to date?

Please note that you must continue to submit your regulatory returns until the FCA has confirmed to you that the firm's permission has been cancelled.

Yes

No ▶ Please provide a full explanation in Question 2.8

### 2.5 Have you already informed your firm's approved persons of this application for cancellation?

Yes

No ▶ Please provide a full explanation in Question 2.8

**2.6 Can you confirm that there are no unsatisfied or undischarged complaints against the firm that have not been fully dealt with in accordance with your firm's complaints procedures? (See SUP 6.4.10 & 22)**

Yes

No ▶ Please detail below any unresolved complaints currently being dealt with by your firm and provide a full explanation in Question 2.8.

**2.7 Firms applying to cancel but still carrying on regulated activities should cease doing so within the next 6 months. Please confirm that your firm will be a position to do this. If this cannot be confirmed then you should not complete the application at this time. (See SUP 6.4.3)**

Yes

If you submit your cancellation application to us before 31 March (or before the last day in February, if you are also regulated by the PRA), you will not have to pay the annual fee for the following financial year. If, however, your business continues to operate for 3 months beyond this deadline – that's to say, past 30 June – then you will have to pay the annual fee for the financial year.

**2.8 To enable the FCA/PRA to process this application for the cancellation of your firm's Part 4A permission i.e. all of its regulated activities, your firm should have taken the appropriate steps and be able to answer yes to Questions 2.2-2.7. If you cannot then you should consider deferring your application at this time. If you still wish to submit then you MUST provide full narrative and an explanation about any questions where you have answered NO.**

### Your application

You must be aware that upon submission of this application it could be processed immediately. Therefore, if you enter the effective date of cancellation to be the date of submission, you may not be authorised to carry on any regulated business with immediate effect.

**2.9 On behalf of the firm, I hereby apply to cancel the firm's Part 4A permission and declare that:**

The firm has ceased or will cease conducting all regulated activities as an authorised person from (dd/mm/yyyy)

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This must not be more than 6 months in the future.

**2.10 What date would you like the cancellation to take effect?  
(dd/mm/yyyy)**

This date can be the same or after the date of submission, but must be after the date the firm ceases all regulated activities as an authorised person.

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**2.11 Please select one of the following reasons for cancellation and follow the instructions.**

<input type="checkbox"/> Business transfer	Please answer Questions 2.12 to 2.14 and continue to Question 2.21
<input type="checkbox"/> Ceasing to trade	Please answer Questions 2.12 to 2.14 and continue to Question 2.21
<input type="checkbox"/> Ceasing to trade – firm going into administration or liquidation or being dissolved	Please answer Questions 2.12 to 2.14, 2.18 and continue to Question 2.21
<input type="checkbox"/> Ceasing to carry out regulated activities but continuing in un-regulated activities	Please answer Questions 2.12 to 2.14 and continue to Question 2.21
<input type="checkbox"/> Firm never carried on regulated activities	Please answer Questions 2.12 to 2.14 and continue to Question 2.21
<input type="checkbox"/> Proposing to become authorised through a Designated Professional Body	Please answer Questions 2.12 to 2.16 and continue to Question 2.21
<input type="checkbox"/> The Applicant firm is becoming an Appointed Representative	Please answer Questions 2.12 to 2.14, 2.17 and continue to Question 2.21
<input type="checkbox"/> Part VII Transfers	Please answer Questions 2.12 to 2.14, 2.19 and continue to Question 2.21
<input type="checkbox"/> Transfer of Engagements (Mutuals only)	Please answer Questions 2.12 to 2.14 and continue to Question 2.20
<input type="checkbox"/> Other	Please answer Questions 2.12 to 2.14 and continue to Question 2.21

**2.12 Please detail in full below the reasons for cancellation and attach any documentation that will be helpful for the FCA in ascertaining the reason for cancellation.**

Attached

**2.13 Is there any information, relating to the withdrawal of individual approved persons performing controlled functions, which the FCA / PRA should be made aware?**

Yes ▶ Before submitting your cancellation notification, please submit details of this information as part of a Form C – Notice of ceasing to perform controlled functions including senior management functions.

No

**2.14 Is the firm aware of any current or potential liabilities now or in the future in respect of its regulated business?**

Yes ▶ Give details below

No

### **Authorisation through a Designated Professional Body**

**2.15 Please state below the designated professional body you are proposing to become authorised through.**

**2.16 Please provide any documentation that confirms you are registered with the relevant body?**

Attached



## Becoming an Appointed Representative

### 2.17 Have you arranged for a Principal Firm to complete the Appointed Representative form (where applicable)?

Please ensure your Principal Firm has submitted an Appointed Representative application on your behalf prior to submitting this cancellation application.

Yes ▶ Give details below

No ▶ Please note that your firm's application to cancel part 4A permission will not be held for submission of any appointed representative form. It is your and/or the principal firm's duty to arrange for this to be done as soon as possible. Failure to arrange this may result in you and/or your firm not being able to conduct any regulated business following approval of cancellation and until such time as these arrangements have been effected and/or approved by the FCA/PRA.

Firm Reference Number	
Firm Name	
FRN if you are already an AR	

## Firms going into administration, liquidation or being dissolved

### 2.18 Please confirm the name of the Insolvency Practitioner and provide details of what stage the process is currently at.

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## Part VII Transfer

### 2.19 Please attach a copy of the evidence of executing the transfer or the scheme document

Attached

## Transfer of engagements

### 2.20 Please attach a copy of the evidence that transfer of engagements has executed

Attached

## All firms

### 2.21 Does the firm hold client money?

No ▶ Continue to Question 2.25

Yes

**2.22 Are the client accounts closed?**

Client accounts must be closed before we can approve this cancellation application. All client money/client deposits-/discharged custody assets and any other property belonging to clients must be repaid or transferred before cancellation can proceed. Please refer to SUP 6.4.22(G).

No

Yes

As per SUP 3.10.4R and SUP 3.10.4A R you must attach a report from your auditor that states whether anything has come to the auditor's attention that causes them to believe that the firm held client money and/or assets during the period covered.

Attached

**2.23 Does your firm hold client money for insurance mediation activities only?**

No

Yes

**2.24 Have you held client money within a non-statutory trust account, or held client money that has exceeded £30,000 within a statutory trust account?**

No ▶ You must attach a letter from your accountant that states whether anything has come to the accountant's attention that causes them to believe that the firm held client money during the period covered.

Attached

Yes ▶ As per SUP 3.10.4R and SUP 3.10.4A R, you must attach a report from your auditor that states whether anything has come to the auditor's attention that causes them to believe that the firm held client money and/or assets during the period covered. The relevant format that the auditor's letter must follow is [here](#).

Attached

**2.25 Does your firm safeguard client assets?**

No ▶ Continue to Question 2.26

Yes ▶ As per SUP 3.10.4R and SUP 3.10.4A R, you must attach a report from your auditor that states whether anything has come to the auditor's attention that causes them to believe that the firm held client money and/or assets during the period covered.

Attached

If this auditors report / Accountants letter (whichever is applicable) is not provided this may cause considerable delay to your application~~ant~~ being completed.

## Ceasing to Trade and/or Business Transfer

### 2.26 Does the firm have Run-off Professional Indemnity Insurance in place?

Yes ▶ Please attach your Professional Indemnity Insurance document ensuring it details the exclusions and endorsements and confirm how long the cover will be in place/renewed for.

No ▶ In line with SUP 6.4.10 and SUP 6.4.22 please specify what arrangements the firm has in place to deal with any liabilities that may fall due, or arise in the future, e.g. customer complaints.

Copy of Professional Indemnity Insurance document attached

### 2.27 At the time of submission, does the firm have any complaints currently under consideration with the Financial Ombudsman Service?

Please ensure you have checked with the Financial Ombudsman Service prior to submitting this application.

No ▶ Continue to Question 2.29

Yes ▶ Please detail below what arrangements have been made to deal with any outstanding or future complaints and any corresponding liabilities that might arise. Please include who will administer these complaints and who will retain legal liability for any associated costs of redress.

### 2.28 Please attach any contractual or legal documentation which can verify how these complaints will be dealt with in the event that they are upheld.

Attached

### 2.29 Have any of the firm's assets or intangible assets been transferred, or are they going to be transferred to another entity or entities?

Yes ▶ Please provide a copy of any contractual agreement between your firm and the purchaser and detail the transfer value paid and how that value was determined. Please also detail clearly what is happening to the liabilities of the firm?

Attached

No ▶ Please explain what will happen to the assets and liabilities of the firm below and continue to Section 3.

## Transferee Firm(s)

### 2.30 Is the firm or are the firms to which business is being transferred currently authorised or an Appointed Representative?

- No ▶ It must be authorised before the transfer takes place.
- Yes ▶ Give details below of the firm(s) to which the business is being transferred. If you intend to transfer business to an appointed representative you will need to provide their principal firms Firm Reference Number and not the FRN of the Appointed Representative.

#### Firm 1

Firm Reference Number	
Firm Name	
Principal Contact at firm	
Address	

#### Firm 2

Firm Reference Number	
Firm Name	
Principal Contact at firm	
Firm Name	

#### Firm 3

Firm Reference Number	
Firm Name	
Principal Contact at firm	
Firm Name	

If you need more space you must use a separate sheet of paper.  
If you have used separate sheets of paper you must indicate how many below.

Number of additional sheets	
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### 2.31 What date do you propose to transfer this business or what date is the business being transferred? (dd/mm/yyyy)

The transfer date must be on or before the cancellation effective date.

□□	/	□□	/	□□□□
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# 3 Your activities

## 3.1 Does your firm:

**i) have the regulated activity Managing investments, Managing an authorised AIF or Managing an unauthorised AIF?**

No

Yes ▶ by signing this form you attest that all investments have been or will be appropriately disseminated or transferred to another appropriately authorised entity by the date of Cancellation.

**ii) have the regulated activity Dealing in investments as Principal?**

No

Yes ▶ by signing this form you attest that all client investment positions have been or will be closed or transferred to another appropriately authorised entity by the date of Cancellation.

**iii) have registration for consumer buy-to-let (CBTL) mortgage business? Is the firm also applying to cancel its CBTL registration?**

No

Yes

**vi) manage any Collective Investment Schemes?**

No

Yes ▶ by signing this applicant, you will be declaring that by the date of cancellation, schemes managed by the firm have been or will be wound up or transferred.

## Advising on investments

### 3.2 Does your firm provide Investment Advice?

- No ▶ Continue to Question 3.3
- Yes ▶ You must provide details below. This must include what products were advised on, when they were sold, the number of customers to which they were sold to and the values invested as a result.

## Lending

### 3.3 Does your firm have approval for any of the activities involving entering into regulated credit agreements as a lender or exercising the rights and duties of a lender?

- No ▶ Continue to Question 3.7
- Yes

### 3.4 Please attach full details of how the applicant has run off its lending activities and/or of the arrangements to transfer any remaining agreements to another regulated lender.

- Attached

### 3.5 Is the firm aware of any current or potential liabilities now or in the future in respect of its regulated activities?

### 3.6 Provide full details of how the firm has advised or intends to advise its customers about any changes to their accounts. Please also attach copies of any correspondence used.

- Copies of correspondence attached

## Debt Management

**3.7 Does your firm have approval as a debt manager?**

No ▶ Continue to Question 3.13

Yes

**3.8 Please attach full details of how the applicant has run off its debt management activities and/or of the arrangements to transfer any active debt management agreements to another regulated debt manager.**

Attached

**3.9 You must provide details of what the firm intends to do with its client book. If it is being sold, or assigned, please provide full details of who it is being sold or assigned to.**

**3.10 How are the consumers creditors' being informed of the change to their client's accounts? Please attach any copies of the correspondence used.**

Copies of correspondence attached

**3.11 Please explain the process for informing consumers about any changes to their accounts. Please also attach copies of any correspondence used.**

Copies of correspondence attached

**3.12 Please outline what the firm intends to do, or has done, with any personal data it holds on its customers.**

### Credit Broking

**3.13 Does your firm have approval as a credit broker?**

- No ▶ Continue to Question 3.16  
 Yes

**3.14 Has the firm taken payment from its customers as a broker / introducer before a suitable credit product for that customer has been found?**

- No  
 Yes ▶ Please explain below how the firm will respond to a request for a refund from the customer, given that, if a customer has not entered into a credit agreement within six months of an introduction to a potential source of credit, that customer has a right to request a refund.

**3.15 Does the firm have any unsatisfied refund requests from their customers?**

### Mortgage Lending/third party administrator/Lifetime Mortgage Providers

**3.16 Does your firm have approval for any of the activities involving entering into a regulated mortgage contract or administering a regulated mortgage contract?**

- No ▶ Continue to Section 4  
 Yes

**3.17 Please attach full details of how the applicant has run off its mortgage lending activities and/or of the arrangements to transfer any remaining agreements to another regulated mortgage lender.**

- Attached

**3.18 Please explain the process for informing consumers about any changes to their accounts, including copies of any correspondence used, for example, the notice of assignment.**



**3.19 If the firm holds, or held, client money please confirm what the firm has done, or intends to do, with the money.**

**3.20 Please outline what the firm intends to do, or has done, with any personal data it holds on its customers.**

# 4 Supporting Documents

## 4.1 Please include any other documents you want to provide.

Title of the document	Details

## Other Information

## 4.2 If there is anything else the applicant would like to tell us about this application please give details below.

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# 5 Declaration and signatures

It is a criminal offence, knowingly or recklessly, to give the appropriate regulator information that is materially false or misleading (see sections 398 and 400 FSMA). Even if you believe or know that information has been provided to the appropriate regulator before (whether as part of another application or otherwise) or is in the public domain, you must nonetheless disclose it clearly and fully in this form and as part of this application – you should not assume that the appropriate regulator will itself identify such information during the assessment of this application. If there is any doubt about the relevance of information, it should be included.

There will be a delay in processing the application if information is inaccurate or incomplete, and it may call into question the suitability of the applicant and/or lead to the appropriate regulator exercising its powers (including but not limited to taking disciplinary/ Enforcement action). You must notify the appropriate regulator immediately if there is a change to the information in this form and/or if inaccurate information has been provided.

I/We confirm that the information provided in this application is accurate and complete to the best of my/our knowledge. I/We will notify the appropriate regulator immediately if there is a material change to the information provided.

I/We authorise the appropriate regulator to make such enquiries and seek such further information as it thinks appropriate to identify and verify information that it considers relevant to the assessment of this application. These checks may include credit reference checks or information pertaining to fitness and propriety. I/We are aware that the results of these enquiries may be disclosed to the firm/employer/applicant.

I/We agree that the appropriate regulator may, in the course of processing this application, undertake a Police National Computer (PNC) check in respect of any or all of the persons to whom this application relates.

Where the signatory to this application has provided an address and/or email address in connection with the applicant's business, the signatory agrees on behalf of the applicant that the appropriate regulator may use such address and email address as the 'proper address for service' at which to give the applicant a 'relevant document' as those terms are defined in Financial Services and Markets Act 2000 (Service of Notice) Regulations (SI 2001/1420).

I have attached the relevant documents where requested or where marked as 'send later' I have them fully ready and available on request and I have taken all reasonable steps to ensure they are correct.

I confirm that where I have certified that documents are ready they have been prepared to an appropriate standard and are available for immediate inspection by the appropriate regulator.

I understand that the appropriate regulator may require the applicant firm to provide further information or documents at any time.

I confirm that I am authorised to sign this form on behalf of the firm and/or controller(s) and (where applicable) to give each of the confirmations on behalf of the applicant set out in this declaration.

In addition to other regulatory responsibilities, firms and approved persons have a responsibility to disclose to the appropriate regulator matters of which it would reasonably expect to be notified. Failure to notify the appropriate regulator of such information may lead to the appropriate regulator taking disciplinary or other action against the firm and/or individuals.

I am aware that, while advice may be sought from a third party (e.g. legal advice), responsibility for the accuracy of information, as well as the disclosure of relevant information, on the form is ultimately the responsibility of those who sign the application.

Tick here to confirm that the person submitting this Form on behalf of the Firm and (if applicable) the Individual named below - have read and understood the declaration.

This declaration must be signed by the person who is responsible for making this application on behalf of the Applicant. There can be one or two required signatures depending on the number of directors-/partners in the firm.

**Name of first signatory**

**Signature**

**Date (dd/mm/yyyy)**

 /  / 

**Name second signatory**

**Signature**

**Date (dd/mm/yyyy)**

 /  /