



Application number (for FCA/PRA use only)

The FCA has produced notes which will assist both the applicant firm and the candidate in answering the questions in this form. Please read these notes, which are available on the FCA website at: <a href="https://www.handbook.fca.org.uk/handbook/SUP/10C/Annex3D.html">https://www.handbook.fca.org.uk/handbook/SUP/10C/Annex3D.html</a>

Both the applicant *firm* and the *candidate* will be treated by the *FCA* and *PRA* as having taken these notes into consideration when completing this form. Terms defined in either or both of the *FCA Handbook* or the *PRA Rulebook* are italicised and should be construed accordingly.

# Short Form A – Dual-regulated firms (including EEA and third country firms)

### Application to perform *controlled functions* including *senior management functions*

FCA Handbook Reference: SUP 10C Annex 3D

PRA Rulebook Reference: Senior Managers Regime - Applications and Notifications<sup>1</sup>

10 December 2018

Name of candidate
(to be completed by applicant firm)

Name of applicant firm
(as entered in 2.01)

Firm reference number
(as entered in 2.02)

E-mail

Financial Conduct Authority
12 Endeavour Square
Stratford
London E20 1JN
United Kingdom
Telephone +44 (0) 300 500 0597
E-mail firm.queries@fca.org.uk

Website http://www.fca.org.uk
Registered as a Limited Company in England and
Wales No 1920623. Registered Office as above

Prudential Regulation Authority 20 Moorgate London EC2R 6DA United Kingdom Telephone +44 (0) 203 461 7000

PRA-

ApprovedPersons@bankofengland.co.uk Website www.bankofengland.co.uk/PRA

<sup>&</sup>lt;sup>1</sup> The relevant section of the *PRA Rulebook* should be referred to depending on which *firm* is applying. For example: CRR firms: Senior Managers Regime - Applications and Notifications; Non – CRR firms: Senior Managers Regime - Applications and Notifications; Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications; Non-Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications

1.01	а	Candidate Individual Reference Number (IRN)
	b	OR name of previous <i>regulatory</i> body
	С	AND previous reference number (if applicable)
1.02		Title (e.g. Mr, Mrs, Ms,)
1.03		Surname
1.04		ALL forenames
1.05		Name commonly known by
1.06		Date of birth (dd/mm/yyyy)
1.07		National Insurance number
1.08		Previous name
1.09		Date of name change
1.10	а	Nationality
	b	Passport number (if National Insurance number not available)
1.11		Place of birth
1.12		Phone number
1.13		Email address

**→** 

I have supplied further information related to this page in Section 6

YES

NO 🗌

1.14	а	Private address				
	b			Postcode		
	С	Dates resident at this address (dd/mm/yyyy)	From		То	PRESENT
		(If address has changed in the last three y years.)	/ears, please	provide addresses	for the pre	vious three
1.15	а	Previous address 1				
	b			Postcode		
	С	Dates resident at this address (dd/mm/yyyy)	From		То	
1.16	а	Previous address 2				
	b			Postcode		
	С	Dates resident at this address (dd/mm/yyyy)	From		То	
		I have supply related to	lied further in this page ir	nformation Section 6 YES [	NO	

2.01	Name of firm making the application	
2.02	Firm Reference Number (FRN)	
2.03 a	Who should the <i>FCA/PRA</i> contact at the <i>firm</i> in relation to this application?	
b	Position	
С	Phone number	
d	E-mail	

Please note that the contact at the firm cannot be the same person as the candidate

-

Firm identification details

I have supplied further information related to this page in Section 6 YES NO

Complete this section if the application is for a *senior management function*. If you are submitting an application for a *controlled function* at an *appointed representative*, then please complete Section 3B.

3A.01	Nature of the arrangement	а	Employee		
	between the candidate and the applicant firm.	b	Group employee		
			Name of group		
		С	Contract for services		
		d	Partner		
		е	Other		
			Give details		
	Proposed date of appointment				
	Length of appointment (if applicable)				
3A.02	functions to be perfor	rmed. Ī		nat correspond to the senior managions are to be performed for more the	

The table below sets out the full list of *senior management functions* (SMFs). Please refer to the *PRA Rulebook* and *FCA Handbook* for the mandatory SMFs for your *firm*.

Function	Description of a Senior Management Function	UK banks*	UK branches of EEA banks and insurers	UK branches of non- EEA banks	Credit unions	Solvency II firms & large NDFs	Small NDFs	ISPVs	Small firms in run off	UK branches of non- EEA insurers
SMF 1	Chief Executive									
SMF 2	Chief Finance									
SMF 3	Executive Director									
SMF 4	Chief Risk									
SMF 5	Head of Internal Audit									
SMF 6	Head of Key Business Area									

Function	Description of a Senior Management Function	UK banks*	UK branches of EEA banks and insurers	UK branches of non- EEA banks	Credit unions	Solvency II firms & large NDFs	Small NDFs	ISPVs	Small firms in run off	UK branches of non- EEA insurers
SMF 7	Group Entity Senior Manager									
SMF 8	Credit Union Senior Manager									
SMF 9	Chair of the Governing Body									
SMF10	Chair of the Risk Committee									
SMF11	Chair of the Audit Committee									
SMF12	Chair of the Remuneration Committee									
SMF13	Chair of the Nomination Committee									
SMF14	Senior Independent Director									
SMF15	Chair of With Profits Committee									
SMF16	Compliance Oversight									
SMF17	Money Laundering Reporting Officer (MLRO)									
SMF18	Other Overall Responsibility									
SMF19	Head of Third Country_Branch/ Head of Overseas									
SMF20	Chief Actuary									
SMF20a	With-Profits Actuary									
SMF21	EEA Branch Senior Manager (EBSM)									
SMF22	Other Local Responsibility									
SMF23	Chief Underwriting Officer									
SMF23a	Underwriting Risk Oversight (Lloyd's)									
SMF23b	Conduct Risk Oversight (Lloyd's)									

Function	Description of a Senior Management Function	UK banks*	UK branches of EEA banks and insurers	UK branches of non- EEA banks	Credit unions	Solvency II firms & large NDFs	Small NDFs	ISPVs	Small firms in run off	UK brancher of non EEA insurers	
SMF24	Chief Operations										
SMF25	Small Insurer Senior Management Function										
SMF26	Head of Small Run-Off Firm										
SMF27	Partner										
<b>3A.03</b> Jo	*'UK Banks' refers to UK banks, building societies and PRA designated investment firms  3A.03 Job title										
Will the ca	Insurance distribution  Will the candidate be responsible for Insurance distribution at the firm?  YES  NO  (Note: Yes can only be selected if the candidate is applying for a governing function (other than a non-executive director function))										
Will the ca	Will the <i>candidate</i> be responsible for Mortgage Credit Directive Intermediation at the <i>firm</i> ? YES NO										
	I have supplied further information related to this page in Section 6 YES NO										

#### 3A.04 Complete this section only if the application is on behalf of more than one *firm*.

List all *firms* within the *group* (including the *firm* entered in 2.01) for which the *candidate* requires approval and the requested *senior management function* for that *firm*.  $^{\dagger}$ 

	Firm Reference Number	Name of firm	Senior Management Function	Job title	Responsible for insurance distribution?	Responsible mortgage c intermediat	redit	Effective date	
а									
b									
С									
d									
е									
			<del>-)</del>	<b>▶</b> Ih	nave supplied furth related to this pag	ner information ge in Section 6	YES	□ NC	) [

## Arrangements and controlled functions – Appointed Representatives Section 3B

Complete this section if the application is for a *controlled function* at an *appointed representative (AR)*. If you are submitting an application for a *senior management function*, then please complete Section 3A.

For *limited permission* consumer credit *firms* that are also *appointed representatives*, only the *customer function* is relevant in this section. For these *firms*, relevant *senior management functions* apply instead of the *governing functions* (ie CF1 (AR), CF3 (AR), CF4 (AR) and CF5 (AR)). We do not expect this to apply to many *firms*.

3B.01	Nature of the arrangement between the candidate and the applicant			
		а	Appointed representative/tied agent – customer function	
			AR <i>firm</i> name and reference number	
		b	Appointed representative/tied agent – governing function	
			AR <i>firm</i> name and reference number	
		С	Other	
			Give details	
3B.02	For applications from a sperformed. If the <i>control</i> <b>3B.05</b> .	ingle firm, led functio	please tick the boxes that correspond to the <i>controlled functions</i> to one are to be performed for more than one <i>firm</i> , please go to questions.	be on
a	Significant influence functions	CF 3 (A	R) Director function  R) Chief executive function  R) Partner function  R) Director of an unincorporated association function	
b	Senior Management Functions  (This section is only applicable for limited permission consumer credit firms that are ARs for other business)	SMF3 (	AR) Chief Executive function  AR) Executive Director function  AR) Partner function	
С	Customer function	CF 30 (	AR) Customer function	
3B.03	Effective date of controlle above	ed function	ns indicated	
3B.04	Job title Please refer to notes on submitting a CV.	the requir	ements for	

_	I have supplied further information	VEC		№ П
	related to this page in Section 6 <sup>†</sup>	IES	Ш	ио Ш

#### 3B.05 Complete this section only if the application is on behalf of more than one *firm*.

List all *firms* within the *group* (including the *firm* entered in **2.01**) for which the *candidate* requires approval and the requested *controlled function* for that *firm*.

	<i>Firm</i> Reference Number	Name of <i>firm</i>	Controlled function	Job title	e	Effective date
а						
b						
С						
d						
е						
		-3	I have supplied related to this	further information s page in Section 6	YES	NO 🗌

If there has been a change to the detail in this section since your last approval, you must submit a Long Form A as opposed to a Short Form A informing the FCA and/or PRA of the revised detail.

If there has been a change to the detail in this section since your last approval, you must submit a Long Form A as opposed to a Short Form A informing the FCA and/or PRA of the revised detail.

	Lieu the firms condentation a principal research about in	a a a a a d a a a a suith			
5.1	Has the <i>firm</i> undertaken a criminal records check in the requirements of the <i>FCA</i> or <i>PRA</i> ?	accordance with			
	Please note that a <i>firm is</i> required, under <i>PRA</i> rules under <i>FCA</i> rules, to obtain the fullest information that to obtain about the <i>candidate</i> under Part V of the Po (Certificates of Criminal records, etc.) and related so legislation of the <i>UK</i> or any part of the <i>UK</i> before matapplication ( <i>SUP</i> 10C.10 and <i>PRA</i> Rulebook: Fitness If yes, please enter date the check was undertaken.	at it is lawfully able blice Act 1997 ubordinated aking the ss and Propriety). <sup>2</sup>	YES	NO	
	Date (dd/mm/yy):				
	Note: if date is more than 3 months prior to current prior to date of application submission or the check undertaken, please provide details in Section 6.				
5.2	Has/Have a reference or references been obtained previous employer(s) in accordance with the require or <i>PRA</i> .				
	If no, please provide details why the reference or renot been obtained.	ferences has/have			
	not been obtained.		YES	NO	
	Please note that a firm is required to use reasonable appropriate reference from any current or previous candidate during the last 6 years (see SYSC 22 and Propriety in the PRA Rulebook. <sup>3</sup> "Employer" has an for these purposes.	employer of the d Fitness and			
	I have supplied further infor related to this page in Secti			NO	

<sup>&</sup>lt;sup>2</sup> The relevant section of the *PRA Rulebook* should be referred to depending on which *firm* is applying.

<sup>&</sup>lt;sup>3</sup> The relevant section of the *PRA Rulebook* should be referred to depending on which *firm* is applying. Short Form A – Dual-regulated firms (including EEA and third country firms)

#### 6.01 Please provide full details of:

- a) why the candidate is competent and capable to carry out the controlled function(s) applied for;
- b) why the appointment complements the firm's business strategy, activity and market in which it operates;
- how the appointment was agreed including details of any discussions at governing body level (where applicable);
- d) a list of all directorships currently or previously held by the *candidate* in the past 10 years (where *director* has the meaning given in the Glossary); and
- e) if the *candidate* currently holds more than one directorship, please provide a breakdown on the *candidate*'s time commitment to each directorship.

6.02 If there is any additional information indicated in previous sections or any other information the candidate or the firm considers being relevant to this application it must be included here. (Please also provide full details of any issues that could affect the Fitness and Propriety of the individual that arose when leaving an employer or if any question has been answered 'yes' in Section 5)

Question	Information

Note: If there is insufficient space, please continue on a separate sheet of paper and clearly identify the section and question to which the additional information relates.

#### 6.03 Firms must also provide the following supporting documents required with this form (please tick)

It is for firms to asses which supporting documents they should submit but, in the majority of cases, it is expected that firms will submit all of the listed supporting documents.

Statement of responsibilities
Candidate's Curriculum Vitae (C.V)
Role(s) description
A copy of the <i>firm</i> 's management responsibilities map (SYSC 25 and Allocation of Responsibilities in the <i>PRA Rulebook</i> ). This requirement does not apply to all <i>firms</i> .
A summary of any handover material (as referred to in SYSC 25.9 and SUP 10C.10 and senior management functions <sup>5</sup> in the PRA Rulebook). This requirement does not apply to all firms.

<sup>&</sup>lt;sup>4</sup> The relevant section of the PRA Rulebook should be referred to depending on which firm is applying

<sup>&</sup>lt;sup>5</sup> The relevant section of the *PRA Rulebook* should be referred to depending on which firm is applying Short Form A – Dual-regulated firms (including EEA and third country firms)

	A description or copy of the <i>candidate's</i> Skills Gap Analysis
	A description or copy of the <i>candidate</i> 's Induction programme
	A description or copy of the <i>candidate's</i> Learning and Development plan (including the name of the <i>individual</i> responsible for monitoring the <i>candidate's</i> progress against the development points and the time frame for completion)
	A description or documentation setting out how the competency was assessed (demonstrating competence and suitability mapped to the specific role and responsibilities of the role).

#### Declaration of Candidate

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 of the Financial Services and Markets Act 2000 – 'FSMA'). Even if you believe or know that information has been provided to the *FCA* and/or *PRA* 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 *FCA* and/or *PRA* will itself identify such information during the assessment of this application.

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 *candidate* and/or lead to the *FCA* and/or *PRA* exercising their powers (including but not limited to taking disciplinary/ Enforcement action). You must notify the *FCA* and/or *PRA* immediately if there is a change to the information in this form and/or if inaccurate information has been provided (insofar as the *FCA* and/or *PRA* are reasonably likely to consider the information material).

The *candidate* confirms that the information provided in this application is accurate and complete to the best of their knowledge and that they have read the notes to this form. The *candidate* will notify the *FCA* and/or *PRA* immediately if there is a material change to the information provided.

The *candidate* confirms that the attached *statement of responsibilities* accurately reflects the aspects of the affairs of the *firm* which it is intended that the *candidate* will be responsible for managing. The *candidate* confirms that they have accepted all the responsibilities set out in this *statement of responsibilities*.

The candidate agrees that the FCA and/or PRA may use the address specified for the candidate in this form as the proper address for service in the United Kingdom (as defined in the Financial Services and Markets Act 2000 (Service of Notices) Regulations (SI 2001/1420)) to serve any notices on the candidate.

For the purposes of complying with data protection legislation, please read our privacy notices: *FCA*'s privacy notice https://www.fca.org.uk/data-protection

Bank of England's privacy notice: https://www.bankofengland.co.uk/prudential-regulation/authorisations

These notices will tell you what to expect when the *FCA* and/or the *Bank of England* collects personal information, including how and why we use your personal information and who to contact if you have any queries or wish to exercise your rights.

The *candidate* confirms that they understand the regulatory responsibilities of the proposed role as set out in the rules of conduct in the *FCA*'s *COCON* or *APER* and/or the *PRA Rulebook*: Conduct Rules, Insurance – Conduct Standards, Non-Solvency II Firms – Conduct Standards and Large Non-Solvency II Firms – Conduct Standards.

The *candidate* is 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.

In addition to other regulatory responsibilities, *firms*, and *candidates/ approved persons* have a responsibility to disclose to the *FCA* and/or *PRA* matters of which it would reasonably expect to be notified. Failure to notify the *FCA* and/or *PRA* of such information may lead to the *FCA* and/or *PRA* taking disciplinary or other action against the Applicant and/or the *candidate*.

Fick here to confirm you have read and understood this declaration:			
7.01	Name of candidate		
7.02	Signature		
	Date		

#### Declaration of Firm

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 of the Financial Services and Markets Act – 'FSMA'). Even if you believe or know that information has been provided to the *FCA* and/or *PRA* 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 *FCA* and/or *PRA* 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 *candidate* and/or lead to the *FCA* and/or *PRA* exercising their powers under FSMA (including but not limited to taking disciplinary/ Enforcement action). You must notify the *FCA* and/or *PRA* immediately if there is a change to the information in this form and/or if inaccurate information has been provided (insofar as the *FCA* and/or *PRA* are reasonably likely to consider the information material).

In addition to other regulatory responsibilities, *firms*, and candidates/ *approved persons* have a responsibility to disclose to the *FCA* and/or *PRA*, matters of which it would reasonably expect to be notified. Failure to notify the *FCA* and/or *PRA* of such information may lead to the *FCA* and/or *PRA* taking disciplinary or other action against the Applicant and/or the *candidate*.

The Applicant confirms that the information provided in this application is accurate and complete to the best of its knowledge and that it has read the notes to this form. The Applicant will notify the FCA and/or PRA immediately if there is a material change to the information provided.

For the purposes of complying with *data protection legislation*, please read our privacy notices: FCA's privacy notice <a href="https://www.fca.org.uk/data-protection">https://www.fca.org.uk/data-protection</a>
Bank of England's privacy notice <a href="https://www.bankofengland.co.uk/prudential-regulation/authorisations">https://www.bankofengland.co.uk/prudential-regulation/authorisations</a>

These notices will tell you what to expect when the FCA and/or the Bank of England collects personal information, including how and why we use your personal information and who to contact if you have any queries or wish to exercise your rights.

Where applicable, the Applicant confirms that it has requested the fullest information that it is lawfully able to obtain about the *candidate* under Part V of the Police Act 1997 and any related subordinate legislation of the *UK* or any part of the *UK*, and (where available) has given due consideration to that information in determining that *candidate* to be fit and proper.

In making this application the Applicant believes on the basis of due and diligent enquiry and, where applicable, by reference to the criteria in *FIT* in the *FCA Handbook* and/or the Fitness and Propriety sections in the *PRA Rulebook* that the *candidate* is a fit and proper *person* to perform the *controlled function*(s) listed in Section 3.

The Applicant also believes, on the basis of due and diligent enquiry, that the candidate is competent to fulfil the duties required in the performance of such function(s). Note: For *EEA firms*, this would only apply to those *firms* undertaking any non MiFID business.

The Applicant confirms that it has complied with its obligations under equality and diversity legislation when selecting the *candidate* to perform the function(s) applied for.

The Applicant confirms that it has made the *candidate* aware of their regulatory responsibilities as set out in the rules of conduct in the *FCA*'s *COCON* or *APER* and/or the *PRA Rulebook*: Conduct Rules, Insurance – Conduct Standards, Non-Solvency II Firms – Conduct Standards and Large Non-Solvency II Firms – Conduct Standards.

The Applicant confirms that the *statement of responsibilities* submitted with this form accurately reflects the aspects of the affairs of the *firm* which it is intended that the *candidate* will be responsible for managing.

The Applicant is 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.

In signing this form on behalf of the Applicant firm:

I confirm that the information in this form is accurate and complete to the best of my knowledge and belief and that I have read the notes to this form.

I confirm that I have authority to make this application and provide the declarations given by the Applicant, and sign this form, on behalf of the *firm* identified in Section 2.01 and/or each *firm* identified in Section 3.04. I also confirm that a copy of this form, as submitted to the *FCA* and/or *PRA*, will be sent to each of those *firms* at the same time as submitting the form to the *FCA* and/or *PRA*.

7.03	Name of the firm submitting the application	
7.04	Name of <i>person</i> signing on behalf of the firm	

7.05	Job title		
7.06	Signature		
		Date	