



Senior Insurance Managers Regime (SIMR)

How to complete the Electronic Grandfathering Notification Form (Form K) via Connect

(For Solvency II Insurance Firms only)

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Accessing Connect

As part of your preparations, we strongly advise that you access Connect now to ensure you have up-to-date login details and are able to see the relevant grandfathering notification form (Form K).

Are you registered as a Connect user?

Yes – I am an existing Connect user:

- [Log into Connect](#) and start a new application
- Click 'Approved Persons/SMF' application type
- Click the form titled 'Notice of grandfathering/transitioning'

No - I have not used Connect before:

[Register for Connect](#). It's important that you register:

- the firm, and
- a principal user (the person in charge of your firm's application)

See the [Connect user guide](#) and video to familiarise yourself with the system.

Once you're registered:



1. Click 'Approved Persons/SMF' application type
2. Click the form titled 'Notice of grandfathering/transitioning'

Help using Connect

- [Connect Help pages](#)
- Call Customer Contact Centre on 0300 500 0597
- Email firm.queries@fca.org.uk

1. Click 'Approved Persons/SMF'

[Contact Us](#) / [Get Help](#) / [Manage Users](#) / [Change Password](#) / [My Profile](#) / [Logout](#)



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Start New Application

You are creating an application for

Select the application type you would like to create

1

☒ Approved Persons / SMF

☐ Changes to Notified Persons

These forms are to be used by an authorised firm if they wish to add or remove controlled functions, as well as to notify the FCA and/or PRA of any changes to an approved person's details or fitness and propriety information.



Please click on the link for a paper version of the Form A, but note this will be for your record purposes only and will not be accepted by us.
http://media.fshandbook.info/Forms/sup/sup10A_annex4D_20150401.pdf

This section contains the following forms:

- Application to perform controlled functions under the approved persons regime (Form A).
- Notice of ceasing to perform controlled functions (Form C).
- Notice of changes in personal information or application details (Form D).
- Internal transfer of an approved person (Form E).
- Notice of Grandfathering to new regime (Form K).

[Back](#) [Back to My Applications](#) [Continue](#)

2. Click 'Notice of grandfathering/transitioning'



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Approved Person Application

[Cancel](#)

Approved Person Application for

Sol II Firm_Firm 3

Select the Approved Person application

[Application to perform controlled functions under the approved persons regime \(Form A\)](#)

[Notice of ceasing to perform controlled functions \(Form C\)](#)

[Notification of a change in an approved person's personal information or application details \(Form D\)](#)

[Internal transfer of an approved person \(Form E\)](#)

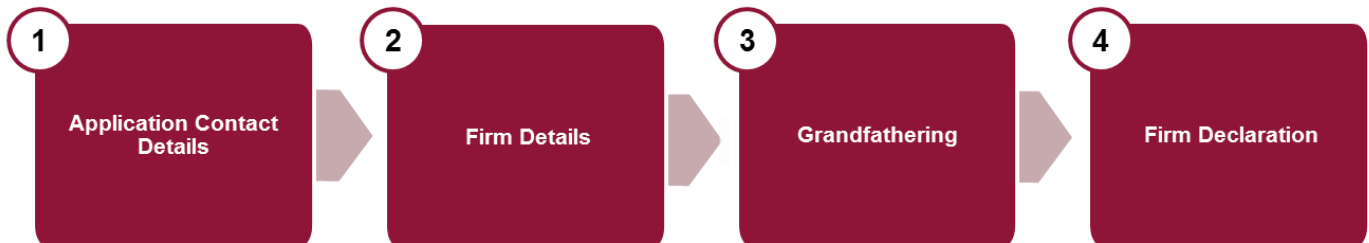
2 [Notice of grandfathering/transitioning](#)

Completing your grandfathering notification form (Form K)

Before you begin, check that:

- you've registered on Connect
- you've found the Grandfathering Notification form



Grandfathering Notification – 4 sections to complete...



You must complete the four sections within the Grandfathering Notification (Form K)

Before the grandfathering section becomes available, you will need to complete both the:

- 'Application Contact Details' section and
- 'Firm Details' section



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Grandfathering Notification

Firm Name: FRN

Version Number: Application Reference Number Last Modified By:

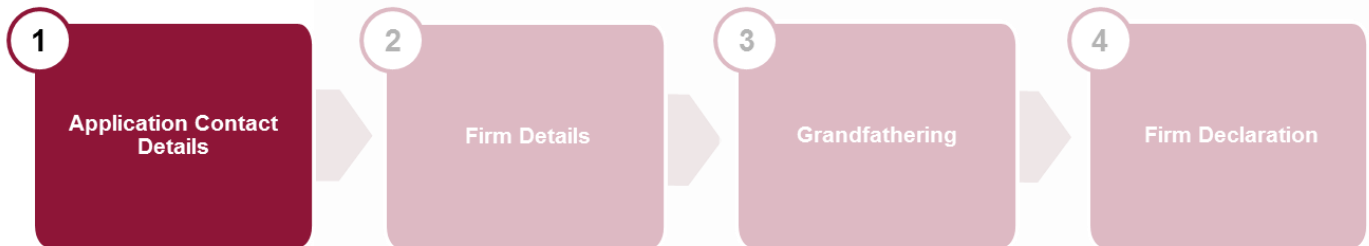
[Back to My Applications](#)

Once the application is complete and valid, a button will appear to allow the application to be marked as Ready to Submit (Draft Ready).

Approved Persons	
Form	Form Status
1 Application Contact Details	Complete
2 Firm Details	Complete
3 Grandfathering	Complete
4 Firm Declaration	Not Started

Completing 'Application Contact Details'

Grandfathering Notification – 4 sections to complete...



- Provide details of a point of contact at the firm, should there be any follow-up questions about your submitted form.
- Complete the section with all applicable data.
- If you do not have a fax number, you can leave this blank.
- Once you're finished, either 'Continue' to the next section or 'Save and Exit'. You can amend this section up to the point you submit the grandfathering form.

Application Contact Details

Firm Name:

FRN

Form Version Number: 2

Application Reference Number: 0000476118

Last Modified By

Progress

Current Step

Legend

- This field is required
- Click the icon for help on the item
- The page has been validated successfully
- The page is incomplete

[Back](#)

[Save & Exit](#)

[Continue](#)

[Print](#)

Please enter the contact details of the person we will get in touch with about this application.

Choose User:

Associated Individual

Title

First Name(s)

Last Name

Job Title

Mobile Number

Email Address

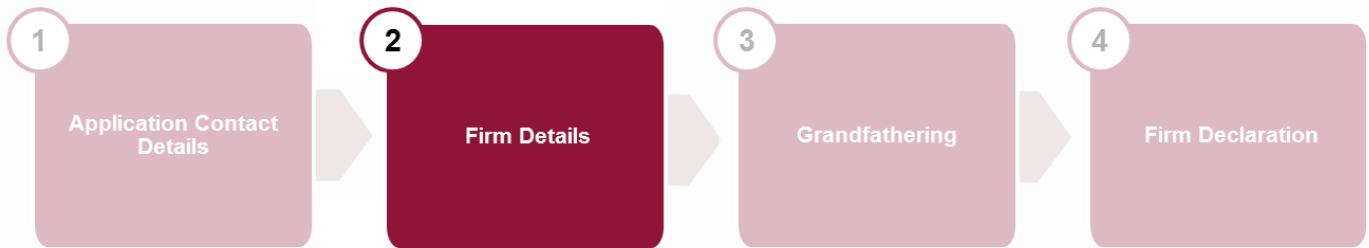
Building name /
number

Postcode

[Find Address](#)

Completing 'Firm Details'

Grandfathering Notification – 4 sections to complete...



- Check that your firm details are correct or provide firm details to ensure it is clear to which firm the form relates. If there are several authorised firms in the group, please make sure you list the correct firm.
- Once you're finished, either 'Continue' to the next section or 'Save and Exit'. You can amend this section up to the point you submit the grandfathering form.

Progress
Current Step

Legend

- This field is required
- Click the icon for help on the item
- The page has been validated successfully
- The page is incomplete

Back Save & Exit Continue Print

Firm Details

The information you provide within this form is confidential

Firm Name Intact SIT R4B RAP Firm

Other Address Details
Registered Office Address

A registered office is the official address of an incorporated company. This address must be in the UK unless the Applicant Firm is a branch of an overseas company. Generally it will form part of the public record where the registered organisation or legal entity is incorporated.

Enter Manually ☐

Address Line 1 Southend Road

Address Line 2 Testing Registered

Address Line 3

Address Line 4

Town London

County

Postcode E6 2AN

Country UNITED KINGDOM

Phone Number Country Code +44

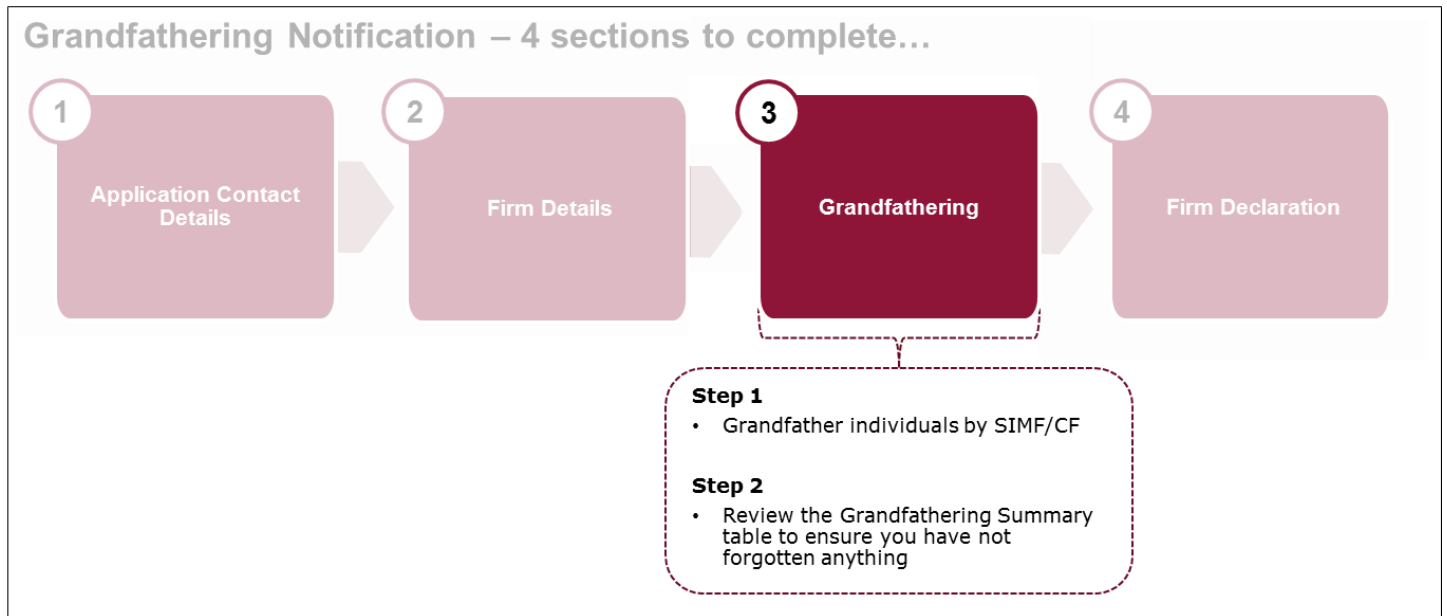
Phone Number 456783433

Fax Number Country Code +44

Fax Number 3636367438

Back Save & Exit Continue

Completing the 'grandfathering' section



The grandfathering process enables you to transition CFs to the new Senior Insurance Managers Regime. Here you will be required to set out which current Approved Persons will perform a Senior Insurance Management Function (SIMF) and / or a new Controlled Function (CF).

Step 1: Grandfather Individuals by CF / SIMF – selecting appropriate CFs listed under each SIMF and / or CF displayed.

You will see a list of SIMFs and CFs. You must decide and select the relevant SIMFs and / or CFs for your firm. Click 'Select' against the relevant SIMFs and / or CFs

Please refer to policy to understand which existing functions are equivalent to the new functions in the reformed regime:

- FCA: [PS15/21 Changes to the Approved Persons Regime for Solvency II firms: Final rules \(including feedback on CP14/25, CP15/5 and CP15/16\), and consequentials relating to CP15/22 on strengthening accountability in banking](#)
- PRA: [Strengthening individual accountability in insurance: responses to CP26/14, CP7/15 and CP13/15](#)

Progress

Current Step

Step 2

Legend

This field is required

Click the icon for help on the item

The page has been validated successfully

The page is incomplete

BackSave & ExitContinue

Print

Grandfather Individuals by CF / SMF / SIMF

You must ensure that all relevant information concerning the grandfathering of individuals is included within this section of the form. This can be done by clicking on the 'Select' button for each of the relevant controlled functions listed below and following the instructions.

If you do not provide information for all those individuals who are being grandfathered we may need to contact you with additional questions.

SIMF/CF	SIMF/CF Name	
CF2b	Chair of the With-Profits Committee	<div>Select</div>
CF2a	Chair of the Nominations Committee	<div>Select</div>
SIMF1	Chief Executive Officer	<div>Select</div>
SIMF2	Chief Finance Officer	<div>Select</div>
SIMF7	Group Entity Senior Manager	<div>Select</div>
SIMF9	Chairman	<div>Select</div>

On selecting a SIMF and / or CF, all current Approved Persons who hold a Controlled Function that can be mapped to that SIMF / CF will be displayed.

- Select the tick box in the 'Grandfather' column for all relevant individuals you chose to map to the selected SIMF / CF.

Where an individual holds a SIMF and or CF role in several different firms in the group, the individual should be grandfathered in each relevant firm's grandfathering submissions.

Grandfather Individuals by CF / SMF / SIMF

You must ensure that all relevant information concerning the grandfathering of individuals is included within this section of the form. This can be done by clicking on the 'Select' button for each of the relevant controlled functions listed below and following the instructions.

If you do not provide information for all those individuals who are being grandfathered we may need to contact you with additional questions.

SIMF/CF	SIMF/CF Name	
CF2b	Chair of the With-Profits Committee	Select
CF2a	Chair of the Nominations Committee	Select
SIMF1	Chief Executive Officer	

Note that only individuals in R4B_UK Incorporated ISPV_Sol II Firm_Firm 3 have been listed below who currently hold or have applied for a Controlled Function that can be mapped to this Senior Insurance Management Function or Controlled Function.

Please select the Individuals to be Grandfathered to this SIMF/CF

IRN	Name	CFs Held	CFs Applied For	Grandfather
DXM34543	Joe Bloggs	CF1, CF2, CF3		<input type="checkbox"/>

If the firm no longer wishes to grandfather an individual it has previously mapped across to a Senior Manager Function please untick the box relating to that individual in the 'Grandfather' column.

Hide Section

If you notice an Approved Person's details are incorrect in this section of the form, you will need to complete a Form D to notify us of the required amendments.

Once you're finished, either 'Continue' to the next section or 'Save and Exit'. You can amend this section up to the point you submit the grandfathering form

Step 2: Review Grandfathering Summary table which lists all individuals you have selected to grandfather over and all non-mapped CFs to ensure that you haven't forgotten anything.

[Step 1](#)

Current Step

Legend

- This field is required
- Click the icon for help on the item
- The page has been validated successfully
- The page is incomplete

Grandfathering Summary

Individuals who will be grandfathered over

The following Individuals will be grandfathered. You must submit an individual statement of responsibilities for each individual grandfathered on this application.

IRN	Name	CFs Held	CFs Applied For
DXM34543	Joe Bloggs	CF1, CF2, CF3	
Grandfathering to			
SIMF1 Chief Executive Function		APPLIED FOR	

Controlled functions that will continue to be held if not grandfathered over

Individuals in your firm who currently hold any of the following controlled functions and have not been selected for grandfathering will continue to hold these controlled functions:

CF1 - Director function

CF5 - Directors of an unincorporated association

CF28 - System and controls function

CF29 - Significant management function

Please note that Controlled Functions 10, 10a, 11 and 30 will continue to exist in the new regime, and individuals currently holding these Controlled Functions will continue to hold them post-commencement of the new regime.

For Both SMF and SIMF

If there are one or more individuals currently approved to perform significant influence function CF2 or if you have submitted any applications for approval of individuals to significant influence function CF2 under the approved persons regime that are currently subject to determination by the FCA and/or PRA, who will remain at the firm in the capacity of a non-executive director following commencement date, and such individual(s) are not being Grandfathered to any other Senior Management Function or Senior Insurance Management Function, please select these individual(s) below.

IRN	Name	CFs Held	CFs Applied For	Individual remaining in non-executive director function following commencement date
SXD89545	Sample Dotcom		CF2	

Individuals who will not be grandfathered over

The following individuals will automatically be withdrawn. Please note that any decision not to grandfather an individual due to changes in their fitness and propriety should be accompanied by an Approved Persons Form C detailing the reason why the individual will cease to perform a controlled function at the firm.

IRN	Name	CFs Held	CFs Applied For
SXD89545	Sample Dotcom		CF2

Controlled Functions that cannot be grandfathered over

Please note that the following controlled functions will automatically lapse when the changes to the Approved Persons Regime are implemented (as detailed in CP15-22):

CF 8 - Apportionment and oversight function (Non-MiFID business only)

Back

Save & Exit

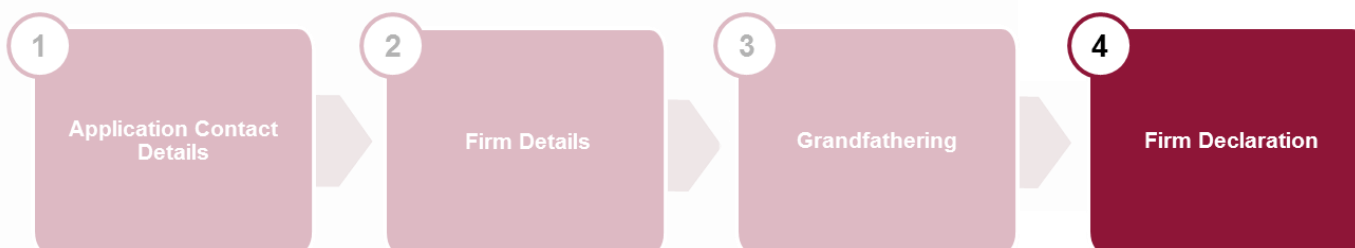
Continue

Once you're finished, either 'Continue' to the next section or 'Save and Exit'. You can amend this section up to the point you submit the grandfathering form.



This completes the grandfathering exercise.

Completing the 'Firm Declaration'

Grandfathering Notification – 4 sections to complete...



The system will only permit you to submit the Grandfathering form when all 4 sections are completed. Once you have completed the Grandfathering section, click 'Firm Declaration'.



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Grandfathering Notification

Firm Name:FRN :
Version Number:Application Reference Number:Last Modified By:

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Once the application is complete and valid, a button will appear to allow the application to be marked as Ready to Submit (Draft Ready).


Approved Persons	
Form	Form Status
Application Contact Details	Complete
Firm Details	Complete
Grandfathering	Complete
Firm Declaration	Not Started

We strongly recommend that you read and understand the Firm Declaration section as it contains important information about the next steps.


Declaration


Firm Name: R4B_UK Incorporated ISPV_Sol II
Firm_Firm 3FRN : 517745
Form Version Number: 1Application Reference Number: 0000476133Last Modified By: Stefanie Francois - 25/11/2015 05:29:51 PM

Progress

Current Step 

Legend

 This field is required

 Print

Declaration

In this declaration, the firm making the notification in relation to each individual is referred to as the "applicant".

The applicant must ensure that it has the authority of each individual in relation to whom it is making a notification for grandfathering to a controlled function to cause the information contained in this Form relating to such individual to be submitted, and that it has made each such individual aware of his/her prospective regulatory responsibilities as set out in the FCA's Code of Conduct (COCON) and/or the PRA Conduct Rules (as applicable).

Once you're finished, either 'Continue' to the next section or 'Save and Exit'. You can amend this section up to the point you submit the grandfathering form.

You are now ready to submit the form. Click 'Ready for Submission'.

Back to My Applications **Ready for Submission** Delete

Once the application is complete and valid, a button will appear to allow the application to be marked as Ready to Submit (Draft Ready).

Approved Persons	
Form	Form Status
Application Contact Details	Complete
Firm Details	Complete
Grandfathering	Complete
Firm Declaration	Complete

Review all the details, and then click 'Submit'.

Back to My Applications **Edit Application** **Submit** Delete

Once the application is complete and valid, a button will appear to allow the application to be marked as Ready to Submit (Draft Ready).

Approved Persons	
Form	Form Status
Application Contact Details	Complete
Firm Details	Complete
Grandfathering	Complete
Firm Declaration	Complete

Firms are reminded to refer to the information and materials on the [PRA's dedicated Strengthening Accountability webpage](#), including:

- where to find the mapping tables for the current Controlled Functions to PRA Senior Insurance Management Functions
- a [letter dated 25 August from Sam Woods, Executive Director of Insurance Supervision](#)
- a one-pager published in August ['SIMR – what firms need to know and do'](#)