

# Funeral Plan: Conduct of Business sourcebook

## Schedule 1 Recordkeeping requirements

### Sch 1.1 G

The aim of the guidance in the following table is to give the reader a quick overall view of the relevant record keeping requirements in *FPCOB*.

### Sch 1.2 G

It is not a complete statement of those requirements and should not be relied on as if it were.

Handbook reference	Subject of record	Content of record	When record must be made	Retention period
FPCOB 3.1.11R, 3.1.12G(3)	Monies held on trust for <i>customers</i>	Location and amount of monies held on trust for particular <i>customers</i>	When making safeguarding arrangements specified in FPCOB 3.1.11R	Not specified
FPCOB 4.2.13R(1)	<i>Financial promotion</i>	<i>A financial promotion communicated or approved</i> (subject to exemptions)	When <i>communicated or approved</i>	6 years
FPCOB 4.2.13R(2)	Telemarketing scripts	Copy of any script used	Date script used	6 years
FPCOB 6.4.18R	<i>FP distribution charges</i>	<i>FP distribution charges</i> paid by each <i>customer</i>	Date paid by <i>customer</i>	Not specified
FPCOB 15.9.4G	Calculation of <i>core capital resources</i>	Reasons for any difference between the <i>deficit reduction amount</i> and any public commitment to provide funding in respect of a <i>defined benefit occupational pension scheme</i>	When calculating its capital resources for the <i>core capital resources requirement</i>	Not specified
FPCOB 15.10.5R	Risk assessments	Assessments required under FPCOB 15.10.4R including major sources of risk and how the	When assessments are made under FPCOB 15.10.4R	At least 3 years

Handbook reference	Subject of record	Content of record	When record must be made	Retention period
FPCOB 16.1.5R(4)	Single central record	<i>firm</i> intends to deal with them Single central record containing all up-to-date and pertinent information and documents relating to each <i>funeral plan contract</i>	Date <i>firm</i> entered into <i>funeral plan contract</i>	Not specified
FPCOB 16.2.3R	The <i>firm's</i> most recent <i>funeral plan resolution manual</i>	As stated in the <i>rule</i>	When the <i>funeral plan resolution manual</i> is made or updated	None specified (but see FPCOB 16.2.4R)