

## Chapter 28

Insurance distribution: specific knowledge, ability and good repute requirements



**28.4      Record-keeping requirements**

**Record-keeping requirements**

**28.4.1**

**R**

A firm must:

- (1) establish, maintain and keep appropriate records to demonstrate compliance with this chapter; and
- (2) be in a position to provide to the *FCA*, on request, the name of the person responsible for the record-keeping requirement in (1).

[**Note:** article 10(8) last paragraph of the *IDD*]

**28.4.2**

**R**

A firm must:

- (1) make an up-to-date record of the continued professional training or development completed by each relevant employee in each 12 *month* period;
- (2) retain that record for not less than 3 years after the relevant employee stops carrying on the activity; and
- (3) be in a position to provide any version of the record to the *FCA* on request.

[**Note:** article 10(2) second paragraph of the *IDD*]

**28.4.3**

**R**

A firm must not prevent a relevant employee from obtaining a copy of the records relating to that relevant employee which are maintained by the firm for the purposes of ■ SYSC 28.4.1R and ■ SYSC 28.4.2R.