

**PERSISTENCY AND DATA REPORTING  
(HANDBOOK AMENDMENT) INSTRUMENT 2002**

**Powers exercised**

- A. The Financial Services Authority amends the Supervision manual, the Authorisation manual and the Special guide for small Friendly societies in the exercise of the following powers and related provisions in the Financial Services and Markets Act 2000 (the "Act"):
- (1) section 138 (General rule-making power);
  - (2) section 156 (General supplementary powers); and
  - (3) section 157(1) (Guidance).
- B. The provisions of the Act relevant to rules and listed above are specified for the purpose of section 153(2) of the Act (Rule-making instruments).

**Commencement**

- C. This instrument comes into force as follows:
- (1) paragraphs E and F, and Annexes B to E to this instrument, come into force on 16 May 2002;
  - (2) the remainder of this instrument comes into force immediately.

**Immediate amendment of the Supervision manual and FREN**

- D. The Supervision manual and the Special guide for small Friendly societies are amended in accordance with Annex A to this instrument.

**Amendment of the Supervision manual on 16 May 2002**

- E. The Supervision manual is amended, as from 16 May 2002, as follows:
- (1) by amending SUP 16.1 (Application) and SUP Schedule 4 (Record keeping requirements) in accordance with Annex B to this instrument;
  - (2) by deleting SUP 16.8 (Persistency reports from insurers) and inserting the provisions in Annex C to this instrument in its place;
  - (3) by deleting SUP 16 Ann 6R and inserting the provisions in Annex D to this instrument in its place.

**Consequential amendment of AUTH and FREN on 16 May 2002**

- F. The Authorisation manual and the Special guide for small Friendly societies are amended, as from 16 May 2002, in accordance with Annex E to this instrument.

**Citation**

- G. This instrument may be cited as the Persistency and Data Reporting (Handbook Amendment) Instrument 2002.

By order of the Board  
21 February 2002

**Annex A**  
**Immediate amendment of SUP 16.1, SUP 16.8.1G and FREN**

In this Annex, underlining indicates new text and striking through indicates deleted text.

SUP 16.1.3R Amend the following rows as shown:

(1) Section(s)	(2) Categories of firm to which section applies	(3) Applicable rules and guidance
SUP 16.8	<del>An</del> <u>insurer</u> with <i>permission to effect or carry out life policies, unless it is a non-directive friendly society</i>	Entire section

SUP 16.8.1G Amend as shown:

The effect of SUP 16.1.1R is that this section applies to every *insurer* ~~(including a friendly society)~~ with *permission to effect or carry out life policies, unless it is a non-directive friendly society*.

FREN 1.2.2G Amend the following row of the table as shown

Regulatory processes	Supervision manual (SUP)	(n) SUP 16 (Reporting requirements) – in this part sections 16.4 to <del>16.7</del> <u>16.8</u> do not apply; <del>section 16.8 applies to societies</del> with <i>permission to effect or carry out life policies</i>
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**Annex B**  
**Amendment of SUP 16.1 and SUP Schedule 4 from 16 May 2002**

SUP 16.1.2G Before paragraph (3), insert “(c) a *firm* with *permission* to *establish, operate or wind up a stakeholder pension scheme*;”

SUP 16.1.3R Amend the following rows as shown (underlining indicates new text):

(1) Section(s)	(2) Categories of firm to which section applies	(3) Applicable rules and guidance
SUP 16.1, 16.2 and 16.3	All categories of <i>firm</i> except: (a) an <i>ICVC</i> ; (b) an <i>incoming EEA firm</i> or <i>incoming Treaty firm</i> , which is not: (i) a <i>firm</i> of a type to which SUP 16.6 or SUP 16.7 applies; or (ii) an <i>insurer</i> with <i>permission</i> to <i>effect or carry out life policies</i> ; <u>or</u> <u>(iii) a <i>firm</i> with <i>permission</i> to <i>establish, operate or wind up a stakeholder pension scheme</i>;</u> (c) a <i>UCITS</i> <i>qualifier</i> .	Entire sections
SUP 16.8	<i>Insurer</i> with <i>permission</i> to <i>effect or carry out life policies</i> , unless it is a <i>non-directive friendly society</i>  <u><i>Firm</i> with <i>permission</i> to <i>establish, operate or wind up a stakeholder pension scheme</i></u>	Entire section  <u>Entire section</u>

SUP Schedule 4 Amend the last row in the table as shown (underlining indicates new text):

Handbook reference	Subject of record	Contents of record	When record must be made	Retention period
SUP 16.8.23R	Persistency reports <u>and data reports</u>	Records to enable the <i>firm</i> to monitor regularly the persistency of <i>life policies effected</i> <u>and stakeholder pensions effected</u> through each of its <i>representatives</i> and make the required reports to the <i>FSA</i> .	Not specified	Not specified

## **Annex C**

## 16.8 Persistency reports from insurers and data reports on stakeholder pensions

### Application

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The effect of SUP 16.1.1R is that this section applies to:

- (1) every *insurer* with *permission to effect or carry out life policies* unless it is a *non-directive friendly society*; and
- (2) every *firm* with *permission* to establish, operate or wind up a *stakeholder pension scheme*.

### Purpose

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The purpose of this section is to enable information on the persistency of life policies and data on stakeholder pensions to be prepared and provided to the FSA in a standard format. This information is used in the monitoring of *firms* both individually and collectively.

### Requirement to submit persistency and data reports

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- (1) **An *insurer* with *permission to effect or carry out life policies* must submit to the FSA a persistency report in respect of *life policies* by 30 April each year in accordance with this section.**
- (2) **A *firm* with *permission* to establish, operate or wind up a *stakeholder pension scheme* must submit to the FSA:**
  - (a) a data report on stakeholder pensions by 30 April each year prepared in accordance with this section; and
  - (b) two extra data reports on stakeholder pensions prepared in accordance with this section as follows:
    - (i) by 31 October 2002, of the number effected in the period to 30 June 2001 and the number of those still in force 12 months after the contract was effected;

- (ii) by 31 January 2003, of the number effected in the period 1 July 2001 to 30 September 2001 and the number of those still in force 12 months after the contract was effected.

#### Interpretation of this section

16.8.4

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In this section, and Forms 1R(1) to (4) in SUP 16 Annex 6R:

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- (1) '12 month report' means the part of a persistency report or data report reporting on *life policies* or stakeholder pensions effected in Y-2, '24 month report' means the part of a persistency report or data report reporting on *life policies* or stakeholder pensions effected in Y-3, and so on;
- (2) 'CC' means the number of *life policies* or stakeholder pensions which:
  - (a) were effected during the period to which the calculation relates; and
  - (b) are reported on in the persistency report or data report (see SUP 16.8.8R to SUP 16.8.15R);
- (3) 'CF' means the number of *life policies* or stakeholder pensions within 'CC' which are treated as in force at the end of Y-1 or, for a report under SUP 16.8.3 R (2) (b), the relevant 12 month period (see SUP 16.8.16R to SUP 16.8.18R);
- (4) 'contract anniversary' means the anniversary of the date on which the *life policy* or stakeholder pension was effected falling within Y-1;
- (5) 'data report' means a report in respect of stakeholder pensions complying with SUP 16.8.19R to SUP 16.8.21R;
- (6) Forms 1R(1), 1R(2), 1R(3) and 1R(4) mean the forms in SUP 16 Ann 6R;
- (7) 'group personal pension policy' means a *life policy* which is not a separate *pension scheme*, effected under a collecting arrangement made for the *employees* of a particular employer to participate in a personal pension arrangement on a group basis;
- (8) 'insurance ISA' means the insurance component of an *ISA* (mini or maxi);
- (9) 'mortgage endowment' means an *endowment assurance effected* or believed to be *effected* for the purposes of paying off a loan on land;

- (10) 'new', in relation to a stakeholder pension, has the meaning given in *SUP 16.8.11R (2)*;
- (11) 'ordinary assurance policy' means a *life policy* which is not an *industrial assurance policy*;
- (12) 'other life assurance' means a *life policy* other than a *pension policy, endowment assurance or whole life assurance*;
- (13) 'other pension policy' means a *pension policy* other than a *personal pension policy*;
- (14) 'persistency rate' means a rate calculated using this formula:
- $$CF \times 100 / CC$$
- (see the example in *SUP 16.8.5G*);
- (15) 'persistency report' means a report in respect of life policies complying with *SUP 16.8.19* to *SUP 16.8.21R*;
- (16) 'regular premium life policy' means a *life policy* where there is (or could be, or has been) a commitment by the policyholder to make a regular stream of contributions (for example by means of a direct debit mandate);
- (17) 'regular premium stakeholder pension' means a stakeholder pension where there is (or could be, or has been) a commitment by the policyholder to make a regular stream of contributions;
- (18) 'single premium life policy' means a *life policy* that is not a regular premium *life policy*, except that a recurrent single premium *life policy* must be treated as a regular premium *life policy*;
- (19) 'single premium stakeholder pension' means a stakeholder pension which is not a regular premium stakeholder pension, except that a recurrent single premium stakeholder pension must be treated as a regular premium stakeholder pension;
- (20) 'stakeholder pension' means an individual's rights under a *stakeholder pension scheme*;
- (21) 'substitute', in relation to stakeholder pension, has the meaning given in *SUP 16.8.11 R (2)*;
- (22) 'Y' means the year in which the report must be submitted, 'Y-1' means the preceding year, 'Y-2' means the next earlier year and so on;
- (23) 'year' means calendar year, unless *SUP 16.8.7R* applies.

16.8.5 **G** Table Example of calculation of persistency rate for life policies that commenced during 1996 (see SUP 16.8.3R)

Y (year of reporting)	Number of life policies which commenced during 1996	Number of 1996 policies that cease to be in force during Y-1	Deaths and retirements (not included in CC and CF)	CF	CC
1998	1000	143	2	1000	1000
				- 143	- 2
				- 2	
				= 855	= 998
1999	1000	25	1	1000	1000
				- 143	- 2
				- 25	- 1
				- 2	
				- 1	
= 829	= 997				

Report submitted in 1998  
Persistency rate for *life policies* that commenced during Y-2 (that is 1996)

$$\frac{CF}{CC} \times 100 = \frac{855}{998} \times 100 = 85.7\%$$

Report submitted in 1999  
Persistency rate for *life policies* that commenced during Y-3 (that is 1996)

$$\frac{CF}{CC} \times 100 = \frac{829}{997} \times 100 = 83.1\%$$

16.8.6 **G** *Firms* are reminded that annuity contracts other than deferred annuity contracts are not within the definition of 'life policy'.

16.8.7 **R** In relation to a persistency report, a *firm* may treat a 12-month period ending between 1 October and 31 March as a 'year' for the purposes of this section and Forms 1R(1) to (3):

- (1) if the *firm's* financial year does not end on 31 December; or
- (2) for *industrial assurance policy* business;

provided that the use of an alternative period is disclosed in the persistency report.

**Life policies and stakeholder pension to be reported on in the persistency or data reports**

16.8.8 **R** A persistency report or data report must report on a *life policy* or stakeholder pension if:



- (1) it is not of a type listed in *SUP* 16.8.13R or *SUP* 16.8.14R;
- (2) it was effected by:
  - (a) the *firm* submitting the report; or
  - (b) an *unauthorised* member of the *group* of the *firm* submitting the report and in circumstances in which that *firm* was responsible for the promotion of that *life policy* or stakeholder pension; or
  - (c) another *firm*, but is being carried out by the *firm* submitting the report; and
- (3) the *person* who sold it or who was responsible for its promotion was, in so doing, subject to *rules* in *COB* or (before *commencement*) conduct of business rules made by a *previous regulator*.

**16.8.9** G <sub>/1</sub> *Life policies* and stakeholder pensions falling within *SUP* 16.8.8R (2) (c) are those which have been transferred from another *firm*, for example under an insurance business transfer scheme under Part VII of the *Act* (Control of Business Transfers).

**16.8.10** R <sub>/1</sub> *Life policies* falling within *SUP* 16.8.8R, which were sold subject to the conduct of business rules of a *previous regulator*, need to be reported only if they were required to be reported on by the rules of the *previous regulator* of the *firm* submitting the report.

**16.8.11** R <sub>/1</sub>

- (1) A *life policy* or stakeholder pension which was issued in substitution for a similar contract may be treated as being effected on the inception date of the previous *life policy* or stakeholder pension, provided that the *firm* is satisfied that no loss to the *policyholder* is attributable to the substitution;
- (2) A stakeholder pension which is treated as in (1) is a "substitute" stakeholder pension. A "new" stakeholder pension is any other stakeholder pension.

**16.8.12** G <sub>/1</sub> Examples of loss to the *policyholder* under *SUP* 16.8.11R are losses resulting from higher charges and more restrictive benefits and options.

**16.8.13** R <sub>/1</sub> A persistency or data report must not report on any of the following:

- (1) a *life policy* or stakeholder pension that was cancelled from inception whether or not this was as a result of service of a notice under *COB* 6.7 (Cancellation and withdrawal);
- (2) an *appropriate personal pension scheme* to which contributions are made only by the Department of Social Security;
- (3) a *life policy* (excluding *income withdrawal*) or stakeholder pension which has terminated as a result of death, critical illness, retirement, maturity or other completion of the contract term;

- (4) *income withdrawals* that have ceased as a result of the death of the *policyholder*;
- (5) in the case of a persistency report only, a *life policy* which is a stakeholder pension;
- (6) a *life policy* purchased by the trustees of an *occupational scheme* which is a *defined benefits pension scheme*;
- (7) a *life policy* purchased by the trustees of an *executive money purchase occupational pension scheme*.

**16.8.14** **R** A persistency report required by SUP 16.8.3R (1) need not report on a *life policy* if the number of *life policies* on substantially the same terms effected by the relevant *firm* (or member of the *firm's group*) in the relevant year did not exceed the higher of fifty and 1% of the total reportable *life policies* effected by the *person* in that year.

**16.8.15** **R** If the term of an *endowment assurance* is less than five years, the *life policy* must only be included in a persistency report in respect of years up to and including the anniversary prior to maturity.

#### Life policies and stakeholder pensions to be treated as in force

**16.8.16** **R** Subject to SUP 16.8.17R and SUP 16.8.18R, a *life policy* or stakeholder pension must be treated as in force at the end of Y-1 (that is, included in CF) if and only if:

- (1) in the case of a regular premium life policy:
  - (a) in the case of an *industrial assurance policy* on which the *premiums* are paid at intervals of four weeks, the *premium* has been paid in respect of the four-week period in which the policy anniversary falls; or
  - (b) in any other case, the *premium* has been paid in respect of the month in which the policy anniversary falls;
- (2) in the case of a single premium life policy, the policy has not been surrendered as at the policy anniversary;
- (3) in the case of a regular premium stakeholder pension:
  - (a) for a report required by SUP 16.8.3R (2) (a), the premium has been paid in respect of the month in which the contract anniversary falls;
  - (b) for a report required by SUP 16.8.3R (2) (b), the premium has been paid in respect of the month 12 months after the contract was effected;

- (4) in the case of a single premium stakeholder pension:
- (a) for a report required by *SUP* 16.8.3R (2) (a), the contract has not been surrendered as at the contract anniversary; or
  - (b) for a report required by *SUP* 16.8.3R (2) (b), the contract has not been surrendered as at the end of the 12 month period.

**16.8.17** **R** <sup>/1</sup> A cluster *life policy* must be reported as a single *life policy* and must be treated as in force (that is included in CF) even if some of the constituent *life policies* have been terminated.

**16.8.18** **R** <sup>/1</sup> An *income withdrawal* that has terminated other than by death of the *policyholder* must be treated as not in force at the end of Y-1 (that is, not included in CF).

#### Contents of the persistency or data report

- 16.8.19** **R** <sup>/1</sup>
- (1) A persistency report on life policies must be a report in the format of Forms 1R(1), (2) and (3).
  - (2) A data report on stakeholder pensions must be a report in the format of Form 1R(4).
  - (3) A persistency and a data report must include:
    - (a) for a report required by *SUP* 16.8.3R (1) or (2) (a), a separate copy of each Form reporting on *life policies* or stakeholder pensions effected during each of Y-2, Y-3, Y-4, Y-5;
    - (b) for a persistency report, a separate copy of Forms IR(1) and IR(2) reporting on:
      - (i) regular premium life policies and single premium *life policies*; and
      - (ii) *life policies* classified as ordinary assurance policies and *industrial* assurance policies.

**16.8.20** **R** <sup>/1</sup> If, in relation to any Form, a *firm* has no *life policies* or stakeholder pensions to report on in a copy of that Form, the *firm* need not submit that copy provided that it confirms in writing to the *FSA*, as part of the persistency or data report, that it is not doing so and the reason for not doing so.

**16.8.21** **R** <sup>/1</sup> The *firm* must, if a persistency report reports on;

- (1) an *endowment assurance* with a term of five years or less:
  - (a) report on such a *policy* in Form 1R(2); and

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- (b) not report on such a policy in Form 1R(1);
  - (2) a group personal pension policy, include the policy as a personal pension policy in Forms 1R(1) and 1R(3);
  - (3) a mortgage endowment, also include the policy as an endowment assurance in Forms 1R(1) and 1R(3);
  - (4) an *income withdrawal* or insurance ISA, not include the policy under any other relevant category in Forms 1R(1) and 1R(3).
- (1) Under SUP 16.8.16R, a *life policy* must be treated as not in force if *premiums* have not been paid at the relevant date. Form 1R(3) seeks additional information on the number of *policies* treated as not in force which are subject to genuine contribution holidays.
- (2) A *firm* should treat a *life policy* as 'subject to a contribution holiday' if:
- (a) the terms of the *policy* allow the *policyholder* to take a contribution holiday;
  - (b) the *policyholder* has opted to take a contribution holiday in accordance with those terms;
  - (c) the *policyholder* has clearly stated his intention to resume payments; and
  - (d) at the end of Y-1, not more than 12 months have elapsed from the date that *premiums* ceased to be paid.
- (3) In addition to the stakeholder data reports showing all contracts, *firms* are requested, where separate data is available, to submit additional reports showing just those contracts where decision trees were used in accordance with COB 6.4.21R.

## Records

## 16.8.23

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A *firm* must make and retain such records as will enable it to:

- (1) monitor regularly the persistency of *life policies* and stakeholder pensions effected through each of its *representatives*; and
- (2) make persistency reports or data reports to the FSA in accordance with SUP 16.8.3R.

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In order to comply with SUP 16.8.23R, a *firm* will as a minimum need to make and retain separate records for:

- (1) *life policies* and stakeholder pensions originally promoted:
  - (a) *by representatives*; or
  - (b) *by independent intermediaries*; or
  - (c) through the *firm's* own *direct offer financial promotions*; or

- (d) *as adopted packaged products*;
- (2) *life policies* and stakeholder pensions not within (1), including those *effected* as execution-only transactions, for inclusion in the relevant form under 'Otherwise';
- (3) *life policies* and stakeholder pensions written assuming the payment of:
  - (a) regular premiums;
  - (b) a single premium;
- (4) *life policies* written as:
  - (a) ordinary assurance policies;
  - (b) *industrial assurance policies*;
- (5) the categories of *life policies* and stakeholder pensions referred to in Forms 1R(1) to (4).

## **Annex D**

**Persistency Report**

To be submitted by 30 April each year to the Financial Services Authority, 25 The North Colonnade, Canary Wharf, London E14 5HS.

Name of Firm: ..... Firm Reference Number: .....

Regular Premium Policies / Single Premium Policies: .....

Ordinary Assurance Policies / Industrial Assurance Policies: .....

Year in which Policies Effected: .....

12 Month Report / 24 Month Report / 36 Month Report / 48 Month Report: .....

Policies promoted:	by representative			by independent intermediary		
Policy Type	Number effected during the year (CC)	Number in force at end of Y-1 (CF)	Persistency rate	Number effected during the year (CC)	Number in force at end of Y-1 (CF)	Persistency rate
Endowment Assurance						
Whole Life Assurance						
Personal Pension Policy						
Other Pension Policy						
Other Life Assurance						
Income Withdrawal						
Group Personal Pension policy						
Insurance ISA						
Mortgage endowment						

Policies promoted	through the firm's own direct offer financial promotion			otherwise		
Policy Type	Number effected during the year (CC)	Number in force at end of Y-1 (CF)	Persistency rate	Number effected during the year (CC)	Number in force at end of Y-1 (CF)	Persistency rate
Endowment Assurance						
Whole Life Assurance						
Personal pension policy						
Other Pension Policy						
Other Life Assurance						
Income Withdrawal						
Group Personal Pension policy						
Insurance ISA						
Mortgage endowment						

Notes to persistency report

Firms must provide (either below or on a separate sheet of paper):

- details of any alternative approaches used to calculate figures if this is permitted by the rules in *SUP* 16.8;
- a note of any types of policy for which no figures have been submitted (including any types to be reported on in Forms 1R(2) and 1R(3));
- a brief explanation of the effects of inaccuracies on the figures for previous years which have already been supplied; and
- confirmation that regular premium life policies have only been treated as in force in accordance with *SUP* 16.8.16R (1).

Expressions which are defined in the Handbook Glossary, or in *SUP* 16.8, have the same meanings in this form.

**Signature and declaration**

Knowingly or recklessly giving the *FSA* information which is false or misleading in a material particular may be a criminal offence (sections 398 and 400 of the Financial Services and Markets Act 2000). *SUP* 15.6.1R and *SUP* 15.6.4R require an *authorised person* to take reasonable steps to ensure the accuracy and completeness of information given to the *FSA* and to notify the *FSA* immediately if materially inaccurate information has been provided. *SUP* 16.3.11R requires an *authorised person* to submit reports containing all the information required. *APER* 4.4.6E provides that, where an *approved person* is responsible for reporting matters to the *FSA*, failure to inform the *FSA* of materially significant information of which he is aware is a breach of *Statement of Principle 4*. Contravention of these requirements may lead to disciplinary sanctions or other enforcement action by the *FSA*. It should not be assumed that information is known to the *FSA* merely because it is in the public domain or has previously been disclosed to the *FSA* or another regulatory body. If there is any doubt about the relevance of information, it should be included.

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.

Signature .....

Name (BLOCK CAPITALS): .....

The following person should be contacted with any queries that may arise:

Name: ..... Title: .....

Address: .....

.....

.....

Telephone Number: ..... e-mail: .....



**Form 1R (2)**

**Persistency Report - short term endowments/ assurance**

To be submitted by 30 April each year to the Financial Services Authority, 25 The North Colonnade, Canary Wharf, London E14 5HS.

Name of Firm: .....

Firm Reference Number : .....

Regular Premium Policies / Single Premium Policies: .....

Ordinary Branch Policies / Industrial Branch Policies: .....

Year in which Policies Effected: .....

12 Month / 24 Month / 36 Month / 48 Month report: .....

Policies promoted:	by representative			by independent intermediary			
	Endowment assurance term	Number effected during the year (CC)	Number in force at end of Y-1 (CF)	Persistency rate	Number effected during the year (CC)	Number in force at end of Y-1 (CF)	Persistency rate
2 (<3) year term							
3 (<4) year term							
4 (<5) year term							
Total							

Policies promoted:	through firm's own direct offer financial promotion			otherwise			
	Endowment assurance term	Number effected during the year (CC)	Number in force at end of Y-1 (CF)	Persistency rate	Number effected during the year (CC)	Number in force at end of Y-1 (CF)	Persistency rate
2 (<3) year term							
3 (<4) year term							
4 (<5) year term							
Total							

Expressions which are defined in the Handbook Glossary, or in SUP 16.8, have the same meanings in this form.

**Signature and declaration**

Knowingly or recklessly giving the FSA information which is false or misleading in a material particular may be a criminal offence (sections 398 and 400 of the Financial Services and Markets Act 2000). SUP 15.6.1R and SUP 15.6.4R require an *authorised person* to take reasonable steps to ensure the accuracy and completeness of information given to the FSA and to notify the FSA immediately if materially inaccurate information has been provided. SUP 16.3.11R requires an *authorised person* to submit reports containing all the information required. APER 4.4.6E provides that, where an *approved person* is responsible for reporting matters to the FSA, failure to inform the FSA of materially significant information of which he is aware is a breach of *Statement of Principle 4*. Contravention of these requirements may lead to disciplinary sanctions or other enforcement action by the FSA. It should not be assumed that information is known to the FSA merely because it is in the public domain or has previously been disclosed to the FSA or another regulatory body. If there is any doubt about the relevance of information, it should be included.

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

Signature: .....

Name (BLOCK CAPITALS): .....

The following person should be contacted with any queries that may arise:

Name: ..... Title: .....

Address: .....

.....

.....

Telephone Number: ..... e-mail: .....

**Form 1R (3)**

**Persistency Report – Contribution Holidays**

To be submitted by 30 April each year to the Financial Services Authority, 25 The North Colonnade, Canary Wharf, London E14 5HS.

Name of Firm: .....

Firm Reference Number : ..... Year in which Policies Effected: .....

12 Month Report/24 Month Report/36 Month Report/48 Month Report: .....

Policies promoted:	by representative			by independent intermediary		
Policy Type	Number effected during the year (CC)	Number subject to contribution holiday at end of Y-1 (CH)	Holiday factor (CH/CC)	Number effected during the year (CC)	Number subject to contribution holiday at end of Y-1 (CH)	Holiday factor (CH/CC)
Endowment Assurance						
Whole Life Assurance						
Personal Pension Policy						
Other Pension Policy						
Other Life Assurance						
Income Withdrawal	N/a	N/a	N/a	N/a	N/a	N/a
Group Personal Pension policy						
Insurance ISA						

Policies promoted:	through firm's own direct offer financial promotion			otherwise		
Policy Type	Number effected during the year (CC)	Number subject to contribution holiday at end of Y-1 (CH)	Holiday factor (CH/CC)	Number effected during the year (CC)	Number subject to contribution holiday at end of Y-1 (CH)	Holiday factor (CH/CC)
Endowment Assurance						
Whole Life Assurance						
Personal pension policy						
Other Pension Policy						
Other Life Assurance						
Income Withdrawal	N/a	N/a	N/a	N/a	N/a	N/a
Group Personal Pension policy						
Insurance ISA						
Mortgage endowment						

Expressions which are defined in the Handbook Glossary, or in SUP 16.8, have the same meanings in this form.

**Signature and declaration**

Knowingly or recklessly giving the *FSA* information which is false or misleading in a material particular may be a criminal offence (sections 398 and 400 of the Financial Services and Markets Act 2000). SUP 15.6.1R and SUP 15.6.4R require an *authorised person* to take reasonable steps to ensure the accuracy and completeness of information given to the *FSA* and to notify the *FSA* immediately if materially inaccurate information has been provided. SUP 16.3.11R requires an *authorised person* to submit reports containing all the information required. APER 4.4.6E provides that, where an *approved person* is responsible for reporting matters to the *FSA*, failure to inform the *FSA* of materially significant information of which he is aware is a breach of *Statement of Principle 4*. Contravention of these requirements may lead to disciplinary sanctions or other enforcement action by the *FSA*. It should not be assumed that information is known to the *FSA* merely because it is in the public domain or has previously been disclosed to the *FSA* or another regulatory body. If there is any doubt about the relevance of information, it should be included.

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

Signature: .....

Name (BLOCK CAPITALS): .....

The following person should be contacted with any queries that may arise:

Name: ..... Title: .....

Address: .....

.....

.....

Telephone Number: ..... e-mail: .....

**Form 1R (4)**

**Stakeholder Pension Data Report**

To be submitted to the Financial Services Authority, 25 The North Colonnade, Canary Wharf, London E14 5HS.

Name of Firm: ..... Firm Reference Number : .....

Year or relevant period in which Policies Effected: .....

Extra Report / 12 Month Report / 24 Month Report / 36 Month Report / 48 Month Report : .....

Stakeholder pensions promoted:	by representatives			by independent intermediaries		
Stakeholder pension type	Number effected during the period (CC)	Number in force at end of period (CF)	Persistency rate	Number effected during the period (CC)	Number in force at end of period (CF)	Persistency rate
New regular premium stakeholder pensions						
Substitute regular premium stakeholder pensions						
New single premium stakeholder pensions						
Substitute single premium stakeholder pensions						

Stakeholder pensions promoted:	through the firm's own direct offer financial promotion			otherwise (see notes)		
Stakeholder pension type	Number effected during the period (CC)	Number in force at end of period (CF)	Persistency rate	Number effected during the period (CC)	Number in force at end of period (CF)	Persistency rate
New regular premium stakeholder pensions						
Substitute regular premium stakeholder pensions						
New single premium stakeholder pensions						
Substitute single premium stakeholder pensions						

Stakeholder pensions promoted:	as adopted package products		
Stakeholder pension type	Number effected during the period (CC)	Number in force at end of period (CF)	Persistency rate
New regular premium stakeholder pensions			
Substitute regular premium stakeholder pensions			
New single premium stakeholder pensions			
Substitute single premium stakeholder pensions			

Notes to data report

An "Extra Report" is a report under SUP 16.8.3R (2) (b).

In the 'otherwise' section, firms must include stakeholder pensions not included in any other section.

Firms must provide (either below or on a separate piece of paper):

- details of any alternative approaches used to calculate figures if this is permitted by the rules in SUP 16.8;
- a note of any types of policy for which no figures have been submitted;
- a brief explanation of the effects of inaccuracies on the figures for previous years which have already been supplied; and
- confirmation that regular premium stakeholder pensions have only been treated as in force in accordance with SUP 16.8.16R (3).

Expressions which are defined in the Handbook Glossary, or in SUP 16.8, have the same meanings in this form.

**Signature and declaration**

Knowingly or recklessly giving the FSA information which is false or misleading in a material particular may be a criminal offence (sections 398 and 400 of the Financial Services and Markets Act 2000). SUP 15.6.1R and SUP 15.6.4R require an *authorised person* to take reasonable steps to ensure the accuracy and completeness of information given to the FSA and to notify the FSA immediately if materially inaccurate information has been provided. SUP 16.3.11R requires an *authorised person* to submit reports containing all the information required. APER 4.4.6E provides that, where an *approved person* is responsible for reporting matters to the FSA, failure to inform the FSA of materially significant information of which he is aware is a breach of *Statement of Principle 4*. Contravention of these requirements may lead to disciplinary sanctions or other enforcement action by the FSA. It should not be assumed that

information is known to the *FSA* merely because it is in the public domain or has previously been disclosed to the *FSA* or another regulatory body. If there is any doubt about the relevance of information, it should be included.

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.

Signature: .....

Name (BLOCK CAPITALS):.....

The following person should be contacted with any queries that may arise:

Name: ..... Title: .....

Address: .....

.....

.....

Telephone Number ..... e-mail: .....

**Annex E**  
**Consequential amendment of AUTH and FREN from 16 May 2002**

In this Annex, underlining indicates new text and striking through indicates deleted text.

AUTH 5 Ann 3G Amend the following row of the table as shown:

<i>SUP</i>	<p><b><u>SUP 16 (Notifications to the FSA)</u></b>  Parts of this chapter may apply if the <i>firm</i> has a <i>top-up permission</i> or if the <i>firm</i> is:</p> <ul style="list-style-type: none"> <li>(a) a <i>bank</i>; or</li> <li>(b) a <i>depository</i> of an <i>ICVC</i>; or</li> <li>(c) an <i>OPS firm</i>; or</li> <li>(d) a <i>trustee</i> of an <i>AUT</i>; or</li> <li>(e) an <i>insurer</i> with <i>permission</i> to effect or <i>carry out life policies</i>; <del>or</del></li> <li><u>(f) a <i>firm</i> with <i>permission</i> to <i>establish, operate or wind-up a stakeholder pension scheme</i>.</u></li> </ul> <p>(<i>SUP</i> 16.1.)</p>	<p><b><u>SUP 16 (Notifications to the FSA)</u></b>  Parts of this chapter may apply if the <i>firm</i> has a <i>top-up permission</i> or if the <i>firm</i> is:</p> <ul style="list-style-type: none"> <li>(a) a <i>depository</i> of an <i>ICVC</i>; or</li> <li>(b) an <i>OPS firm</i>; or</li> <li>(c) a <i>trustee</i> of an <i>AUT</i>; or</li> <li>(d) an <i>insurer</i> with <i>permission</i> to effect or <i>carry out life policies</i>; <del>or</del></li> <li><u>(e) a <i>firm</i> with <i>permission</i> to <i>establish, operate or wind-up a stakeholder pension scheme</i>.</u></li> </ul> <p>(<i>SUP</i> 16.1.)</p>
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FREN 1.2.2G Amend the following row of the table as shown:

Regulatory processes	Supervision manual ( <i>SUP</i> )	<p>(n) <i>SUP</i> 16 (Reporting requirements) – in this part sections 16.4 to <del>16.8</del><u>16.7</u> do not apply; <u>section 16.8 applies to societies with <i>permission</i> to <i>establish, operate or wind-up a stakeholder pension scheme</i></u></p>
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