

**READER'S GUIDE (AMENDMENT NO 2) INSTRUMENT 2002**

**Powers exercised**

- A. The Financial Services Authority makes this instrument in the exercise of the power in section 157(1) of the Financial Services and Markets Act 2000 (Guidance).

**Commencement**

- B. This instrument comes into force on 1 November 2002.

**Amendments to the Reader's Guide**

- C. The Reader's Guide is amended in accordance with Annex A to this instrument.

**Amendments to the Reader's Short Guide**

- D. The Reader's Short Guide is amended in accordance with Annex B to this instrument.

**Citation**

- E. This instrument may be cited as the Reader's Guide (Amendment No 2) Instrument 2002.

By order of the Board

17 October 2002

## Annex A

### Amendments to the Reader's Guide

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

#### WHAT IS THIS GUIDE?

...

2. The guide covers:

...

- (7) schedules (paragraphs 47 to ~~59~~58);
- (8) glossary of definitions (paragraphs ~~60~~ 59 to ~~63~~ 62); and
- (9) index (paragraphs ~~64~~ 63 to ~~67~~ 66).

#### STRUCTURE

...

- 4. Section 153 of the Act requires the FSA to exercise its rule-making powers in writing. The Act describes the document by which the rules are made as a 'rule-making instrument' and imposes a number of requirements, including a requirement to publish it. The FSA will publish all instruments by which provisions in the Handbook are made or amended in full on its website at [www.fsa.gov.uk/handbook/instruments](http://www.fsa.gov.uk/handbook/instruments). These fulfil the statutory and other legal requirements for publication, and will be the definitive source for determining what the text was at any particular time for legal purposes (see section 154 of the Act (Verification of rules)). There is a list of the dates on which the various parts of the Handbook came into force on the FSA's website and in the latest Handbook Notice.
- 5. The FSA's website contains Handbook Online, a consolidated version of the Handbook incorporating all the amendments that have taken effect. The consolidated version is updated monthly (usually on the first of every month) and incorporates those changes in the instruments that came into effect on or before the last update. The Handbook as published on CD-ROM and on paper ~~will provide a continuously~~ also provides an updated consolidation of the contents of the instruments by which the provisions in the Handbook are made. ~~This~~ The consolidation may contain typographical improvements, with no legal effect, which do not appear in the legal instruments.

...

## SCHEDULES

...

### ~~Consolidated schedule of releases~~

~~59. — The purpose of Schedule 7 is to help firms keep track of amendments made to the Handbook since it was first published. It lists by serial number each release issued, its date of publication and its contents and refers to the relevant Handbook Notice. The full text of each release and of each Handbook Notice is on the FSA's website at [www.fsa.gov.uk](http://www.fsa.gov.uk).~~

...

## GLOSSARY

60. – 63.  
(numbers)      Renumber as 59. - 62.

## INDEX

64. – 67.  
(numbers)      Renumber as 63. - 66.

## Contents of the Handbook

	Sourcebook or manual	Reference Code
High Level Standards	Senior Management Arrangements, Systems and Controls	SYSC
	...	
	The Fit and Proper test for Approved Persons	FIT
	...	
Specialist Sourcebooks	...	
	E-Commerce Directive	ECO
	<u>Electronic Money</u>	<u>ELM</u>
	...	
	<u>(Later: Mortgages)</u>	<u>(MORT)</u>
	...	
	<u>(Later: United Kingdom Listing Authority)</u>	<u>(UKLA)</u>
<u>Electronic Money</u>	<u>ELM</u>	
Schedules:		
Transitional provisions		
Summary schedules:		
1. Record keeping requirements		
2. Notification requirements		
3. Fees and other required payments		
4. Powers exercised in making the Handbook		
5. Rights of action for damages		
6. Rules that can be waived		
<del>7. Releases</del>		
Glossary of definitions		
<u>Index</u>		

## Annex B

### Amendments to the Reader's Short Guide

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

#### **How is the Handbook published?**

The Handbook is on the Internet, CD-ROM and paper, but its structure and contents are ~~is~~ the same in each medium. Its modules are arranged in groups by subject matter.

The rule-making instruments, published on the FSA's website, are the definitive source of Handbook text for legal purposes. The text on the CD-ROM, on paper and on the Internet is a regularly ~~continuously~~ updated consolidation of the contents of those instruments.

#### **How is the Handbook arranged?**

Each module:

- has a reference code of two or more letters (see the table of Handbook contents list);
- has with or in it:

...

#### **How does the Handbook show defined terms?**

Defined terms are shown in italic type. Their definitions are in the glossary of defined terms ~~near the end of the module, or in the consolidated~~ Glossary ~~to of~~ the Handbook.

Where a word or phrase which is shown in italics in one part of the text appears without italics in another part, it is meant to be given, where unitalicised, its ordinary natural meaning.

#### **~~What consolidated schedules are there in the Handbook?~~**

~~Where likely to be useful, there are consolidated schedules drawing together the contents of the schedules from each module.~~

~~There is also a consolidated schedule of Handbook releases (Schedule 7) to act as a check-list.~~

## Contents of the Handbook

	Sourcebook or manual	Reference Code
High Level Standards	Senior Management Arrangements, Systems and Controls	SYSC
	...	
	The Fit and Proper test for Approved Persons	FIT
	...	
Specialist Sourcebooks	...	
	E-Commerce Directive	ECO
	<u>Electronic Money</u>	<u>ELM</u>
	...	
	<u>(Later: Mortgages)</u>	<u>(MORT)</u>
	...	
	<u>(Later: United Kingdom Listing Authority)</u>	<u>(UKLA)</u>
<u>Electronic Money</u>	<u>ELM</u>	
Schedules:		
Transitional provisions		
Summary schedules:		
1. Record keeping requirements		
2. Notification requirements		
3. Fees and other required payments		
4. Powers exercised in making the Handbook		
5. Rights of action for damages		
6. Rules that can be waived		
<del>7. Releases</del>		
Glossary of definitions		
<u>Index</u>		