

SUPERVISION MANUAL (AMENDMENT NO 7) INSTRUMENT 2002

Powers exercised

- A. The Financial Services Authority amends the Supervision manual in the exercise of the power in section 157(1) of the Financial Services and Markets Act 2000.

Commencement

- B. This instrument comes into force immediately.

Amendment of the Supervision manual

- C. The Supervision manual is amended:

- (1) by inserting Schedule 2 (Notification requirements) as set out in Annex A to this instrument;
- (2) in accordance with Annex B to this instrument.

Citation

- D. This instrument may be cited as the Supervision Manual (Amendment No 7) Instrument 2002.

By order of the Board
21 February 2002

Annex A
SUP Schedule 2 – Notification requirements

Begin Topic
Schedule
Head1 U
Table No.

2 Notification requirements
G
1

Graphic Table Name: SCHEDULE2_T1.rtf

<p>The aim of the <i>guidance</i> in the following table is to give the reader a quick overall view of the relevant requirements for notification and reporting.</p> <p>It is not a complete statement of those requirements and should not be relied on as if it were.</p>

End Table
Table No.

2

Graphic Table Name: SCHEDULE2_T2.rtf

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
<i>SUP 3.3.2 R (2)</i>	Vacancy in the office of auditor	The fact of the vacancy and the reason for it	Vacancy in the office of auditor will arise or has arisen	Without delay
<i>SUP 3.3.2 R (5)</i>	Appointment of auditor	The fact of the appointment, name and business address of the auditor and the date the appointment takes effect	Appointment of auditor	Not specified
<i>SUP 3.3.5 R</i>	Vacancy in the office of auditor to a Lloyd's <i>underwriting agent</i>	The fact of the vacancy and the reason for it (NB notification to be made to the <i>Society of Lloyd's</i>)	Vacancy in the office of auditor will arise or has arisen.	Without delay
	Appointment of auditor by Lloyd's <i>underwriting agent</i>	The fact of the appointment, name and business address of the auditor and the date the appointment takes effect. (NB notification to be made to the <i>Society of Lloyd's</i>)	Appointment of auditor	Not specified

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
<i>SUP 3.5.3 R</i>	Auditor not independent of the <i>firm</i>	The fact of the lack of independence	<i>Firm</i> aware that its auditor not independent of the <i>firm</i>	A reasonable time
<i>SUP 3.7.2 G (1)</i>	Expectation that auditor will qualify his report on the audited annual financial statements or add an explanatory paragraph	Fact of expectation	<i>Firm</i> decides qualification or explanatory paragraph is probable and the matter justifies notifying the <i>FSA</i> .	Not specified
<i>SUP 3.7.2 G (2)</i>	The <i>firm</i> receives a written communication from its auditor commenting on <i>internal controls</i>	Content of written communication	<i>Firm</i> receives written communication and decides that it is appropriate that the <i>FSA</i> should be informed	Not specified
<i>SUP 3.8.10 G</i>	Matters requiring reporting under sections 342(5) and 343(5) of the <i>Act</i>	Information on or the auditor's opinion on the matters which have caused the auditor to believe the circumstances set out in Statutory Instrument 2001 No. 2587 apply	Auditor believes that the circumstances set out in Statutory Instrument 2001 No.2587 paragraph 2 apply	Not specified
<i>SUP 3.8.11 R</i>	Auditor: termination of office	The fact of the termination	Auditor removed from office by the <i>firm</i> , resigns before his term of office expires or is not re-appointed by the <i>firm</i> .	Without delay
<i>SUP 3.8.12 R</i>	Auditor: termination of office	Any matter connected with ceasing which he thinks ought to be drawn to the <i>FSA's</i> attention; or the fact that there is no such matter	Auditor ceasing to be (or being formally notified that he will cease to be) auditor of the <i>firm</i> .	Without delay

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
<i>SUP 3.9</i>	Auditor: certain <i>investment business firms</i> – annual report	Various matters including relevant financial reporting statements and adequacy of financial resources and whether proper accounting records kept	After each <i>accounting reference date</i>	<i>Securities and futures firms</i> : three months; <i>Personal investment firms</i> and <i>investment management firms</i> : four months
<i>SUP 3.9.8 R</i>	Auditor: certain <i>investment business firms</i> – inability to prepare annual report	Inability to report on matters set out in <i>SUP 3.9</i> ; reasons why unable to meet the requirements	Inability to report within timetable (see time allowed)	<i>Securities and futures firms</i> : three months; <i>Personal investment firms</i> and <i>investment management firms</i> : four months
<i>SUP 3.10</i>	Auditor: <i>client assets</i>	Either:	Report period must end no more than 53 weeks after previous report	Four months
		(1) Whether <i>firm</i> has: maintained systems to comply with <i>COB 9 (client assets)</i> , is in compliance with the <i>client asset rules</i> at the report date, and <i>nominee company</i> records are adequate; or		
		(2) if the <i>firm</i> claims not to hold <i>client money</i> or <i>custody assets</i> whether anything has come to the auditor's attention that causes him to believe that they were held.		

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
<i>SUP 3.10.8 R</i>	Failure by auditor to report under <i>SUP 3.10.4 R</i>	Auditor to report the failure and the reasons why it has been unable to meet the requirements of <i>SUP 3.10.7 R</i>	Failure by the auditor to deliver a report under <i>SUP 3.10.4R</i> to the <i>FSA</i> so as to be received within four months of the end of each period covered	Not specified
<i>SUP 4.3.1 R (2)</i>	Vacancy in the office of <i>appointed actuary</i>	The fact of the vacancy and the reason for it	Vacancy in the office of <i>appointed actuary</i> will arise or has arisen	Without delay
<i>SUP 4.3.1 R (3)</i> and <i>SUP 4.3.2 G</i>	Appointment of <i>appointed actuary</i>	Matters specified in <i>SUP 10</i> (because acting as an <i>appointed actuary</i> is specified as a <i>controlled function</i>)	Appointment of <i>appointed actuary</i>	Before appointment
<i>SUP 4.5.9 R</i>	<i>Actuary</i> : termination of office	The fact of the termination	<i>Actuary</i> removed from office by the <i>firm</i> , resigns before his term of office expires or is not re-appointed by the <i>firm</i> .	Without delay
<i>SUP 4.5.10 R</i>	<i>Actuary</i> : ceasing to hold office	Any matter connected with ceasing which he thinks ought to be drawn to the <i>FSA's</i> attention; or the fact that there is no such matter	<i>Actuary</i> ceasing to be (or being formally notified that he will cease to be) <i>actuary</i> of the <i>firm</i> .	Without delay
<i>SUP 4.5.11 G</i>	<i>Appointed actuary</i> : ceasing to hold office	Matters specified in <i>SUP 10.13.6 R</i> and <i>SUP 10.13.7 R</i> (because acting as an <i>appointed actuary</i> is specified as a <i>controlled function</i>)	<i>Appointed actuary</i> ceasing to hold office	Seven <i>business days</i> ; or, if <i>approved persons</i> Form C is qualified, as soon as reasonably practicable
<i>SUP 5.4.12 G</i>	Delay in producing a <i>skilled person</i> report	<i>Skilled person</i> : inform the <i>FSA</i> and the <i>person</i> in <i>SUP 5.2.1G</i> that the report may not be delivered on time.	The <i>skilled person</i> becomes aware that the report may not be delivered on time	As soon as possible

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
<i>SUP 5.5.1 R</i>	Matters which the <i>skilled person</i> is required and permitted to report to the <i>FSA</i>	As set out in <i>SUP 5.5.1 R</i> .	<i>Skilled person</i> becomes aware of reportable matter	Not specified
<i>SUP 5.5.8 G</i>	Cost of <i>skilled person</i> report	As set out in <i>SUP 5.5.8 G</i>	On request	Not specified
<i>SUP 6.2.6 G</i>	<i>Firm</i> seeking to vary its <i>Part IV permission</i> substantially or cancel its <i>Part IV permission</i>	The fact of seeking such applications to initiate discussion.	<i>Firm</i> seeking to vary its <i>Part IV permission</i> substantially or cancel its <i>Part IV permission</i>	As early as possible before making the application
<i>SUP 6.2.7 G</i>	<i>Firm</i> intending to cease carrying on one or more <i>regulated activities</i> permanently	The fact of intending to cease carrying on one or more <i>regulated activities</i> permanently	<i>Firm</i> intending to cease carrying on one or more <i>regulated activities</i> permanently	Prompt notice
<i>SUP 6.2.10 G</i>	<i>Firm</i> winding down (running off) its activities.	The fact of winding down (running off) its activities.	<i>Firm</i> winding down (running off) its activities.	Before making an application for variation of <i>permission</i> or <i>cancellation</i> of <i>Part IV permission</i> .
<i>SUP 6.3.15 D</i>	Variation of <i>permission</i>	The desired variation and the <i>regulated activity</i> or <i>regulated activities</i> which the <i>firm</i> proposes to carry on. The <i>FSA</i> will advise the <i>firm</i> of any additional information required (see <i>SUP 6.3.15 D</i> to <i>SUP 6.3.27 G</i>)	<i>Firm</i> wishes to vary its <i>Part IV permission</i>	Before variation is required; the <i>FSA</i> has six months to consider a completed application.
<i>SUP 6.3.15 D (3)</i>	Variation of <i>permission</i> – any significant change in information provided	Any significant change in the information given in the application	Until the application has been determined, a change in information provided on the application for variation of <i>Part IV permission</i>	Immediately

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
<i>SUP 6.4.5 D</i>	Cancellation of <i>Part IV permission</i>	Reasons for the application, the date on which the <i>firm</i> has ceased, or expects to cease, to carry on <i>regulated activities</i> and an explanation of the full circumstances of its application.	<i>Firm</i> wishes to cancel its <i>Part IV permission</i>	Before cancellation is required; the <i>FSA</i> has six months to consider a completed application. See <i>SUP 6.4.3 G</i>
		The <i>FSA</i> will advise the <i>firm</i> of any additional information required (see <i>SUP 6.4.8 G</i> to <i>SUP 6.4.17 G</i>)		
<i>SUP 6.4.5 D (4)</i>	Cancellation of <i>Part IV permission</i> – any significant change in information provided	Any significant change in the information given in the application	Until the application has been determined, a change in information provided on the application for a cancellation of <i>Part IV permission</i>	Immediately
<i>SUP 8.3.3 D</i>	<i>Waiver</i>	Name and <i>FSA</i> reference number, reference number of the <i>rule</i> to which the application relates, clear explanation of the <i>waiver</i> and the reasons why the <i>firm</i> wants it, details of any special requirements,	<i>Firm</i> seeks a <i>waiver</i>	Before the <i>waiver</i> is required; the <i>FSA</i> will aim to give a <i>waiver</i> decision within 20 <i>business days</i> of receiving the application.

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
		<p>relevant facts to support the application, the <i>firm's</i> reasons for considering the <i>waiver</i> criteria are met and confirmation that the <i>firm</i> is content for the <i>waiver</i> to be published or the reasons why the <i>firm</i> believes the <i>waiver</i> should not be published</p>		
<p><i>SUP 8.5.1 R</i></p>	<p><i>Waiver</i>: altered circumstances</p>	<p>The matter that affects the continuing relevance or appropriateness of the application or <i>waiver</i></p>	<p><i>Firm</i> that has applied for or has been granted a <i>waiver</i> becoming aware of any matter which could affect the continuing relevance or appropriateness of the application or <i>waiver</i></p>	<p>Immediately</p>
<p><i>SUP 9.2.6 G</i></p>	<p><i>Guidance</i> request</p>	<p>Sufficient information to enable the <i>FSA</i> to properly evaluate the situation and respond. In particular, identification of the <i>rule</i>, general <i>guidance</i> or other matter on which the individual <i>guidance</i> is sought and a description of the circumstances relating to the request.</p>	<p>A <i>firm</i> seeks individual <i>guidance</i></p>	<p>Before individual <i>guidance</i> required (the <i>FSA</i> will aim to respond quickly and fully to reasonable request)</p>

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 10.9.8 R	<i>Approved persons – significant management functions</i>	Name of every individual who is <i>approved</i> to perform any of its <i>significant management functions</i> ; and brief details of the job performed by that individual as at 30 June each year.	Annual requirement	By 31 July each year
SUP 10.12.2 D	<i>Approved persons – application</i>	<i>Approved persons</i> Form A Application to perform <i>controlled functions</i> under the <i>approved persons</i> regime (see SUP 10 Ann 4D)	<i>Firm</i> wishes to appoint a <i>person</i> to a <i>controlled function</i>	Before appointment takes effect (the <i>FSA</i> has three months to consider a properly completed application but will deal with cases more quickly whenever circumstances allow)
SUP 10.12.13 R	<i>Approved persons – withdrawal of an application</i>	<i>Approved persons</i> Form B Notice to withdraw an application to perform <i>controlled functions</i> under the <i>approved persons</i> regime (see SUP 10 Ann 5R)	<i>Firm</i> wishes to withdraw an application for <i>approved person</i> status	Not specified
SUP 10.13.1 G	<i>Approved persons – moving within a firm</i>	<i>Approved persons</i> Form E Internal transfer of an <i>approved person</i> (see SUP 10 Ann 8G)	An <i>approved person</i> is both ceasing to perform one or more <i>controlled functions</i> and needs to be approved in relation to one or more new <i>controlled functions</i> within the same <i>firm</i>	Before appointment takes effect (the <i>FSA</i> has three months to consider a properly completed application but will deal with cases more quickly whenever circumstances allow)

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
<i>SUP 10.13.6 R</i>	<i>Approved persons – ceasing to perform a controlled function</i>	<i>Approved persons Form C Notice of ceasing to perform controlled functions (see SUP 10 Ann 6R)</i>	<i>An approved person ceasing to perform a controlled function</i>	<i>Seven business days after an approved person ceases to perform a controlled function</i>
<i>SUP 10.13.7 R</i>	<i>Approved persons – ceasing to perform a controlled function – qualified withdrawal</i>	The fact of the qualified withdrawal	<i>An approved person ceasing to perform a controlled function and the firm becoming aware, or has information which reasonably suggests, that it will submit a qualified Form C in respect of that approved person</i>	<i>As soon as practicable (guidance in SUP 10.13.8 G states, where possible, within one business day)</i>
			(qualified defined in <i>SUP 10.13.7 R (2)</i> : <i>approved person dismissed; approved person under investigation; approved person's fitness and propriety affected</i>)	
<i>SUP 10.13.14 R</i>	<i>Approved persons – change to personal details – title, name or national insurance number</i>	<i>Approved persons Form D Notification of changes in personal information or application details (see SUP 10 Ann 7R)</i>	<i>An approved person's title, name or national insurance number changes</i>	<i>Seven business days of the firm becoming aware</i>
<i>SUP 10.13.16 R</i>	<i>Approved persons – change to personal details – information reasonably material to fitness and propriety</i>	<i>Approved persons Form D Notification of changes in personal information or application details (see SUP 10 Ann 7R)</i>	<i>Firm becomes aware of information which would reasonably be material to the assessment of an approved person's, or a candidate's, fitness and propriety</i>	<i>As soon as practicable</i>

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 11.3.7 D	<i>Controllers – person proposing to acquire or increase control – notification from controller or proposed controller</i>	If the <i>controller</i> or proposed <i>controller</i> is an <i>authorised person</i> : Controllers Form A sections 1, 5 and 6 (see SUP 11 Ann 4D)	Proposing to take a step which would result in acquiring the specified <i>control</i>	Before acquiring <i>control</i> (the <i>FSA</i> has up to three months to consider whether to <i>approve control</i>)
		In other cases: all of Controllers Form A (see SUP 11 Ann 4D) and one or more of Controllers Form B (see SUP 11 Ann 5D) for relevant individuals (see SUP 11.3.8 D)		
SUP 11.3.10 D	<i>Controllers – correction to previously submitted information by controller</i>	Details of the information which may be false, misleading, incomplete or inaccurate, or has or may have changed	A <i>person</i> who submitted a notification under SUP 11.3.7 D becoming aware, or has information which reasonably suggests, that he has or may have provided the <i>FSA</i> with information which was or may have been false, misleading, incomplete or inaccurate or has or may have changed, in a material particular	Immediately
SUP 11.3.15 G	<i>Controllers – proposing to reduce control – notification from controller</i>	Extent of <i>control</i> (if any) which the <i>controller</i> will have following the change in <i>control</i>	Reduction in <i>control</i>	Before reducing <i>control</i> (the <i>FSA</i> has up to three months to consider whether to approve change)

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 11.3.16 G	<i>Controllers – change in control occurs – notification from controller</i>	Date relevant change of <i>control</i> occurred. If a <i>person</i> has reduced <i>control</i> , details of the extent of <i>control</i> retained (if any)	Change in <i>control</i> has occurred	Not specified
SUP 11.4.2 R	<i>Controllers – proposed change of control – notification from a UK domestic firm</i>	When acquiring or increasing <i>control</i> : (1) the name of the <i>firm</i> ; (2) the name of the <i>controller</i> or proposed <i>controller</i> and, if it is a <i>body corporate</i> and is not an <i>authorised person</i> , the names of its <i>directors</i> and its <i>controllers</i> ; (3) a description of the proposed event including the shareholding and <i>voting power</i> of the <i>person</i> concerned, both before and after the proposed event; and	(1) a <i>person</i> acquiring <i>control</i> or ceasing to have <i>control</i> ; (2) an existing <i>controller</i> acquiring an additional <i>kind of control</i> or ceasing to have a <i>kind of control</i> ; (3) an existing <i>controller</i> increasing or decreasing a <i>kind of control</i> which he already has so that the percentage of shares or <i>voting power</i> concerned becomes or ceases to be equal to or greater than 20, 33 or 50	As soon as the <i>firm</i> becomes aware that a <i>person</i> is proposing to take a step that would result in the event concerned; or if the event takes place without the knowledge of the <i>firm</i> , within 14 <i>days</i> of the <i>firm</i> becoming aware of the event concerned
		(4) any other information of which the <i>FSA</i> would reasonably expect notice, including information which could have a material impact on any of the approval requirements in section 186(2) of the <i>Act</i> and any relevant supporting documentation.	(4) an existing <i>controller</i> becoming or ceasing to be a <i>parent undertaking</i>	

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
		The notification need only contain as much of the information the <i>firm</i> is able to provide, having made reasonable enquiries from <i>persons</i> and other sources as appropriate.		
		When reducing <i>control</i> : (1) the name of the <i>controller</i> ; and		
		(2) details of the extent of <i>control</i> (if any) which the <i>controller</i> will have following the change in <i>control</i>		
SUP 11.4.4 R	<i>Controllers – proposed change of control – notification from an overseas firm</i>	When acquiring or increasing <i>control</i> : (1) the name of the <i>firm</i> ; (2) the name of the <i>controller</i> or proposed <i>controller</i> and, if it is a <i>body corporate</i> and is not an <i>authorised person</i> , the names of its <i>directors</i> and its <i>controllers</i> ; (3) a description of the proposed event including the shareholding and <i>voting power</i> of the <i>person</i> concerned, both before and after the proposed event; and	(1) a <i>person</i> acquiring <i>control</i> or ceasing to have <i>control</i> ; (2) an existing <i>controller</i> becoming or ceasing to be a <i>parent undertaking</i>	As soon as the <i>firm</i> becomes aware that a <i>person</i> is proposing to take a step that would result in the event concerned; or if the event takes place without the knowledge of the <i>firm</i> , within 14 days of the <i>firm</i> becoming aware of the event concerned

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
		<p>(4) any other information of which the <i>FSA</i> would reasonably expect notice, including information which could have a material impact on any of the approval requirements in section 186(2) of the <i>Act</i> and any relevant supporting documentation.</p>		
		<p>The notification need only contain as much of the information the <i>firm</i> is able to provide, having made reasonable enquiries from <i>persons</i> and other sources as appropriate.</p> <p>When reducing <i>control</i>:</p>		
		<p>(1) the name of the <i>controller</i>; details of the extent of <i>control</i> (if any) which the <i>controller</i> will have following the change in <i>control</i></p>		
<p><i>SUP 11.4.8 G</i></p>	<p><i>Controllers – notification under Principle 11 by firms</i></p>	<p>Proposed change of <i>control</i></p>	<p>Any prospective changes of which the <i>firm</i> is aware, in <i>controllers'</i> or proposed <i>controllers'</i> shareholdings or <i>voting power</i> (if the change is material)</p>	<p>The earliest opportunity and before the formal notifications. As a minimum, the <i>FSA</i> considers such discussions should take place before a <i>person</i>:</p>

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
				(1) enters into any formal agreement in respect of the purchase of <i>shares</i> or a proposed acquisition or merger which would result in a change in <i>control</i> (whether or not the agreement is conditional upon any matter, including the <i>FSA's</i> approval) or
				(2) purchases any <i>share options, warrants</i> or other financial instruments, the exercise of which would result in the <i>person</i> acquiring <i>control</i> or any other changes in <i>control</i>

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 11.6.2 R to SUP 11.6.5 R	<i>Controllers – change in information provided by a UK domestic firm</i>	<p>(1) Details of the information which is or may be false, misleading, incomplete or inaccurate, or has or may have changed</p> <p>(2) An explanation why such information was or may have been provided; and</p> <p>(3) The correct information</p>	After submitting a notification under SUP 11.4.2 R and until the change in <i>control</i> occurs, the <i>firm</i> becomes aware, or has information that reasonably suggests, that information provided by the <i>controller</i> or proposed <i>controller</i> is false, misleading, incomplete or inaccurate, or has or may have changed in a material particular.	Immediately
SUP 11.6.4 R	<i>Controllers – change in notification has taken place – notification by firm</i>	The fact that the change in <i>control</i> has taken place or that there are grounds for reasonably believing that the event will not now take place.	A change in <i>control</i> previously notified under SUP 11.4.2 R or SUP 11.4.4 R taking place; or the <i>firm</i> having grounds for reasonably believing that the event will not now take place	14 <i>days</i> of the change in <i>control</i> or having grounds for reasonably believing that the event will not now take place
SUP 11.8.1 R	<i>Controllers – changes in the circumstances of existing controllers</i>	<p>The fact of:</p> <p>(1) a <i>controller</i>, or any entity subject to his <i>control</i>, being the subject of any legal action or investigation which might put into question the integrity of the <i>controller</i>;</p>	<p>The <i>firm</i> becoming aware of:</p> <p>(1) a <i>controller</i>, or any entity subject to his <i>control</i>, is or has been the subject of any legal action or investigation which might put into question the integrity of the <i>controller</i>;</p>	Immediately
		(2) a significant deterioration in the financial position of a <i>controller</i> ;	(2) a significant deterioration in the financial position of a <i>controller</i> ;	

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
		(3) a corporate <i>controller</i> undergoing a substantial change or series of changes in its <i>governing body</i> ;	(3) a corporate <i>controller</i> undergoing a substantial change or series of changes in its <i>governing body</i> ;	
		(4) a <i>controller</i> , who is authorised in <i>another EEA State</i> as an <i>ISD investment firm</i> or <i>BCD credit institution</i> or under the <i>Insurance Directives</i> , ceasing to be so authorised	(4) a <i>controller</i> , who is authorised in <i>another EEA State</i> as an <i>ISD investment firm</i> or <i>BCD credit institution</i> or under the <i>Insurance Directives</i> , ceasing to be so authorised	
SUP 11.9.1 R	<i>Close links</i>	(a) the name of the <i>person</i>	The <i>firm</i> becoming aware that it has become or ceased to be <i>closely linked</i> with any <i>person</i> .	Immediately
		(b) the nature of the <i>close links</i>		
		(c) if the <i>close link</i> is with a <i>body corporate</i> , its country of incorporation, address and registered number; and		
		(d) if the <i>close link</i> is with an individual, his date and place of birth		
SUP 12.7.1 R	<i>Appointed representatives</i>	The notification should give details of the <i>appointed representative</i> and the <i>regulated activities</i> which the <i>firm</i> is, or intends to, carry on through the <i>appointed representative</i> , including:	A <i>firm</i> appointing an <i>appointed representative</i>	Ten <i>business days</i> after the appointment takes effect

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
		(1) the name of the <i>firm's new appointed representative</i> (if the <i>appointed representative</i> is a <i>body corporate</i> , this is its registered name)		
		(2) any trading name under which the <i>firm's new appointed representative</i> carries on a <i>regulated activity</i> in that capacity;		
		(3) a description of the <i>regulated activities</i> which the <i>appointed representative</i> is permitted or required to carry on and for which the <i>firm</i> has accepted responsibility		
SUP 12.7.7 R	<i>Appointed representatives</i> – change in information	The information that has changed	A change being made to the information provided under SUP 12.7.1 R or the <i>firm</i> becoming aware of the change	Ten <i>business days</i> of a change being made, or if later, as soon as it becomes aware of the change
SUP 12.7.8 R	<i>Appointed representatives</i> – belief that appointment conditions not met	The fact that the <i>firm</i> has reasonable grounds for believing that the appointment conditions are not being met; and: (a) the steps the <i>firm</i> proposes to take to rectify the matter; and	The <i>firm</i> having reasonable grounds for believing that the conditions in SUP 12.4.2 R or SUP 12.4.6 R are not being satisfied. The SUP 12.4.2 R conditions are that:	As soon as the <i>firm</i> has reasonable grounds for believing that the <i>approval</i> conditions have not been met

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
		(b) the date of the termination of the contract with the <i>appointed representative</i>	(1) the appointment does not prevent the <i>firm</i> from satisfying and continuing to satisfy the <i>threshold conditions</i> ;	
			(2) the <i>appointed representative</i> : (a) is solvent;	
			(b) is suitable to act for the <i>firm</i> in that capacity;	
			(c) has no <i>close links</i> which would be likely to prevent the effective supervision of the <i>appointed representative</i> by the <i>firm</i> ; and	
			(3) the <i>firm</i> has adequate:	
			(a) <i>controls</i> over the <i>appointed representative's regulated activities</i> for which the <i>firm</i> has responsibility (see SYSC 3.1); and	
			(b) resources to monitor and enforce compliance by the <i>appointed representative</i> with the relevant requirements applying to the <i>regulated activities</i> for which the <i>firm</i> is responsible and with which the <i>appointed representative</i> is required to comply under its contract with the <i>firm</i> (see SUP 12.5.3 R(2))	

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
			<p>The SUP 12.4.6 R conditions are that:</p> <p>On a continuing basis the <i>firm</i> must take reasonable care to ensure that the <i>appointed representative</i> is suitable to act for the <i>firm</i> in that capacity (having regard, in particular, to other <i>persons</i> connected with the <i>appointed representative</i> who will be, or who are, directly responsible for its activities).</p>	
SUP 12.8.1 R	<i>Appointed representatives</i> – termination of appointment	(1) Written notice of the notification by the <i>firm</i> or the <i>appointed representative</i>	Either the <i>firm</i> or the <i>appointed representative</i> notifying the other that it proposes to terminate a contract or to amend it so that it no longer meets the requirements in the <i>Appointed Representatives Regulations</i> .	Ten <i>business days</i> after the date of the decision to terminate or so amend the contract or, if later, as soon as the <i>firm</i> becomes aware that the contract is to be or has been terminated or amended

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
		<p>(2) The reason for the termination or amendment, if the termination or amendment is due to misconduct or the <i>appointed representative</i> is resigning while under investigation by the <i>firm</i>, the <i>FSA</i>, another regulator, a <i>clearing house</i>, an exchange, a <i>designated professional body</i>, or a government body or agency</p>	<p>Also, in the case of an <i>introducer appointed representative</i>, if the contract no longer meets the requirements of <i>SUP 12.5.7 R</i>, namely that the contract prohibits the <i>introducer</i> from:</p> <p>(1) in relation to a <i>designated investment</i> or <i>designated investment business</i>:</p>	
		<p>(3) If relevant, details of action taken by the <i>firm</i> and, if applicable, its outcome</p>	<p>(a) effecting an introduction between a <i>customer</i> and a <i>person</i> other than the <i>firm</i> or another member of the <i>firm's marketing group</i>; and</p>	
			<p>(b) distributing <i>non-real-time financial promotions</i> approved by a <i>person</i> other than the <i>firm</i> or another member of the <i>firm's marketing group</i> or the producer of an <i>adopted packaged product</i>; and</p>	
			<p>(2) carrying on any <i>regulated activity</i> on behalf of any <i>person</i> other than the <i>firm</i> or another member of the <i>firm's marketing group</i>.</p>	

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 12.8.1 R	<i>Appointed representatives</i> – termination of appointment	(1) Written notice of the notification by the <i>firm</i> or the <i>appointed representative</i>	Either the <i>firm</i> or the <i>appointed representative</i> notifying the other that it proposes to terminate a contract or to amend it so that it no longer meets the requirements in the <i>Appointed Representatives Regulations</i> .	Ten <i>business days</i> after the date of the decision to terminate or so amend the contract or, if later, as soon as the <i>firm</i> becomes aware that the contract is to be or has been terminated or amended
		(2) The reason for the termination or amendment, if the termination or amendment is due to misconduct or the <i>appointed representative</i> is resigning while under investigation by the <i>firm</i> , the <i>FSA</i> , another regulator, a <i>clearing house</i> , an exchange, a <i>designated professional body</i> , or a government body or agency	Also, in the case of an <i>introducer appointed representative</i> , if the contract no longer meets the requirements of SUP 12.5.7 R, namely that the contract prohibits the <i>introducer</i> from: (1) in relation to a <i>designated investment</i> or <i>designated investment business</i> :	
		(3) If relevant, details of action taken by the <i>firm</i> and, if applicable, its outcome	(a) effecting an introduction between a <i>customer</i> and a <i>person</i> other than the <i>firm</i> or another member of the <i>firm's marketing group</i> ; and	

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
			(b) distributing <i>non-real-time financial promotions approved by a person other than the firm or another member of the firm's marketing group or the producer of an adopted packaged product</i> ; and	
			(2) carrying on any <i>regulated activity</i> on behalf of any <i>person</i> other than the <i>firm</i> or another member of the <i>firm's marketing group</i> .	
SUP 12.8.4 G	<i>Appointed representatives – termination of appointment – approved persons</i>	<i>Approved persons</i> Form C Notice of ceasing to perform <i>controlled functions</i> (see SUP 10 Ann 6R)	An <i>approved person</i> ceasing to perform a <i>controlled function</i> under an <i>arrangement</i> entered into by a <i>firm</i> or its <i>appointed representative</i>	Seven <i>business days</i> after an <i>approved person</i> ceases to perform a <i>controlled function</i>
SUP 12.8.4 G	<i>Appointed representatives – termination of appointment – approved persons (qualified withdrawal)</i>	The fact of the qualified withdrawal	An <i>approved person</i> ceasing to perform a <i>controlled function</i> under an <i>arrangement</i> entered into by a <i>firm</i> or its <i>appointed representative</i> and the <i>firm</i> becoming aware, or has information which reasonably suggest, that it will submit a qualified Form C in respect of that <i>approved person</i>	As soon as practicable (<i>guidance</i> in SUP 10.13.8 G states, where possible, within one <i>business day</i>)

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
			(qualified defined in SUP 10.13.7 (2); approved person dismissed, approved person under investigation, approved person's fitness and propriety affected)	
SUP 13.3.2 G (1)	Intention to establish a <i>branch</i> in another <i>EEA State</i>	(a) activities which it seeks to carry on through <i>branch</i> (b) other information as specified in SUP 13.5.1R	Decision to establish a <i>branch</i> in other <i>EEA State</i>	Before establishing a <i>branch</i>
SUP 13.4.2 G (1)	Intention to provide <i>cross border services</i> into another <i>EEA State</i>	(a) identifies activities which it seeks to carry on by way of provision of <i>cross border services</i>	Decision to provide <i>cross border services</i> into another <i>EEA State</i>	Before providing <i>cross border services</i>
		(b) other information as specified in SUP 13.5.2 R		
SUP 13.6.5 G (1)	Changes to <i>branches (Firms</i> passporting under the <i>Investment Services Directive</i> and <i>Banking Consolidation Directive)</i>	Details of proposed change	Change in circumstances within control of <i>UK firm</i>	Before making change
SUP 13.6.7 G (1)	Changes to relevant <i>EEA</i> details of <i>branches (Firms</i> passporting under the <i>Insurance Directives)</i>	Details of proposed change	Change in circumstances within control of <i>UK firm</i>	Before making change
SUP 13.6.8 G	Changes to relevant <i>UK</i> details of <i>branches (Firms</i> passporting under the <i>Insurance Directives)</i>	Details of proposed change	Change arising from circumstances within control of <i>UK firm</i>	At least one month before change is effected

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 13.6.10 G	Changes to <i>branches</i>	Details of change	Changes to <i>branch</i> arising from circumstances beyond control of a <i>UK firm</i>	As soon as reasonably practicable
SUP 13.7.3 G	<i>Firms</i> passporting under <i>Investment Services Directive</i> : Change in program of operations, or activities to be carried on under its <i>EEA right</i>	Details of proposed change	Change in programme of operations, or activities to be carried on under its <i>EEA right</i>	(a) change arises from circumstances within control of <i>firm</i> : before making change.
				(b) change arises from circumstances beyond <i>UK firm's</i> control: as soon as practicable (whether before or after change)
SUP 13.7.4 G	<i>Firms</i> passporting under <i>Insurance Directives</i> (providing <i>cross border services</i>) – change in relevant details	Details of proposed change	Change in relevant details	(a) change arises from circumstances within control of <i>firm</i> : at least one month before proposed change
				(b) change arises from circumstances beyond <i>UK firm's</i> control: as soon as reasonably practicable

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
<i>SUP 14.2.3 G</i>	Change to <i>branch</i> details in circumstances within control of the <i>firm</i> (<i>firms</i> passporting under the <i>Investment Services Directive</i> and <i>Banking Consolidation Directive</i>)	Details of proposed change	Change to <i>branch</i> details	Before making the change
<i>SUP 14.2.6 G</i>	Change to <i>branch</i> details in circumstances within control of the <i>firm</i> (<i>firms</i> passporting under the <i>Insurance Directives</i>)	Details of proposed change	Change to <i>branch</i> details	Before making the change
<i>SUP 14.2.8 G</i>	Changes to <i>branch</i> details arising from circumstances beyond control of incoming <i>EEA firm</i>	Change to <i>branch</i> details	Details of the change	As soon as reasonably practicable
<i>SUP 14.3.3 G</i>	Changes to <i>cross border services</i> (<i>firms</i> passporting under the <i>Investment Services Directive</i>)	Details of proposed change	Changes to <i>cross border services</i>	(a) change arises from circumstances within control of <i>firm</i> : before making change
				(b) change arises from circumstances beyond <i>UK firm's</i> control: as soon as reasonably practicable
<i>SUP 14.6.3 G</i>	Incoming <i>EEA firm</i> - cancelling qualification for <i>authorisation</i>		Incoming <i>firm</i> ceased, or intends to cease, to carry on <i>regulated activities</i> in the <i>United Kingdom</i>	

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 15.3.1 R	Notifications – matters having a serious regulatory impact	The fact of any of the trigger events occurring	Becoming aware or having information which reasonably suggests, that any of the following has occurred, may have occurred or may occur in the foreseeable future:	Immediately
			(1) the <i>firm</i> failing to satisfy one or more of the <i>threshold conditions</i> ;	
			(2) any matter which could have a significant adverse impact on the <i>firm's</i> reputation;	
			(3) any matter which could affect the <i>firm's</i> ability to continue to provide adequate services to its <i>customers</i> and which could result in serious detriment to a <i>customer</i> of the <i>firm</i> ; or	
			(4) any matter in respect of the <i>firm</i> which could result in serious financial consequences to the <i>financial system</i> or to other <i>firms</i> .	

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
<p><i>SUP 15.3.7 G</i> and <i>SUP 15.3.8 G</i></p>	<p>Notifications – anything relating to the <i>firm</i> of which the <i>FSA</i> would expect notice</p>	<p>The matters specified in 'trigger events' which must be disclosed appropriately.</p>	<p>A <i>firm</i> must deal with its regulators in an open and co-operative way, and must disclose to the <i>FSA</i> appropriately anything relating to the <i>firm</i> of which the <i>FSA</i> would reasonably expect notice. (<i>Principle 11</i> and <i>SUP 15.3.7 G</i>)</p> <p>Compliance with <i>Principle 11</i> includes, but is not limited to, giving the <i>FSA</i> notice of:</p>	<p>A <i>firm</i> should have regard to the urgency and significance of a matter. (<i>SUP 15.7.2 G</i>)</p> <p>The period of notice will depend on the event, although the <i>FSA</i> expects a <i>firm</i> to discuss relevant matters with it at an early stage, before making any internal or external commitments. (<i>SUP 15.3.9 G</i>)</p>
			<p>(1) any proposed restructuring, reorganisation or business expansion which could have a significant impact on the <i>firm's</i> risk profile or resources, including, but not limited to:</p>	
			<p>(a) setting up a new <i>undertaking</i> within a <i>firm's group</i>, or a new <i>branch</i> (whether in the <i>United Kingdom</i> or overseas); or</p>	
			<p>(b) commencing the provision of <i>cross border services</i> into a new territory;</p>	

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
			(c) commencing the provision of a new type of product or service (whether in the <i>United Kingdom</i> or overseas);	
			(d) ceasing to undertake a <i>regulated activity</i> or <i>ancillary activity</i> , or significantly reducing the scope of such activities;	
			or	
			(e) entering into, or significantly changing, a <i>material outsourcing</i> arrangement; or	
			(f) a substantial change or a series of changes in the <i>governing body</i> of an <i>overseas firm</i> (other than an <i>incoming firm</i>); or	
			(g) any change to the <i>firm's</i> prudential category or sub-category, as used in the Interim Prudential sourcebooks and the Supervision manual and on which <i>guidance</i> is given in <i>SUP App 1</i> ;	
			(2) any significant <i>failure</i> in the <i>firm's</i> systems or <i>controls</i> , including those reported to the <i>firm</i> by the <i>firm's</i> auditor;	

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
			(3) any action which a <i>firm</i> proposes to take which would result in a material change in its capital adequacy or solvency, including, but not limited to:	
			(a) any action which would result in a material change in the <i>firm's</i> financial resources or financial resources requirement; or	
			(b) a material change resulting from the payment of a special or unusual dividend or the repayment of <i>share</i> capital or a subordinated loan; or	
			(c) for <i>firms</i> which are subject to the <i>rules</i> on consolidated financial supervision, any proposal under which another <i>group company</i> may be considering such an action; or	
			(d) significant trading or non-trading losses (whether recognised or unrecognised).	

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 15.3.11 R	Notifications – breaches of <i>rules</i> and other requirements in or under the <i>Act</i>	<p>(1) information about any circumstances relevant to the breach or offence;</p> <p>(2) identification of the <i>rule</i> or <i>requirement</i> or offence; and</p> <p>(3) information about any steps which a <i>firm</i> or other <i>person</i> has taken or intends to take to rectify or remedy the breach or prevent any <i>future</i> potential occurrence.</p>	Becoming aware, or having information which reasonably suggests, that any of the following matters has occurred, may have occurred or may occur in the foreseeable future as regards the <i>firm</i> , any of its <i>directors</i> , <i>officers</i> , <i>employees</i> , <i>approved persons</i> , or <i>appointed representatives</i> :	Immediately
			(a) a significant breach of a <i>rule</i> (which includes a <i>Principle</i>) or <i>Statement of Principle</i> ; or or	
			(b) a breach of any requirement imposed by the <i>Act</i> or by regulations or an order made under the <i>Act</i> by the Treasury (except if the breach is an offence, in which case (c) applies);	
			(c) the bringing of a prosecution for, or a conviction of, any offence under the <i>Act</i> .	

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 15.3.15 R	Notifications – civil, criminal or disciplinary proceedings against a <i>firm</i>	Details of the matter and an estimate of the likely financial consequences, if any.	(1) Civil proceedings being brought against the <i>firm</i> and the amount of the claim being significant in relation to the <i>firm's</i> financial resources or its reputation; or	Immediately
			(2) any action being brought against the <i>firm</i> under section 71 of the <i>Act</i> (Actions for damages) or section 150 (Actions for damages); or	
			(3) disciplinary measures or sanctions being imposed on the <i>firm</i> by any statutory or regulatory authority, professional organisation or trade body (other than the <i>FSA</i>) or the <i>firm</i> becoming aware that one of those bodies has started an investigation into its affairs; or	
			(4) the <i>firm</i> being prosecuted for, or convicted of, any offence involving fraud or dishonesty, or any penalties being imposed on it for tax evasion; or	

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
			(5) if it is an <i>OPS firm</i> , which is a trustee, being removed as trustee by a court order.	
SUP 15.3.17 R	Notifications – Fraud, errors and other irregularities	All relevant and significant details of the incident or suspected incident of which the <i>firm</i> is aware.	The following events arising, if significant: (1) the <i>firm</i> becoming aware that an <i>employee</i> may have committed a fraud against one of its <i>customers</i> ; or	Immediately
			(2) the <i>firm</i> becoming aware that a <i>person</i> , whether or not <i>employed</i> by it, may have committed a fraud against it; or	
			(3) the <i>firm</i> considering that any <i>person</i> , whether or not <i>employed</i> by it, acting with intent to commit a fraud against it; or	
			(4) the <i>firm</i> identifying irregularities in its accounting or other records, whether or not there is evidence of fraud; or	

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
			(5) the <i>firm</i> suspecting that one of its <i>employees</i> may be guilty of serious misconduct concerning his honesty or integrity and which is committed with the <i>firm's regulated activities</i> or <i>ancillary activities</i> .	
SUP 15.3.21 R	Notifications – insolvency, bankruptcy and winding up	The fact of the event	(1) the calling of a meeting to consider a resolution for winding up the <i>firm</i> ;	Immediately
			(2) an application to dissolve the <i>firm</i> or to strike it off the Register of Companies;	
			(3) the presentation of a petition for the winding up of the <i>firm</i> ;	
			(4) the making of, or any proposals for the making of, a composition or arrangement with any one or more of its creditors;	
			(5) an application for the appointment of an administrator or trustee in bankruptcy to the <i>firm</i> ;	
			(6) the appointment of a receiver to the <i>firm</i> (whether an administrative receiver or receiver appointed over particular property): or	

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
			(7) an application for an interim order against the <i>firm</i> under section 252 of the Insolvency Act 1986 (or, in Northern Ireland, section 227 of the Insolvency (Northern Ireland) Order 1989); or	
			(8) if the <i>firm</i> is a <i>sole trader</i> :	
			(a) an application for a sequestration order; or	
			(b) the presentation of a petition for bankruptcy; or	
			(9) anything equivalent to (1) to (8) above in respect of the <i>firm</i> in a jurisdiction outside the <i>United Kingdom</i>	
SUP 15.4.1 R	Notifications – notified <i>persons</i> - <i>overseas firm</i> which is not an <i>incoming firm</i>	Form F Changes in notified <i>persons</i> (see SUP 15 Ann 2R) However, if the <i>person</i> is an <i>approved person</i> , notification giving details of his name, the <i>approved person's FSA</i> individual reference number and the position to which the notification relates, is sufficient.	Any <i>person</i> taking up or ceasing to hold the following positions: (a) the <i>firm's</i> worldwide chief executive (that is, the <i>person</i> who, alone or jointly with one or more others, is responsible under the immediate authority of the <i>directors</i> for the whole of its business) if the <i>person</i> is based outside the <i>United Kingdom</i> ;	30 <i>business days</i>

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
			(b) the <i>person</i> within the <i>overseas firm</i> with a purely strategic responsibility for <i>UK</i> operations;	
			(c) for a <i>bank</i> : the two or more <i>persons</i> who effectively direct its business in accordance with <i>IPRU(BANK) GN 3.3.1R</i> ;	
			(d) for an <i>insurer</i> : the <i>authorised UK representative</i> .	
<i>SUP 15.5.1 R</i>	Notifications – change in name	Details of the proposed new name and the date on which the <i>firm</i> intends to implement the change of name	A change in: (1) the <i>firm's</i> name (which is the registered name if the <i>firm</i> is a <i>body corporate</i>);	Reasonable advance notice
			(2) any business name under which the <i>firm</i> carries on a <i>regulated activity</i> or <i>ancillary activity</i> either from an establishment in the <i>United Kingdom</i> or with or for clients in the <i>United Kingdom</i>	
<i>SUP 15.5.4 R</i>	Notifications – change in address	Details of the new address and the date of the change	A change in any of the following addresses: (1) the <i>firm's</i> <i>principal</i> place of business in the <i>United Kingdom</i> ;	Reasonable advance notice
			(2) in the case of an <i>overseas firm</i> , its registered office (or head office) address	

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
<i>SUP 15.5.5 R</i>	Notifications – change in legal status	The fact of the proposed change in liability	A proposed change in a <i>firm's</i> legal status which limits the liability of any of its members or <i>partners</i> . This includes:	Reasonable advance notice
			(1) re-registration as a limited liability <i>company</i> of a <i>company</i> incorporated with unlimited liability; and	
			(2) a general <i>partner</i> in a <i>firm</i> becoming a limited <i>partner</i>	
<i>SUP 15.5.7 R</i>	Notifications – other regulators	The fact of becoming subject to or ceasing to be subject to the supervision of any <i>overseas regulator</i> (including a <i>Home State regulator</i>)	A <i>firm</i> becoming subject to or ceasing to be subject to the supervision of any <i>overseas regulator</i> (including a <i>Home State regulator</i>)	Immediately
<i>SUP 15.6.4 R</i>	Notification – inaccurate, false or misleading information	(1) details of the information which is or may be false, misleading, incomplete or inaccurate, or has or may have changed; (2) an explanation why such information was or may have been provided; and (3) the correct information	A <i>firm</i> becoming aware, or having information that reasonably suggests that it has or may have provided the <i>FSA</i> with information which was or may have been false, misleading, incomplete or inaccurate, or has or may have changed in a material particular	Immediately If the information required cannot be submitted with the notification (because it is not immediately available), it must instead be submitted as soon as possible afterwards

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
<i>SUP 15.8.1 R</i>	Notification – management of <i>occupational pension scheme</i> assets	The fact of receiving the request or instruction	A <i>firm</i> which manages the assets of an <i>occupational pension scheme</i> receiving a request or instruction from a trustee which it knows or on substantial grounds suspects or has cause reasonably to suspect is at material variance with the trustee's duties.	As soon as reasonably practical
<i>SUP 15.8.2 R</i>	Administration of <i>individual pension accounts</i>	If a <i>firm</i> begins or ceases to administer <i>individual pension accounts</i> , notify the <i>FSA</i>	Event of beginning or ceasing to administer <i>individual pension accounts</i>	As soon as reasonably practicable
<i>SUP 15.8.3 R</i>	Insurers' commission clawback	As set out in <i>SUP 15.8.3 R</i>	Any amount of <i>commission</i> due from an intermediary remaining outstanding for four <i>months</i> after date when <i>insurer</i> gave notice to the intermediary that (a) relevant <i>premium</i> had not been paid or (b) that cancellation or overpayment has occurred.	As soon as reasonably practicable
<i>SUP 16.3.17 R</i>	Reporting – change of <i>accounting reference date</i>	The fact of a change in <i>accounting reference date</i>	A change in <i>accounting reference date</i>	If extending its accounting reference period, before the previous <i>accounting reference date</i>

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
				If shortening its accounting period, it must make the notification in (1) before the new <i>accounting reference date</i> .
SUP 16.4.5 R	Reporting – annual <i>controllers</i> report – every <i>firm</i> except: (1) an <i>ICVC</i> ; (2) an <i>incoming EEA firm</i> ; (3) an <i>incoming Treaty firm</i> ;	If the <i>firm</i> is not aware: (a) that it has any <i>controllers</i> ; or (b) of any changes in the identity of its <i>controllers</i> since the submission of its previous report; or	Annually from the <i>accounting reference date</i> If a <i>firm</i> is a <i>friendly society</i> or a <i>building society</i> , then it is required to submit a report only if it is aware that it has a <i>controller</i> .	Four months
	(4) a <i>non-directive friendly Society</i> ; (5) a <i>partnership</i> ; (6) a <i>sole trader</i> ; (7) a <i>service company</i> ; (8) a <i>UCITS qualifier</i>	(c) of any changes in the percentage of shares or <i>voting power</i> in the <i>firm</i> held by any <i>controllers</i> (alone or with any associate) since the submission of its previous report; then confirmation of this.		
		If the above does not apply, the report must contain a list of all the <i>controllers</i> as at the <i>firm's accounting reference date</i> of which the <i>firm</i> is aware and, for each such <i>controller</i> , state: (a) its name;		

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
		(b) the percentage of <i>voting power</i> in the <i>firm</i> , or in the <i>firm's parent undertaking</i> , which it is entitled to exercise or control the exercise of, whether alone or with any associate;		
		(c) the percentage of shares in the <i>firm</i> , or in the <i>firm's parent undertaking</i> , which it holds, whether alone or with any associate;		
		(d) if the <i>controller</i> is a <i>body corporate</i> , its country of incorporation, address and registered number; and		
		(e) if the <i>controller</i> is an individual, his date and place of birth.		
		This information may be provided in the form of a group organisation chart.		
SUP 16.5.4 R	Reporting – annual <i>close links</i> report – every <i>firm</i> except:	If a <i>firm</i> is not aware:	Annually from the <i>accounting reference date</i>	Four months
	(1) an <i>ICVC</i> ; (2) an <i>incoming EEA firm</i> ; (3) an <i>incoming Treaty firm</i> ;	(a) that it has <i>close links</i> ; or (b) of any material changes to the details since the last report; then confirmation of this	If a <i>firm</i> is an unincorporated <i>friendly society</i> , then it is only required to submit a report if it is aware that it has <i>close links</i>	

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
	(4) a <i>non-directive friendly society</i> ;	If the above does not apply, the report must contain a list of all <i>persons</i> with whom the <i>firm</i> has <i>close links</i> as at the <i>firm's accounting reference date</i> of which it is aware, and for each such <i>person</i> state:		
	(5) a <i>partnership</i> ; (6) a <i>sole trader</i> ; (7) a <i>service company</i> ; (8) a <i>UCITS qualifier</i>	(a) its name; (b) the nature of the <i>close links</i> ; (c) if the <i>close link</i> is with a <i>body corporate</i> , its country of incorporation, address and registered number; and		
		(d) if the <i>close link</i> is with an individual, his date and place of birth.		
		The information may be provided in the form of a group organisation chart		
SUP 16.6.5 R	Reporting – compliance reports – <i>bank</i> – list of <i>overseas regulators</i>	List of all <i>overseas regulators</i> for each legal entity in the <i>firm's group</i>	Annually from the <i>accounting reference date</i>	Six months
SUP 16.6.5 R	Reporting – compliance reports – <i>bank</i> – <i>authorised entities</i> in the <i>firm's group</i>	Organogram showing the <i>authorised entities</i> in the <i>firm's group</i>	Annually from the <i>accounting reference date</i>	Six months

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 16.6.6 R	Reporting – compliance reports – trustee of an <i>AUT</i>	In relation to the <i>manager</i> of each <i>AUT</i> for which it is a <i>trustee</i> , the number of times during the quarter in which facts came to the <i>firm's</i> knowledge from which it appeared, or might have appeared, that the <i>manager</i> had failed (materially or otherwise) to:	Quarterly (the quarter ends are 31 March, 30 June, 30 September, 31 December)	One month
		(a) give correct instructions to the <i>trustee</i> to create or cancel <i>units</i> in the <i>AUT</i> when the <i>manager</i> should have done so, and the error:		
		(i) resulted in the creation of too few <i>units</i> or in the <i>cancellation</i> of too many <i>units</i> ; and		
		(ii) was not corrected in accordance with the <i>FSA's guidance</i> as set out in <i>CIS App</i> ;		
		(b) <i>price units</i> in the <i>AUT</i> in accordance with <i>CIS 4</i> for <i>single-priced AUTs</i> and <i>CIS 15</i> for <i>dual-priced AUTs</i> , where the pricing error was:		
		(i) greater than 0.5% of the <i>price</i> of a <i>unit</i> ; or		

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
		(ii) less than 0.5% of the <i>price</i> of a <i>unit</i> , and the <i>trustee</i> did not consider the <i>manager's</i> controls to be adequate; unless the failure was an isolated incident		
SUP 16.6.6 R	Reporting – compliance reports – <i>depository</i> of an <i>ICVC</i>	In relation to the <i>authorised corporate director</i> of each <i>ICVC</i> for which it is a <i>depository</i> , the number of times during the quarter in which facts came to the <i>firm's</i> knowledge from which it appeared, that the <i>authorised corporate director</i> had failed (materially or otherwise) to:	Quarterly (the quarter ends are 31 March, 30 June, 30 September, 31 December)	One month
		(a) arrange for the issue or cancellation of <i>shares</i> in the <i>ICVC</i> when the <i>authorised corporate director</i> should have done so, and the error:		
		(i) resulted in the creation of too few <i>shares</i> or in the cancellation of too many <i>shares</i> ; and		
		(ii) was not corrected in accordance with the <i>FSA's guidance</i> as set out in <i>CIS App</i> ;		
		(b) price <i>shares</i> in the <i>ICVC</i> in accordance with <i>CIS 4</i> for <i>ICVCs</i> , where the pricing error was:		
		(i) greater than 0.5% of the price of a <i>share</i> ; or		

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
		(ii) less than 0.5% of the price of a <i>share</i> , and the <i>depository</i> did not consider the <i>authorised corporate director's</i> controls to be adequate;		
		unless the failure was an isolated incident		
<i>SUP 16.6.6 R</i>	Reporting – compliance reports – <i>OPS firms</i>	Annual accounts of each <i>occupational pension scheme</i> in respect of which the <i>firm</i> is acting	Annually	Seven months after the end of the scheme year
<i>SUP 16.6.6 R</i>	Reporting – compliance reports – <i>OPS firms</i>	Audited annual accounts of each <i>OPS collective investment scheme</i> in respect of which the <i>firm</i> is acting	Annually	Seven months after the end of the scheme year
<i>SUP 16.6.8 R (3)</i>	Reporting – compliance reports – <i>OPS firms</i>	Any change in the date of commencement of the scheme year of an <i>OPS</i> or <i>OPS collective investment scheme</i> , in respect of which the <i>firm</i> is acting, not less than <i>15 business days</i> before the date on which such a change is to become effective.		<i>15 business days</i> before the date on which such a change is to become effective
<i>SUP 16.7.7 R</i> to <i>SUP 16.7.15 R</i>	Reporting financial reports – <i>UK bank</i>	Annual report and audited accounts	Annually	3 months after the <i>firm's</i> accounting reference date

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
<p><i>SUP 16.7.7 R to SUP 16.7.15 R</i></p>	<p>Reporting – financial reports – <i>UK bank</i></p>	<p>Adequate information on capital adequacy (unconsolidated solo consolidated) BSD3</p>	<p>Quarterly. Reports required on a quarterly basis must be prepared as at the end of March, June, September and December of each year, except that a <i>bank</i>, which submits the BT report to the Bank of England monthly, must prepare the Form LR (Adequate information on mismatch liquidity) as at the end of February, May, August and November each year.</p>	<p>10 <i>business days</i> (12 <i>business days</i> if submitted electronically)</p>
<p><i>SUP 16.7.7 R to SUP 16.7.15 R</i></p>	<p>Reporting – financial reports – <i>UK bank</i></p>	<p>Adequate information on capital adequacy (consolidated) BSD3 The requirement to submit consolidated reports applies only to a <i>bank</i> which calculates its capital requirements on a consolidated basis.</p>	<p>Half yearly. All consolidated reports required on a half yearly basis must be prepared as at the end of June and December of each year.</p>	<p>20 <i>business days</i> (22 <i>business days</i> if submitted electronically)</p>
		<p>See <i>IPRU(BANK)</i> GN 3.3.13R(2) and <i>IPRU(BANK)</i> CS 4.</p>		

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
<p><i>SUP 16.7.7 R to SUP 16.7.15 R</i></p>	<p>Reporting – financial reports – <i>UK bank</i></p>	<p>Analysis of large exposures (Unconsolidated, solo consolidated) LE2</p>	<p>Quarterly. Reports required on a quarterly basis must be prepared as at the end of March, June, September and December of each year, except that a <i>bank</i>, which submits the BT report to the Bank of England monthly, must prepare the Form LR (Adequate information on mismatch liquidity) as at the end of February, May, August and November each year.</p>	<p>10 <i>business days</i> after quarter end</p>
<p><i>SUP 16.7.7 R to SUP 16.7.15 R</i></p>	<p>Reporting – financial reports – <i>UK bank</i></p>	<p>Analysis of large exposures (Consolidated) LE2 The requirement to submit consolidated reports applies only to a <i>bank</i> which calculates its capital requirements on a consolidated basis. See <i>IPRU(BANK) GN 3.3.13R(2)</i> and <i>IPRU(BANK) CS 4</i>.</p>	<p>Quarterly. Reports required on a quarterly basis must be prepared as at the end of March, June, September and December of each year, except that a <i>bank</i>, which submits the BT report to the Bank of England monthly, must prepare the Form LR (Adequate information on mismatch liquidity) as at the end of February, May, August and November each year.</p>	<p>20 <i>business days</i> after quarter end</p>

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
<p>SUP 16.7.7 R to SUP 16.7.15 R</p>	<p>Reporting – financial reports – UK bank</p>	<p>Adequate information on holdings of credit and financial institutions' and non-financial companies' capital instruments (Unconsolidated, solo consolidated) M1</p> <p>This report is only required from a <i>bank</i> which reports either on a solo or unconsolidated basis and</p> <p>(i) has been granted a trading book concession as explained in <i>IPRU(BANK) CA 10.3</i>; or (ii) has qualifying holdings in non-financial <i>companies</i> as explained in <i>IPRU(BANK) CA 10.4</i></p>	<p>Quarterly. Reports required on a quarterly basis must be prepared as at the end of March, June, September and December of each year, except that a <i>bank</i>, which submits the BT report to the Bank of England monthly, must prepare the Form LR (Adequate information on mismatch liquidity) as at the end of February, May, August and November each year.</p>	<p>10 <i>business days</i> (12 <i>business days</i> if submitted electronically)</p>
<p>SUP 16.7.7 R to SUP 16.7.15 R</p>	<p>Reporting – financial reports – UK bank</p>	<p>Adequate information on holdings of credit and financial institutions' and non-financial companies' capital instruments (Consolidated) M1</p>	<p>Half yearly. All consolidated reports required on a half yearly basis must be prepared as at the end of June and December of each year.</p>	<p>20 <i>business days</i> after period end (22 <i>business days</i> if submitted electronically)</p>
		<p>This report is only required from a <i>bank</i> which reports either on a solo or unconsolidated basis and:</p>		

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
		(i) has been granted a trading book concession as explained in <i>IPRU(BANK) CA 10.3</i> ; or (ii) has qualifying holdings in non-financial companies as explained in <i>IPRU(BANK) CA 10.4</i>		
		The requirement to submit consolidated reports applies only to a <i>bank</i> which calculates its capital requirements on a consolidated basis. See <i>IPRU(BANK) GN 3.3.13R(2)</i> and <i>IPRU(BANK) CS 4</i> .		
<i>SUP 16.7.7 R</i> to <i>SUP 16.7.15 R</i>	Reporting – financial reports – <i>UK bank</i>	Adequate information on sterling stock liquidity (SLR1)	Monthly	6 <i>business days</i> after second Wednesday of the month
		<p>A <i>bank</i> is not required to submit both the SLR1 and LR</p> <p>A <i>bank</i> which monitors its liquidity according to the maturity mismatch approach as set out in <i>IPRU(BANK) LM</i> must submit the LR</p>		<p>This report must be prepared as at the second Wednesday of each month. See <i>IPRU(BANK) LS 5.2(2)</i> regarding submission of an SLR1 on breach of various limits</p>
		A <i>bank</i> which monitors its liquidity according to the maturity mismatch approach as set out in <i>IPRU(BANK) LS</i> must submit the SLR1		

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 16.7.7 R to SUP 16.7.15 R	Reporting – financial reports – UK bank	<p>Adequate information on mismatch liquidity LR</p> <p>A bank is not required to submit both the SLR1 and LR</p> <p>A bank which monitors its liquidity according to the maturity mismatch approach as set out in IPRU(BANK) LM must submit the LR</p>	<p>Quarterly. Reports required on a quarterly basis must be prepared as at the end of March, June, September and December of each year, except that a bank, which submits the BT report to the Bank of England monthly, must prepare the Form LR (Adequate information on mismatch liquidity) as at the end of February, May, August and November each year.</p>	10 business days after period end (12 business days if submitted electronically)
		<p>A bank which monitors its liquidity according to the maturity mismatch approach as set out in IPRU(BANK) LS must submit the SLR1</p>		
SUP 16.7.7 R to SUP 16.7.15 R	Reporting – financial reports – UK bank	List of companies in the bank's consolidated large exposure reporting	Annually	6 months after the firm's accounting reference date
SUP 16.7.7 R to SUP 16.7.15 R	Reporting – financial reports – UK bank	Annual confirmation that all companies included in solo consolidation meet the criteria for such consolidation as set out in IPRU(BANK) CS 9.2	Annually	6 months after the firm's accounting reference date

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
<p><i>SUP 16.7.7 R to SUP 16.7.15 R</i></p>	<p>Reporting – financial reports – <i>EEA bank</i>, other than one with <i>permission</i> only for <i>cross border services</i></p>	<p>Adequate information on mismatch liquidity (excluding deposit concentration) LR (excluding Part 5)</p>	<p>Quarterly. Reports required on a quarterly basis must be prepared as at the end of March, June, September and December of each year, except that a <i>bank</i>, which submits the BT report to the Bank of England monthly, must prepare the Form LR (Adequate information on mismatch liquidity) as at the end of February, May, August and November each year.</p>	<p>10 <i>business days</i> after period end (12 <i>business days</i> if submitted electronically)</p>
<p><i>SUP 16.7.7 R to SUP 16.7.15 R</i></p>	<p>Reporting – financial reports – <i>bank</i> established outside the <i>EEA</i></p>	<p>Analysis of profits, large exposures, balance sheet, off balance sheet items and bad and doubtful debt provisions B7</p>	<p>Half yearly. Period ends are end of June and December each year.</p>	<p>10 <i>business days</i> after period end (12 <i>business days</i> if submitted electronically)</p>

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
<i>SUP 16.7.7 R to SUP 16.7.15 R</i>	Reporting – financial reports – <i>bank</i> established outside the <i>EEA</i>	Adequate information on mismatch liquidity LR	Quarterly. Reports required on a quarterly basis must be prepared as at the end of March, June, September and December of each year, except that a <i>bank</i> , which submits the BT report to the Bank of England monthly, must prepare the Form LR (Adequate information on mismatch liquidity) as at the end of February, May, August and November each year.	10 <i>business days</i> after period end (12 <i>business days</i> if submitted electronically)
<i>SUP 16.7.16 R to SUP 16.7.19 R</i>	Reporting – financial reports – <i>building society</i>	Adequate information on <i>group</i> balance sheet, analysed between society and subsidiary undertakings MFS1 – (Table A)	Monthly	9 <i>business days</i> after month end (largest societies) 12 <i>business days</i> after month end (other societies)
<i>SUP 16.7.16 R to SUP 16.7.19 R</i>	Reporting – financial reports – <i>building society</i>	Adequate information on society's balance sheet and primary business transactions MFS1 – (Tables B to G)	Monthly	7 <i>business days</i> after month end (largest societies) 10 <i>business days</i> after month end (other societies)
<i>SUP 16.7.16 R to SUP 16.7.19 R</i>	Reporting – financial reports – <i>building society</i>	Largest <i>building societies</i> (see <i>SUP 16.7.17 R</i> Note 2):	Monthly	7 <i>business days</i> after month end (largest societies)

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
		Sectoral breakdown of the society's balance sheet MFS1 <i>SUP</i>		10 <i>business days</i> after month end (other societies)
<i>SUP</i> 16.7.16 R to <i>SUP</i> 16.7.19 R	Reporting – financial reports – <i>building society</i>	Adequate information on balance sheets and primary business transactions of society's subsidiary undertakings accepting deposits and/or lending MFS2	Monthly	7 <i>business days</i> after month end (largest societies) 10 <i>business days</i> after month end (other societies)
<i>SUP</i> 16.7.16 R to <i>SUP</i> 16.7.19 R	Reporting – financial reports – <i>building society</i>	Analysis of interest rate risk gap	Monthly	15 <i>business days</i> after month end
<i>SUP</i> 16.7.16 R to <i>SUP</i> 16.7.19 R	Reporting – financial reports – <i>building society</i>	Adequate information on balance sheet, income and expenditure, capital, lending quality, large exposures and maturities for the society and its subsidiary undertakings, together with relevant expected and likely out-turns QFS1	Quarterly	18 <i>business days</i> after society's financial quarter end
<i>SUP</i> 16.7.16 R to <i>SUP</i> 16.7.19 R	Reporting – financial reports – <i>building society</i>	Largest <i>building societies</i> (see <i>SUP</i> 16.7.17 R Note 2): Sectoral and other breakdown of assets and liabilities, gilt maturities, and derivative contracts QFS2	Quarterly	11 <i>business days</i> after calendar quarter end

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 16.7.16 R to SUP 16.7.19 R	Reporting – financial reports – <i>building society</i>	Adequate information on balance sheet, income and expenditure, the range and volume of activities undertaken by the society, its subsidiary undertakings, and where relevant, its participating interests AFS1	Annually	2 months after society's accounting reference date
SUP 16.7.20 R to SUP 16.7.21 R	Reporting – financial reports – <i>service companies</i>	Annual audited financial statements	Annually	6 months after the <i>firm's</i> accounting reference date
SUP 16.7.22 R to SUP 16.7.34 G	Reporting – financial reports – <i>securities and futures firm</i> (only applies to <i>oil market participants</i> if <i>IPRU(INV)</i> applies to the <i>firm</i>) – <i>lead regulated firm</i>	Annual audited financial statements	Annually	6 months after the <i>firm's</i> accounting reference date
SUP 16.7.22 R to SUP 16.7.34 G	Reporting – financial reports – <i>securities and futures firm</i> , except a <i>lead regulated firm</i> (only applies to <i>oil market participants</i> if <i>IPRU(INV)</i> applies to the <i>firm</i>)	Audited annual financial statements	Annually	3 months after the <i>firm's</i> accounting reference date

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
<p>SUP 16.7.22 R to SUP 16.7.34 G</p>	<p>Reporting – financial reports – securities and futures firm, except a lead regulated firm (only applies to oil market participants if IPRU(INV) applies to the firm)</p> <p>Category A or B firm or broad scope firm</p>	<p>Annual reporting statement</p>	<p>Annually</p>	<p>3 months after the firm's accounting reference date</p>
<p>SUP 16.7.22 R to SUP 16.7.34 G</p>	<p>Reporting – financial reports – securities and futures firm, except a lead regulated firm (only applies to oil market participants if IPRU(INV) applies to the firm)</p> <p>Category A or B firm or broad scope firm</p>	<p>Annual reconciliation</p> <p>Every year a firm must submit:</p> <p>(a) a reconciliation and explanation of any differences between amounts shown in the balance sheet in the audited annual financial statements and the annual reporting statement</p>	<p>Annually</p>	<p>3 months after the firm's accounting reference date</p>
		<p>(b) a reconciliation and explanation of any differences between the annual reporting statement and the monthly reporting statement prepared as at the same date</p>		

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 16.7.22 R to SUP 16.7.34 G	<p>Reporting – financial reports – <i>securities and futures firm</i>, except a <i>lead regulated firm</i> (only applies to <i>oil market participants</i> if <i>IPRU(INV)</i> applies to the <i>firm</i>)</p> <p>Category A or B firm or broad scope firm</p>	Audited accounts of any subsidiary, unless the <i>rules</i> in this chapter require that subsidiary to submit accounts to the <i>FSA</i>	Annually	3 months after the <i>firm's</i> accounting reference date
SUP 16.7.22 R to SUP 16.7.34 G	<p>Reporting – financial reports – <i>securities and futures firm</i>, except a <i>lead regulated firm</i> (only applies to <i>oil market participants</i> if <i>IPRU(INV)</i> applies to the <i>firm</i>)</p> <p>Category A or B firm or broad scope firm</p>	<p>Consolidated reporting statement</p> <p>(Only required for category A and B firms which are subject to the consolidation <i>rules</i> set out in <i>IPRU(INV)</i> 10-200R to 10-203R, and are not exempt from the consolidation <i>rules</i> under <i>IPRU(INV)</i> 10-200R(2) or <i>IPRU(INV)</i> 10-204R.)</p>	Half yearly	1 month after period end
SUP 16.7.22 R to SUP 16.7.34 G	<p>Reporting – financial reports – <i>securities and futures firm</i>, except a <i>lead regulated firm</i> (only applies to <i>oil market participants</i> if <i>IPRU(INV)</i> applies to the <i>firm</i>)</p> <p>Category A or B firm or broad scope firm</p>	<p>Large exposures quarterly reporting statement (Form LEM 1 or LEM 2) – solo</p> <p>A <i>firm</i> which was required to submit Form LEM1 in the relevant period immediately prior to <i>commencement</i> must continue to do so.</p>	Quarterly	15 <i>business days</i> after quarter end

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
		A <i>firm</i> which was required to submit Form LEM2 in the relevant period immediately prior to <i>commencement</i> must continue to do so.		
		A category A or B firm authorised after the <i>commencement</i> must submit Form LEM1.		
SUP 16.7.22 R to SUP 16.7.34 G	Reporting – financial reports – <i>securities and futures firm</i> , except a <i>lead regulated firm</i> (only applies to <i>oil market participants</i> if <i>IPRU(INV)</i> applies to the <i>firm</i>)	Large exposures quarterly reporting statement (Form LEM 1 or LEM 2) – consolidated A <i>firm</i> which was required to submit Form LEM1 in the relevant period immediately prior to <i>commencement</i> must continue to do so.	Quarterly	1 month after quarter end
	Category A or B firm or broad scope firm	A <i>firm</i> which was required to submit Form LEM2 in the relevant period immediately prior to <i>commencement</i> must continue to do so.		
		A category A or B firm <i>authorised</i> after the <i>commencement</i> must submit Form LEM1.		

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
		(Only required for category A and B firms which are subject to the consolidation rules set out in <i>IPRU(INV)</i> 10-200R – 10-203R, and are not exempt from the consolidation rules under <i>IPRU(INV)</i> 10-200R(2) or <i>IPRU(INV)</i> 10-204R.)		
SUP 16.7.22 R to SUP 16.7.34 G	Reporting – financial reports – <i>securities and futures firm</i> , except a <i>lead regulated firm</i> (only applies to <i>oil market participants</i> if <i>IPRU(INV)</i> applies to the <i>firm</i>) Category A or B firm or broad scope firm	Monthly reporting statement	Monthly	15 <i>business days</i> after month end
SUP 16.7.22 R to SUP 16.7.34 G	Reporting – financial reports – <i>securities and futures firm</i> , except a <i>lead regulated firm</i> (only applies to <i>oil market participants</i> if <i>IPRU(INV)</i> applies to the <i>firm</i>) Category C or D firm or arranger or venture capital firm	Annual reporting statement	Annually	3 months after the <i>firm's</i> accounting reference date

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 16.7.22 R to SUP 16.7.34 G	Reporting – financial reports – <i>securities and futures firm</i> , except a <i>lead regulated firm</i> (only applies to <i>oil market participants</i> if <i>IPRU(INV)</i> applies to the <i>firm</i>)	Annual reconciliation Every year a <i>firm</i> must submit:	Annually	3 months after the <i>firm's</i> accounting reference date
	Category C or D firm or arranger or venture capital firm	(a) a reconciliation and explanation of any differences between amounts shown in the balance sheet in the audited annual financial statements and the annual reporting statement		
		(b) a reconciliation and explanation of any differences between the annual reporting statement and the monthly reporting statement prepared as at the same date		
SUP 16.7.22 R to SUP 16.7.34 G	Reporting – financial reports – <i>securities and futures firm</i> , except a <i>lead regulated firm</i> (only applies to <i>oil market participants</i> if <i>IPRU(INV)</i> applies to the <i>firm</i>) Category C or D firm or arranger or venture capital firm	Audited accounts of any <i>subsidiary</i> , unless the <i>rules</i> in this chapter require that <i>subsidiary</i> to submit accounts to the <i>FSA</i>	Annually	3 months after the <i>firm's</i> accounting reference date

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 16.7.22 R to SUP 16.7.34G	Reporting – financial reports – <i>securities and futures firm</i> , except a <i>lead regulated firm</i> (only applies to <i>oil market participants</i> if <i>IPRU(INV)</i> applies to the <i>firm</i>)	Consolidated reporting statement	Half yearly	1 month from period end
	Only for category C firm (as defined in the glossaries located in <i>IPRU(INV)</i> 10, which is subject to the consolidation <i>rules</i> set out <i>IPRU(INV)</i> 10-200R to 10-203R and are not exempt from the consolidation <i>rules</i> under <i>IPRU(INV)</i> 10-200R(2) or <i>IPRU(INV)</i> 10-204R			
SUP 16.7.22 R to SUP 16.7.34 G	Reporting – financial reports – <i>securities and futures firm</i> , except a <i>lead regulated firm</i> (only applies to <i>oil market participants</i> if <i>IPRU(INV)</i> applies to the <i>firm</i>) Category C firm	Large exposures quarterly reporting statement (Form LEM 1 or LEM 2) – solo A <i>firm</i> which was required to submit Form LEM1 in the relevant period immediately prior to <i>commencement</i> must continue to do so.	Quarterly	15 <i>business days</i> after quarter end

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
		<p>A <i>firm</i> which was required to submit Form LEM2 in the relevant period immediately prior to <i>commencement</i> must continue to do so. A <i>firm authorised</i> after the <i>commencement</i> must submit Form LEM1.</p>		
<p>SUP 16.7.22 R to SUP 16.7.34 G</p>	<p>Reporting financial reports – <i>securities and futures firm</i>, except a <i>lead regulated firm</i> (only applies to <i>oil market participants</i> if <i>IPRU(INV)</i> applies to the <i>firm</i>) Category C firm</p>	<p>Large exposures quarterly reporting statement (Form LEM 1 or LEM 2) – consolidated</p> <p>A <i>firm</i> which was required to submit Form LEM1 in the relevant period immediately prior to <i>commencement</i> must continue to do so.</p>	<p>Quarterly</p>	<p>1 month after quarter end</p>
	<p>(as defined in the glossaries located in <i>IPRU(INV)</i> 10, which is subject to the consolidation <i>rules</i> set out in <i>IPRU(INV)</i> 10-200R – 10-203R and are not exempt from the consolidation <i>rules</i> under <i>IPRU(INV)</i> 10-200R(2) or <i>IPRU(INV)</i> 10-204R</p>	<p>A <i>firm</i> which was required to submit Form LEM2 in the relevant period immediately prior to <i>commencement</i> must continue to do so. A <i>firm authorised</i> after the <i>commencement</i> must submit Form LEM1.</p>		

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 16.7.22 R to SUP 16.7.34 G	<p>Reporting – financial reports – <i>securities and futures firm</i>, except a <i>lead regulated firm</i> (only applies to <i>oil market participants</i> if <i>IPRU(INV)</i> applies to the <i>firm</i>)</p> <p>Category C or D firm or arranger or venture capital firm</p>	Quarterly reporting statement	Quarterly	15 <i>business days</i> after quarter end
SUP 16.7.22 R to SUP 16.7.34 G	<p>Reporting – financial reports – <i>securities and futures firm</i>, except a <i>lead regulated firm</i> (only applies to <i>oil market participants</i> if <i>IPRU(INV)</i> applies to the <i>firm</i>)</p> <p>Adviser or local, or a traded options market maker (as referred to in <i>IPRU(INV)</i> 3-60R (4))</p> <p><i>Sole traders only</i></p>	Solvency statement	Annually	2 months after the <i>firm's accounting reference date</i>
SUP 16.7.22 R to SUP 16.7.34 G	<p>Reporting – financial reports – <i>securities and futures firm</i>, except a <i>lead regulated firm</i> (only applies to <i>oil market participants</i> if <i>IPRU(INV)</i> applies to the <i>firm</i>)</p>	Audited annual financial statements	Annually	3 months after the <i>firm's accounting reference date</i>

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
	Adviser or local, or a traded options market maker (as referred to in <i>IPRU(INV)</i> 3-60R (4))			
	<i>Partnerships and bodies corporate only</i>			
<i>SUP 16.7.22 R to SUP 16.7.34 G</i>	Reporting – financial reports – <i>securities and futures firm</i> , except a <i>lead regulated firm</i> (only applies to <i>oil market participants</i> if <i>IPRU(INV)</i> applies to the <i>firm</i>)	Audited accounts of any <i>subsidiary</i> unless the rules in this chapter require that <i>subsidiary</i> to submit accounts to the <i>FSA</i>	Annually	3 months after the <i>firm's</i> accounting reference date
	Adviser or local, or a traded options market maker (as referred to in <i>IPRU(INV)</i> 3-60R (4))			
<i>SUP 16.7.22 R to SUP 16.7.34 G</i>	Reporting – financial reports – <i>securities and futures firm</i> , except a <i>lead regulated firm</i> (only applies to <i>oil market participants</i> if <i>IPRU(INV)</i> applies to the <i>firm</i>)	Solvency statement for the <i>sole trader</i> or each <i>partner</i>	Annually	3 months after the <i>firm's</i> accounting reference date
	<i>ISD investment firm</i> , which is a <i>sole trader</i> or a <i>partnership</i> formed under the laws of England and Wales			

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 16.7.35 R to SUP 16.7.41 R	Reporting – financial reports – <i>investment management firms</i> Except a <i>lead regulated firm</i> or an <i>OPS firm</i> or a local authority	Annual Financial Return	Annually	4 months after the <i>firm's accounting reference date</i>
SUP 16.7.35 R to SUP 16.7.41 R	Reporting – financial reports – <i>investment management firms</i>	Annual accounts	Annually	4 months after the <i>firm's accounting reference date</i>
SUP 16.7.35 R to SUP 16.7.41 R	Reporting – financial reports – <i>investment management firms</i> Individuals in partnership	Annual solvency statement	Annually	4 months after the <i>firm's accounting reference date</i>
	Except a <i>lead regulated firm</i> or an <i>OPS firm</i> or a local authority			
SUP 16.7.35 R to SUP 16.7.41 R	Reporting – financial reports – <i>investment management firms</i>	Quarterly Financial Return	Quarterly	1 month after the <i>firm's quarter end</i>
	Firms subject to a Liquid Capital Requirement as set out in <i>IPRU(INV)</i> 5.2.3(1)(a)			
	Except a <i>lead regulated firm</i> or an <i>OPS firm</i>			
SUP 16.7.35 R to SUP 16.7.41 R	Reporting – financial reports – <i>investment management firms</i>	Monthly Financial Return	Monthly	1 month after the month end

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
	ISD firms (defined in the <i>Glossary of IPRU(INV) 5</i> subject to the Own Funds Requirement of Euro 730,000 as set out in <i>IPRU(INV) 5.2.3(1)(b)</i>)	A <i>firm</i> need not prepare a Monthly Financial Return as at the same date as a Quarterly Financial Return (see Note 4 of <i>SUP 16.7.36 R</i>)		
	Except a <i>lead regulated firm</i> or an <i>OPS firm</i> or a local authority			
<i>SUP 16.7.35 R</i> to <i>SUP 16.7.41 R</i>	Reporting – financial reports – <i>investment management firms</i> Except a <i>lead regulated firm</i> or an <i>OPS firm</i> or a local authority	Why the report cannot be submitted to the <i>FSA</i> on time and the date by which it will submit the report to the <i>FSA</i>	Having reason to believe that it will be unable to submit an annual, quarterly or monthly financial return by the dates specified in the Supervision manual.	As soon as it has reason to believe it will be unable to submit by the specified date
<i>SUP 16.7.42 G</i> to <i>SUP 16.7.53 G</i>	Reporting – financial reports – <i>personal investment firms</i> except a <i>small personal investment firm</i> , a Category A1 firm a Category B1 firm or a <i>lead regulated firm</i>	Annual questionnaire	Annually	2 months after the <i>firm's accounting reference date</i>
<i>SUP 16.7.42 G</i> to <i>SUP 16.7.53 G</i>	Reporting – financial reports – <i>personal investment firms</i> except a <i>small personal investment firm</i> or a <i>lead regulated firm</i>	Annual financial statements The annual financial statements must include all reports for which table <i>SUP 16.7.45 R</i> specifies a monthly or quarterly frequency	Annually	4 months after the <i>firm's accounting reference date</i>

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 16.7.42 G to SUP 16.7.53 G	Reporting – financial reports – <i>personal investment firms</i> except a <i>small personal investment firm</i> or a <i>lead regulated firm</i>	Audited consolidated statutory accounts Only required from a <i>firm</i> if it is a <i>holding company</i> or if one of its <i>controllers</i> is a <i>company</i> .	Annually	4 months after the <i>firm's accounting reference date</i>
SUP 16.7.42 G to SUP 16.7.53 G	Reporting – financial reports – <i>personal investment firms</i> except a <i>small personal investment firm</i> or a <i>lead regulated firm</i>	Annual reconciliation Every year a <i>firm</i> must submit a reconciliation of the amounts shown in the balance sheet in the annual financial statements with the amounts shown in the balance sheet in the last monthly or quarterly financial statements. The reconciliation must be submitted with the <i>firm's</i> annual financial statements.	Annually	4 months after the <i>firm's accounting reference date</i>
SUP 16.7.42 G to SUP 16.7.53 G	Reporting – financial reports – <i>personal investment firms</i> except a <i>small personal investment firm</i> or a <i>lead regulated firm</i>	Form 13A (Balance sheet)	Category A1 or B1 firm: Monthly Category B2 firm, which has less than 26 <i>financial advisers</i> : Annual	Category A1 or B1 firm: 3 weeks after month end
			Category B3 firm, which has less than 26 <i>financial advisers</i> and has <i>permission to manage investments</i> : Annual	Category B2 firm, which has less than 26 <i>financial advisers</i> : 4 months after year end

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
			Any other <i>firm</i> : Quarterly	Category B3 firm, which has less than 26 <i>financial advisers</i> and has <i>permission to manage investments</i> : 4 months after year end
				Any other <i>firm</i> : 3 weeks after quarter end
SUP 16.7.42 G to SUP 16.7.53 G	Reporting – financial reports – <i>personal investment firms</i> except a <i>small personal investment firm</i> or a <i>lead regulated firm</i>	Form 13Bi/ii (Profit and loss)	Category A1 or B1 firm: Monthly Category B2 firm, which has less than 26 <i>financial advisers</i> : Annual	Category A1 or B1 firm: 3 weeks after month end
			Category B3 firm, which has less than 26 <i>financial advisers</i> and has <i>permission to manage investments</i> : Annual	Category B2 firm, which has less than 26 <i>financial advisers</i> : 4 months after year end
			Any other <i>firm</i> : Quarterly	Category B3 firm, which has less than 26 <i>financial advisers</i> and has <i>permission to manage investments</i> : 4 months after year end
				Any other <i>firm</i> : 3 weeks after quarter end

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 16.7.42 G to SUP 16.7.53 G	Reporting – financial reports – <i>personal investment firms</i> except a <i>small personal investment firm</i> or a <i>lead regulated firm</i>	Form 13Ci (Statement of own funds)	Category A1 or B1 firm: Monthly Category B2 firm, which has less than 26 <i>financial advisers</i> : Annual	Category A1 or B1 firm: 3 weeks after month end
			Category B3 firm, which has less than 26 <i>financial advisers</i> and has <i>permission to manage investments</i> : Annual	Category B2 firm, which has less than 26 <i>financial advisers</i> : 4 months after year end
			Any other <i>firm</i> : Quarterly	Category B3 firm, which has less than 26 <i>financial advisers</i> and has <i>permission to manage investments</i> : 4 months after year end
				Any other <i>firm</i> : 3 weeks after quarter end
SUP 16.7.42 G to SUP 16.7.53 G	Reporting – financial reports – <i>personal investment firms</i> except a <i>small personal investment firm</i> or a <i>lead regulated firm</i>	Form 13Cii (Statement of own funds) (Unincorporated <i>firms</i> only)	Category A1 or B1 firm: Monthly Category B2 firm, which has less than 26 <i>financial advisers</i> : Annual	Category A1 or B1 firm: 3 weeks after month end

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
			Category B3 firm, which has less than 26 <i>financial advisers</i> and has <i>permission to manage investments</i> : Annual Any other <i>firm</i> : Quarterly	Category B2 firm, which has less than 26 <i>financial advisers</i> : 4 months after year end
				Category B3 firm, which has less than 26 <i>financial advisers</i> and has <i>permission to manage investments</i> : 4 months after year end
				Any other <i>firm</i> : 3 weeks after quarter end
SUP 16.7.42 G to SUP 16.7.53 G	Reporting – financial reports – <i>personal investment firms</i> except a <i>small personal investment firm</i> or a <i>lead regulated firm</i>	Form 13D (Financial resources test – current assets)	Category A1 or B1 firm: Monthly	Category A1 or B1 firm: 3 weeks after month end
			Category B2 firm, which has less than 26 <i>financial advisers</i> : Annual Category B3 firm, which has less than 26 <i>financial advisers</i> and has <i>permission to manage investments</i> : Annual	Category B2 firm, which has less than 26 <i>financial advisers</i> : 4 months after year end

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
			Any other <i>firm</i> : Quarterly	Category B3 firm, which has less than 26 <i>financial advisers</i> and has <i>permission to manage investments</i> : 4 months after year end
				Any other <i>firm</i> : 3 weeks after quarter end
SUP 16.7.42 G to SUP 16.7.53 G	Reporting – financial reports – <i>personal investment firms</i> except a <i>small personal investment firm</i> or a <i>lead regulated firm</i>	Form 13E (Financial resources test – expenditure requirement) Category A1 firm, Category A2 firm with <i>permission to manage investments</i> , or a Category A network: Form 13Ei in SUP 16 Ann7 (section 3)	Category A1 or B1 firm: Monthly Category B2 firm, which has less than 26 <i>financial advisers</i> : Annual Category B3 firm, which has less than 26 <i>financial advisers</i> and has <i>permission to manage investments</i> : Annual	Category A1 or B1 firm: 3 weeks after month end Category B2 firm, which has less than 26 <i>financial advisers</i> : 4 months after year end
		Category A2 firm without <i>permission to manage investments</i> , a Category A3 firm: Form 13Eii in SUP 16 Ann 7 (section 3)	Any other <i>firm</i> : Quarterly	Category B3 firm, which has less than 26 <i>financial advisers</i> and has <i>permission to manage investments</i> : 4 months after year end
		Category B1, B2 or B3 firm: Form 13E in SUP 16 Ann 7 (section 4)		Any other <i>firm</i> : 3 weeks after quarter end

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 16.7.42 G to SUP 16.7.53 G	Reporting – financial reports – <i>personal investment firms</i> except a <i>small personal investment firm</i> or a <i>lead regulated firm</i>	Form 13F (Financial resources test – assets and liabilities)	Category A1 or B1 firm: Monthly Category B2 firm, which has less than 26 <i>financial advisers</i> : Annual	Category A1 or B1 firm: 3 weeks after month end
			Category B3 firm, which has less than 26 <i>financial advisers</i> and has <i>permission to manage investments</i> : Annual Any other <i>firm</i> : Quarterly	Category B2 firm, which has less than 26 <i>financial advisers</i> : 4 months after year end
				Category B3 firm, which has less than 26 <i>financial advisers</i> and has <i>permission to manage investments</i> : 4 months after year end
				Any other <i>firm</i> : 3 weeks after quarter end
SUP 16.7.42 G to SUP 16.7.53 G	Reporting – financial reports – <i>personal investment firms</i> except a <i>small personal investment firm</i> or a <i>lead regulated firm</i>	Form 13G (Financial resources test – position risk deductions)	Category A1 or B1 firm: Monthly	Category A1 or B1 firm: 3 weeks after month end

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
			Category B2 firm, which has less than 26 <i>financial advisers</i> : Annual Category B3 firm, which has less than 26 <i>financial advisers</i> and has <i>permission to manage investments</i> : Annual Any other <i>firm</i> : Quarterly	Category B2 firm, which has less than 26 <i>financial advisers</i> : 4 months after year end Category B3 firm, which has less than 26 <i>financial advisers</i> and has <i>permission to manage investments</i> : 4 months after year end
				Any other <i>firm</i> : 3 weeks after quarter end
SUP 16.7.42 G to SUP 16.7.53 G	Reporting – financial reports – <i>personal investment firms</i> except a <i>small personal investment firm</i> or a <i>lead regulated firm</i> <i>Sole traders</i> only	Form 13J (<i>Sole trader solvency statement</i>)	Category A1 or B1 firm: Monthly Category B2 firm, which has less than 26 <i>financial advisers</i> : Annual	Category A1 or B1 firm: 3 weeks after month end Category B2 firm, which has less than 26 <i>financial advisers</i> : 4 months after year end
			Category B3 firm, which has less than 26 <i>financial advisers</i> and has <i>permission to manage investments</i> : Annual Any other <i>firm</i> : Quarterly	Category B3 firm, which has less than 26 <i>financial advisers</i> and has <i>permission to manage investments</i> : 4 months after year end
				Any other <i>firm</i> : 3 weeks after quarter end

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 16.7.42 G to SUP 16.7.53 G	Reporting – financial reports – <i>personal investment firms</i> except a <i>small personal investment firm</i> or a <i>lead regulated firm</i>	Consolidated financial resources return	Quarterly	3 weeks after quarter end
	Category A1, A2 or A3 firm If the <i>firm</i> is a member of a <i>group</i> and is subject to consolidated supervision as set out in <i>IPRU(INV)</i> 13.7.1 R to 13.7.2 R			
SUP 16.7.42 G to SUP 16.7.53 G	Reporting – financial reports – <i>personal investment firms</i> except a <i>small personal investment firm</i> or a <i>lead regulated firm</i> Category A1, A2 or A3 firm	Form CAD 13	Quarterly	3 weeks after quarter end
SUP 16.7.42 G to SUP 16.7.53 G	Reporting – financial reports – <i>personal investment firms</i> except a <i>small personal investment firm</i> or a <i>lead regulated firm</i> Category A1, A2 or A3 firm	Form 13H (Restrictions of Financial Resources)	Category A1 firm: monthly Category A2 or A3 firm: Quarterly	Category A1 firm: 3 weeks after month end Category A2 or A3 firm: 3 weeks after quarter end

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 16.7.42 G to SUP 16.7.53 G	Reporting – financial reports – <i>personal investment firms</i> except a <i>small personal investment firm</i> or a <i>lead regulated firm</i> Category A1, A2 or A3 firm	Form 13I (Statement of large exposures)	Quarterly	3 weeks after quarter end
SUP 16.7.42 G to SUP 16.7.53 G	Reporting – financial reports – <i>personal investment firms</i> except a <i>small personal investment firm</i> or a <i>lead regulated firm</i>	Form 13I Consolidated statement of large exposures	Quarterly	3 weeks after quarter end
	Category A1, A2 or A3 firm If the <i>firm</i> is a member of a <i>group</i> and is subject to consolidated supervision as set out in <i>IPRU(INV)</i> 13.7.1R to 13.7.2R			
SUP 16.7.42 G to SUP 16.7.53 G	Reporting – financial reports – <i>personal investment firms</i> - <i>small personal investment firm</i>	Annual questionnaire	Annually	4 months after the <i>firm's accounting reference date</i>

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 16.7.42 G to SUP 16.7.53 G	Reporting – financial reports – <i>personal investment firms - small personal investment firm</i> If the <i>firm</i> is a <i>holding company</i> or one of its <i>controllers</i> is a <i>company</i>	Audited consolidated annual financial statements The <i>firm</i> must submit the statutory accounts of the <i>group</i> to which it belongs	Annually	4 months after the <i>firm's</i> <i>accounting reference date</i>
SUP 16.7.54 R	Reporting – financial reports – <i>authorised professional firm</i>	Annual questionnaire Form in SUP 16 Ann 9R	Annually	4 months after the <i>firm's</i> <i>accounting reference date</i>
SUP 16.7.55 R	Reporting – financial reports – The <i>Society of Lloyd's</i>	Annual audited accounts	Annually	6 months after the <i>Society's</i> <i>accounting reference date</i>
SUP 16.7.55 R	Reporting – financial reports – The <i>Society of Lloyd's</i>	Annual Lloyd's Return	Annually	6 months after the <i>Society's</i> <i>accounting reference date</i>
SUP 16.7.55 R to SUP 16.7.56 R	Reporting – financial reports – The <i>Society of Lloyd's</i>	Syndicate returns	Annually	6 months after the <i>Society's</i> <i>accounting reference date</i>
SUP 16.7.57 R to SUP 16.7.58 R	Reporting – financial reports – <i>Members' adviser</i>	Audited annual financial statements	Annually	3 months after the <i>firm's</i> <i>accounting reference date</i>
SUP 16.7.57 R to SUP 16.7.58 R	Reporting – financial reports – <i>Members' adviser</i>	Annual reporting statement	Annually	3 months after the <i>firm's</i> <i>accounting reference date</i>

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 16.7.57 R to SUP 16.7.58 R	Reporting – financial reports – <i>Members' adviser</i>	Annual reconciliation	Annually	3 months after the <i>firm's accounting reference date</i>
SUP 16.7.57 R to SUP 16.7.58 R	Reporting – financial reports – <i>Members' adviser</i>	Audited accounts of any <i>subsidiary</i> , unless the <i>rules</i> in this chapter require those <i>subsidiaries</i> to submit accounts to the <i>FSA</i>	Annually	3 months after the <i>firm's accounting reference date</i>
SUP 16.7.57 R to SUP 16.7.58 R	Reporting – financial reports – <i>Members' adviser</i>	Quarterly reporting statement	Quarterly	15 <i>business days</i> after the quarter end
SUP 16.8	Reporting – persistency reports from <i>insurers</i>	Persistency report The report must report on every <i>life policy</i> which was promoted subject to <i>rules</i> in <i>COB</i> , or conduct of business rules made by a <i>previous regulator</i> , is not a <i>life policy</i> of a type listed in SUP 16.8.13 R or SUP 16.8.14 R, and which:	Annually	By 30 April each year
		(1) was effected by the <i>firm</i> submitting the report; or		
		(2) was effected by a member of the <i>firm's group</i> , which is not an <i>authorised person</i> , and in circumstances in which the <i>firm</i> submitting the report was responsible for promoting that <i>life policy</i> ; or		

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
		(3) was effected by another <i>firm</i> , but is carried out by the <i>firm</i> submitting the report.		
		The report must be in the format of Forms 1R(1), (2) and (3) in SUP 16 Ann 6 R.		
SUP 17	<p>Transaction reporting</p> <p>This applies to</p> <p>(a) a <i>securities and futures firm</i>; or</p> <p>(b) a <i>personal investment firm</i>; or (c) an <i>investment firm</i> (including a <i>credit institution</i> which is an <i>investment firm</i>) not within (a) or (b) excluding a <i>firm</i> to whom the <i>ISD</i> does not apply under Article 2(2) of the <i>ISD</i>.</p>	A <i>transaction report</i> as specified in SUP 17.6 R	Entering into a <i>reportable transaction</i> (as defined in SUP 17.5 R), whether on its own account or on behalf of another, subject to exceptions in SUP 17.4 R	As soon as practicable and in any event before the end of the next <i>business day</i> after the <i>day</i> on which the <i>firm</i> entered into the transaction, subject to SUP 17.7.10 R (Failure of reporting system)
	This does not apply to:			
	(a) an <i>incoming EEA firm</i> in relation to its <i>passport activities</i> ; or			
	(b) an <i>oil market participant</i> in relation to its <i>oil market activities</i> .			

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 17	<p>Transaction reporting</p> <p>This applies to</p> <p>(a) a <i>securities and futures firm</i>; or (b) a <i>personal investment firm</i>; or</p>	The fact of intending to use one of the systems specified	<p>Before using one of the reporting systems listed in SUP 17.7.8 R:</p> <p>(1) CEDCOM system operated by CEDEL SA, Luxembourg;</p>	Before using the system specified
	<p>(c) an <i>investment firm</i> (including a <i>credit institution</i> which is an <i>investment firm</i>) not within (a) or (b) excluding a <i>firm</i> to whom the <i>ISD</i> does not apply under Article 2(2) of the <i>ISD</i>.</p>		<p>(2) CGO – Central Gils Office;</p> <p>(3) CRESTCo Limited;</p> <p>(4) EUCLID operated by Euroclear SA (input directly into EUCLID or through SWIFT);</p> <p>(5) the <i>FSA's</i> Direct Reporting System;</p>	
	<p>This does not apply to:</p> <p>(a) an <i>incoming EEA firm</i> in relation to its <i>passported activities</i>; or</p>		<p>(6) SEQUAL 2000 system of Thomson Financial Services;</p> <p>(7) Tradepoint Financial Networks Plc;</p>	
	<p>(b) an <i>oil market participant</i> in relation to its <i>oil market activities</i>.</p>		<p>(8) Trade Registration System of The London International Financial Futures and Options Exchange (LIFFE);</p>	

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
			(9) TRAX system of the International Securities Market Association; and (10) Jiway Limited	
SUP 17	Transaction reporting	Whether the <i>firm</i> will adopt:	Failure of a reporting system	Before the end of the <i>business day</i> after the <i>day</i> when the failure occurs.
	This applies to (a) a <i>securities and futures firm</i> ; or (b) a <i>personal investment firm</i> ; or (c) an <i>investment firm</i> (including a <i>credit institution</i> which is an <i>investment firm</i>) not within (a) or (b) excluding a <i>firm</i> to whom the <i>ISD</i> does not apply under Article 2(2) of the <i>ISD</i> .	(1) SUP 17.7.10 R(1): make the <i>transaction report</i> through another reporting system, if the <i>firm</i> considers it reasonably practicable to do so; (2) SUP 17.7.10 R(2): make the <i>transaction report</i> by the end of the <i>business day</i> after the <i>day</i> when the failure is remedied, if the <i>firm</i> does not consider it reasonably practicable to comply with (1)		
	This does not apply to: (a) an <i>incoming EEA firm</i> in relation to its <i>passport activities</i> ; or (b) an <i>oil market participant</i> in relation to its <i>oil market activities</i> .			

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
<i>SUP 17</i>	Transaction reporting This applies to (a) a <i>securities and futures firm</i> ; or (b) a <i>personal investment firm</i> ; or	The fact of the failure of the reporting system	Any failure of the <i>firm's</i> system or that of a <i>person</i> reporting on its behalf which prevents a <i>person</i> making a <i>transaction report</i> within the specified period (<i>SUP 17.6.1 R</i>)	Without delay
	(c) an <i>investment firm</i> (including a <i>credit institution</i> which is an <i>investment firm</i>) not within (a) or (b) excluding a <i>firm</i> to whom the <i>ISD</i> does not apply under Article 2(2) of the <i>ISD</i> . This does not apply to:			
	(a) an <i>incoming EEA firm</i> in relation to its <i>passport activities</i> ; or			
	(b) an <i>oil market participant</i> in relation to its <i>oil market activities</i> .			
<i>SUP 18.2.12 G</i>	Possible proposal for <i>insurance business transfer scheme</i>	The broad outline of the scheme and its purpose	When an <i>insurance business transfer scheme</i> is being considered	As soon as reasonably practical
<i>SUP 18.2.26 G</i>	The <i>FSA</i> has to be informed to enable it to consult the transferee's <i>Home State regulator</i>	As set out in 18.2.26 G	If the transferee is (or will be) an <i>EEA firm</i> (authorised in its <i>Home State</i> to carry on <i>insurance business</i> under the <i>Insurance Directives</i>) or a <i>Swiss general insurance company</i>	Not specified

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
<i>SUP 18.2.28 G</i>	The <i>FSA</i> has to be informed to enable it to consult the <i>Host State regulator</i>	As set out in 18.2.28 G	If the transferor is an <i>UK insurer</i> and the business to be transferred includes business carried on from a branch in another <i>EEA State</i> ,	Not specified
<i>SUP 18.2.29 G</i>	The <i>FSA</i> has to be informed to enable it to consult the <i>Host State regulator</i>	Should identify the parties to the transfer and include the transfer agreement or draft transfer agreement or a summary containing relevant information. It would be helpful if a draft of the <i>scheme report</i> was also available.	If the transferor is an <i>UK insurer</i> and the business to be transferred includes a long-term insurance contract (other than reinsurance) for which the <i>state of the commitment</i> is an <i>EEA state</i> other than the <i>United Kingdom</i> ,	Not specified
			If the transferor is an <i>UK insurer</i> and the business to be transferred includes a general insurance contract (other than reinsurance) for which the <i>state of the risk</i> is an <i>EEA state</i> other than the <i>United Kingdom</i> ,	Not specified
<i>SUP 18.2.31 G</i>	<i>Scheme report</i> in a form approved by the <i>FSA</i>	As set out in <i>SUP 18.2.33 G</i>	Decision to apply to the court to approve an <i>insurance business transfer scheme</i>	
<i>SUP 18.2.32 G</i>	Fact of the <i>independent expert</i> producing a <i>scheme report</i>		<i>Independent expert</i> appointed to produce a <i>scheme report</i>	At an early stage

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP 18.2.42 G	<p>Notice of the application to be sent to all <i>policyholders</i> of the parties. It may also be appropriate to give notice to others affected, in particular to: (1) reinsurers of the transferor where it is proposed that benefits or liabilities under their contracts should pass to the transferee (2) anyone with an interest in the <i>policies</i> being transferred who has notified the transferor of their interest.</p>	<p>In addition to the notice it would normally be appropriate to include a statement setting out the terms of the scheme and containing a summary of the <i>scheme report</i>.</p>	<p>Decision to apply to the court for approval of an <i>insurance business transfer scheme</i> (unless the court directs otherwise)</p>	<p>At least six weeks before court hearing</p>
SUP App 2.3.1 R	<p><i>Insurers: scheme of operations</i> – an <i>insurer</i> which is not an <i>incoming EEA firm</i> or an <i>incoming Treaty firm</i> – <i>Margin of solvency</i> below required level</p>	<p>A plan for the restoration of a sound financial position including: (1) a <i>scheme of operations</i> (see SUP App 2.9); and (2) an explanation of how, if at all, and by when it expects its <i>margin of solvency</i> to be adequately restored to the <i>required margin of solvency</i></p>	<p>The firm becoming aware that its <i>margin of solvency</i> has fallen below its <i>required margin of solvency</i></p>	<p>28 days</p>

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
SUP App 2.4.1 R	<i>Insurers: scheme of operations – an insurer which is not an incoming EEA firm or an incoming Treaty firm – Margin of solvency below guarantee fund</i>	A short term financial plan including: (1) a <i>scheme of operations</i> (see SUP App 2.9); and (2) an explanation of how, if at all, and by when it expects its <i>margin of solvency</i> to be adequately restored to the <i>guarantee fund</i>	The firm becoming aware that its <i>margin of solvency</i> has fallen below its <i>guarantee fund</i>	14 days
SUP App 2.5.1 R	<i>Insurers: scheme of operations – an insurer which is not an incoming EEA firm or an incoming Treaty firm – ceasing to effect contracts of insurance</i>	A run-off plan including: (1) a <i>scheme of operations</i> (see SUP App 2.9); and (2) an explanation of how, or to what extent, all <i>liabilities to policyholders</i> (including where relevant, reasonable bonus expectations) will be met in full as they fall due	The <i>firm</i> deciding to cease to <i>effect new contracts of insurance</i>	28 days
SUP App 2.10.1 R (1)	<i>Insurers: scheme of operations – an insurer which is not an incoming EEA firm or an incoming Treaty firm – obligations on insurers which have previously submitted a scheme of operations</i>	The fact of the transactions specified	An <i>insurer</i> which has submitted a <i>scheme of operations</i> , during the period covered by the <i>scheme of operations</i> , entering into or carrying out any material transaction (see SUP App 2.11.1 R) with, or in respect of an <i>associate</i> , unless that transaction is in accordance with a <i>scheme of operations</i> which has been submitted to the <i>FSA</i>	28 days before entering into or carrying out the specified <i>transaction</i>

Handbook reference	Matter to be notified	Contents of notification	Trigger event	Time allowed
<p><i>SUP</i> App 2.10.1 R (2) and 2.10.2 R</p>	<p><i>Insurers: scheme of operations – an insurer which is not an incoming EEA firm or an incoming Treaty firm – obligations on insurers which have previously submitted a scheme of operations</i></p>	<p>Quarterly financial return: (a) a summary profit and loss account prepared in accordance with <i>SUP</i> App 2.9.7 R; (b) a summary balance sheet prepared in accordance with <i>SUP</i> App 2.9.8 R; and (c) a statement of solvency prepared in accordance with <i>SUP</i> App 2.9.9 R;</p>	<p>The end of each quarter</p>	<p>Not specified</p>
		<p>and which must identify and explain differences between the actual results and the forecasts submitted in the <i>scheme of operations</i></p>		
<p><i>SUP</i> App 2.10.1 R (3)</p>	<p><i>Insurers: scheme of operations – an insurer which is not an incoming EEA firm or an incoming Treaty firm – obligations on insurers which have previously submitted a scheme of operations</i></p>	<p>(a) Explanation of the nature of the departure and the reasons for it and provide revised forecast financial information in the <i>scheme of operations</i> for its remaining term; or (b) an amended <i>scheme of operations</i> and explanation of the amendments and the reasons for them</p>	<p>Any matter which has either happened or is likely to happen and which represents a significant departure from the <i>scheme of operations</i></p>	<p>Promptly</p>

End Table
End Topic

Annex B

Amendments to text already made

SUP 13 Exercise of passport rights by UK firms

SUP 13.6.6G In the third line, change "(see SUP 13 Ann 3R)" to "(see SUP 13 Ann 1R)"

SUP 13.6.15G Delete:
(1) "to satisfy this requirement, the *FSA* will give the *UK firm* a *decision notice* following the procedures in *DEC* (but they will not get a *warning notice* first);"

SUP 13.7.9G Delete:
"; to satisfy this requirement, the *FSA* will give the *UK firm* a *decision notice* following the procedures in *DEC* (but it will not get a *warning notice* first)"

SUP 14 Incoming EEA firms changing details, and cancelling qualification for authorisation

SUP 14.2.1 G In the second sentence , replace "provisions" with "requirements"

SUP 14.2.2G After "regulation 4(5)", insert "(see SUP 14.2.8G)"
(2)

SUP 14.3.1G In the second sentence, replace "provisions" with "requirements"

SUP 14.3.2G In the last line, replace "provisions" with "requirements"

SUP 14.3.3G Replace "provisions" with "requirements"