

**SUPERVISION MANUAL (AMENDMENT NO 18) INSTRUMENT 2011**

**Powers exercised**

- A. The Financial Services Authority makes this instrument in the exercise of the following powers and related provisions in the Financial Services and Markets Act 2000 (“the Act”):
- (1) section 138 (General rule-making power);
  - (2) section 156 (General supplementary powers); and
  - (3) section 157(1) (Guidance).
- B. The rule-making powers listed above are specified for the purpose of section 153(2) (Rule-making instruments) of the Act.

**Commencement**

- C. This instrument comes into force on 1 October 2011.

**Amendments to the Handbook**

- D. The Supervision manual (SUP) is amended in accordance with the Annex to this instrument.

**Citation**

- E. This instrument may be cited as the Supervision Manual (Amendment No 18) Instrument 2011.

By order of the Board  
22 September 2011

## Annex

## Amendments to the Supervision manual (SUP)

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

How to submit reports

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- 16.3.8 R A written report must be:
- (1) ~~given to or addressed for the attention of the firm's usual supervisory contact at the FSA; and~~
  - (2) delivered to the FSA by one of the methods listed in SUP 16.3.9R.
- 16.3.9 R Method of submission of reports (see SUP 16.3.8R)

Method of delivery	
1.	<i>Post</i> to the published address of the FSA for postal submission of reports
2.	Leaving the report <u>marked for the attention of "Central Reporting"</u> at the published address of the FSA for hand delivery of reports and obtaining a dated receipt
3.	<del>Electronic mail to an address for the firm's usual supervisory contact at the FSA and obtaining an electronic confirmation of receipt</del> <u>Electronic mail or fax to the published e-mail address or fax number of the FSA's Central Reporting team</u>
4.	<del>Hand delivery to the firm's usual supervisory contact at the FSA and obtaining a dated receipt</del>
5.	<del>Fax to the number notified by the firm's usual supervisory contact at the FSA, and receiving a successful transmission report for all pages of the report.</del>
<del>6.</del> <u>4</u>	Online submission via the <u>appropriate systems accessible from the FSA's website at <a href="http://www.fsa.gov.uk">www.fsa.gov.uk</a>.</u>
7.	<del>Electronic submission via the Early Reporting System available from or through the FSA's website.</del>

- 16.3.10 G (1) The current published address of the *FSA* for postal submission of reports is:

Central Reporting

The Financial Services Authority  
PO BOX 35747  
London E14 5WP

- (2) The current published address of the *FSA* for hand delivery of reports is:

(a)

Central Reporting

The Financial Services Authority  
25 The North Colonnade  
Canary Wharf  
London E14 5HS

if the *firm's* usual supervisory contact at the *FSA* is based in London, or:

(b)

The Financial Services Authority  
Quayside House  
127 Fountainbridge  
Edinburgh EH3 8DJ

if the *firm's* usual supervisory contact at the *FSA* is based in Edinburgh.

- (3) The current published email address and fax number for the *FSA's* Central Reporting team is [DMT.Inbox@fsa.gov.uk](mailto:DMT.Inbox@fsa.gov.uk) (except in the case of close links reporting where the email address is [closelinks@fsa.gov.uk](mailto:closelinks@fsa.gov.uk)) and 020 7066 3905. The Central Reporting team does not handle general correspondence between *firms* and the *FSA*. Accordingly, *firms* should not make submissions to the Central Reporting team's email address or fax number other than as directed in SUP 16.3.8R.