

HANDBOOK ADMINISTRATION (NO 27) INSTRUMENT 2012**Powers exercised**

- A. The Financial Services Authority makes this instrument in the exercise of the powers and related provisions listed in Schedule 4 (Powers exercised) to the General Provisions of the Handbook.
- B. The rule-making powers referred to above are specified for the purpose of section 153(2) (Rule-making instruments) of the Financial Services and Markets Act 2000.

Commencement

- C. This instrument comes into force on 1 October 2012:

Amendments to the Handbook

- D. The modules of the FSA's Handbook of rules and guidance listed in column (1) below are amended in accordance with the Annexes to this instrument listed in column (2).

(1)	(2)
Glossary of definitions	Annex A
Insurance: Conduct of Business sourcebook (ICOBS)	Annex B
Mortgages and Home Finance: Conduct of Business sourcebook (MCOB)	Annex C
Supervision manual (SUP)	Annex D
Compensation sourcebook (COMP)	Annex E
Collective Investment Schemes sourcebook (COLL)	Annex F
Listing Rules sourcebook (LR)	Annex G
Prospectus Rules sourcebook (PR)	Annex H

Citation

- E. This instrument may be cited as the Handbook Administration (No 27) Instrument 2012.

By order of the Board
27 September 2012

Annex A**Amendments to the Glossary of definitions**

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

reinsurance contract (in *COBS 21*, ~~*ICOB*~~ *ICOBS*, *CASS 5* and *COMP*) a *contract of insurance* covering all or part of a risk to which a *person* is exposed under a *contract of insurance*.

Annex B

Amendments to the Insurance: Conduct of Business sourcebook (ICOBS)

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

TP 1 Transitional Provisions

...			
	Initial disclosure document		
2	R	A firm may use the keyfacts logo on a document that meets the requirements for an initial disclosure document except that it includes the sentence “It requires us to give you this document” in section 1 of the document. This rule applies until 5 January 2009. Expired	
...			
	Employers’ liability insurance: disclosure by insurers		
7	R	For the purposes of <i>ICOBS</i> 8.4.6R a firm falling within <i>ICOBS</i> 8.4.1R(2) at 6 March 2011 must ensure that the notification is:	
		(1)	valid as at a date no earlier than 6 March 2011; and
		(2)	submitted to the FSA no later than 6 April 2011. Expired
8	R	(1)	For the purposes of <i>ICOBS</i> 8.4.4R(1)(a), <i>ICOBS</i> 8.4.4R(2)(b)(ii) and <i>ICOBS</i> 8 Annex 1, and subject to TP 13:
		(a)	a firm is not required to include information required by <i>ICOBS</i> 8 Annex 1.1.1R(1) in relation to policies entered into or renewed before 1 April 2012 unless the firm holds that information;
		(b)	a firm must make available in accordance with <i>ICOBS</i> 8.4.7R the information required by <i>ICOBS</i> 8 Annex 1.1.1R(1) and (2) no later than three months from the date of entry, renewal or making of the claim;
		(c)	a firm is not required to comply with <i>ICOBS</i> 8 Annex 1 Part 2 before 1 April 2011; and
		(d)	notwithstanding (a), a firm is not required to include information relating to either the HMRC Employer Reference Number or to all other employers, other than the principal employer policyholder, covered by the policy, in relation to policies entered into, renewed or claims made before 1 April 2012.

		(2)	For the purposes of <i>ICOBS</i> 8.4.4R(3)(a) a <i>firm</i> required to produce an employers' liability register under <i>ICOBS</i> 8.4.4R(1)(a) must obtain and submit to the <i>FSA</i> a <i>director's</i> certificate and a report prepared by an auditor required by <i>ICOBS</i> 8.4.4R(1)(c):
		(a)	in relation to the register as at 1 April 2012; and
		(b)	by 1 August 2012.
			TP 8R(1) applies until 1 April 2012 and TP 8R(2) applies until 1 August 2012. <u>Expired</u>
8A	R		For the purposes of the <i>director's</i> certificate required under <i>ICOBS</i> 8.4.4R(1)(b) a <i>firm</i> will be deemed to have complied with <i>ICOBS</i> 8.4.4R(1)(b) to the extent that:
		(1)	the <i>director's</i> certificate states that the employers' liability register as at 1 April 2012 has been properly prepared in accordance with <i>ICOBS</i> 8.4; and
		(2)	the <i>director</i> has made the statement in (1) on the basis that the <i>firm</i> in preparing the register has been materially compliant (as described in <i>ICOBS</i> 8.4.4R(1A)(a)) with the requirements in <i>ICOBS</i> 8.4.4R(1)(b).
			TP 8AR applies until 1 August 2012. <u>Expired</u>
...			
9	G		The effect of TP 8R(1) and <i>ICOBS</i> 8 Annex 1.1.1R is that from 1 April 2011 until 1 April 2012, a <i>firm</i> is required to include in its employers' liability register the information required by the form in <i>ICOBS</i> 8 Annex 1.1.2R relating to <i>policies</i> entered into, renewed or in respect of which a claim is made (subject to TP 13 below), but only to the extent that the <i>firm</i> has that information (with the exception of the HMRC Employer Reference Number and information relating to all employers covered by the <i>policy</i> , other than the principal employer <i>policyholder</i> , where information is only required in relation to <i>policies</i> entered into, renewed or claims made on or after 1 April 2012). The <i>firm</i> has a maximum of three <i>months</i> to make the information available from the date of entry, renewal or making of claim (subject to TP 13 below). From 1 April 2012 <i>firms</i> will need to include all the information in the form in <i>ICOBS</i> 8 Annex 1.1.2R for <i>policies</i> entered or renewed on or after that date. <i>Firms</i> will continue to be required to include only information that the <i>firm</i> holds for <i>policies</i> in relation to which a claim is made (subject to TP 13 below) on or after 1 April 2012 (unless those <i>policies</i> were also entered into or renewed by the <i>firm</i> on or after 1 April 2012). <u>Expired</u>
...			
10	R		For the purposes of <i>ICOBS</i> 8.4.4R(2)(a), for a <i>firm</i> required to produce an employers' liability register under <i>ICOBS</i> 8.4.4R(1)(a) from 1 April 2011, the

		<p>date of the initial version of the register must be 1 April 2011.</p> <p>This <i>rule</i> applies until 1 April 2012. <u>Expired</u></p>
10A	R	<p>For the purposes of <i>ICOB</i>S 8.4.6AR, if, as at 31 March 2012, a <i>firm</i> has obtained a <i>waiver</i> having the same effect as <i>ICOB</i>S 8 Annex 1.1.1BR, it must notify the <i>FSA</i> up to one <i>month</i> after, instead of before, the date upon which it first seeks to rely on <i>ICOB</i>S 8 Annex 1.1.1BR. <u>Expired</u></p>
11	E	<p>For the purposes of <i>ICOB</i>S 8.4.8E, a public statement by a tracing office, approved by the <i>directors</i> of the tracing office, stating that the tracing office complies in all material respects with the requirements in <i>ICOB</i>S 8.4.9R(1) to (6) may be relied upon as tending to establish that a <i>firm</i> has satisfied the requirements to use a tracing office satisfying the requirements in <i>ICOB</i>S 8.4.9R(1) to (6).</p> <p>This <i>rule</i> applies to 1 April 2012. <u>Expired</u></p>
12	R	<p>For the purposes of the condition referred to in <i>ICOB</i>S 8.4.9R(7), until a tracing office publishes its first annual report, the condition will be satisfied if the tracing office has issued a public statement, approved by the <i>directors</i> of the tracing office, stating that the tracing office complies in all material respects with the requirements in <i>ICOB</i>S 8.4.9R(1) to (6). <u>Expired</u></p>
...		

Annex C

**Amendments to the Mortgages and Home Finance: Conduct of Business sourcebook
(MCOB)**

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

3.6 Form and content of non-real time qualifying credit promotions

...

Clear, fair and not misleading

3.6.3 R ...

(2) A *non-real time financial promotion* which includes a comparison or contact must:

...

(c) not create confusion in the market place between the *firm* itself (or the *person* whose ~~*qualifying credit promotion*~~ *financial promotion of qualifying credit* it approves) and a competitor or between the *firm's* trademarks, trade names, other distinguishing marks, *qualifying credit* (or those of the *person* whose ~~*qualifying credit promotion*~~ *financial promotion of qualifying credit* it approves) and those of a competitor;

...

...

3.6.7 G The requirement in *MCOB* 3.6.4E(1)(l) that certain information must be given in proximity means, for example, in relation to printed ~~*qualifying credit promotions*~~ *financial promotions of qualifying credit*, that this information is all visible at the same time.

...

3.6.24 G ...

(2) In *MCOB* 3.6.22R, when determining the representative *APR*, account should be taken of the business that has arisen from a similar ~~*qualifying credit promotion*~~ *financial promotion of qualifying credit* in the previous 12 months. Where the *financial promotion* is for a new product or business, reference should instead be had to the relevant business plans.

...

3.11 Communication and approval of qualifying credit promotions for an overseas person or an unauthorised person

...

Non-real time qualifying credit promotions for overseas persons

3.11.5 R A firm must not *communicate* or *approve* a *non-real time financial promotion* which relates to *qualifying credit* provided by an *overseas person*, unless:

- (1) the ~~*qualifying credit promotion*~~ *financial promotion of qualifying credit* makes clear which *firm* has *approved* or *communicated* it ...

...

...

3 Annex 1G Examples of ~~*qualifying credit promotions*~~ *qualifying credit promotions*

This Annex belongs to *MCOB 3.1.12G*. This Annex gives examples of ~~*qualifying credit promotions*~~ *financial promotions of qualifying credit* that comply with a number of provisions of *MCOB 3*. ...

...

Example 2

This example of a ~~*qualifying credit promotion*~~ *financial promotion of qualifying credit* published by a *mortgage intermediary* illustrates one method of complying with the following provisions of *MCOB 3*:-

...

Example 3

This example of a ~~*qualifying credit promotion*~~ *financial promotion of qualifying credit* illustrates one method of complying with the following provisions of *MCOB 3*:-

...

Example 4

This example of a ~~*qualifying credit promotion*~~ *financial promotion of qualifying credit* illustrates one method of complying with the following provisions of *MCOB 3*:-

...

10.2.1 G The purpose of this chapter is to establish the requirements for the proper calculation of the *APR*. As a cost measure which facilitates comparisons between similar mortgages offered on a similar basis, the *APR* is an

integral element of the *rules* relating to ~~*qualifying credit promotions*~~
financial promotions of qualifying credit and disclosure.

Annex D

Amendments to the Supervision manual (SUP)

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

16.3 General provisions on reporting

Application

16.3.1 G The effect of *SUP* 16.1.1R is that this section applies to every *firm* except:

...

(2) an *incoming EEA firm* or *incoming Treaty firm*, which is not:

(a) a *firm* of a type listed in *SUP* 16.1.3R as a *firm* to which section *SUP* 16.6, ~~*SUP* 16.7~~ or *SUP* 16.12 applies;

...

...

Structure of the chapter

16.3.2 G This chapter has been split into the following sections, covering:

...

(4) ~~financial reports (*SUP* 16.7);~~ [deleted]

...

...

Reports from groups

...

16.3.26 G Examples of reports covering a *group* are:

...

(4) consolidated financial reports required from *banks* under *SUP* ~~16.7.7R~~ 16.12.5R;

(5) consolidated reporting statements required from *securities and futures firms* under *SUP* ~~16.7.24R~~ 16.12.11R;

...

...

16.12 Integrated Regulatory Reporting

...

Regulated Activity Group 1

16.12.5 R The applicable *data items* and forms or reports referred to in SUP 16.12.4R are set out according to *firm* type in the table below:

Description of data item	Prudential category of <i>firm</i> , applicable <i>data items</i> and reporting format (Note 1)						
	<i>UK bank</i>	<i>Building society</i>	<i>Non-EEA bank</i>	<i>EEA bank that has permission to accept deposits, other than one with permission for cross border services only</i>	<i>EEA bank that does not have permission to accept deposits, other than one with permission for cross border services only</i>	<i>Credit union</i>	<i>Dormant account fund operator (note 15)</i>
...							
Sectoral information, including arrears and impairment	FSA015 (Note 2)	FSA015 (Note 2)					
...							
Note 1	...						
Note 2	Firms <i>Firms</i> that are members of a <i>UK consolidation group</i> subject to the capital resources requirement at stage 1 of <i>BIPRU 8 Annex 5R</i> are also required to submit this data item on a <i>UK consolidation group</i> basis. <i>Firms'</i> attention is drawn to <i>SUP 16.3.25G</i> regarding a single submission for all <i>firms</i> in the <i>group</i> .						
...							
Note 8	This will be applicable to <i>firms</i> (other than building societies) that are members of a <i>UK consolidation group</i> ; on a half-yearly reporting date. <i>Firms'</i> attention is drawn to <i>SUP 16.3.25G</i> regarding a single submission for all <i>firms</i> in the <i>group</i>.						
...							

16.12.6 R The applicable reporting frequencies for submission of *data items* and periods referred to in SUP 16.12.5R are set out in the table below according to *firm* type. Reporting frequencies are calculated from a *firm's accounting reference date*, unless indicated otherwise.

...				
Note 1	Monthly submission only applicable if the <i>firm</i> has been notified in writing that it is required to report (when, on an annual review, it			

	has two consecutive quarterly submissions of FSA003 showing <i>data element 93A</i> being greater than £50 million, or its currency equivalent, and also greater than 50% of <i>data element 70A</i> or, during 2007, it has two consecutive quarterly submissions of FSA009 showing <i>data element 27A</i> and <i>data element 33A</i> combined being greater than £50 million, or its currency equivalent, and also greater than 50% of <i>data element 36A</i>.
...	

...

16 Annex 18AR Retail Mediation Activities Return ('RMAR')

Delete the text of this annex and replace with the following (see next page). The text is not underlined.

Note: The changes made to the RMAR by the following instruments previously made by the Board will still take effect on the commencement dates stated in them, but using the RMAR form shown below:

Handbook Administration (No 26) Instrument 2012 (FSA 2012/31) – commencement date: 31 December 2012

Retail Distribution Review (Retail Mediation Activities Return and Complaints Data) Instrument 2011 (FSA 2011/58) – commencement date: 30 June 2013

Supervision Manual (Retail Mediation Activities Return) (Amendment No 2) Instrument 2010 (FSA 2010/69) – commencement date: 31 December 2013

Supervision Manual (Retail Mediation Activities Return) (Amendment No 3) Instrument 2010 (FSA 2010/70 – commencement date: 31 December 2013

SECTION A: Balance sheet

	A	B		A
Fixed assets				
1				
2				
3				
4				
Current assets				
5				
6				
7				
8				
9				
10				
Liabilities: amounts falling due within one year				
11				
12				
13				
14				
Capital and reserves				
Capital account (incorporated businesses)				
20				
21				
22				
23				
24				
25				
Capital account (unincorporated businesses and Limited Liability Partnerships)				
26				
27				
28				

15	Total assets less current liabilities	<input type="text"/>
16	Other liabilities falling due after more than one year	<input type="text"/>
17	Provisions for liabilities and charges	<input type="text"/>
18	Net assets	<input type="text"/>
19	Memo: guarantees provided by firm	<input type="text"/>

SECTION B: Profit and Loss account

B1: Regulated Business Revenue

	A	B	C	D	E
	Commissions		Fees	Other income	Regulated business
	Gross	Net		(reg activities)	revenue
1 Regulated mortgage contracts					
2 Non-investment insurance					
3 Retail investments					
4 TOTAL					

B2: Other P&L

5 Income from other FSA regulated activities	
6 Other Revenue (income from non-regulated activities)	
7 TOTAL REVENUE	
8 TOTAL EXPENDITURE	
9 Profit/(Loss) on ordinary activities before taxation	
10 Profit/(Loss) on extraordinary activities before taxation	

11	Taxation	<input type="text"/>
12	Profit/(Loss) for the period before dividends and appropriations	<input type="text"/>
13	Dividends and other appropriations	<input type="text"/>
14	Retained Profit	<input type="text"/>

SECTION C: Client money and assets

A B C

1 Have any notifiable client money issues been raised, either in the firm's last client assets audit report or elsewhere, that have not previously been notified to the FSA?
 Yes / No

How is your client account(s) set up (tick all that apply)?

		Segregated Trusts	
		Risk Transfer	Statutory
			Non-statutory
2	Non-investment insurance		
3	Retail investments		

If not risk transfer:

		Non-investment insurance		Retail investments
		Statutory	Non-statutory	Statutory
4	Client money credit total as at reporting date			
5	Client money debit total as at reporting date			
6	Net client money balance as at reporting date			

7 If non-statutory, has auditor's confirmation of systems and controls been obtained?
 Yes / No

8 Is any client money invested (other than on deposit)?
 Yes / No

	Mortgage	Non- investment insurance	Retail investments
10 Does the firm hold any client assets (other than client money)?			

SECTION D1: Regulatory Capital

	A	B	C	A
	Mortgage	Non-investment insurance	Retail investments	
1 Is the firm exempt from these capital requirements in relation to any of its retail mediation activities?				

Mortgage and non-investment insurance

	Client money	Non-client money	
2 Base requirement			
3 5% of annual income (firms holding client money)			
4 2.5% of annual income (firms not holding client money)			
5 Capital requirement (higher of above)			
6 Other FSA capital requirements (if applicable)			
7 Additional capital requirements for PII (if applicable)			
8 TOTAL CAPITAL REQUIREMENT			
9 TOTAL CAPITAL RESOURCES			See guidance
10 TOTAL CAPITAL EXCESS/DEFICIT			

Eligible capital (mortgage and non-investment insurance)

Incorporated firms		
24 Share capital		
25 Reserves		
26 Interim net profits		
27 Revaluation reserves		
28 Eligible subordinated loans		
29 less Investments in own shares		
30 less Intangible assets		
31 less interim net losses		
32 TOTAL CAPITAL RESOURCES		

IPRU(INV) requirements for personal investment firms (retail investment activities only)

11 Category of personal investment firm under IPRU(INV)	
---------------------------------------------------------	--

Unincorporated firms and limited liability partnerships

33 Capital of a sole trader or partnership	
34 Eligible subordinated loans	

12	Own funds requirement		A	35	Personal assets not needed to meet non-business liabilities	
13	Additional own funds requirement for PII (if applicable)			36	less Intangible assets	
14	Other FSA capital requirements (if applicable)			37	less interim net losses	
15	Total own funds requirement			38	less excess of drawings over profits for a sole trader or p'ship	
16	Own funds			39	TOTAL CAPITAL RESOURCES	
17	Surplus/deficit of own funds					
18	Adjusted net current assets requirement (if applicable)		D			
19	Adjusted net current assets (if applicable)		E			
20	Surplus/deficit (if applicable)		F			
21	Expenditure based requirement (if applicable)		G			
22	Adjusted Capital/liquid capital (if applicable)		H			
23	Surplus/deficit (if applicable)		I			

SECTION D2: FINANCIAL RESOURCES - NON-MIFID PERSONAL INVESTMENT FIRMS

OWN FUNDS (TEST 1)	A	A	A	B	
	£	ADJUSTED NET CURRENT ASSETS (TEST 1A)	£	EXPENDITURE-BASED REQUIREMENT (TEST 2)	
1 Paid up share capital (excluding preference shares redeemable by shareholders within 2 years)		18 Net current assets (from balance sheet)		25 Total assets less total liabilities (from balance sheet)	
2 Share premium account		less		26 IPRU(INV) Table 13.12.3(1)/ 13.12.3(2) Part I adjustments required against assets	
3 Audited retained profits		19 Long term assets adjustment		27 IPRU(INV) Table 13.12.3(1)/ 13.12.3(2) Part II adjustment for subordinated loans	
4 Verified interim profits		20 Connected persons adjustment		28 IPRU(INV) Table 13.12.3(1)/ 13.12.3(2) Part II adjustment for indemnity commission	
5 Revaluation reserves		21 Investments adjustments		29 IPRU(INV) Table 13.12.3(1)/ 13.12.3(2) Part II adjustment for deficiencies in subsidiaries	
6 Short term subordinated loans				30 IPRU(INV) Table 13.12.3(1)/ 13.12.3(2) Part II adjustment for contingent liabilities	
7 Debt capital				31 IPRU(INV) Table 13.12.3(1)/ 13.12.3(2) Part II adjustment for foreign exchange risk	
8 Balances on proprietors' or partners' capital accounts				32 IPRU(INV) Table 13.12.3(1)/ 13.12.3(2) Part II adjustment for redeemable preference shares	
9 Balances on proprietors' or partners' current accounts				33 IPRU(INV) Table 13.12.3(1)/ 13.12.3(2) Part II adjustment for derivatives	
10 Personal assets				34 IPRU(INV) Table 13.12.3(1)/ 13.12.3(2) Part II other adjustments against liabilities	
11 Less intangible assets					
12 Less material current year losses					
13 Less excess of current year drawings over current year losses					
14 PASS Loan Adjustments					
15 OWN FUNDS (1+2+3+4+5+6+7+8+9+10-11-12-13+14)		22 ADJUSTED NET CURRENT ASSETS (18-19-20-21)		35 ADJUSTED CAPITAL/ LIQUID CAPITAL [(25+27)-26-28-29-30-31-32-33-34]	

SECTION E: PII Self-Certification

	H	I	J
	Mortgage advising/arranging	Non-inv insurance advising/arranging/ dealing/assisting	Retail investment advising/arranging
1 Does your firm hold a comparable guarantee or equivalent cover in lieu of PII, or is it otherwise exempt from holding PII in respect of any regulated activities (select as appropriate)?			
2 If your firm does not hold a comparable guarantee or equivalent cover and is not exempt does the firm currently hold PII?			
3 Has your firm renewed its PII cover since the last reporting date			

4 Professional Indemnity Insurance Details

Please complete the table below if the answer to Question 3 is "Yes". Otherwise, the table must be left blank

PII policy	PII Basic information							IMD firms should state their indemnity limits in Euros				PII detailed information			
	A	B	C	D	E	F	G	H	I	J	O	K	L	M	N
	Activities covered by the policy								Indemnity Limit				Business line	Policy excess (Sterling)	Policy exclusions
	Mortgage advising/arranging	Non-inv insurance advising/arranging /dealing/assisting	Retail investment advising/arranging	Retroactive start date (if any)	Annualised premium (Sterling)	Insurer (from list)	Start date	End date	(Single) Euros/Sterling/ Unlimited	Limit of Indemnity: Single	(Aggregate) Euros/Sterling/ Unlimited	Limit of Indemnity: Aggregate			
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															

	H
5 Annual income as stated on the most recent proposal form	
6 Amount of additional capital required for increased excess(es) (where applicable, total amount for all policies)	
7 Total amount of additional own funds required for policy exclusion(s)	
8 Total of additional own funds required	
9 Total of readily realisable own funds	
10 Excess /deficit of readily realisable own funds	

SECTION F: Threshold conditions

A

Close links

1 Has there been a notifiable change to the firm's close links?

2 If yes, has the FSA been notified of it?

(if no notification has been made, please notify us separately of the changes)

Controllers

3 Has there been a notifiable change to the firm's controllers including changes to the percentage of shares or voting power they hold in your firm?

4 If yes, has the FSA been notified of it?

(if no notification has been made, please notify us separately of the changes)

SECTION G: Training and Competence

	A	B	C	D
	Advising on mortgages	Advising on non-investment insurance (retail customers)	Advising on retail investments	Total
1 Total number of all staff				
Of which:				
2 Number of staff that give advice				
3 Number of staff that give advice (Full time equivalent)				
4 Number of staff that supervise others to give advice				
5 Number of advisers that have been assessed as competent				
6 Number of advisers that have passed approved examinations				
7 Number of advisers that have left since the last reporting date				

**What types of advice were provided?
(tick all that apply)**

	Mortgage	Non-Inv Insurance	Retail Investments
8 Independent (whole of market plus option of fee-only)			
9 Whole of market (without fee-only option)			
10 On the basis of a fair analysis of the market			
11 Multi-tie / the products of a limited number of providers			
12 Single-tie / the products of one provider			

Clawed back commission (retail investment firms only)

13 Clawed back commission by:	Number	
14	Value	

SECTION H: COBS Data

General COBS data

A

B

- 1 Do FSA regulated activities form the core business of the firm?
- 2 If not, specify type of core business:

Monitoring of Appointed Representatives ('ARs')

- 3 Number of ARs registered with the firm
- 4 Of which, number of 'secondary' ARs
- 5 Of which, number of introducer ARs
- 6 Number of advisers within ARs

(Only firms that have ARs)

- 7 Does the firm have appropriate systems and procedures to ensure that the activities of its ARs are effectively monitored and controlled?
- 8 Number of ARs that have been subject to monitoring visits by the firm during the reporting period.
- 9 Number of ARs that have been subject to file reviews by the firm during the reporting period.
- 10 Number of ARs that have been subject to financial checks by the firm during the reporting period.
- 11 Has any other monitoring of ARs by the firm taken place?

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SECTION I: supplementary product sales data

(i) non-investment insurance product information

A

1 Total non-investment insurance premium derived from retail customers (annualised)

2 Please indicate in column **A** each product type where the firm has advised or arranged transactions for retail customers during the reporting period

3 Please indicate in column **B** where the firm's business with retail customers in the product type formed more than 40% by premium of all of its retail non-investment insurance activities.

(ii) non-investment insurance chains

4 Of total non-investment insurance premiums derived from retail customers, please indicate in column **D** the products where these sales were passed up a chain and this business was significant*

- *significant is where premium collected from being in a chain for this product amounts to
- 1) more than 40% of the premium collected for all non-investment insurance activities with retail customers, or
 - 2) more than 40% of premium collected for all retail business in this product

	A	B	D
Product types:	y/n	y/n	y/n
P1 Private motor			
P2 Household			
P3 Creditor - Payment protection			
P4 Travel			
P5 Personal accident - sickness			
P6 Legal expenses			
P7 Private Medical Insurance (PMI)			
P8 Critical illness			
P9 Permanent Health Insurance (PHI)			
P10 Life assurance (or term assurance)			
P11 HealthCare cash plan			
P12 Extended warranty (motor only)			

SECTION J: data required for calculation of fees**Special Instructions**

This section only needs to be completed once a year, according to your firm's accounting reference date. It is essential that you read the corresponding help text before completing this section. Where indicated, you are required to report your firm's income in respect of FSA, FOS and FSCS.

Data required for fees calculations

References in italics denote FSA fee block, FOS industry block & FSCS sub-class

	A		B		C
	FSA		FOS		FSCS
	Annual Income (£s)		Relevant Annual Income (£s)		Annual Eligible Income (£s)
1 Home Finance Mediation	<i>A.18</i> <input type="text"/>	<i>I016</i>	<input type="text"/>	<i>SE02</i>	<input type="text"/>
2 Non-investment Insurance Mediation	<i>A.19</i> <input type="text"/>	<i>I017</i>	<input type="text"/>	<i>SB02</i>	<input type="text"/>
3 Life and Pensions Mediation	<i>A.12/13</i> <input type="text"/>	<i>I008/9</i>	<input type="text"/>	<i>SC02</i>	<input type="text"/>
4 Investment Mediation	<i>A.12/13</i> <input type="text"/>	<i>I008/9</i>	<input type="text"/>	<i>SD02</i>	<input type="text"/>

...

Editor's Note: App 2.1.3R (the text of which is shown below) was made by the Board in the CRD (Consequential Amendments) Instrument 2006 (FSA 2006/53) with effect from 31 December 2006. This text was inadvertently omitted from the Online Handbook but is repeated here for clarity. The provision which follows it is therefore renumbered.

Amend the following as shown.

Appendix 2 Insurers: Regulatory intervention points and run-off plans

...

2.1.3 R SUP App 2.16 applies to the Society.

~~2.1.3~~ G SUP App 2.15 applies to an *insurer* carrying on *with-profits business*, but
2.1.4 only if COBS 20.2.53R (Ceasing to effect new contracts of insurance in a
with-profits fund) also applies.

Annex E**Amendments to the Compensation sourcebook (COMP)**

In this Annex, striking through indicates deleted text.

Websites

- 16.4.5 R *A firm that accepts deposits* under a single brand or trading name must, ~~on pages of its website where it advertises new accounts operated by any of its branches,~~ in a way that best brings the information to depositors' attention:
- (1) display prominently (in electronic form) the compensation sticker; and
 - (2) provide from the sticker an electronic link to the compensation leaflet.
- 16.4.6 R *A firm that accepts deposits* under multiple brands or trading names must, ~~on pages of its website where it advertises new accounts operated by any of its branches,~~ in a way that best brings the information to depositors' attention:
- (1) display prominently (in electronic form) the compensation poster; and
 - (2) provide from the poster an electronic link to the compensation leaflet.

Annex F

Amendments to the Collective Investment Schemes sourcebook (COLL)

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

Table: contents of the prospectus

4.2.5 R ...

...		
22A	For a <i>property authorised investment fund</i> , a statement that:	
	...	
	(2)	no <i>body corporate</i> may seek to obtain or intentionally maintain a holding of more that <u>than</u> 10% of the net asset value of the fund; or
	...	
...		

...

4.6.7 G (1) In translating the *simplified prospectus* from English into ~~the~~ or one or more of the official languages of the *EEA State* ...

...

Annex G

Amendments to the Listing Rules sourcebook (LR)

In this Annex, underlining indicates new text, unless otherwise stated.

Minimum information to be included

4.2.4 R The following minimum information from the *PD Regulation* must be included in *listing particulars*:

...

- (4) for an issue of *certificates representing shares*, irrespective of the denomination per unit of the issue, the *schedule* applicable to depositary receipts over shares with a denomination per unit of at least 100,000 euros (except that item 13.2 (relating to profit forecasts) in Annex 10 and Annex 28 is not to apply);

...

Appendix 1 Relevant definitions

Insert the following new definition in the appropriate alphabetical position. The text is not underlined.

transparency rules in accordance with sections 73A(1) and 89A of the *Act*, *rules* relating to the notification and dissemination of information in respect of *issuers of transferable securities* and relating to major shareholdings.

Annex H

Amendments to the Prospectus Rules sourcebook (PR)

In this Annex, underlining indicates new text.

Appendix 3 Schedules and Building Blocks and Table of Combinations of Schedules and Building Blocks

...

ANNEX XVIII	...
...	

<u>ANNEX XIX</u>	<u>LIST OF SPECIALIST ISSUERS</u>
<ul style="list-style-type: none"> - <u>Property companies</u> - <u>Mineral companies</u> - <u>Investment companies</u> - <u>Scientific research based companies</u> - <u>Companies with less than three years of existence (start-up companies)</u> - <u>Shipping companies.</u> 	

ANNEX XX	...
...	