

**INTEGRATED REGULATORY REPORTING (AMENDMENT NO 14)  
INSTRUMENT 2014**

**Powers exercised**

- A. The Financial Conduct Authority makes this instrument in the exercise of the powers and related provisions in or under:
- (1) the following sections of the Financial Services and Markets Act 2000 (“the Act”):
    - (a) section 139A (Power of the FCA to give guidance); and
    - (b) section 395 (The Authority’s procedures); and
  - (2) the other powers and related provisions listed in Schedule 4 (Powers exercised) to the General Provisions of the FCA’s Handbook.
- B. The rule-making powers referred to above are specified for the purpose of section 138G(2) (Rule-making instruments) of the Act.

**Commencement**

- C. Part 1 of the Annex to this instrument comes into force on 1 July 2014. Part 2 of the Annex comes into force on 1 October 2014.

**Amendments to the FCA 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 Integrated Regulatory Reporting (Amendment No 14) Instrument 2014.

By order of the Board of the Financial Conduct Authority  
26 June 2014

## Annex

## Amendments to the Supervision manual (SUP)

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

**Part 1: Comes into force on 1 July 2014**

**16.12 Integrated Regulatory Reporting**

...

Regulated Activity Group 7

...

16.12.22A R The applicable *data items* referred to in SUP 16.12.4R are set out according to type of *firm* in the table below:

Description of data item	<i>Firms' prudential category and applicable data item (note 1)</i>				
	<i>IFPRU</i>	<i>BIPRU firm</i>	<i>Exempt CAD firms</i> subject to <i>IPRU(INV)</i> Chapter 13	<i>Firms (other than exempt CAD firms)</i> subject to <i>IPRU(INV)</i> Chapter 13	<i>Firms that are also in one or more of RAGs 1 to 6 and not subject to IPRU(INV) Chapter 13</i>
...					
<i>Consultancy charges</i>	<del>Section L RMAR (Note 27)</del>	<del>Section L RMAR (Note 27)</del>	<del>Section L RMAR (Note 27)</del>	<del>Section L RMAR (Note 27)</del>	<del>Section L RMAR (Note 27)</del>
...					
Note 27	<del>This item applies only to firms that provide advice and related services to employers on group personal pension schemes and/or group stakeholder pension schemes. [deleted]</del>				
...					

...

16.12.23A R The applicable reporting frequencies for *data items* referred to in SUP 16.12.22AR are set out in the table below. Reporting frequencies are calculated from a *firm's accounting reference date*, unless indicated otherwise.

<i>Data item</i>	Frequency				
	Unconsolidated <i>BIPRU</i> <i>investment firm</i> and <i>IFPRU</i> <i>investment firm</i>	Solo consolidated <i>BIPRU</i> <i>investment firm</i> and <i>IFPRU</i> <i>investment firm</i>	<i>UK Consolidation</i> <i>Group</i> or <i>defined</i> <i>liquidity group</i>	Annual regulated business revenue up to and including £5 million	Annual regulated business revenue over £5 million
COREP/ FINREP	Refer to <i>EU CRR</i> and applicable technical standards				
...					
Section L RMAR	Half yearly	Half yearly	Half yearly	Half yearly	Half yearly
...					

...

16.12.24A R The applicable due dates for submission referred to in *SUP* 16.12.4R are set out in the table below. The due dates are the last day of the periods given in the table below following the relevant reporting frequency period set out in *SUP* 16.12.23AR, unless indicated otherwise.

<i>Data item</i>	Daily	Weekly	Monthly	Quarterly	Half yearly	Annual
COREP/ FINREP	Refer to <i>EU CRR</i> and applicable technical standards					
...						
Section L RMAR					30 <i>business</i> <i>days</i>	
...						

...

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

...



**16 Annex  
18BG**                      **Notes for Completion of the Retail Mediation Activities Return  
(‘RMAR’)**

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**Contents**

...

Section L: ~~Consultancy charges~~

...

**EEA Firms**

...

10. In broad terms, *incoming EEA firms* carrying on *regulated activities* through a branch in the *United Kingdom* are not required to complete the sections of the RMAR in the following table.

...	
<i>Consultancy charges</i>	Section L

11. *Firms* that only carry on *reinsurance mediation* are not required to complete sections C, ~~or K or L~~.

...

**Authorised professional firms**

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14. Where *APFs authorised professional firms* are required to submit financial information (i.e. sections A to E), they should do so in relation to all of their *regulated activities*. Sections F, ~~and K and L~~ should also be completed in relation to all *regulated activities*. Other sections (G to I) need not include information in relation to *non-mainstream regulated activities*. However, *APFs authorised professional firms* may complete all sections on the basis of all of their *regulated activities* if this approach is more cost effective.

...

**Section L: ~~Consultancy charges~~**

~~In this section we are seeking data from *firms* in relation to *consultancy charges* (COBS 6.1C). We will use the data we collect to monitor and analyse the way *retail investment firms* implement the rules on *consultancy charges*.~~

~~*Consultancy charges* are payable on behalf of an employee to a *firm* or other intermediary in respect of advice given or services provided in connection with *group personal pensions schemes* (including a *group SIPP*) and *group stakeholder pension schemes*.~~

~~Consultancy charge data should be reported on a cumulative basis throughout the firm's financial year, with the exception of the highest, lowest and typical consultancy charges. All the data in this section should only be in respect of retail investment products.~~

~~Firms are asked to split the data on revenue from consultancy charges by payment mechanism, i.e. whether the consultancy charges have been received directly as a fee from the employer, via product providers, or via platform service providers. COBS 6.1D.9R allows for firms to facilitate the payment of consultancy charges from a retail investment product or otherwise by means of a third party such as a platform service provider.~~

~~Firms that have appointed representatives should include their appointed representatives as well as the firm itself in the information submitted in this section.~~

~~Data elements are referred to by row first, then by column, so data element 2B will be the element numbered 2 in column B.~~

### **Section L: guide for completion of individual fields**

<b>Retail investment revenue from either or both group personal pension scheme and group stakeholder pension scheme fee and consultancy charges</b>	
Initial services (row 1)	This is the revenue invoiced during the reporting period for services provided at the scheme outset. For example, the initial services for setting up the scheme such as advice on the selection of scheme provider and launching the scheme to employees.
Ongoing services (row 2)	This is the revenue invoiced during the reporting period for an ongoing service. For example, assisting the employer with the annual scheme renewal or promoting the scheme to new joiners.
One-off services (row 3)	This is the revenue invoiced for services provided during the term of the scheme, which have not been included in row 1 or row 2. For example, one-off advice or services an employer may seek about an existing scheme such as whether it meets the government's requirements for auto-enrolment.
<del>Fees invoiced directly to employer clients (column A, data elements 1A to 4A)</del>	<del>These are all of the fees invoiced directly to employer clients.</del>
<del>Consultancy charges invoiced via product providers (column B, data elements 1B to 4B)</del>	<del>These are all consultancy charges invoiced via retail investment product providers who facilitate, directly or through a third party, the payment of consultancy charges.</del>
<del>Consultancy charges invoiced via platform service providers (column C, data elements 1C</del>	<del>These are all consultancy charges invoiced via platform service providers who facilitate, directly or through a third party, the payment of consultancy charges by means of a</del>

to 4C)	<i>platform service.</i>
<b>Number of employers that received one-off services</b>	
Number of employers that received one-off services in the reporting period (row 5)	This should be the number of employers who received services of a one-off nature not included previously in any initial or ongoing charges within the reporting period and where no ongoing service is envisaged.
<b>Employer clients paying for either or both ongoing group personal pension scheme and stakeholder pension scheme services</b>	
Employer clients receiving ongoing services (row 6)	This should be the number of employer clients receiving ongoing services (i.e. paying ongoing <i>consultancy charges</i> ) at the end of the reporting period.
Employer clients who start receiving ongoing services (row 7)	This should be the number of employer clients who began receiving an ongoing service (i.e. paying ongoing <i>consultancy charges</i> ) during the reporting period.
Employer clients who stop receiving ongoing services (row 8)	This should be the number of employer clients who stopped receiving an ongoing service (i.e. paying ongoing <i>consultancy charges</i> ) during the reporting period.
<b>Range of consultancy charges</b>	
Highest, lowest and typical <i>consultancy charges</i> (row 9)	<i>Firms</i> need to report the highest, lowest and typical <i>consultancy charges</i> calculated as the first year's projected <i>consultancy charges</i> (as % of first year's total employer and employee contributions) applying to <i>group personal pension schemes</i> and <i>group stakeholder pension schemes</i> set up in the reporting period.
<b>Types of consultancy charges in typical scheme</b>	
Charging structures offered to active and deferred members of <i>group personal pension schemes</i> and <i>group stakeholder pension schemes</i>	Only those fields relevant to the <i>firm's</i> typical charging structure should be completed. Tick all that apply.

**Part 2: Comes into force on 1 October 2014**

**16.12 Integrated Regulatory Reporting**

...

Authorised professional firms

16.12.30 R ...

(2A) Guidance on the completion of the annual questionnaire contained in SUP 16 Annex 9R is set out in SUP 16 Annex 9AG.

...

The annex in SUP 16 Annex 9R is deleted in its entirety and replaced with the form below. The text is not underlined.



# 16 Annex 9R Annual questionnaire for authorised professional firms

**FIN-APF - Authorised Professional Firms Questionnaire**

**Information about the firm's professional regulation**

1 Provide the name of the designated professional body the firm is subject to

A

**Supervision and monitoring data**

2 How many appointed representatives did the firm have as at the end of the reporting period?

A

3 What was the total income from the firm's regulated activities as at the end of the reporting period?

4 Please indicate the percentage of the total income from the firm's regulated activities generated from the following activities:

A	B	C	D	E	F	G
Investment management	Corporate finance	Retail investment	Home finance mediation	Insurance mediation	Credit-related regulated	Other

**Client money and assets**

5 Did the firm hold client money during the reporting period?

A

6 Did the firm hold client assets during the reporting period?

**Material changes**

7 Have you notified the FCA of all notifiable events that occurred during the reporting period?

**Professional indemnity insurance**

8 Is the firm's professional indemnity insurance policy compliant with regulatory requirements?

9 Please provide details of the firm's current policy/policies.

PII policy	PII basic information											PII detailed information		
	A	B	C	D	Required Indemnity Limits			Indemnity Limits			M	N	O	
	Annualised premium	Insurer (from list)	Start date	Renewal date	Single Indemnity Limit: Sterling/ Euros or Unlimited	Aggregate Indemnity Limit: Sterling/ Euros or Unlimited	Aggregate Limit of Indemnity	Single Indemnity Limit: Sterling/ Euros or Unlimited	Single Limit of Indemnity	Aggregate Indemnity Limit: Sterling/ Euros or Unlimited	Aggregate Limit of Indemnity	Business line	Policy excess	Policy exclusions

**Financial resources and reporting**

10 What was the firm's total income for all activities as at the end of the reporting period?

A

11 Has the firm made a profit after tax as at the end of the reporting period?

12 Is the firm in a position to meet its current and future liabilities as at the end of the reporting period?

13 Did the firm act as an investment manager during the period?

14 If conducting discretionary management, what services were provided by the firm during the reporting period?

A	B	C	D	E
Managing retail clients	Managing investments - professional clients	Managing investments - non-UK clients	Trustee activities	ISA management

15 If other, please state:

16 Please state the value of funds under discretionary management at the end of the reporting period

17 Please state the firm's total funds under management as at the end of the reporting period.

Insert the following new annex after SUP 16 Annex 9R. The text is not underlined.

**16 Annex 9AG      Guidance notes for completion of annual questionnaire for authorised professional firms in SUP 16 Annex 9R**

This form should only be completed by *authorised professional firms* subject to the reporting requirement in SUP 16.12.30R of the *FCA Handbook*. Where the guidance refers to ‘as at the end of the reporting period’ this means as at the final date of the relevant reporting period.

A *firm’s* income from *regulated activities* includes income from *non-mainstream regulated activities* for the purpose of completing this form.

For clarity, *firms’* business that is subject to *limitations* should still be included in the data provided in this return.

**Data elements**

These are referred to by row first, then by column, so data element 2A will be row 2 and column A.

**Information about the firm’s professional regulation**

**1A      Provide the name of the designated professional body the firm is subject to**

This question should be answered by all *firms* completing the questionnaire.

*Firms* should select the *designated professional body* to which it is subject from those designated under section 326(1) of the *Act* and as set out in *PROF 2 Annex 1* of the *FCA Handbook*.

If a *firm* is subject to more than one *designated professional body*, it should provide the name of the *designated professional body* under which it conducts the majority of its business.

**Supervision and monitoring data**

**2A      How many appointed representatives did the firm have as at the end of the reporting period?**

This question should be answered by all *firms* completing the questionnaire.

If a *firm* does not have any *appointed representatives* as at the end of the relevant reporting period, the *firm* should enter ‘0’ in field 2A.

**3A      What was the total income from the firm’s regulated activities as at the end of the reporting period?**

This question should be answered by all *firms* completing the questionnaire.

A *firm* should report only that income which derives from regulated activities

**during** the reporting period **as at the end** of the reporting period, ie, the total income from regulated activities for that reporting period as at the end of the reporting period.

This figure should be provided on an accruals basis in line with UK Generally Accepted Accounting Practice (UK GAAP) or International Accounting Standards (IAS).

**4 Please indicate the percentage of the total income from the firm's regulated activities generated from the following activities:**

When added together these fields should total 100%. These figures should be reported as at the end of the reporting period.

**4A Investment management**

Please estimate the percentage of the total income from the *firm's regulated activities* derived from investment management business to the nearest 1%.

**4B Corporate finance**

Please estimate the percentage of the total income from the *firm's regulated activities* derived from *corporate finance business* to the nearest 1%.

**4C Retail investment**

Please estimate the percentage of the total income from the *firm's regulated activities* derived from *retail investment business* to the nearest 1%.

**4D Home finance mediation**

Please estimate the percentage of the total income from the *firm's regulated activities* derived from *home finance mediation business* to the nearest 1%.

**4E Insurance mediation**

Please estimate the percentage of the total income from the *firm's regulated activities* derived from *insurance mediation business* to the nearest 1%.

**4F Credit-related regulated**

Please estimate the percentage of the total income from the *firm's regulated activities* derived from *credit-related business* to the nearest 1%.

**4G Other**

Please estimate the percentage of the total income from the *firm's regulated activities* derived from business other than that included in the categories specified in fields 4A to 4F to the nearest 1%.

**Client money and assets**

**5A Did the firm hold client money during the reporting period?**

Please indicate whether the *firm* held *client money* in relation to *regulated activities* during the specified reporting period. *Firms* should answer 'yes' if *client money*

was held at any point during the reporting period, regardless of whether *client money* was held as at the end of the reporting period.

**6A Did the firm hold client assets during the reporting period?**

Please indicate whether the *firm* held *client assets* in relation to *regulated activities* during the specified reporting period. *Firms* should answer ‘yes’ if *client assets* were held at any point during the reporting period, regardless of whether *client assets* were held as at the end of the reporting period.

**Material changes**

**7A Have you notified the FCA of all notifiable events that occurred during the reporting period?**

Please confirm whether the *firm* has notified the *FCA* of all notifiable events that occurred during the reporting period, in line with the relevant *notification rules*.

**Professional indemnity insurance**

**8A Is the firm’s professional indemnity insurance compliant with regulatory requirements?**

Please confirm whether the *firm* holds professional indemnity insurance (PII) that complies with the requirements of the *FCA Handbook*.

**9 Please provide details of the firm’s current policy/policies**

For *firms* which are members of The Law Society of Scotland, the Council for Licensed Conveyancers or the Royal Institution of Chartered Surveyors please give details of the *firm’s* PII under the *designated professional body’s* master policy.

**9A Annualised premium**

Please provide the annualised premium paid by the *firm*, net of tax and any other add-ons, for each PII policy reported.

**9B Insurer (from list)**

For each policy, the *firm* should select the name of the *insurance undertaking* or Lloyd’s syndicate providing cover. If the PII provider is not listed, the *firm* should select ‘other’.

If a policy is underwritten by more than one *insurance undertaking* or Lloyd’s syndicate, the *firm* should select ‘multiple’.

**9C Start date**

The *firm* should enter the date the current cover began for each policy.

**9D Renewal date**

The *firm* should enter the date the current cover expires for each policy.

**9E Required indemnity limits: single indemnity limits (Sterling/Euros or Unlimited)**

For each policy, the *firm* should select whether the required single indemnity limit is being reported in GBP or EUR. If the required single limit is unlimited, the *firm* should submit 'unlimited' from the available list.

**9F Required indemnity limits: single limit of indemnity**

For each policy, the *firm* should enter the required single limit of indemnity for the business it conducts within the *FCA Handbook* in the currency specified in 9E. If the required limit is unlimited, this field should be left blank.

If this limit is lower than the limits prescribed by the *designated professional body* to which the *firm* is subject, the *firm* should report the higher limit.

**9G Required indemnity limits: aggregate indemnity limit (Sterling/Euros or Unlimited)**

For each policy, the *firm* should select whether the required aggregate indemnity limit is being reported in GBP or EUR. If the required aggregate limit is unlimited, the *firm* should submit 'unlimited' from the available list.

**9H Required indemnity limits: aggregate limit of indemnity**

For each policy, the *firm* should enter the required aggregate limit of indemnity for the business it conducts within the *FCA Handbook* in the currency specified in 9G. If the required limit is unlimited, this field should be left blank.

If this limit is lower than the limits prescribed by the *designated professional body* to which the *firm* is subject, the *firm* should report the higher limit.

**9I Indemnity limits: single indemnity limits (Sterling/Euros or Unlimited)**

The *firm* should select whether the single indemnity limit held is being reported in GBP or EUR for each policy. If the single limit held is unlimited, the *firm* should submit 'unlimited' from the available list.

**9J Indemnity limits: single limit of indemnity**

The *firm* should enter the single limit of indemnity held for each policy in the currency specified in 9I. If the single limit held is unlimited, this field should be left blank.

**9K Indemnity limits: aggregate indemnity limit (Sterling/Euros or Unlimited)**

The *firm* should select whether the aggregate indemnity limit held is being reported in GBP or EUR for each policy. If the aggregate limit held is unlimited, the *firm* should submit 'unlimited' from the available list.

**9L Indemnity limits: aggregate limit of indemnity**

The *firm* should enter the aggregate limit of indemnity held for each policy in the currency specified in 9I. If the aggregate limit held is unlimited, this field should be left blank.

**9M PII detailed information: business line**

The *firm* should select the business line to which each policy relates from the available list. If the policy relates to all business, the *firm* should select 'all'.

**9N PII detailed information: policy excess**

The *firm* should enter the value of any excess applicable to the relevant policy.

**9O PII detailed information: policy exclusions**

If there are any exclusions in the *firm's* PII policy which relate to types of business that the *firm* has carried out in the past or during the lifetime of the policy, these should be selected from the available list.

**Financial resources and reporting****10A What was the firm's total income for all activities as at the end of the reporting period?**

This question should be answered by all *firms* completing the questionnaire.

A *firm* should report all regulated and non-regulated income **during** the reporting period **as at the end** of the reporting period, ie, total income.

This figure should be provided on an accruals basis, in line with UK Generally Accepted Accounting Practice (UK GAAP) or International Accounting Standards (IAS).

**11A Has the firm made a profit after tax as at the end of the reporting period?**

Please confirm whether the *firm* made a profit after tax as at the end of the reporting period. If audited accounts are not available or required at the time, a *firm* may provide the answer based on management accounts.

**12A Is the firm in a position to meet its current and future liabilities as at the end of the reporting period?**

Please confirm whether the *firm* is in a position to meet its current and future liabilities as at the end of the reporting period. The *firm* should retain supporting papers. The *FCA* may, at any time, require a *firm* to provide evidence to demonstrate that it can meet liabilities.

**13A Did the firm act as an investment manager during the period?**

Please confirm whether the *firm* acted as an *investment manager* during the reporting period.

**14 If conducting discretionary management, what services were provided by the firm during the reporting period?**

*Firms* should report all activities undertaken in a capacity of a *discretionary investment manager*.

**14A Managing investments – retail clients**

Please indicate whether the *firm* managed investments on behalf of *retail clients* during the reporting period.

**14B Managing investments – professional clients**

Please indicate whether the *firm* managed investments on behalf of *professional clients* during the reporting period.

**14C Managing investments – non-UK clients**

Please indicate whether the *firm* managed investments on behalf of non-UK clients during the reporting period.

**14D Trustee activities**

Please indicate whether the *firm* conducted *trustee* business during the reporting period.

**14E ISA management**

Please indicate whether the *firm* acted as an *ISA manager* during the reporting period.

**15A If other, please state:**

If the *firm* undertook other discretionary investment management activities, these should be entered here.

**16A Please state the value of funds under discretionary management at the end of the reporting period.**

The *firm* should report the value of the funds held under discretionary management in the capacity of *discretionary investment manager* as at the end of the reporting period.

**17A Please state the firm's total funds under management as at the end of the reporting period.**

The *firm* should report the value of the funds held under management as at the end of the reporting period. This should include those held under discretionary management and in other capacities.