## HANDBOOK ADMINISTRATION (No 48) INSTRUMENT 2018

#### **Powers exercised**

- A. The Financial Conduct 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 137A (The FCA's general rules);
  - (2) section 137T (General supplementary powers);
  - (3) section 139A (Power of the FCA to give guidance);
  - (4) section 213 (The compensation scheme)
  - (5) section 214 (General)
  - (6) section 226 (Compulsory jurisdiction);
  - (7) paragraph 19 (Establishment) of Schedule 3 (EEA Passport Rights); and
  - (8) paragraph 23 (Fees) of Schedule 1ZA (The Financial Conduct Authority).
- B. The rule-making provisions listed above are specified for the purposes of section 138G(2) (Rule-making instruments) of the Act.

#### Commencement

- C. This instrument comes into force on 23 March 2018 except as follows:
  - (1) Part 2 of Annex A (Glossary of definitions), Part 2 of Annex E (FEES), Part 2 of Annex K (SUP) and Annex L (COMP) come into force on 1 April 2018 immediately after the changes made by the Financial Services Compensation Scheme (Funding and Scope) Instrument 2017 (FCA 2017/58) come into force;
  - (2) Part 3 of Annex A (Glossary of definitions) comes into force on 2 April 2018 immediately after the changes to the definition of 'OPS firm' made by the Handbook Administration (MiFID 2) Instrument (FCA 2017/65) come into force; and
  - (3) Annex I (BCOBS) comes into force on 15 August 2018 immediately after the changes made by the Banking (Information about Current Account Services) Instrument 2017 (FCA 2017/78) come into force.

#### Amendments to the Handbook

D. The modules of the 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 |
| Senior Management Arrangements, Systems and Controls sourcebook (SYSC) | Annex B |
| Training and Competence sourcebook (TC)                                | Annex C |
| General Provisions (GEN)   | Annex D |

| (1)   | (2)     |
|---|---------|
| Fees manual (FEES)  | Annex E |
| General Prudential sourcebook (GENPRU)  | Annex F |
| Prudential sourcebook for Banks, Building Societies and Investment<br>Firms (BIPRU) | Annex G |
| Conduct of Business sourcebook (COBS)   | Annex H |
| Banking: Conduct of Business sourcebook (BCOBS)                                     | Annex I |
| Client Assets sourcebook (CASS)   | Annex J |
| Supervision manual (SUP)  | Annex K |
| Compensation sourcebook (COMP)  | Annex L |

## Amendments to material outside the Handbook

E. The MiFID 2 Guide (M2G) is amended in accordance with Annex M to this instrument.

#### Notes

F. In Annex C to this instrument, the "note" (indicated by "**Note:**") is included for the convenience of readers and does not form part of the legislative text.

#### Citation

G. This instrument may be cited as the Handbook Administration (No 48) Instrument 2018.

By order of the Board 22 March 2018

## Annex A

## Amendments to the Glossary of definitions

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

#### Part 1: Comes into force 23 March 2018

Amend the following definitions as shown.

| composite<br>insurer                            | <u>detai</u>  | elation to <i>firm type</i> in <i>SUP</i> 16.10 (Confirmation of <i>standing data <u>firm</u> ls</i> )) an <i>insurer</i> with permission to effect or carry out both <i>long-term rance contracts</i> and general insurance.   |  |  |  |  |
|---|---|---|--|--|--|--|
| discretionary<br>investment<br>manager          | (in <i>COBS</i> and (in relation to <i>firm type</i> ) in <i>SUP</i> 16.10 (Confirmation of standing data <u>firm details</u> ) a person who, acting only on behalf of a <i>client</i> , manages <i>designated investments</i> in an account or portfolio on a discretionary basis under the terms of a discretionary management agreement. |   |  |  |  |  |
| <del>standing data</del><br><u>firm details</u> |   | nformation relating to a <i>firm</i> held by the <i>appropriate regulator</i> on the ers set out in <i>SUP</i> 16 Annex 16A.  |  |  |  |  |
| non-<br>discretionary<br>investment<br>manager  | <u>detai</u><br>desig   | elation to <i>firm type</i> in <i>SUP</i> 16.10 (Confirmation of standing data <u>firm</u> <u>ls</u> ) a person who, acting only on behalf of a <i>client</i> , manages <i>mated investments</i> in an account or portfolio on a non-discretionary under the terms of a non-discretionary management agreement. |  |  |  |  |
| own account<br>trading firm                     | (in relation to <i>firm type</i> in <i>SUP</i> 16.10 (Confirmation of <i>standing data firm</i> <u>details</u> ) a <i>firm</i> that only <i>deals</i> or arranges <i>deals</i> in <i>securities</i> or <i>contractually based investments</i> for its own benefit, or for the benefit of an <i>associate</i> .                              |   |  |  |  |  |
| standardised<br>approach                        | (for t  | he purposes of <i>BIPRU</i> ) one of the following:   |  |  |  |  |
|   | (a)   | (where expressed to relate to credit risk) the method for calculating capital requirements for credit risk in <i>BIPRU</i> 3 (Credit risk) and <i>BIPRU</i> 9.2.1R(1) and <i>BIPRU</i> 9.11 (Standardised approach);  |  |  |  |  |
|   | (b)   | (where expressed to relate to <i>operational risk</i> ) the method for<br>calculating capital requirements for <i>operational risk</i> in <i>BIPRU</i> 6.3<br>(Standardised approach); [deleted]  |  |  |  |  |
|   | (c)   | (where not expressed to relate to any risk and used in <i>BIPRU</i> 3, <i>BIPRU</i> 4 (IRB approach), <i>BIPRU</i> 5 (Credit risk mitigation), <i>BIPRU</i> 9 (Securitisation) or <i>BIPRU</i> 10 (Large exposures requirements)) it has the meaning in (a);  |  |  |  |  |
|   | (d)   | (where not expressed to relate to any risk and used in BIPRU 6  |  |  |  |  |

#### (Operational risk)) it has the meaning in (b); [deleted]

(e) (where the one of the approaches in (a) to (d) (c) is being applied on a consolidated basis) that approach as applied on a consolidated basis in accordance with *BIPRU* 8 (Group risk - consolidation); or

•••

#### Part 2: Comes into force 1 April 2018

Amend the following definition as shown.

*compensation* the costs incurred: *costs* 

- (a) in paying compensation; or
- (b) as a result of making the arrangements contemplated in *COMP* 3.3.1R or taking the measures contemplated in *COMP* 3.3.3R; or [deleted]
- (c) in making payments or giving indemnities under *COMP* 11.2.3R; or [deleted]
- (d) under section 214B or section 214D of the Act; or
- (e) by virtue of section 61 (Sources of compensation) of the Banking Act 2009;

(including the costs of paying interest, principal and other costs of borrowing to pay such costs).

Delete the following definition. The text is not shown struck through.

| occupational<br>pension fund | (in <i>COMP</i> ) the business of carrying on: |
|------------------------------|--|
| management                   |  |
| business                     |  |
|                              |  |

- (1) *pension fund management;* or
- (2) (other than in connection with a *personal pension scheme*) *pension fund management*, written as linked long term business, for an *occupational pension scheme* or for an institution falling within article 2 of the Council Directive of 3 June 2003 on the activities and supervision of institutions for occupational retirement provision (No

2003/41/EC) but only to the extent that:

- (a) there is no transfer to the *participant firm* of:
  - (i) investment, market, or credit risk;
  - (ii) mortality or expense risk prior to any annuity being effected; and
- (b) any annuity options provide for the *participant firm* to change the annuity rates without prior notice.

## Part 3: Comes into force 2 April 2018

| OPS firm | (a) | (except in <i>IPRU(INV)</i> ) a <i>firm</i> which: |       |  |
|----------|-----|--|-------|--|
|          |     | (i)  | carri | ies on OPS activity; and   |
|          |     | (ii)   | is on | ne or more of the following:   |
|          |     |  |       |  |
|          |     |  | (C)   | a <i>company</i> which is:   |
|          |     |  |       |  |
|          |     |  |       | (III) an administering authority subject to the Local  |
|          |     |  |       | Government Pension Scheme (Administration)   |
|          |     |  |       | Regulations 2008 or the Local Government<br>Pension Scheme (Transitional Provisions, Savings |
|          |     |  |       | and Amendment) Regulations 2014 Local  |
|          |     |  |       | Government Pension Scheme Regulations 2013 as  |
|          |     |  |       | in force on 1 April 2018; or   |

(b) ...

## Annex B

## Amendments to the Senior Management Arrangements, Systems and Controls sourcebook (SYSC)

| <b>TP 6</b> | Transitional | Provision 6 |
|-------------|--------------|-------------|
|             |              |             |

| (1) | (2) Material to<br>which the<br>transitional<br>provision<br>applies | (3) | (4) Transitional provision  | (5)<br>Transitional<br>provision:<br>dates in<br>force   | (6)<br>Handbook<br>provisions:<br>coming<br>into force |
|-----|--|-----|---|--|--|
| 1.  | SYSC 2.2.4   | R   | Where this <i>rule</i><br>imposes<br>requirements<br>relating to a record<br>of a <i>person's</i> scope<br>of responsibilities,<br>a <i>firm</i> is required to<br>comply with these<br>requirements from<br>the following dates:<br>(a) from 1 January<br>2016, to the extent<br>that such a record<br>already exists<br>which satisfies<br><i>SYSC</i> 2.2.4R(3);<br>(b) if (a) does not<br>apply, from the<br>date that a <i>firm</i><br>actually produces<br>such a record, if<br>before 7 September<br>2016; and<br>(c) in any event,<br>from 7 September<br>2016. [expired] | From 1<br>January 2016<br>until 7<br>September<br>2016 or, if<br>earlier, the<br>date on<br>which any<br>such scope<br>of<br>responsibiliti<br>es document<br>is produced<br>or firms are<br>required to<br>produce one. | 1 January<br>2016                                      |
| 2.  | SYSC 2.1.3A  | R   | A <i>firm</i> is not<br>required to allocate<br>the function of<br>dealing with the<br>apportionment of<br>responsibilities   | From 7<br>March 2016<br>to 7 June<br>2016 or if<br>earlier, the<br>date on   | 7 March<br>2016  |

|    |            | under SYSC 2.1.1Rto one or moreapproved personsperforming asignificantinfluence functionuntil 7 June 2016or, if earlier, thefirst occasionbefore 7 June 2016that the firmupdates itsgovernance map.Until any newallocation is madethe existingallocation mustcontinue. [expired]   | which the<br>firm updates<br>its<br>governance<br>map.   |                 |
|----|------------|--|--|-----------------|
| 3. | SYSC 2.2.6 | A <i>firm</i> is required<br>to comply with the<br>requirement to<br>produce a scope of<br>responsibilities<br>record from the<br>following dates:<br>(a) from 7 March<br>2016, to the extent<br>that such a record<br>already exists<br>which satisfies<br><i>SYSC 2.2.6</i> R(3) or<br>was required to be<br>produced as part of<br>an application for a<br><i>person</i> to be<br>approved to<br>perform a<br><i>controlled function</i> ;<br>(b) if (a) does not<br>apply, from the<br>date that a <i>firm</i><br>actually produces<br>such a record, if<br>before 7 March<br>2017; and<br>(c) in any event,<br>from 7 March | From 7<br>March 2016<br>until 7<br>March 2017<br>or, if earlier,<br>the date on<br>which any<br>such scope<br>of<br>responsibiliti<br>es document<br>is produced<br>or the <i>firm</i> is<br>required to<br>produce one. | 7-March<br>2016 |

|    |                    |   | 2017. [expired]  |   |                            |
|----|--------------------|---|--|---|----------------------------|
| 4. | <i>SYSC</i> 2.1.3C | R | A <i>firm</i> is not<br>required to allocate<br>the function of<br>dealing with the<br>apportionment of<br>responsibilities to<br>one or more<br><i>approved persons</i><br>performing a<br><i>significant</i><br><i>influence function</i><br>until 7 March 2017.<br>Until any new<br>allocation is made,<br>the existing<br>allocation must<br>continue. [expired] | From 7<br>March 2016<br>until 7<br>March 2017 | <del>7 March</del><br>2016 |
|    |                    |   |  |   |                            |

## Annex C

## Amendments to the Training and Competence sourcebook (TC)

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

| (1) | (2) Material<br>to which the<br>transitional<br>provision<br>applies | (3) | (4) Transitional provision  | (5)<br>Transitional<br>provision:<br>dates in<br>force | (6)<br>Handbook<br>provisions:<br>coming<br>into force |
|-----|--|-----|---|--|--|
| 9.1 | 2.1.5B   | R   | A firm that before<br>20 March 2014 was<br>carrying on<br>activities that with<br>effect from 21<br>March 2016 would<br>amount to acting as<br>an MCD credit<br>intermediary or an<br>MCD creditor may<br>comply with the<br>TC rules as they<br>were in force at 20<br>March 2016.<br>[Note: article 43(3)<br>of the MCD]<br>[expired] | From 21<br>March 2016<br>to 21 March<br>2017           | <del>21 March</del><br><del>2016</del>                 |
| ••• |  |     |   |  |  |

## **TP 9** Transitional Provisions relating to the MCD credit agreement activities

## Annex D

## Amendments to the General Provisions (GEN)

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

## **TP 1 Transitional provisions**

•••

## **TP 1.3** Transitional provisions applying to GEN only

(3)

| (1) | (2) Material<br>to which the<br>transitional<br>provision<br>applies | (3) | (4) Transitional provision   | (5)<br>Transitional<br>provision:<br>dates in<br>force | (6)<br>Handbook<br>provision:<br>coming<br>into force |
|-----|--|-----|--|--|---|
|     |  |     |  |  |   |
| 15  | Rules and<br>directions<br>implementing<br><i>MiFID II</i>           | R   | A <i>firm</i> that is<br>required or wishes<br>to make any<br>notification,<br>application or<br>undertake any other<br>administrative<br>procedure enabling<br>it to carry on<br><i>MiFID, equivalent</i><br><i>third country or</i><br><i>optional exemption</i><br><i>business</i> in the <i>UK</i><br>from 8 January<br>2018, may do so<br>before that date<br>subject to the<br>requirements of<br>any applicable<br>statutory provision,<br><i>rule</i> , direction or<br><i>EU regulation</i> that<br>will be in force on<br>3 January 2018.<br>[expired] | 3 July 2017<br>to 2 January<br>2018                    | <del>3 July 2017</del>                                |
| 16  | <i>Rules</i> and directions  | G   | (1) The purpose of<br>this transitional  | <del>3 July 2017</del><br>t <del>o 2 January</del>     | <del>3 July 2017</del>                                |

| implementing | provision is to help 2018           |
|--------------|-------------------------------------|
| MiFID II     | the firm to take the                |
|              | necessary                           |
|              | administrative or                   |
|              | regulatory steps to                 |
|              | enable them to                      |
|              | carry on <i>investment</i>          |
|              | services or                         |
|              | activities in the UK                |
|              | from 3 January                      |
|              | <del>2018.</del>                    |
|              | (2) This could take                 |
|              | (2) This could take<br>the form for |
|              | the form, for                       |
|              | example, of                         |
|              | making<br>notifications to the      |
|              | FCA in the case of                  |
|              | algorithmic trading                 |
|              | notifications (see                  |
|              | MAR 7A.3.6R),                       |
|              | before 3 January                    |
|              | <del>2018.</del>                    |
|              |                                     |
|              | (3) It also enables a               |
|              | firm wishing to                     |
|              | classify <i>clients</i> in          |
|              | accordance with                     |
|              | the client                          |
|              | categorisation                      |
|              | requirements in                     |
|              | COBS 3 (to take                     |
|              | effect on 3 January                 |
|              | 2018) to take steps                 |
|              | towards doing so                    |
|              | before 3 January                    |
|              | <del>2018.</del> [expired]          |
|              |                                     |

## Annex E

## Amendments to the Fees manual (FEES)

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

## Part 1: Comes into force 23 March 2018

| 5      | Financial Ombudsman Service Funding |  |  |
|--------|-------------------------------------|--|--|
|        |                                     |  |  |
| 5.8    | Joini                               | ng the Financial Ombudsman Service   |  |
| 5.8.1  | R                                   | A <i>firm</i> which becomes subject to the <i>Financial Ombudsman Service</i> part way through a <i>financial year</i> must pay a rateable proportion of the <i>general levy</i> as specified in the formula set out in <i>FEES</i> 4.2.6R 4.2.7ER.                                |  |
|        |                                     |  |  |
| 10     | Pensi                               | ons guidance levy  |  |
|        |                                     |  |  |
| 10.2   | Pensi                               | ons guidance levy  |  |
|        |                                     |  |  |
| 10.2.5 | R                                   | For the first <i>fee year</i> during which <i>FEES</i> 10 applies to a <i>firm's permission</i> to carry on a <i>regulated activity</i> , the <i>pensions guidance levy</i> applicable to that <i>permission</i> must be modified using the formula in <i>FEES</i> 4.2.6R 4.2.7FR. |  |
|        |                                     |  |  |
| 10.5   | Appli                               | ication of FEES 4 to the pensions guidance levy  |  |
|        |                                     |  |  |
| 10.5.4 | R                                   | Table of <i>rules</i> in <i>FEES</i> 4 that also apply in <i>FEES</i> 10.  |  |

| FEES 4<br>incorporated into<br>FEES 10 | Description | Modifications |
|--|-------------|---------------|
|  |             |               |

| FEES 4.2.7BR                                  | Calculation of periodic fees and tariff base for a <i>firm's</i> second financial year  | none   |
|---|---|--|
| FEES 4.2.7CG                                  | Application of FEES   | none   |
| FEES 4.2.7ER                                  | Modifications for persons becoming<br>subject to periodic fees during the course<br>of a fee year   | none   |
| <u>FEES 4.2.7FR</u>                           | Calculating the <i>fee</i> in the <i>firm's</i> first year of <i>authorisation</i>  | none   |
| <u>FEES 4.2.7GR</u>                           | Calculating <i>fees</i> in the second fee-year<br>where the <i>firm</i> received <i>permission</i><br>between 1 January and 31 March in its<br>first fee year | none   |
| <u>FEES 4.2.7HR to</u><br><u>FEES 4.2.7KR</u> | Calculating all other <i>fees</i> in the second and subsequent years of <i>authorisation</i> where a full year of tariff data is not available                | none   |
|   |   |  |
| FEES 4 <del>.3.15R</del><br>4.3.17R           | <i>Firms</i> acquiring businesses from other <i>firms</i>   | Reference to <i>FEES</i> 4.2.6R<br>and <i>FEES</i> 4.2.7R 4.2.7ER to<br><u>FEES</u> 4.2.7KR is a reference<br>to <i>FEES</i> 10.2.5R<br>Reference to <i>FEES</i> 4.2.1R is<br>a reference to <i>FEES</i> 10.2.1R |
|   |   |  |

...

# TP 10 Transitional Provisions relating to FEES 4.2.7BR for firms carrying on credit related regulated activities

| (1)  | (2) Material to<br>which the<br>transitional<br>provision<br>applies | (3) | (4) Transitional provision                            | (5)<br>Transitional<br>provision:<br>dates in<br>force | (6)<br>Handbook<br>provision:<br>coming<br>into force |
|------|--|-----|---|--|---|
| 10.1 | <i>FEES</i> 4.2.7R(2)(b)   | R   | Insert a new<br>paragraph after<br>(5)(c) as follows: | From 1 April<br>2014 until 1<br>April 2016             | <del>1 April</del><br><del>2014</del>                 |

| <del>"(5)(ca): paragraph</del> |  |
|--------------------------------|--|
| (5)(c) does not                |  |
| apply to a <i>firm's</i>       |  |
| <del>credit-related</del>      |  |
| <i>regulated</i>               |  |
| activities."                   |  |
| [expired]                      |  |

## Part 2: Comes into force 1 April 2018

costs levy.

| 6      | Fin | ancial Services Compensation Scheme Funding   |
|--------|-----|---|
|        |     |   |
| 6.4    | Ma  | nagement expenses   |
|        |     |   |
| 6.4.10 | G   | Since a <i>firm</i> that becomes a <i>participant firm</i> in the course of a <i>financial year</i> of the <i>compensation scheme</i> will already be obtaining a discount in relation to the <i>base costs levy</i> through the modified fee provisions of <i>FEES</i> 4.2.6R 4.2.7ER, no <i>rule</i> is necessary in <i>FEES</i> 6 for discounts on the <i>base</i> |

...

#### Annex F

## Amendments to the General Prudential sourcebook (GENPRU)

| 2       | Cap  | ital   |
|---------|------|--|
| 2.1     | Calo | culation of capital resources requirements   |
|         |      |  |
|         | Calc | ulation of the credit risk capital requirement (BIPRU firm only)   |
| 2.1.51  | R    | A BIPRU firm must calculate its credit risk capital requirement as the sum of:   |
|         |      | (1) the credit risk capital component; and   |
|         |      | (2) the <i>counterparty risk capital component</i> .; and  |
|         |      | (3) the <i>concentration risk capital component</i> . [deleted]  |
|         |      |  |
| 2.2     | Cap  | ital resources   |
|         |      |  |
|         |      | its on the use of different kinds of capital: Purposes for which tier three capital be used (BIPRU firm only)  |
| 2.2.47  | R    | For the purposes of meeting:   |
|         |      | (1) the market risk capital requirement; and   |
|         |      | (2) the <i>concentration risk capital component</i> ; and [deleted]  |
|         |      |  |
|         |      |  |
|         | Upp  | er tier two capital: General/collective provisions (BIPRU firm only)   |
|         |      |  |
| 2.2.188 | R    | The value of general/collective provisions which a <i>firm</i> may include in its <i>tier two capital resources</i> as referred to in <i>GENPRU</i> 2.2.187R may not exceed 1.25% of the sum of the following: |
|         |      | (1) the sum of the market risk capital requirement and the operational risk capital requirement (if applicable), multiplied by a factor of   |



...

## Annex G

## Amendments to the Prudential sourcebook for Banks, Building Societies and Investment Firms (BIPRU)

| 4      | The | e IRB aj   | pproach   |   |
|--------|-----|------------|-----------|---|
| •••    |     |            |           |   |
| 4.2    | The | e IRB aj   | pproach   | : High level material   |
|        |     |            |           |   |
|        | Cor | mbined u   | use of m  | ethodologies: Meaning of non-significance and immateriality   |
| •••    |     |            |           |   |
| 4.2.30 | R   |            |           |   |
|        |     | (6)        |           | <i>consolidated credit risk requirement</i> is adjusted for the purposes s <i>rule</i> as follows:  |
|        |     |            | (a)       | the element based on the <i>concentration risk capital</i><br><i>component</i> is excluded, with only the elements based on the<br><i>credit risk capital component</i> and the <i>counterparty risk</i><br><i>capital component</i> <u>are</u> being taken into account; and |
|        |     |            | (b)       | the calculation is carried out with respect to the group of <i>undertakings</i> referred to in <i>BIPRU</i> 4.2.17R.  |
|        |     |            |           |   |
|        |     |            |           |   |
| 7      | Ma  | rket ris   | k         |   |
| •••    |     |            |           |   |
| 7.8    | Sec | curities u | underwi   | riting  |
|        | Gei | neral rul  | es        |   |
| •••    |     |            |           |   |
| 7.8.2  | R   | the pu     | irposes c | <i>underwrites</i> or sub- <i>underwrites</i> an issue of <i>securities</i> must, for of calculating its market risk capital component <del>and its risk capital component</del> :  |
|        |     |            |           |   |

|        | Large e<br>exposu                         | exposure risk from underwriting securities: Calculating the net underwriting re   |
|--------|---|---|
|        |   |   |
| 7.8.33 | f<br>H                                    | A <i>firm</i> , before entering into a new <i>underwriting</i> commitment, must be able to ecalculate the <i>concentration risk capital component</i> to the level of detail necessary to ensure that the <i>firm's capital resources requirement</i> does not exceed the <i>firm's capital resources</i> . [deleted]   |
|        |   |   |
| 8      | Group                                     | risk consolidation  |
| •••    |   |   |
| 8.7    | Conso                                     | lidated capital resources requirements  |
|        | Genera                                    | ll approach   |
| 8.7.1  | U<br>cu<br>an<br>cl<br>fo<br><del>o</del> | The calculation of the <i>consolidated capital resources requirement</i> of a <i>firm's VK consolidation group</i> or <i>non-EEA sub-group</i> involves taking the individual omponents that make up the <i>capital resources requirement</i> on a solo basis nd applying them on a consolidated basis. Those components are the capital harge for credit risk (the <i>credit risk capital requirement</i> ), the capital charge for <i>market risk</i> (the <i>market risk capital requirement</i> ), the capital charge for <i>perational risk</i> (the <i>operational risk capital requirement</i> ) and the <i>fixed verheads requirement</i> . |
|        |   |   |
|        | Special                                   | I rules for the consolidated operational risk requirement   |
| 8.7.26 | a<br>n                                    | or the purposes of calculating the <i>consolidated operational risk requirement</i> ,<br><i>firm</i> must apply <i>BIPRU</i> 6.2.9R to <i>BIPRU</i> 6.2.12R (Combination of different<br>methodologies) to the whole <i>UK consolidation group</i> or <i>non EEA sub group</i><br>s if the group were a single <i>undertaking</i> . [deleted]   |
| 8.7.27 | R <del>(</del>                            | 1) This rule sets out how BIPRU 6.3.2R(3) (Negative figure arising in calculation of the relevant indicator under the basic indicator approach) applies on a consolidated basis.  |
|        | (2  | 2) If the calculation for any individual <i>undertaking</i> under method one in <i>BIPRU</i> 8.7.13R(2) (application of aggregation approach to the whole group) or method three as described in <i>BIPRU</i> 8.7.13R(4)(c) (mixture of aggregation and accounting consolidation) or for any sub-group  |

•••

|              |      | ( <del>3)</del> | If a <i>firm</i> is using method two in <i>BIPRU</i> 8.7.13R (accounting consolidation approach for the whole group), <i>BIPRU</i> 6.3.2R(3) applies to the <i>UK consolidation group</i> or <i>non EEA sub group</i> as if it were a single <i>undertaking</i> . |
|--------------|------|-----------------|---|
|              |      | (4)             | (3) also applies to a sub-group created under method 3 as described in <i>BIPRU</i> 8.7.13R(4)(a). [deleted]  |
| •••          |      |                 |   |
|              | Elin | nination c      | of intra-group transactions   |
| 8.7.29       | R    | <i>rules</i> fo | rdance with <i>BIPRU</i> 8.2.1R and <i>BIPRU</i> 8.3.1R (The basic consolidation r a <i>UK consolidation group</i> or <i>non-EEA sub-group</i> ), a <i>firm</i> may that part of the <i>risk capital requirement</i> that arises as a result of:                  |
|              |      |                 |   |
|              |      | (2)             | (in respect of the <i>consolidated operational risk requirement</i> and <i>consolidated fixed overheads requirement</i> ) intra-group transactions;   |
|              |      |                 |   |
|              |      |                 |   |
| 11           | Disc | losure (l       | Pillar 3)   |
|              |      |                 |   |
| 11.3         |      |                 | Information to be disclosed; Frequency, media and location of<br>Verification   |
|              | Info | rmation t       | o be disclosed  |
|              |      |                 |   |
| 11.3.2       | R    |                 |   |
|              |      | (3)             | A <i>firm</i> using the <i>advanced measurement approach</i> for the calculation of its <i>operational risk capital requirement</i> 1 must publicly disclose the information laid down in <i>BIPRU</i> 11.6.6R. [deleted]   |
|              |      |                 |   |
|              |      |                 |   |
|              |      |                 |   |
| <br>11.5     | Tecl | <br>hnical cr   | iteria on disclosure: General requirements  |
| <br>11.5<br> | Tecl | <br>hnical cr   | iteria on disclosure: General requirements  |

| 11.5.4  | R    | A <i>firm</i> must disclose the following information regarding compliance with <i>BIPRU</i> 3, <i>BIPRU</i> 4, <i>BIPRU</i> 7 and the <i>overall Pillar</i> 2 <i>rule</i> : |
|---------|------|--|
|         |      |  |
|         |      | (4) the <i>firm's</i> minimum capital requirements for the following:  |
|         |      | (a) in respect of its <i>trading-book</i> business, its:   |
|         |      |  |
|         |      | (v) <i>counterparty risk capital component</i> ; <u>and</u>  |
|         |      | (vi) <i>concentration risk capital component</i> ; and [deleted]   |
|         |      |  |
|         |      |  |
|         | Disc | losure: Market risk  |
| 11.5.12 | R    | A <i>firm</i> must disclose its <i>capital resources requirements</i> separately for each risk referred to in (1), (2) and (3):  |
|         |      | (1) in respect of its <i>trading-book</i> business, its:   |
|         |      |  |
|         |      | (f) <i>concentration risk capital component</i> ; and [deleted]  |
|         |      |  |

## TP 2 Capital floors for a firm using the IRB approach

|      |   | How to apply IPRU  |
|------|---|--|
|      |   |  |
| 2.26 | R | [deleted]  |
| 2.27 | G | The <i>concentration risk capital component</i> is the capital requirement for a <i>firm</i> that chooses to have <i>trading book exposures</i> that exceed the <i>large exposure</i> limits for the <i>non-trading book</i> . In most cases <i>IPRU</i> has a similar capital requirement. The purpose of <i>BIPRU</i> TP 2.26R is to allow a <i>firm</i> to calculate the amount of the excess <i>trading book exposures</i> for which it calculates the |

|  | additional capital charge using <i>BIPRU</i> 10 (Large exposures requirements) in order to avoid having to apply the <i>IPRU</i> large exposure requirements for this purpose only. [deleted] |
|--|---|
|--|---|

### Annex H

## Amendments to the Conduct of Business sourcebook (COBS)

| 1       | Application                                 |   |  |  |
|---------|---|---|--|--|
| 1.1     | General application                         |   |  |  |
|         | <br>Structured deposits: further provisions |   |  |  |
|         |   |   |  |  |
| 1.1.1AC | R   | A third country investment firm and a MiFID optional exemption firm must also comply with the provisions of the MiFID Org Regulation which relate to the articles of MiFID referred to in COBS $1.1.1AR(2)$ $1.1.1AR(1)$ , as modified by article 1(2) of the MiFID Org Regulation, when selling, or advising a <i>client</i> in relation to, a <i>structured deposit</i> . |  |  |
| 1.1.1AD | G   | The provisions of <i>MiFID</i> and the <i>MiFID Delegated Directive</i> referred to in COBS $1.1.1AR(2)$ $1.1.1AR(1)$ can be found in the chapters of COBS in the following table and are followed by a 'Note:'.  |  |  |
|         |   |   |  |  |
|         |   |   |  |  |
| 3       | Clie  | ent categorisation  |  |  |
|         |   |   |  |  |
| 3.5     | Pro   | fessional clients   |  |  |
|         | Per   | se professional clients   |  |  |
| 3.5.2   | R   | Each of the following is a <i>per se professional client</i> unless and to the extent it is an <i>eligible counterparty</i> or is given a different categorisation under this chapter:  |  |  |
|         |   |   |  |  |
|         |   | (4) a national or regional government, including a public body that<br>manages public debt at national or regional level, a central bank, an<br>international or supranational institution (such as the World Bank,<br>the IMF, the <u>ECP ECB</u> , the EIB) or another similar international  |  |  |

#### organisation;

...

[Note: first paragraph of section I of annex II to MiFID]

•••

## 10A Appropriateness (for non-advised services) (MiFID provisions)

•••

### **10A.4** Assessing appropriateness: when it need not be done

- 10A.4.1 R ...
  - (3) For the purposes of this *rule*, a third country market is considered to be equivalent to a *regulated market* if it is a market in relation to which the Commission has, at the request of a *competent authority*, adopted an affirmative equivalence decision in accordance with the requirements <u>and procedure</u> in article 4(1)(c) of Directive 2003/71/EC and the condition in article 4(1)(d) of Directive 2003/71/EC is satisfied 25(4) of *MiFID*.

[Note: article 25(4) of *MIFID*]

### Annex I

## Amendments to the Banking: Conduct of Business sourcebook (BCOBS)

| 7 In    |                             | Information about current account services |  |  |  |  |
|---------|-----------------------------|--|--|--|--|--|
| <br>7.3 | Account opening information |  |  |  |  |  |
|         | Info                        | rmatic                                     | on about how an account may be opened  |  |  |  |
|         |                             |  |  |  |  |  |
| 7.3.4   | G                           |  |  |  |  |  |
|         |                             | (3)  | If the <i>firm</i> publishes the information required by <i>BCOBS</i> 7.3.3R(1) to (3) on the same webpage as the other information which this chapter requires it to publish, the information required by <i>BCOBS</i> 7.3.3R(1) to (3) should appear below that other information (that is, below Tables 2 to 8 of Part 2 of <i>BCOBS</i> $\underline{7}$ Annex 1R).   |  |  |  |
|         |                             |  |  |  |  |  |
| 7.5     | Ava                         | ilabili                                    | ty of certain services and helplines   |  |  |  |
|         |                             |  |  |  |  |  |
| 7.5.6   | G                           |  |  |  |  |  |
|         |                             | (3)  | In respect of <i>BCOBS</i> 7.5.1R and 7.5.2R, <i>firms</i> should complete<br>Tables 2 and 3 in Part 2 of <i>BCOBS</i> <u>7</u> Annex 1R by: stating "24<br>hours" in the relevant cell; or setting out in the relevant cell the days<br>and the times at which <i>banking customers</i> can carry out the relevant<br>actions, and discuss the relevant actions and the relevant matters, by<br>the relevant methods; or stating "not possible" in that cell if an<br>action cannot be done or a matter cannot be discussed by a particular<br>method. <i>Firms</i> may annotate the Table to indicate whether different<br>times apply to bank holidays. |  |  |  |
|         |                             | (4)  | In Tables 2 and 3, if contact details or opening hours differ between types of account, <i>firms</i> should either annotate the Table accordingly, or produce different copies of the Table for different types of account. And in Table $32$ , if the contact details for a particular matter differs from that given at the top of the relevant column for a particular method, <i>firms</i> should include the correct contact details for  |  |  |  |

the relevant matter in the relevant row of that column.

| 7.7   | Pub | olicatio | on of information about current accounts   |
|-------|-----|----------|--|
|       |     |          |  |
|       | Hov | v must   | information be published?  |
| •••   |     |          |  |
| 7.7.3 | G   |          |  |
|       |     | (2)      | A <i>firm</i> may publish the information required by <i>BCOBS</i> 7.3.1R and <i>BCOBS</i> 7.3.3R(1) to (3) on the same webpage as it publishes other information about the accounts in question (see <i>BCOBS</i> 7.3.4G(2)). But the information which is to be published in the format of the other Tables in Part 2 of <i>BCOBS</i> 7 Annex 1 <u>R</u> should appear on one webpage (that is, one webpage for personal current accounts, and one for business current accounts) and in the order set out in that |

Part of that Annex.

•••

TP 1 Transitional Provisions

...

•••

| (1) | (2)  | (3) | (4)  | (5)  | (6)   |
|-----|--|-----|--|--|---|
|     | Material to<br>which the<br>transitional<br>provision<br>applies |     | Transitional provision   | Transitional<br>provision:<br>dates in<br>force      | Handbook<br>provision<br>coming<br>into force |
|     |  |     |  |  |   |
| 10  | BCOBS<br>7.1.2R  | G   | The effect of TP 9 is that a <i>firm</i> that<br>on 15 August 2018 has 70,000 or<br>more personal current accounts, or<br>15,000 or more business current<br>accounts, under one of its trading<br>names, and which has had the<br>requisite number of accounts since 1<br>February 2018, must comply with<br><i>BCOBS</i> 7 from 15 August 2018. That<br>means publishing, on 15 August<br>2018, the standing information | From 15<br>August 2018<br>to 30<br>September<br>2018 | 15 August<br>2018                             |

|    |  |   | required by <i>BCOBS</i> 7.3.1R and<br>7.3.3R(1) and (3) (account opening<br>information), <i>BCOBS</i> 7.5.1R and<br>7.5.2R (information about the<br>availability of certain services and<br>helplines), <i>BCOBS</i> 7.6.1R (major<br>operational or security incidents) and<br>7.6.3R (complaints). Providing the<br><i>firm</i> continues to have the requisite<br>number of accounts, it will also have<br>to publish its first information under<br><i>BCOBS</i> 7.3.5R and 7.4.1R no later<br>than 15 February 2018 2019. |   |                   |
|----|--|---|---|---|-------------------|
|    |  |   |   |   |                   |
| 13 | BCOBS<br>7.3.5R and<br>7.4.1R and<br>BCOBS 7<br>Annex 1R | R | <i>Firms</i> are not obliged to publish<br>information that relates to a current<br>account measurement period ending<br>before 1 October 2018. Accordingly,<br><i>firms</i> may omit Tables 7 and 8 of<br><i>BCOBS</i> 7 Annex 1R from the<br>information they publish in respect<br>of current account measurement<br>periods ending before 1 October<br>2018.  | From 1 <u>5</u><br>August 2018<br>to 14<br>February<br>2019 | 15 August<br>2018 |
|    |  |   |   |   |                   |

## Annex J

## Amendments to the Client Assets sourcebook (CASS)

| 6     | 6 Custody rules |   |  |  |  |
|-------|-----------------|---|--|--|--|
|       |                 |   |  |  |  |
| 6.3   | Dep             | ositing assets and arranging for assets to be deposited with third parties  |  |  |  |
|       |                 |   |  |  |  |
| 6.3.9 | R               | CASS 6.3.6R 6.3.6AR does not permit a <i>firm</i> to agree to a third party having any recourse or right against <i>client money</i> in a <i>client bank account</i> or standing to the credit of a <i>client transaction account</i> of the kind referred to in: |  |  |  |
|       |                 |   |  |  |  |

#### Annex K

#### Amendments to the Supervision manual (SUP)

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

## Part 1: Comes into force 23 March 2018

| 3     | Auc | litors   |
|-------|-----|--|
|       |     |  |
| 3.3   | Арр | pointment of auditors  |
|       |     |  |
| 3.3.2 | R   | A <i>firm</i> to which this section applies (see SUP 3.1) must:  |
|       |     |  |
|       |     | (2) notify the <i>appropriate regulator</i> , without delay, on the form in <i>SUP</i> 15 Ann 3 (Standing data Notification to amend firm details form), in accordance with the instructions on the form, when it is aware that a vacancy in the office of auditor will arise or has arisen, giving the reason for the vacancy;  |
|       |     |  |
|       |     | (5) Notify the <i>appropriate regulator</i> of the appointment of an auditor, on the form in <i>SUP</i> 15 Ann 3 (Standing data Notification to amend firm details form), in accordance with the instructions on the form, advising the <i>appropriate regulator</i> of the name and business address of the auditor appointed and the date from which the appointment has effect. |
|       |     |  |

## 13 AnnexPassporting: Branch passport notifications and tied agent notifications1ARunder MiFID ITS 4A

This annex consists of only one or more forms. Forms can be completed online now by visiting: http://www.fca.org.uk/firms/being-regulated/passporting/notification-forms https://www.fca.org.uk/firms/connect for an *FCA-authorised person*.

•••

[*Editor's note*: The forms comprising SUP 13 Annex 1AR are amended as follows.]

Part 1: Notice of intention to establish a branch or change branch particulars in another EEA State in accordance with the Markets in Financial Instruments Directive (MiFID) (Branch passport notification)

...

|            | 3 Business Plan   | and | structural organisation of the branc |
|------------|---|-----|--------------------------------------|
| ····<br>3. | Organisational structure  | 3.  | Organisational structure             |
| 5.         | Organisational structure  | 5.  | Organisational structure             |
|            |   |     | -                                    |
|            | (c) Who Identify who will be<br>responsible for the branch<br>operations on a day-to-day<br>basis?. Provide details of the<br>professional experience of<br>the persons responsible for<br>the management of the<br>branch (Please attach CV(s)). | (c) |                                      |
|            | (d) Who Identify who will be<br>responsible for the internal<br>control functions at the<br>branch?.  | (d) |                                      |
|            | (e) Who Identify who will be responsible for dealing with complaints in relation to the branch?.  | (e) |                                      |
|            | (f) How Explain how will the branch report to the head office?.   | (f) |                                      |
| ·          |   |     |                                      |
|            |   |     |                                      |
| 5.         | Systems & controls  | 5   | Systems & controls                   |
|            | Provide a brief summary of arrangements for:  |     |                                      |

|      | (f) details the name, address and <u>contact details</u> of the accredited compensation scheme of which the investment firm is a member. | (f) |  |  |
|------|--|-----|--|--|
| ···· |  |     |  |  |

Part 2: Notice of intention to use a tied agent established in another EEA State or to amend the details of a tied agent established in another EEA State in accordance with the Markets in Financial Instruments Directive (MiFID) (tied agent passport notification)

•••

|    | <b>3</b> Business Plan and structural organisation of the tied   |     |   |  |  |  |  |  |  |
|----|--|-----|---|--|--|--|--|--|--|
| 1. | Business plan and structural organisation of the tied agent  | 1.  | Business plan and structural organisation of the tied agent |  |  |  |  |  |  |
|    | (a) How will the tied agent<br>contribute to the strategy of<br>the firm/group? Explain how<br>the tied agent will contribute<br>to the strategy of the<br>firm/group. | (a) |   |  |  |  |  |  |  |
|    | (b) What will the main<br>functions of the tied agent<br>be? Describe what the main<br>functions of the tied agent<br>will be.   | (b) |   |  |  |  |  |  |  |
|    |  |     |   |  |  |  |  |  |  |
|    |  |     |   |  |  |  |  |  |  |
| 3. | Organisational structure   | 3.  | Organisational structure                                    |  |  |  |  |  |  |

|   | (c) Who Identify who will be<br>responsible for the tied agent<br>operations on a day-to-day<br>basis?. Provide details of the<br>professional experience of<br>the persons responsible for<br>the management of the tied<br>agent (Please attach CV(s)). | (c)      |                    |
|---|---|----------|--------------------|
|   | (d) Who <u>Identify who</u> will be<br>responsible for the internal<br>control functions at the tied<br>agent?.   | (d)      |                    |
|   | (e) Who Identify who will be responsible for dealing with complaints in relation to the tied agent?.  | (e)      |                    |
|   | (f) How Identify how will the tied agent report to the head office?.  | (f)      |                    |
|   |   | <u> </u> |                    |
|   | L   |          |                    |
| 4.  | Systems & controls  | 4.       | Systems & controls |
|   | Provide a brief summary of arrangements for:  |          |                    |
|   |   |          |                    |
| (f) details the name, address and contact details of the accredited compensation scheme of which the investment firm is a member. |   |          |                    |

Part 3: Notice of the termination of the operation of a branch or cessation of the use of a tied agent established in another EEA State in accordance with the Markets in Financial Instruments Directive (MiFID)

•••

#### 2 Schedule for the planned termination

...

Information on the process of winding down the business operations, including details of how client interests are regarding the manner in which client interests are going to be protected, complaints resolved and any outstanding liabilities discharged:

•••

## 15 Notifications to the FCA

...

## 15 Annex Standing data Notification to amend firm details form 3R

This annex consists of one or more forms. Forms form can be completed online now by visiting: the *FCA*'s website.

The forms are form is also to be found through the following address: *Standing Data Notification to amend firm details* – *SUP 15 Annex 3* 

[*Editor's note*: This form is deleted in its entirety and replaced with an updated version. The changes to the form are limited to the updating of references from 'standing data' to 'firm details' and formatting changes to align the appearance of this form with other FCA paper forms.]





BANK OF ENGLAND PRUDENTIAL REGULATION AUTHORITY

## Notification to amend firm details

## To update firm name and trading names, website address, accounting reference date, auditors, locum, contacts and addresses

SUP 15 Annex 3R - Notifications under SUP 16.10

#### Firm name

#### Firm reference number

Address

Please return the form, marked for the attention of the Customer Contact Centre to:

Financial Conduct Authority 25 The North Colonnade Canary Wharf London E14 5HS United Kingdom

Telephone +44 (0) 7066 1000

Facsimile +44 (0) 7066 1099

Registered as a Limited Company in England and Wales No 1920623. Registered Office as above.

## Notes

This form should be used to update your firm name and trading name(s), website address, accounting reference date, auditors, locum, contacts and addresses.

## **Personal Details**

#### 1.1 Contact Name for this notification

#### 1.2 Contact Details

| Position in the<br>firm                                   |  |
|---|--|
| Daytime<br>telephone<br>number                            |  |
| Email address   |  |
| Individual<br>reference number<br>(IRN), if<br>applicable |  |



## **Change Full Name of Firm**

If you wish to advise the FCA or PRA of a change to the firm's name please enter the following details, otherwise proceed to Section3.

Note: this section is not intended to be used by firms that are covered by Industrial & Provident, Friendly Society, Credit Union or Building Society legislation. These firms should contact the FCA's Mutuals Team.

#### 2.1 Current Legal Status

- Private Limited Company
- Public limited company
- Limited Liability Partnership
- Limited partnership
- Sole trader
- Unlimited Liability Company
- Partnership

□ Other ► Please specify below

#### 2.2 New full name of firm

| 2.3 | Please enter the date on which the change becomes effective  |
|-----|--|
| 2.4 | Has the change requested been approved by Companies House?   |
|     | ∏ Yes  |
|     |  |
|     | $\square$ N/A  |
|     | If your firm is a UK registered limited company (including PLC), limited partnership (if registered at Companies House), limited liability partnership or unlimited liability company, you should only make a change |
|     | to your firm name if the change has already been approved by Companies   |
|     | House.<br>If you have answered 'Not Applicable', please explain why below.   |
|     |  |
|     |  |
|     |  |
|     |  |
|     |  |

2.5 I confirm that the change requested does not constitute a change of legal status.

🗌 Yes



## Add New Trading Name(s)

If you wish to add a new trading name of the firm please enter the following details, otherwise please proceed to Section 3b.

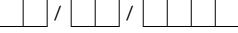
#### **New Trading Name**

Please enter the date on which the change becomes effective

|--|

**New Trading Name** 

Please enter the date on which the change becomes effective



#### **New Trading Name**

Please enter the date on which the change becomes effective

| / |  | / |  |  |  |  |
|---|--|---|--|--|--|--|
|---|--|---|--|--|--|--|

New Trading Name

Please enter the date on which the change becomes effective





## **Delete Current Trading Name(s)**

If you wish to delete a trading name of the firm please enter the following details, otherwise please proceed to Section 4.

#### Trading name to be deleted

#### Please confirm when the trading name must cease



I confirm that the above trading name will not be used by the firm from the date indicated above Yes

Trading name to be deleted

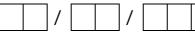
Please confirm when the trading name must cease



I confirm that the above trading name will not be used by the firm from the date indicated above  $$\Box$$  Yes

Trading name to be deleted

Please confirm when the trading name must cease



I confirm that the above trading name will not be used by the firm from the date indicated above

🗌 Yes

Trading name to be deleted

Please confirm when the trading name must cease



I confirm that the above trading name will not be used by the firm from the date indicated above  $\hfill \hfill \$ 

| Yes |
|-----|
| Yes |



### **Change Contact Details**

If you wish to change the contact details of the Complaints Officer or Primary Compliance Contact please enter the following details, otherwise please proceed to Section 5.

Please note that this will not change your approved person records. If you want to change these records, please complete the appropriate Approved Persons Form.

4.1 Please indicate which contact this change applies to. If you wish to change the details for both please copy this form and record the details for each on separate forms, unless the details are the same.

Complaints Officer

Primary Compliance Contact

| Title  |  |
|--|--|
| Forename(s)  |  |
| Surname  |  |
| Job title  |  |
| Email address  |  |
| Phone number.<br>This must be a<br>direct dialled<br>number. |  |
| Fax number   |  |

#### 4.2 Please enter the date on which the change becomes effective

|     |      | / |  | / |  |  |  |
|-----|------|---|--|---|--|--|--|
| Add | ress | ; |  |   |  |  |  |
| Pos | tcod | e |  |   |  |  |  |

4.3 If you would also like the contact details of the following to be changed, please tick the appropriate boxes. This will amend the contact details in line with the changes recorded above.



Primary Compliance Contact



## **Change of Address**

- 5.1 Please indicate which of the following this change applies to. If you wish to change the details for more than one of the following please copy this form and record the details for each on separate forms, unless the details are the same.
  - Registered Office
  - Principal Place of Business
  - Billing Address
  - Publication Address
  - Head Office
  - CIS UK Facilities Address
  - ☐ Motor claims representative
  - UK Branch Address

#### 5.2 Please enter the new address details

| Address             |  |
|---------------------|--|
|                     |  |
| Postcode            |  |
| Telephone<br>number |  |
| Fax number          |  |
| Email address       |  |

#### 5.3 Please enter the date on which the change becomes effective



#### 5.4 Contact Address Details

- Complaints Address
- Principal Compliance Address



- 5.5 Please indicate which of the following this change applies to. If you wish to change the details for more than one of the following please copy this form and record the details for each on separate forms, unless the details are the same.
  - 3<sup>rd</sup> Party Administration
  - Actuary
  - Customer Services
  - EEA Branch Address
  - Firm Association Branch
  - Professional Advisor

#### 5.6 Please enter the new address details

| Address             |  |
|---------------------|--|
| Postcode            |  |
| Telephone<br>number |  |
| Fax number          |  |
| Email address       |  |

#### 5.7 Please enter the date on which the change becomes effective

|--|

Change of Accounting Reference date

## 6.1 Please enter the following details to change your accounting reference date

Current Accounting Reference Date (dd/mm)



New Accounting Reference Date (dd/mm)

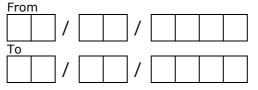


6.2 What accounting periods will result from the change? The new accounting reference date that you have entered could result in several different periods depending on whether you want to extend or reduce your periods and which period is the first period affected.

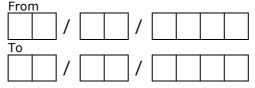
Although the FCA or PRA may accept accounting periods of up to 18 months, SUP 16.3.18G advises firms that accounting periods longer than 15 months may be deemed unacceptable as this may hinder the timely provision of relevant and important information to the FCA or PRA. If a firm wishes to have an accounting period of longer than 18 months (sole traders and certain partnerships), the firm must apply to the FCA in writing.

## Please detail the start and end dates for the current accounting period and the two following periods below:

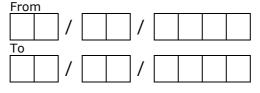
Current Period



Next Period



Next Period 2



Note the change that you have requested will result in a change to your reporting timetable.

# I confirm the change requested above and that it is correctly represented by the accounting periods listed.

## Change of Website Address

7.1 Please enter the new website address (format - www.fca.org.uk )

Change Auditor Details

#### 8.1 Please enter the following details to change your Auditor's details

| Firm name           |  |
|---------------------|--|
| Address             |  |
| Postcode            |  |
| Telephone<br>number |  |
| Fax Number          |  |
| Email address       |  |

#### 8.2 Effective date





#### 9.1 Please enter the following details to change your Locum's details

| Title               |  |
|---------------------|--|
| Forename(s)         |  |
| Surname             |  |
| Firm name           |  |
| Address             |  |
|                     |  |
|                     |  |
|                     |  |
| Postcode            |  |
| Telephone<br>number |  |
| Fax Number          |  |
| Email address       |  |

### 9.2 Effective date



## **Declaration and signatures**

#### Warning

Knowingly or recklessly giving the FCA or PRA information, which is false or misleading in a material particular, may be a criminal offence (sections 398 and 400 of the Financial Services and Markets Act 2000). SUP 15.6.4R requires an authorised person to take reasonable steps to ensure the accuracy and completeness of information given to the FCA or PRA and to notify the FCA or PRA immediately if materially inaccurate information has been provided. Contravention of these requirements may lead to disciplinary sanctions or other enforcement action by the FCA or PRA. It should not be assumed that information is known to the FCA or PRA merely because it is in the public domain or has previously been disclosed to the FCA or PRA or another regulatory body. If you are not sure whether a piece of information is relevant, please include it anyway.

#### **Data Protection**

For the purposes of complying with the Data Protection Act, the personal information in this form will be used by the Financial Conduct Authority and the Prudential Regulation Authority to discharge their statutory functions under the Financial Services and Markets Act 2000 and other relevant legislation. It will not be disclosed for any other purposes without the permission of the applicant.

#### Declaration

By submitting this notification form:

- I/we confirm that the information contained in this form is accurate and complete to the best of my knowledge and belief and that I have taken all reasonable steps to ensure that this is the case.
- I am/we are aware that it is a criminal offence knowingly or recklessly to give the FCA or PRA
- information that is false or misleading in a material particular.
- I/we confirm that, for those questions that do not require supporting evidence, the records which demonstrate the firm's compliance with the rules in relation to the questions will be available to the FCA or PRA on request.
- I/we will notify the FCA or PRA immediately if there is a significant change to the information given in the form. If I/we fail to do so, this may result in enforcement action.

| Signature one                           |          | Signature two |  |
|---|----------|---------------|--|
| Name <sup>1</sup>                       |          |               |  |
| Position <sup>2</sup>                   |          |               |  |
| Individual<br>Reference<br>Number (IRN) |          |               |  |
| Signature                               |          |               |  |
| Date                                    | dd/mm/yy | dd/mm/yy      |  |

<sup>&</sup>lt;sup>1</sup> For a sole trader, the signature of the principal is required For a limited company, the signature of two directors or one director and the company secretary is required.

<sup>&</sup>lt;sup>2</sup> For a partnership, the signature of at least one partner is required. e.g. director, partner or sole trader

| 16                       | Reporting requirements                                       |  |  |
|--------------------------|--|--|--|
|                          |  |  |  |
| 16.3                     | General provisions on reporting                              |  |  |
|                          |  |  |  |
| 16.3.2                   | G  | This chapter has been split into the following sections, covering:   |  |
|                          |  |  |  |
|                          |  | (7) Verification of <i>standing data</i> <u>firm details</u> ( <i>SUP</i> 16.10);  |  |
|                          |  |  |  |
|                          |  |  |  |
| 16.3.17                  | R  |  |  |
|                          |  | (4) <i>SUP</i> 16.10.4AR to <i>SUP</i> 16.10.4CG (Requirement to check the accuracy of standing data <i>firm details</i> and to report changes to the <i>FCA</i> ) apply to any notification made under (1).   |  |
|                          |  |  |  |
| 16.10                    | Verification of <del>standing data</del> <u>firm details</u> |  |  |
|                          |  |  |  |
| 16.10.2                  | G  | Standing data is Firm details are used by the FCA:   |  |
|                          |  |  |  |
| consequences which may r |  | In view of the importance attached to standing data <i>firm details</i> , and the consequences which may result if it is they are wrong, this section provides the framework for a <i>firm</i> to check and correct it them.   |  |
|                          | -  | uirement to check the accuracy of standing data and to report changes to FCA   |  |
| 16.10.4                  | R  | (1) Within 30 <i>business days</i> of its <i>accounting reference date</i> , a <i>firm</i> must check the accuracy of its <i>standing data firm details</i> through the relevant section of the <i>FCA</i> website.  |  |
|                          |  |  |  |
|                          |  | (3) If any <i>standing data</i> is <i>firm details</i> are incorrect, the <i>firm</i> must submit the corrected <i>standing data firm details</i> to the <i>FCA</i> using the appropriate form set out in <i>SUP</i> 15 Ann 3 and in accordance with <i>SUP</i> 16.10.4AR. |  |

16.10.4A R (1) A *firm* other than:

. . .

must submit any corrected standing data <u>firm details</u> under SUP 16.10.4R(3) using the appropriate online systems available from the *FCA*'s website.

- (2) A *credit union* or a *firm* with *permission* to carry on only *credit-related regulated activity* must submit any corrected standing data *firm details* under *SUP* 16.10.4R(3):
  - •••
- (3) Where a *firm* is obliged to submit corrected *standing data <u>firm</u> <u>details</u> under (1), if the FCA's information technology systems fail and online submission is unavailable for 24 hours or more, until such time as facilities for online submission are restored, a <i>firm* must submit its corrected *standing data <u>firm details</u>* to <u>static.data@fca.org.uk</u> <u>firm.details@fca.org.uk</u> or via post or hand delivery to the FCA marked for the attention of the 'Static Data team Customer Contact Centre'.

•••

- 16.10.5 G The *standing data firm details* are made available to the *firm* when the *firm* logs into the appropriate section of the *FCA's* website. The *firm* should check the *standing data firm details* and send any corrections to the *FCA*. The *FCA's* preferred method of receiving corrections to *standing data firm details* is by the online forms available at the *FCA's* website.
- 16.10.6 G A *firm* may check, and submit corrections to, its *standing data <u>firm details</u>* more frequently than annually.

•••

16 AnnexStanding dataFirm details(See SUP 16.10.4R)16AR

#### Part 2: Comes into force 1 April 2018

Amend the following as shown.

. . .

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

...

#### Section J: data required for the calculation of fees

...

Part 2

...

#### 6. If the answer to question 5 is yes, please state below

how much of your annual income reported in 3A (life distribution and pensions intermediation) or \_ 4A (investment intermediation) in Part 1 of this section derives from business you have carried out in respect of each category of enhanced reporting investments (as applicable), and

•••

#### 16 Notes for completion of the Retail Mediation Activities Return ('RMAR') Annex

**18BG** 

. . .

#### Section J: Data required for calculation of fees

• • •

Part 2

. . .

The guidance in the following table sets out the rules which related to the data required in Section J of SUP 16 Annex 18AR.

|  | FCA Annual<br>Income (£s) | FOS Relevant<br>Annual Income<br>(£s) | FSCS Annual<br>Eligible Income<br>(£s) |
|--|---------------------------|---------------------------------------|--|
|  |                           |                                       |  |
| General insurance<br>mediation<br>distribution             |                           |                                       |  |
| Life <u>distribution</u> and<br>pensions<br>intermediation |                           |                                       |  |

| _ |     |  |  |
|---|-----|--|--|
|   |     |  |  |
|   |     |  |  |
|   |     |  |  |
|   |     |  |  |
|   | ••• |  |  |
|   |     |  |  |
|   |     |  |  |

•••

#### Annex L

### Amendments to the Compensation sourcebook (COMP)

In this Annex, underlining indicates new text.

| 6      | Relevant persons and successors in default |  |  |  |
|--------|--|--|--|--|
|        |  |  |  |  |
| 6.3    | Whe  | When is a relevant person in default?  |  |  |
| •••    |  |  |  |  |
| 6.3.2  | R  | The <i>FSCS</i> (or, where <i>COMP</i> 6.3.1R(2)(a) applies, the <i>FCA</i> ) may determine a <i>relevant person</i> to be <i>in default</i> when it is, in the opinion of the <i>FSCS</i> (or the <i>FCA</i> ): |  |  |
|        |  | (1) unable to satisfy <i>protected claims</i> against it; or   |  |  |
|        |  | (2) likely to be unable to satisfy <i>protected claims</i> against it.   |  |  |
|        |  |  |  |  |
| 6.3A   | Whe  | When is a successor in default?  |  |  |
|        |  |  |  |  |
| 6.3A.2 | R  | The <i>FSCS</i> (or, where <i>COMP</i> 6.3A.1R(1)(b)(i) applies, the <i>FCA</i> ) may determine a <i>successor</i> to be <i>in default</i> when it is, in the opinion of the <i>FSCS</i> (or the <i>FCA</i> ):   |  |  |
|        |  | (1) unable to satisfy <i>protected claims</i> against it; or   |  |  |
|        |  | (2) likely to be unable to satisfy <i>protected claims</i> against it.   |  |  |
|        |  |  |  |  |

### Annex M

#### Amendments to the MiFID 2 Guide (M2G)

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

#### **1.4 MIFID 2 technical standards and delegated acts**

1.4.1 MiFID 2 also requires the Commission, in certain places, to adopt technical standards, submitted by ESMA. These technical standards, which take the form of regulatory technical standards or implementing technical standards, are, as their names suggest, technical in nature and according to articles 10 and <u>1546</u> of the ESMA regulation (<u>10931095/2010/EU</u>) (see <u>http://eur-lex.europa.eu/eli/reg/2010/1093/oj http://data.europa.eu/eli/reg/2010/1095/oj</u>) '... shall not imply strategic decisions or policy choices ... and their content shall be delimited by the legislative acts on which they are based'.

•••

## **2.8** Other firms- Collective portfolio management firms and authorised professional firms

This short summary focuses only on MiFID II transposition and not obligations arising under other single market legislation

2.8.1 A collective portfolio management investment firm ('CPMI') is a firm which is subject to authorisation under UCITS or <u>MiFID</u> <u>AIFMD</u> which does MiFID business, in accordance with article 6 UCITS directive <del>and</del> <u>or</u> article 6 AIFMD.

•••