

HANDBOOK ADMINISTRATION (NO 65) INSTRUMENT 2023**Powers exercised**

- A. The Financial Conduct Authority (“the FCA”) makes this instrument in the exercise of the following powers and related provisions in or under:
- (1) the Financial Services and Markets Act 2000 (“the Act”):
 - (a) section 404(3) (Consumer redress schemes); and
 - (b) section 404A (Rules under s404: supplementary); and
 - (2) the Regulated Covered Bond Regulations 2008 (SI 2008/346) (“the Regulations”):
 - (a) Regulation 8 (Applications for registration);
 - (b) Regulation 18 (Notification requirements);
 - (c) Regulation 24 (Requirements relating to the asset pool); and
 - (d) Regulation 42 (Guidance).
- B. The rule-making powers listed at A(1) above are specified for the purposes of section 138G(2) (Rule-making instruments) of the Act.

Commencement

- C. This instrument comes into force on 30 June 2023, except for Annexes A and B which come into force on 3 July 2023.

Amendments to the Handbook

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

(1)	(2)
Conduct of Business sourcebook (COBS)	Annex A
Collective Investment Schemes sourcebook (COLL)	Annex B
Consumer Redress Schemes sourcebook (CONRED)	Annex C
Regulated Covered Bonds sourcebook (RCB)	Annex D

Citation

- E. This instrument may be cited as the Handbook Administration (No 65) Instrument 2023.

By order of the Board
29 June 2023

Annex A

Amendments to the Conduct of Business sourcebook (COBS)

This Annex comes into force on 3 July 2023.

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

...

21 Permitted Links and conditional permitted links

...

21.3 Further rules for firms engaged in linked long-term insurance business

...

21.3.16B G (1) ...

...

- (3) Where a *firm* is subject to the *rules* in COBS 10A when providing *investment services* in relation to *units* in a *long-term asset fund* it should not elect to comply with the *rules* in COBS 21.3.16AR(3)(a) or (b)(ii) unless it can demonstrate why applying those *rules* was appropriate for the *policyholder*.

...

...

Annex B

Amendments to the Collective Investment Schemes sourcebook (COLL)

This Annex comes into force on 3 July 2023.

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

15 Long-term asset funds

...

15.5 Annual report and investor relations

...

Alterations to the scheme and notices to unitholders: guidance for schemes or classes made available to retail clients who are not limited protection LTAF investors

- 15.5.-10C G (1) Subject to (2), the *guidance* in *COLL 4.3.5G* (Guidance on fundamental changes) applies to *COLL 15.5.-10BR(1)* as if:
- (a) in *COLL 4.3.5G(2)*, the references to *COLL 4.3.4R(2)(a)* to *COLL 4.3.4R(2)(c)* were references to ~~*COLL 15.5.-10BR(1)(a)(i) to (iii)*~~ *COLL 15.5.-10BR(1)(b)(i) to (iii)*; and
- ...
- ...
- (4) The *guidance* in ~~*COLL 4.3.9R*~~ *COLL 4.3.9G* (Guidance on notifiable changes) applies to *COLL 15.5.-10BR(3)* as if the reference to *COLL 4.3.8R* was a reference to *COLL 15.5.-10BR(3)*.

Annex C

Amendments to the Consumer Redress Schemes sourcebook (CONRED)

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

4 British Steel Consumer Redress Scheme

...

4 Annex Redress calculation, further information: initial request 10R

*[Editor's note: The letter(s) can be found at this address:
[https://www.handbook.fca.org.uk/form/conred/\[xxx\].](https://www.handbook.fca.org.uk/form/conred/[xxx].)]*

British Steel consumer redress scheme

ACTION REQUIRED – We need some information from you to calculate whether we owe you money

...

ACTION YOU NEED TO TAKE

We need information from you so we can calculate whether you suffered financial loss as a result of transferring out of the British Steel Pension Scheme (BSPS), and whether we owe you any money.

[If information is being requested from the consumer]

The information we need is listed in the box below. Please send this information to us by *[insert date – at least 14 days from the date of this letter]*. You can send this information to us by post (return envelope included) or by email: *[insert firm email]*.

[If information is being requested from a third party]

So that we can collect this information from other parties on your behalf, please sign the attached 'Letter of Authority' form and return it to us by *[insert date- at least 14 days from the date of this letter]*.

[All letters]

If you would like us to, we can also calculate how much money can be paid into your pension to ensure the money is invested for your retirement. If you would like us to do this, please complete and return the attached 'Payment into a pension' form by *[insert date- at least 14 days from the date of this letter]*.

You also need to let us know about any other losses you think we owe you money for. To do this, please complete and return the attached 'Other Losses' form to us by *[insert date – ~~1 month~~ at least 14 days from the date of this letter]*.

...

...

Asking for information from other firms

So that we can collect this information for you from [*insert name of third party the data will be sought from, if known*], please sign the attached 'Letter of Authority' form and return it by [*insert Day Date Month Year – ~~1 month~~ at least 14 days from date of this letter*].

...

The information we need from you

...

- **If you want us to calculate how much of the money we owe you can be paid into your pension, please also provide the following information.**

[*List information required to calculate how much redress can be augmented set out in CONRED 4.3.14R(2)*]

...

[*Please note you should delete the information in this box before you send this letter to the consumer. It is to help you prepare the letter.*

Firms should only request the information set out in CONRED 4 ~~Annex 16R~~ 4 Annex 21R 13.30R that is necessary to calculate redress.

...

[*All letters*]**How you want the money we owe you to get paid**

...

- **You can choose to receive it as a lump sum into your bank account.**

...

If you want us to calculate how much of the money we owe you can be paid into your pension, you need to let us know by completing and returning the form 'Payment into a pension' by [*insert date – ~~1 month~~ at least 14 days from issue of this letter*].

...

Do you think we owe you money for other losses?

...

If you want us to consider whether we owe you money for other losses, you need to let us know by completing and returning the form 'Other Losses' by [*insert date – ~~1 month~~ at least 14 days from issue of this letter*].

...

What should you do now?[*If some information needs collecting from the consumer*]

The information we need from you is listed in the box above. Please send this information to us by [*insert date – at least 14 days from the date of this letter*].

[If letter of authority is required to collect the information from Third Parties]

We can ask for some of this information from other firms on your behalf, but we need you to agree to this first. If you are happy for us to ask other firms for the information we need, you need to complete and return to us the attached ‘Letter of Authority’ form by *[insert date – at least 14 days from the date of this letter]*

You need to let us know if you want us to calculate how much of the money we owe you can be paid into your pension. Please let us know by completing and returning to us the attached ‘Payment into a pension’ form by *[insert date – at least 14 days from the date of this letter]*.

You also need to let us know about any other losses you think we owe you money for. Please let us know by completing and returning the attached ‘Other Losses’ form called by *[Insert date – at least 14 days from the date of this letter]*.

...

**4 Annex Redress calculation, further information request: final reminder
11R**

*[Editor’s note: The letter(s) can be found at this address:
[https://www.handbook.fca.org.uk/form/conred/\[xxx\].](https://www.handbook.fca.org.uk/form/conred/[xxx].)]*

...

British Steel consumer redress scheme

FINAL REMINDER – We still need some information from you to calculate whether we owe you money

...

ACTION YOU NEED TO TAKE

We still need information from you so we can calculate whether we owe you money.

[If information requested from consumer not received]

The information we need is listed in the box below. Please send this information to us by *[insert date – ~~1 month~~ at least 14 days from date of ~~initial~~ this letter]*. You can send this information to us by post (return envelope included) or by email: *[insert firm email]*.

[If letter of authority not received]

So that we can collect this information from other firms on your behalf, please sign the attached ‘Letter of Authority’ form and return it to us by *[insert date- ~~1 month~~ at least 14 days from date of ~~initial~~ this letter]*.

[If request to calculate augmentation not received]

If you would like us to, we can also calculate how much money can be paid into your pension to ensure the money is invested for your retirement. If you would like us to do this, please complete and return the attached ‘Payment into a pension’ form by *[insert date- at least 14 days from the date of this letter]*.

[If consequential loss notification not received]

You also need to let us know about any other losses you think we owe you money for. Please let us know by completing and returning the attached ‘Other Losses’ form by *[insert date – at least 14 days from the date of this letter]*.

...

...

Asking for information from other firms

So that we can collect this information for you from *[insert name of third party the data will be sought from, if known]*, please sign the attached ‘Letter of Authority’ form and return it to us by *[insert date – at least 14 days from the date of this letter]*.

...

How you want the money we owe you to get paid

...

- **Alternatively, you can choose to receive it as a lump sum into your bank account.**

...

You can also contact an FCA-regulated financial adviser to seek advice, but you may have to pay for this service. You may also find the FCA’s Scam Smart guidance helpful.

If you want us to calculate how much of the money we owe you can be paid into your pension, you need to let us know by completing and returning the attached ‘Payment into a pension’ form by *[insert date – at least 14 days from the date of this letter]*.

...

Do you think we owe you money for other losses?

...

If you want us to consider whether we owe you money for other losses, you need to let us know by completing and returning the ‘Other Losses’ form by *[insert date – at least 14 days from the date of this letter]*.

If we do not receive your completed form, we can still calculate how much money we owe you, but we will not be able to add any money for other losses.

What should you do now?

[If some information from consumer not returned]

The information we need is listed in the box above. Please send this information to us by *[insert date- at least 14 days from the date of this letter]*.

[If letter of authority not returned]

We can ask for some of this information from other firms on your behalf, but we need you to agree to this first. If you are happy for us to ask other firms for information we need, you need to complete and return the attached ‘Letter of Authority’ form by *[insert date- at least 14 days from the date of this letter]*.

[If augmentation calculation request not returned]

You need to let us know if you want us to calculate how much of the money we owe you can be paid into your pension. Please let us know by completing and returning the attached ‘Payment into a pension’ form by *[insert date- at least 14 days from the date of this letter]*.

[If consequential loss notification not received]

You also need to let us know about any other losses you think we owe you money for. Please let us know by completing and returning the attached ‘Other Losses’ form by *[insert date- at least 14 days from the date of this letter]*.

...

Annex D

Amendments to the Regulated Covered Bonds sourcebook (RCB)

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

2 Applications for registration

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2.2 Applying for registration

Form, manner and verification of application

...

2.2.2 G *RCB 3.6.5D* sets out the ~~methods~~ method(s) the issuer may use to send the form to the *FCA*.

...

2 Annex 1D Application for admission to the register of issuers and register of regulated covered bonds

...

Application for admission to the register of issuers and register of regulated covered bonds

...

Sending the form

Send your application form to us by email to rbc@fca.org.uk . It is our preference for all correspondence to be submitted electronically. If this is not possible your application form may also be submitted by post or by hand to the address below:

Regulated Covered Bonds Team

Financial Conduct Authority
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12 Endeavour Square

London

E20 1JN

...

3 Notifications

...

3.6 Fees and other matters

...

Method of sending forms and information to FCA

3.6.5 D (1) Unless otherwise stated, the *issuer* or the *owner*, as the case may be, must send the relevant forms and information to the ~~FCA’s address~~ FCA marked for the attention of the “Regulated Covered Bonds Team” by ~~any of the following methods:~~ email to rcb@fca.org.uk.

- (1) ~~post; or~~ [deleted]
- (2) ~~leaving it at the FCA’s address and obtaining a time-stamped receipt; or~~ [deleted]
- (3) ~~email to rcb@fca.org.uk.~~ [deleted]

3 Annex 1D Annual confirmation of compliance with the RCB Regulations and the RCB Sourcebook

...

Annual confirmation of compliance with the RCB Regulations and the RCB sourcebook
...
Sending the form
Send your annual confirmation to us by email to rcb@fca.org.uk . It is our preference for all correspondence to be submitted electronically. If this is not possible your annual confirmation may also be submitted by post or by hand to the address below.
Regulated Covered Bonds Team
Financial Conduct Authority
12 Endeavour Square
London, E20 1JN
...

3 Annex 2D Asset pool notification form

...

RCB 3 Annex 2D: Asset Pool Notification Form
Completing the form
<p>...</p> <p>This Asset Notification Form must be submitted each month and published by the issuer on a secure, password-protected website.</p> <p>...</p>
...
Sending the form
<p>Send this form to us by email to rcb@fca.org.uk. It is our preference for all correspondence to be submitted electronically. If this is not possible your form may also be submitted by post or by hand to the address below.</p> <p>Regulated Covered Bonds Team Financial Conduct Authority 12 Endeavour Square London E20 1JN</p>
...

3 Annex 3D Asset and liability profile form

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RCB 3 Annex 3D: Asset & Liability Profile
...
Sending the form
<p>Send this form to us by email to rcb@fca.org.uk. It is our preference for all correspondence to be submitted electronically. If this is not possible your form may also be submitted by post or by hand to the address below.</p> <p>Regulated Covered Bonds Team Financial Conduct Authority 12 Endeavour Square London E20 1JN</p>

...

3 Annex 4D **Indicative terms form**

...

RCB 3 Annex 4D: New Issuance Indicative Terms Form
...
Sending the form
Send this form to us by email to rcb@fca.org.uk . It is our preference for all correspondence to be submitted electronically. If this is not possible your form may also be submitted by post or by hand to the address below.
Regulated Covered Bonds Team
Financial Conduct Authority
12 Endeavour Square
London
E20 1JN
...

3 Annex 5D **Issuance form**

...

RCB 3 Annex 5D: New Issuance Form
...
Sending the form
Send this form to us by email to rcb@fca.org.uk . It is our preference for all correspondence to be submitted electronically. If this is not possible your form may also be submitted by post or by hand to the address below.
Regulated Covered Bonds Team
Financial Conduct Authority
12 Endeavour Square
London

E20 1JN
...

3 Annex 6D Cancellation form

...

RCB 3 Annex 6D: Bond Cancellation Form
...
Sending the form
<p>Send this form to us by email to rcb@fca.org.uk. It is our preference for all correspondence to be submitted electronically. If this is not possible your form may also be submitted by post or by hand to the address below.</p> <p>Regulated Covered Bonds Team Financial Conduct Authority 12 Endeavour Square London E20 1JN</p>

...

3 Annex 7AD Loan level disclosure form

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RCB 3 Annex 7AD: Loan-level Data Form
Completing the form
<p>...</p> <p>This Loan-Level Data Form must be submitted each quarter <u>must be submitted within one month of the end of each quarter following any issuance of regulated covered bonds after 1 January 2013</u> and published by the issuer on a secure, password-protected website.</p>
...

Sending the form

Send this form to us by email to rcb@fca.org.uk. ~~It is our preference for all correspondence to be submitted electronically. If this is not possible your form may also be submitted by post or by hand to the address below.~~

~~Regulated Covered Bonds Team~~

~~Financial Conduct Authority~~

~~12 Endeavour Square~~

~~London~~

~~E20 1JN~~

...