



BANK OF ENGLAND
PRUDENTIAL REGULATION
AUTHORITY

Consultation Paper | CP28/17

Strengthening accountability: implementing the extension of the SM&CR to insurers and other amendments

December 2017



BANK OF ENGLAND
PRUDENTIAL REGULATION
AUTHORITY

Consultation Paper | CP28/17

Strengthening accountability: implementing the extension of the SM&CR to insurers and other amendments

December 2017

The Bank of England and the Prudential Regulation Authority (PRA) reserve the right to publish any information which it may receive as part of this consultation.

Information provided in response to this consultation, including personal information, may be subject to publication or release to other parties or to disclosure, in accordance with access to information regimes under the Freedom of Information Act 2000 or the Data Protection Act 1998 or otherwise as required by law or in discharge of the PRA's statutory functions.

Please indicate if you regard all, or some of, the information you provide as confidential. If the Bank of England or the PRA receives a request for disclosure of this information, the Bank of England or the PRA will take your indication(s) into account, but cannot give an assurance that confidentiality can be maintained in all circumstances. An automatic confidentiality disclaimer generated by your IT system on emails will not, of itself, be regarded as binding on the Bank of England and the PRA.

Responses are requested by Wednesday 21 February 2017.

Please address any comments or enquiries to:

Beth Miller
Prudential Regulation Authority
20 Moorgate
London
EC2R 6DA

Email: CP28_17@bankofengland.co.uk

Contents

1	Overview	5
2	Amendments to forms	6
3	Implementing the extension to insurers	10
4	Transfer of SMFs from insurance firms to banking firms	11
5	The removal of gendered language from the SM&CR	12
6	The PRA's statutory obligations	12
	Appendices	16

1 Overview

1.1 In this consultation paper (CP), the Prudential Regulation Authority (PRA) sets out the proposed changes to forms and other consequential changes and minor administrative amendments related to the extension of the Senior Managers and Certification Regime (SM&CR, ‘the regime’) to insurers. It also sets out proposals for the removal of gendered language from the SM&CR for banking firms and insurers, amongst other changes. It should be read in conjunction with CP8/17,¹ which proposed optimisations to the existing Senior Insurance Managers Regime (SIMR), and CP14/17,² which proposed the extension of the SM&CR to insurers.

1.2 This CP is relevant to PRA-authorised UK banks, building societies, credit unions, including UK branches of non-EEA firms and PRA-designated UK investment firms ('banking firms'), Solvency II insurers (ie UK Solvency II firms, the Society of Lloyd's and Lloyd's managing agents, third country (re)insurance branches), insurance special purpose vehicles (ISPVs), large non-Directive firms (NDFs), small NDFs and Swiss general insurers.

Background

1.3 The PRA considers that holding individuals to account is a key component of effective regulation. Since March 2016 the SM&CR has applied to banking firms and the SIMR has applied to PRA regulated insurers.

1.4 CP14/17 set out the substantive proposals for the extension of the SM&CR to insurers. A key objective for the extension is to strengthen the PRA’s regulatory regime for insurers to ensure there is an effective governance system with a clear allocation of responsibilities within firms. The extension was introduced by amendments to the Financial Services and Markets Act 2000 (FSMA) through the Bank of England and Financial Services Act 2016 ('the 2016 Act'). It will not take effect until a commencement date has been set by HM Treasury. For the purpose of this publication, the PRA have assumed that the rules will apply in late 2018.

1.5 This CP sets out the proposed changes to forms and other consequential amendments related to the extension, as well as minor amendments to the SM&CR that are not directly related to the extension. These include proposals to remove gendered language from the SM&CR for banking firms and insurers. The PRA considers this to be an appropriate time to make these additional changes in the interests of efficiency and to expedite future amendments to forms.

1.6 In this CP the PRA refers to the extension of the SM&CR to insurers to mean the creation of an integrated regime across banking and insurance. This includes the proposals in this CP that are legally required to implement the amendments to FSMA, as well as other proposals that the PRA considers are otherwise justified by prudential and supervisory considerations. The proposals in this CP are not pre-empting the PRA’s consideration of responses to CP14/17 or other proposals recently out for consultation. Nonetheless, the proposed forms and rules in this CP take into account proposals in recent CPs and use these as a baseline.

1 ‘Strengthening accountability in banking and insurance: optimisations to the SIMR, and changes to SMR forms’, June 2017: www.bankofengland.co.uk/prudential-regulation/publication/2017/strengthening-accountability-in-banking-and-insurance.

2 ‘Strengthening individual accountability in insurance: extension of the Senior Managers and Certification Regime to insurers’, July 2017: www.bankofengland.co.uk/prudential-regulation/publication/2017/strengthening-individual-accountability-in-insurance-extension-of-the-sm-cr-to-insurers.

Summary of proposals

1.7 This CP includes proposals on:

- (i) the rationalisation of the existing SM&CR/SIMR forms to produce a streamlined set of forms, and amendments to Part 4A Permission forms (Chapter 2);
- (ii) implementing the extension to insurers, including some transitional arrangements and changes to references to the existing SIMR and Senior Insurance Management Functions (SIMFs) (Chapter 3);
- (iii) the process for transferring from an SMF at an insurance firm to a banking firm (Chapter 4); and
- (iv) the removal of gendered language from the SM&CR (Chapter 5).

1.8 The proposed changes to supervisory statements are to update terminology to reflect the extension and to replace references to ‘chairman’ with ‘chair’. These changes are described in Chapter 3 and 5. They are consequential to the changes to PRA rules so the draft amendments have not been included in this CP. This CP includes the following appendices: draft instrument (Appendix 1); amended Part 4A Permissions forms (Appendix 2); and the rationalised SM&CR forms for dual-regulated banking firms and insurers (Appendix 3).

1.9 This CP should be read in conjunction with Financial Conduct Authority (FCA) CP17/41, also published on Wednesday 13 December 2017, which contains the FCA’s equivalent proposals to implement the extension.¹

Implementation

1.10 The extended SM&CR for insurers will not come into effect until a commencement date has been set by HM Treasury, at which point the PRA proposes to publish the final policy and rules. For the purpose of this publication, the PRA have assumed that the rules will apply in late 2018.

Responses and next steps

1.11 This consultation closes on Wednesday 21 February 2018, which is intended to ensure that final rules are made well in advance of implementation and that the industry has sufficient time to prepare. The PRA invites feedback on the proposals set out in this consultation. Please address any comments or enquiries to CP28_17@bankofengland.co.uk.

2 Amendments to forms

2.1 This chapter sets out the PRA’s proposals to streamline the SM&CR forms, and update the Part 4A permission forms.

Rationalisation of SM&CR forms

2.2 As part of the extension the PRA proposes to implement a streamlined set of SM&CR forms for both banking firms and insurers (Appendix 3). To do this the PRA proposes to amend the existing forms so they no longer distinguish between firm types. These proposals are

¹ www.fca.org.uk/publications/consultation-papers/cp17-41-individual-accountability-transitioning-insurers-sm-cr.

designed to simplify the requirements on firms, and to align the regimes for banking firms and insurers.

2.3 At present a separate form is often produced for Relevant Authorised Persons (RAPs),¹ Third Country RAPs, Solvency II firms, large NDFs and small NDFs. This has led to a large number of SM&CR/SIMR forms. The rationalisation of the forms will reduce the number of forms from 26 to 11.

2.4 The proposals would result in one version of each of the following forms irrespective of the nature of a firm's business:²

Form	Description
Long Form A	Application to perform senior management functions
Short Form A	Application to perform senior management functions
Form B	Notice to withdraw an application to perform senior management functions
Form C	Notice of ceasing to perform senior management functions
Form D	Changes to personal information/application details and conduct breaches/disciplinary action related to conduct
Form E	Internal transfer of a senior manager
Form I	Application for the variation of a conditional approval for the performance of a senior management function
Form J	Notification of significant changes in responsibilities of a senior management function
Form L	Notification of disciplinary action in relation to an employee performing a certification function
Form M	Notification of Non-Executive Director (NED) or Key Function Holder (KFH)
Statement of Responsibilities (SoR) ³	Statement of Responsibilities

2.5 The extension, and where appropriate the integration, of the two regimes has resulted in the renumbering of certain functions. There is no change to the numbering of existing SMFs for banking firms however as the SIMFs have been integrated into the SM&CR, there has been some renumbering to SIMFs 21, 22 and 23. This is to avoid duplication in numbering of banking and insurer SMFs and to ensure each SMF under the integrated SM&CR has its own unique identifier.⁴

2.6 The proposed list of SMFs for the integrated regime is set out below. SMFs subject to pre-approval by the PRA (with FCA consent) are marked with an asterisk; the other SMFs require pre-approval by the FCA only.

1 Banks, building societies, credit unions and PRA-designated investment firms are collectively referred to as Relevant Authorised Persons ('RAPs').

2 The forms are currently available at www.bankofengland.co.uk/prudential-regulation/authorisations/senior-managers-regime-approvals. There is already a single form for Form B, C and D.

3 As outlined in CP14/17, the PRA proposes that the existing scope of responsibilities under SIMR will become a statement of responsibilities following the extension.

4 The With-Profits Actuary function is currently SIMF 21; the Chief Underwriting Officer function is currently SIMF 22; the Underwriting Risk Oversight function is currently SIMF 23. The proposed renumbering is outlined in paragraph 2.6.

Function	Description of a Senior Management Function	Function	Description of a Senior Management Function	Function	Description of a Senior Management Function
SMF 1*	Chief Executive	SMF11*	Chair of the Audit Committee	SMF20a*	With-Profits Actuary
SMF 2*	Chief Finance	SMF12*	Chair of the Remuneration Committee	SMF21	EEA Branch Senior Manager (EBSM)
SMF 3	Executive Director	SMF13	Chair of the Nomination Committee	SMF22	Other Local Responsibility
SMF 4*	Chief Risk	SMF14*	Senior Independent Director	SMF23*	Chief Underwriting Officer
SMF 5*	Head of Internal Audit	SMF15	Chair of With Profits Committee	SMF23a*	Underwriting Risk Oversight (Lloyd's)
SMF 6*	Head of Key Business Area	SMF16	Compliance Oversight	SMF23b	Conduct Risk Oversight (Lloyd's)
SMF 7*	Group Entity Senior Manager	SMF17	Money Laundering Reporting Officer (MLRO)	SMF24 *	Chief Operations
SMF 8*	Credit Union Senior Manager	SMF18	Other Overall Responsibility	SMF25*	Small Insurer Senior Management Function
SMF 9*	Chair of the governing body	SMF19*	Head of Overseas/ Third Country Branch	SMF26*	Head of Small Run-Off Firm
SMF10*	Chair of the Risk Committee	SMF20*	Chief Actuary	SMF27	Partner

2.7 Alongside amendments to the SMF numbering, the PRA proposes to integrate the Prescribed Responsibilities (PRs) of the existing banking SM&CR and SIMR while respecting the differences between banking firms and insurers. The proposed list of PRs is in line with existing banking requirements, existing insurer requirements and further proposals for insurers outlined in CP8/17 and CP14/17. There will be no changes to the text of the PRs in the PRA Rulebook and the integration of the PRs is purely for the purposes of preparing a form applicable to both banks and insurers. The references for the PRs have been amended to accommodate the integration. The full list of PRs and the new references are captured in the SoR form (Appendix 3).

2.8 For consistency, the PRA proposes to align the Supplementary Information section of relevant paper forms with the existing text on the electronic form. It is for firms to assess which supporting documents they should submit but, in general, the PRA continues to expect firms to submit all of the listed supporting documents.

2.9 The PRA proposes to add one additional requirement on the applicant firm to submit details of the director's time commitments if they have one or more directorships. In practice, firms already provide details of time commitments as part of the authorisations process, and firms are expected to review time commitments under the General Organisational Requirements Part of the PRA Rulebook.

Removal of Form F – ‘Changes in Notified Persons Form’

2.10 As part of the proposals to streamline the SM&CR forms, the PRA proposes to remove Form F.

2.11 Form F is used by a third country firm to notify the PRA (within 30 days) of changes regarding:

- the worldwide chief executive (if based outside the United Kingdom);
- the person within the overseas firm with strategic responsibilities for UK operations;
- for a bank, the two or more persons who direct its business (in accordance with SYSC 4.2.2 of the FCA Handbook); and
- for an insurer, the authorised UK representative (this must be a UK resident who is authorised to accept service of any document on behalf of the firm).¹

2.12 Form F is a notification only, and the individuals do not require regulatory pre-approval to perform their respective roles. The form is a joint PRA/FCA form. It is not available for electronic submission.

2.13 This is a rarely-used form and for efficiency the PRA proposes to remove this form. However the PRA plans to retain the rule that requires firms to notify their usual PRA supervisory contact, see Appendix 1.

Removal of Form K – ‘Grandfathering Notification Form’

2.14 As part of the proposals to streamline the SM&CR forms, the PRA proposes to remove Form K.

2.15 Form K was used when the SM&CR and SIMR were implemented to convert individuals with existing PRA approval to the new regimes. This conversion has now taken place. Therefore the form and accompanying SoR would no longer be required.

2.16 The PRA and FCA propose to re-designate individuals approved to perform a SIMF automatically to a Senior Management Functions (SMF) as part of the extension of the SM&CR, as outlined in CP14/17.

Fitness and Propriety questions on relevant forms

2.17 The PRA proposes to make minor amendments to the Fitness and Propriety questions in the relevant SM&CR forms (Appendix 3).

2.18 These changes are designed to improve clarity and to reduce the scope of questions, where possible. This is to avoid making the forms unnecessarily burdensome for firms while maintaining the level of detail the PRA requires to meet its objectives.

Part 4A Permissions forms

2.19 The PRA proposes to amend four Part 4A Permissions forms as part of consequential changes related to the extension (Appendix 2).

1 www.prarulebook.co.uk/rulebook/Content/Chapter/211503/04-07-2017.

2.20 Part 4A Permissions forms are completed by firms when they are applying to carry out regulated business. The forms currently make reference to the SIMR and FCA Controlled Functions that will cease to exist for dual-regulated firms once the extension of the SM&CR is implemented. Therefore the PRA proposes to amend the text in the forms to ensure it is consistent with SM&CR terminology. The PRA also proposes to update the references to titles of SM&CR forms to ensure they align with the titles of the proposed rationalised forms.

2.21 The FCA also proposes to make a number of amendments to the Fees and Levies section of the forms. As these forms belong to both the PRA and FCA these changes are also reflected in Annex 6 in the FCA's CP.

3 Implementing the extension to insurers

Transitional arrangements for the extension to insurers

3.1 The PRA proposes that the new requirement on insurers to certify employees performing certification functions as fit and proper would come into effect 12 months after the commencement date of the SM&CR for insurers set by HM Treasury. This would mean that insurers would not be required to issue a certificate to any employee until this later date. This would also mean that firms would not need to obtain regulatory references for certification employees¹ until the time which they decide whether to issue a certificate to those employees.

3.2 The PRA proposes that a regulatory reference would not need to be sought for these employees if they were performing the same certification function immediately prior to the commencement of the certification requirements.

3.3 In accordance with the Insurance – Allocation of Responsibilities Part of the PRA Rulebook all senior managers at Solvency II firms and large NDFs should have a SoR (currently known as a scope of responsibilities) in place on the date of the commencement of the extension of the SM&CR. The PRA proposes that these SoRs would not be required to be submitted automatically to the PRA by insurers on this commencement date, but they could be requested from firms as part of the PRA's ongoing supervision.

Consequential amendments related to the extension

3.4 The PRA proposes to amend the PRA Rulebook to facilitate the extension of the SM&CR to insurers. This includes:

- amending all references to 'Senior Insurance Managers Regime' or 'SIMR' to 'Senior Managers Regime' or 'SMR';
- amending all references to 'Senior Insurance Manager Functions' or 'SIMFs' to 'Senior Management Functions' or 'SMFs';
- amending the 'Insurance – Senior Insurance Manager Functions' Part by changing the name and references to 'Insurance – Senior Manager Functions'; and
- amending the 'Senior Insurance Managers Regime – Applications and Notifications' Part by changing the name and references to 'Insurance - Senior Managers Regime – Applications and Notifications'.

¹ There is already a requirement on firms to obtain regulatory references when deciding whether or not a person is fit and proper to be appointed a key function holder.

3.5 The same changes, to remove references to SIMR/SIMFs in titles of parts of the Rulebook, will be made to the rules for non-directive firms. The PRA does not propose to amend the transitional rules for insurers. This will be taken into consideration for future changes following confirmation of the commencement date from HM Treasury.

3.6 The PRA also proposes to replace each reference to ‘Senior Insurance Managers Regime’ with ‘Senior Managers Regime’; and each reference to ‘Senior Insurance Management Function’ with ‘Senior Management Function’ in the following supervisory statements:

- SS28/15¹
- SS39/15²
- SS5/16³
- SS10/16⁴
- SS3/17⁵

3.7 The draft SSs have not been included in this CP, but will be published in full with the subsequent policy statement. There are no additional changes to the SSs than those outlined in this CP.

Deletion of Senior Managers Regime – Transitional Provisions

3.8 The PRA proposes to delete the Senior Managers Regime – Transitional Provisions Part of the PRA Rulebook.

3.9 The rationale for the deletion is the same as that for the removal of Form K, ie the SM&CR was implemented for banking firms in March 2016, transitions have taken place and therefore this is no longer required.

4 Transfer of SMFs from insurance firms to banking firms

4.1 In CP14/17 the PRA outlined a proposal that would enable an individual who has been approved for an SMF within an insurance firm to be treated equivalently to an individual who has been approved for an SMF within a banking firm. In practice, this proposal would streamline the process by making it possible for an individual to move from an SMF at a banking firm to an SMF at an insurance firm through the submission to the PRA of either a Short Form A or Form E, as appropriate.

4.2 In CP14/17 the PRA explained a future CP would include corresponding rules changes to enable a similar approach for individuals moving from an insurance firm to a banking firm. This

1 ‘Strengthening individual accountability in insurance’, May 2017: www.bankofengland.co.uk/prudential-regulation/publication/2015/strengthening-individual-accountability-in-insurance-ss.

2 ‘Whistleblowing in deposit-takers, PRA-designated investment firms and insurers’, October 2015: www.bankofengland.co.uk/prudential-regulation/publication/2015/whistleblowing-in-deposit-takers-pra-designated-investment-firms-and-insurers-ss.

3 ‘Corporate governance: Board responsibilities’, March 2016: www.bankofengland.co.uk/prudential-regulation/publication/2015/corporate-governance-board-responsibilities.

4 ‘Solvency II: Remuneration requirements’, August 2016: www.bankofengland.co.uk/prudential-regulation/publication/2016/solvency-2-remuneration-requirements-ss.

5 ‘Solvency II: matching adjustment - illiquid unrated assets and equity release mortgages’, July 2017: www.bankofengland.co.uk/prudential-regulation/publication/2017/solvency-2-matching-adjustment-illiquid-unrated-assets-and-equity-release-mortgages-ss.

CP proposes to make this change in order to provide reciprocal terms. This will allow an SMF holder at an insurance firm to transfer to an SMF holder at a banking firm via a Short Form A or Form E, as appropriate, rather than a Long Form A.

5 The removal of gendered language from the SM&CR

5.1 The PRA proposes to use the opportunity of making amendments to the PRA Rulebook and forms as part of the extension to also remove gendered language from the SM&CR.

5.2 This will primarily involve amending the titles of a number of SMFs that refer to the ‘Chairman’ and changes to how individuals are addressed in terms of ‘his/her’. Separately, the PRA proposes to update our terminology from ‘grandfather/ing’ to ‘conversion’.

5.3 The SMFs impacted by the proposed gender changes are SMF 9, 10, 11, 12, 13 and 15 – these are the SMFs responsible for chairing the governing body and the various committees. The PRA proposes to change the title of SMF 9 from ‘Chairman’ to ‘Chair of the governing body’ and to amend the titles of the other relevant SMFs to read ‘Chair of [insert committee name]’.

5.4 The terms are used in the PRA Rulebook, SM&CR forms and supervisory statements including SS5/16 and SS28/15. The PRA consulted on similar changes to SS35/15¹ in CP14/17.

5.5 The PRA’s ring-fencing policies and rules also make reference to the SMFs that will be impacted by this proposal. Therefore the PRA proposes to amend the Ring-fenced Bodies Part of the PRA Rulebook (Appendix 1) to reflect the removal of gendered language from the SM&CR.

5.6 In the interests of efficiency, the PRA has not proposed making these changes to the transitional rules for insurers. This is part of considerations for future changes following confirmation of the commencement date from HM Treasury.

6 The PRA’s statutory obligations

6.1 In carrying out its policy making and rule making functions, the PRA is required to comply with several legal obligations.

6.2 Before making any rules, FSMA² requires the PRA to publish a draft of the proposed rules accompanied by:

- a cost benefit analysis;³
- an explanation of the PRA’s reasons for believing that making the proposed rules is compatible with the PRA’s duty to act in a way that advances its general objective,⁴ insurance objective⁵ (if applicable), and secondary competition objective;⁶

1 ‘Strengthening individual accountability in insurance’, May 2017: www.bankofengland.co.uk/prudential-regulation/publication/2015/strengthening-individual-accountability-in-insurance-ss.

2 Section 138J of FSMA.

3 Section 138J (2) (a)

4 Section 2B of FSMA.

5 Section 2C of FSMA.

6 Section 2H(1) of FSMA.

- an explanation of the PRA's reasons for believing that making the proposed rules are compatible with its duty to have regard to the regulatory principles;¹ and
- a statement as to whether the impact of the proposed rules will be significantly different to mutuals than to other persons.²

6.3 The Prudential Regulation Committee (PRC) should have regard to aspects of the Government's economic policy recommended by HM Treasury.³

6.4 The PRA is also required by the Equality Act 2010⁴ to have due regard to the need to eliminate discrimination and to promote equality of opportunity in carrying out its policies, services and functions.

Cost benefit analysis

6.5 CP14/17 included the cost benefit analysis on the principle of the extension of the SM&CR to insurers. As such, the cost- benefit analysis below deals solely with the proposals in this CP.

6.6 The PRA recognises there will be some one-off costs required by firms to take account of the changes to the SM&CR. The PRA believes this will primarily involve administrative changes related to the renumbering of SMFs and amendments to the PR references. However the PRA anticipates these costs will be minimal.

6.7 The PRA also recognises there may be some administrative one-off costs related to the proposals to replace gendered language with gender neutral language however these are not expected to be material.

6.8 The additional question on a director's time commitments as part of the authorisations process is not expected to increase the burden on firms. This information should already be gathered by the firm and is considered by the PRA ahead of authorisation of an individual as an SMF. This is in line with existing requirements in the General Organisational Requirements Part of the PRA Rulebook.

6.9 For firms that operate across banking and insurance, and international firms, the proposed rationalisation of the forms will lead to savings in future ongoing compliance due to the introduction of one of each form irrespective of firm type. Furthermore, the proposal in Chapter 4 to streamline the process for transferring from an SMF at an insurer to an SMF at a bank will reduce the burden on firms by providing for the use of Short Form A and E, where appropriate, rather than Long Form A.

6.10 The proposal to remove Form F will remove an additional burden on firms. In practice, firms are required to submit a Form F to notify their supervisory contact. The proposals will therefore streamline the notification process.

Compatibility with the PRA's objectives

6.11 The proposals in this CP are intended to provide a streamlined approach to the SM&CR for banking firms and insurers. It is intended the updated forms will reduce the burden on firms and provide greater clarity on the PRA's expectations.

¹ Sections 2H(2) and 3B of FSMA.

² Section 138K of FSMA.

³ Section 30B of the Bank of England Act 1998.

⁴ Section 149.

6.12 The proposals are technical and therefore the implications for the PRA's objectives are limited. Nonetheless, a number of the proposals in this CP enable an integrated regime for senior managers across banking and insurance, and by doing so will enhance the ongoing safety and soundness of firms, and ensure there is an appropriate degree of protection for existing and future policyholders. This is achieved by ensuring senior individuals at regulated firms are fit and proper, with clear responsibilities, and acting in accordance with the PRA's Conduct Rules. The PRA has assessed whether the proposals in this CP facilitate effective competition.

Regulatory principles

6.13 In developing the proposals in this CP, the PRA has had regard to the regulatory principles. Three of the principles are of particular relevance.

6.14 The principle that a burden or restriction which is imposed on a person, or on the carrying on of an activity, should be proportionate to the benefits, considered in general terms, which are expected to result from the imposition of that burden or restriction. The PRA has indicated the key areas of its judgement, particularly in the cost benefit analysis section.

6.15 The principle that a firm's senior management is responsible for the activities of the firm and for ensuring compliance with regulatory requirements. The proposals in this CP complement CP14/17 which are designed to strengthen the individual accountability of key individuals in a firm. The proposed additional question on a director's time commitments further strengthens this.

6.16 The principle that there is recognition for the differences in the nature of, and objectives of, businesses carried on by different persons subject to requirements imposed by or under FSMA. The proposals in this CP recognise the differences between banking firms and insurers – for example, while there has been some integration of the PRs in the draft SoRs form (Appendix 2), the form continues to recognise that different types of firms have slightly different applicable PRs and these PRs may be described differently in the PRA Rulebook and draft rules (Appendix 1).

Impact on mutuals

6.17 In the PRA's opinion, the impact of the proposed rule changes on mutuals is expected to be no different from the impact on other firms.

HM Treasury recommendation letter

6.18 HM Treasury has made recommendations to the PRC about aspects of the Government's economic policy to which the PRC should have regard when considering how to advance the PRA's objectives and apply the regulatory principles.¹ The PRA has considered the implications of the proposals in this CP on each of the recommendations and assessed that the implications are limited due to the technical nature of this CP. Nonetheless, the PRA considers two of the recommendations to be of relevance and these are detailed below.

Innovation

6.19 The PRA considers that the proposals in this CP will not hamper innovation in the financial services sector. The proposals for the extension, as outlined in CP14/17, are

¹ Information about the Prudential Regulation Committee and the recommendations from HM Treasury are available on the Bank's website at www.bankofengland.co.uk/about/people/prudential-regulation-committee.

proportionate (for example, there are fewer mandatory requirements for smaller, less significant firms) and this approach is followed in the proposals in this CP, where applicable.

Competitiveness

6.20 The PRA considers that the proposals to implement the extension of the SM&CR to insurers will enhance the transparency of governance of insurance firms. Effective governance of financial services and the resilience this brings will enhance the United Kingdom's reputation as a leading financial centre. The specific proposals in this CP do not give rise to any negative implications.

Equality and diversity

6.21 The PRA carried out an equality impact assessment as part of the development and implementation of the SM&CR and SIMR. Most of the proposals in this paper do not give rise to additional equality and diversity implications. The proposals in this CP to remove gendered language in the SM&CR form part of the PRA's commitment to encourage equality and diversity at regulated firms.

Appendices

-
- 1 Draft PRA RULEBOOK: CRR FIRMS, NON-CRR FIRMS, SOLVENCY II FIRMS, NON-SOLVENCY II FIRMS: SENIOR MANAGERS REGIME AMENDMENT (NO. 2) INSTRUMENT [DATE]**

 - 2 Draft Part 4 A Permissions forms**

 - 3 Draft SM&CR forms**

Appendix 1

Appendix 1: Draft PRA RULEBOOK: CRR FIRMS, NON-CRR FIRMS, SOLVENCY II FIRMS, NON-SOLVENCY II FIRMS: SENIOR MANAGERS REGIME AMENDMENT (NO. 2) INSTRUMENT [DATE]

PRA RULEBOOK: CRR FIRMS, NON-CRR FIRMS, SOLVENCY II FIRMS, NON-SOLVENCY II FIRMS: SENIOR MANAGERS REGIME AMENDMENT (NO. 2) INSTRUMENT [DATE]

Powers exercised

- A. The Prudential Regulation Authority ("PRA") 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 60 (Applications for approvals);
 - (2) section 60A (Vetting of candidates by authorised persons);
 - (3) section 61 (Determination of applications);
 - (4) section 64A (Rules of conduct);
 - (5) section 64C (Requirement for authorised persons to notify regulator of disciplinary action);
 - (6) section 137G (The PRA's general rules); and
 - (7) section 137T (General supplementary powers).
- B. The rule-making powers referred to above are specified for the purpose of section 138G(2) (Rule-making instrument) of the Act.

Pre-conditions to making

- C. In accordance with section 138J of the Act (Consultation by the PRA), the PRA consulted the Financial Conduct Authority. After consulting, the PRA published a draft of proposed rules and had regard to representations made.

PRA Rulebook: CRR Firms, Non-CRR Firms, Solvency II Firms, Non-Solvency II Firms: Senior Managers Regime Amendment (No. 2) Instrument [DATE]

- D. The PRA makes the rules in the Annexes to this instrument.

Part	Annex
Allocation of Responsibilities Part	A
Audit Committee Part	B
Fitness and Propriety Part	C
Notifications Part	D
Remuneration Part	E
Ring-fenced Bodies Part	F
Senior Management Functions Part	G
Senior Managers Regime – Applications and Notifications Part	H
Senior Managers Regime – Transitional Provisions Part	I
Group Supervision Part	J
Insurance – Allocation of Responsibilities Part	K
Insurance – Conduct Standards Part	L
Insurance – Fitness and Propriety Part	M
Senior Insurance Management Functions Part	N
Key Function Holder – Notifications Part	O

Senior Insurance Managers Regime – Applications and Notifications Part	P
Transitional Measures Part	Q
Insurance Company – Reporting Part	R
Large Non-Solvency II Firms - Allocation of Responsibilities Part	S
Large non-Solvency II Firms – Conduct Standards Part	T
Large non-Solvency II Firms – Fitness and Propriety Part	U
Large non-Solvency II Firms – Key Function Holder – Notifications Part	V
Large non-Solvency II Firms – Senior Insurance Management Functions Part	W
Large non-Solvency II Firms – Senior Insurance Managers Regime – Applications and Notifications Part	X
Non-Solvency II Firms – Allocation of Responsibilities Part	Y
Non-Solvency II Firms – Conduct Standards Part	Z
Non-Solvency II Firms – Fitness and Propriety Part	AA
Non-Solvency II Firms – Governance Part	AB
Non-solvency II Firms - Run-off Firms Part	AC
Non-Solvency II Firms – Senior Insurance Management Functions	AD
Non-Solvency II Firms – Senior Insurance Managers Regime – Applications and Notifications Part	AE
Glossary	AF
Glossary	AG

Commencement

- E. Annexes F and AG come into force on [DATE].
- F. Annexes A to E and Annexes G to AF come into force on [DATE].

Deletion

- G. The Senior Managers Regime – Transitional Provisions Part of the PRA Rulebook for CRR Firms and Non-CRR Firms will be deleted on [DATE].

Citation

- H. This instrument may be cited as the PRA Rulebook: CRR Firms, Non-CRR Firms, Solvency II Firms, Non-Solvency II Firms: Senior Managers Regime Amendment (No. 2) Instrument [DATE].

By order of the Prudential Regulation Committee
 [DATE]

Annex A

Amendments to the Allocation of Responsibilities Part

In this Annex new text is underlined and deleted text is struck through.

1 APPLICATION AND DEFINITIONS

...

- 1.2 In this Part, the following definitions shall apply:

...

FCA Chairman of nomination committee function

means an *FCA controlled function* specified in SUP 10C.5.2R of the *FCA Handbook*.

...

3 ALLOCATION OF RESPONSIBILITIES

...

- 3.2 (1) A *firm* (other than a *small CRR firm*, a *credit union* or a *third country CRR firm*) must allocate each of the *prescribed responsibilities* in 4.1(13) to (19) to one or more persons who perform:

(a) an *oversight PRA senior management function*; or

(~~e~~)(b) the *FCA Chairman of nomination committee function*

on behalf of the *firm*.

...

4 PRESCRIBED RESPONSIBILITIES

- 4.1 Each of the responsibilities set out in this rule is a *prescribed responsibility*:

...

(4) responsibility for the *firm's* performance of its obligations under Fitness and Propriety in respect of ~~its~~ *notified non-executive directors*;

...

8 CHAIRMAN'S OF THE GOVERNING BODY'S OFFICE

- 8.1 A *firm* (other than a *third country CRR firm*) must ensure that the office of the *Chairman of the Governing Body function* has resources that are adequate as to both quality and quantity to enable it to fulfil its role within the *firm*.

Annex B

Amendments to the Audit Committee Part

In this Annex new text is underlined and deleted text is struck through.

...

2 AUDIT COMMITTEE

...

2.2 The criteria referred to in 2.1 are:

...

(5) a majority of the members, including the ~~chairman~~, of the *audit committee* of a *firm* must be independent of the firm provided that:

...

(7) the ~~chairman~~ of the *audit committee* must be appointed by its members and must be independent of the *firm*.

...

4 TRANSITIONAL PROVISIONS

4.1

2.2 (6) shall not apply until the commencement of a *firm's* financial year beginning on or after 17 June 2018 provided that a majority of the members, including the ~~chairman~~, of the *audit committee* of a significant *firm* are independent of the *firm*.

...

Annex C

Amendments to the Fitness and Propriety Part

In this Annex new text is underlined and deleted text is struck through.

1 APPLICATION AND DEFINITIONS

...

- 1.2 The matters referred to in 2 are relevant to the *PRA*'s determination of whether a *person* to whom a *PRA senior management approval application* relates is fit and proper.
- 1.3 In this Part, the following definitions shall apply:

...

continued approval

~~has the meaning in Senior Managers Regime – Transitional Provisions 1.2.~~

disciplinary action

~~has the meaning given in section 64C of FSMA.~~

individual conduct requirements

~~means~~

- (1) ~~the Individual Conduct Rules and Senior Manager Conduct Rules in Conduct Rules 2 and 3;~~
- (2) ~~the Individual Conduct Standards and Senior Insurance Manager Conduct Standards in Insurance Conduct Standards 3;~~
- (3) ~~the Individual Conduct Standards and Senior Insurance Manager Conduct Standards in Large Non-Solvency II Firms – Conduct Standards 3;~~
- (4) ~~FIT and APER in the PRA Handbook;~~
- (5) ~~COCON in the FCA Handbook; and~~
- (6) ~~APER in the FCA Handbook.~~

...

2 FITNESS AND PROPRIETY ASSESSMENTS BY FIRMS

- 2.1 A firm must not make a *PRA senior management approval application* in relation to a person unless it is satisfied that person is fit and proper to perform the *PRA senior management function* to which the application relates.
- ...
- (3) A firm must take reasonable steps to obtain references
- (a) in respect of a *PRA senior management approval application*, no later than one month before the end of the application period set out in section 61 of *FSMA*;
 - (b) where a request by a firm for a reference in respect of a *PRA senior management approval application* to an employer or organisation would require the firm, the employer, the organisation or any other person to make a *mandatory disclosure* prior to P disclosing to its current employer or organisation, as the case may be, that such application has been made, before the end of the application period set out in section 61 of *FSMA*; or
- ...
- 2.9 In deciding whether a person (P) is fit and proper in connection with a *PRA senior management approval application* or on appointment as a *notified non-executive director* or *credit union non-executive director*, a firm must:
- ...

5 REGULATORY REFERENCES

- 5.1 (1) If any *PRA-authorised person* (A):
- (a) is considering issuing a certificate to, making a *PRA senior management approval application* in respect of, or appointing as a *senior insurance management function holder*, a *key function holder*, a *non-executive director*, a *notified non-executive director* or a *credit union non-executive director*, a person (P);
- ...

Annex D

Amendments to the Notifications Part

In this Annex new text is underlined and deleted text is struck through.

1 APPLICATION AND DEFINITIONS

...

1.2 In this Part, the following definitions shall apply:

...

disciplinary action

~~has the meaning given in section 64C of FSMA.~~

...

4 NOTIFIED PERSONS

- 4.1 (1) An *overseas firm*, which is not an *incoming firm*, must notify the *PRA* within 30 business days of any *person* taking up or ceasing to hold the following positions:
- (a) the *firm's* worldwide chief executive (that is, the *person* who, alone or jointly with one or more others, is responsible under the immediate authority of the *directors* for the whole of its business) if the *person* is based outside the *UK*;
 - (b) the *person* within the *overseas firm* with a purely strategic responsibility for *UK* operations;
 - (c) for a *bank*: the two or more *persons* who effectively direct its business; or
 - (d) for an *insurer*: the *authorised UK representative*.
- (2) The notification in (1) ~~must be submitted in the form referred to in 10.1 (Form F).~~ However, if the *person* is an *approved person*, notification must include, as a minimum, the *person's* giving details of their name, the *approved person's* individual reference number and the position to which the notification relates, is sufficient and, if the *person* is an *approved person*, the *approved person's* individual reference number.
- 4.2 (1) A *firm* other than a *credit union* must submit the form referred to in 10.1 online using the *OINA system*.
- (2) Where a *firm* is obliged to submit an application online under (1), if the *OINA system* fails and online submission is unavailable for 24 hours or more, until such time as facilities for online submission are restored:
- (a) a *firm* must submit the form in the way set out in 7.4 to 7.6; and
 - (b) the *rules* in relation to non-compliance with *rules* by a *firm* in the case of an emergency do not apply. [deleted]

...

10 FORMS

- 10.1 Form F can be found ~~here~~. [deleted]

...

11 CONDUCT RULES: NOTIFICATIONS

...

- 11.4 If a *firm* is required to notify the *PRA* under 11.2 in respect of a *person* performing a *PRA senior management function*, it must do so within seven business days of the point at which it determined the relevant requirement applied, by submitting:

...

(2) if the *firm* is of a type in paragraph 11.1(d), 11.1(e), 11.1(f), 11.1(g) or 11.1(h) (other than a *Swiss general insurer*) and the circumstances set out in Solvency II Firms - Senior ~~Insurance~~ Managers Regime – Applications and Notifications 4.2(2) apply, Form C;

(3) the *firm* is a *large non-directive insurer* or a *Swiss general insurer* and the circumstances set out in Large Non-Solvency II Firms - Senior ~~Insurance~~ Managers Regime – Applications and Notifications 4.2(2) apply, Form C;

(4) if the *firm* is a *small non-directive insurer* and the circumstances set out in Non-Solvency II Firms - Senior ~~Insurance~~ Managers Regime – Applications and Notifications 4.2(2) apply, Form C;

...

- 11.5 If a *firm* becomes aware of information which would reasonably be material to the assessment of the fitness and propriety of a *PRA approved person*, or a *person* in respect of whom an application for approval to perform a *PRA senior management function* has been made, it must inform the *PRA* on Form D, or (if it is more practical to do so and with the prior agreement of the *PRA*) by fax or e-mail, as soon as practicable.

...

- 11.9 (1) Form C may be found ~~here~~ here.

(2) Form D may be found ~~here~~ here.

(3) Form L may be found ~~here~~ here.

...

Annex E

Amendments to the Remuneration Part

In this Annex new text is underlined and deleted text is struck through.

...

7 GOVERNANCE

...

7.4 A *firm* that is significant in terms of its size, internal organisation and the nature, scope and complexity of its activities must establish a *remuneration* committee, and ensure that the committee:

...

(2) comprises a ~~chairman~~ and members who are members of the *management body* who do not perform any executive function in the *firm*;

...

Annex F

Amendments to the Ring-fenced Bodies Part

In this Annex new text is underlined and deleted text is struck through.

...

4 BOARD COMPOSITION AND MEMBERSHIP

...

4.3 A *ring-fenced body* must ensure that the *person performing the Chairman of the Governing Body function*:

- (1) is an independent *non-executive director*, and
- (2) does not chair the *governing body* of any other member of the *ring-fenced body's group*, other than a *ring-fenced affiliate*.

...

4.6 4.5 does not apply if an *extraordinary vacancy* arises in the office held by the *person performing the Chairman of the Governing Body function* of a *ring-fenced body*.

...

5 RISK MANAGEMENT

5.1 A *ring-fenced body* must ensure that its *risk committee* includes a *person performing the Chairman of Risk Committee function*.

5.2 A *ring-fenced body* must ensure that the *person performing the Chairman of Risk Committee function* does not chair any committee whose functions include oversight of the *risk function* of any other member of the *ring-fenced body's group*, other than a *ring-fenced affiliate*.

...

6 INTERNAL AUDIT POLICY

6.1 A *ring-fenced body* must ensure that its *audit committee* includes a *person performing the Chairman of Audit Committee function*.

6.2 A *ring-fenced body* must ensure that the *person performing the Chairman of Audit Committee function* does not chair any committee whose functions include oversight of the *audit function* of any other member of the *ring-fenced body's group*, other than a *ring-fenced affiliate*.

...

8 REMUNERATION POLICY

...

8.2 A *ring-fenced body* must ensure that its *remuneration committee* includes a *person performing the Chairman of Remuneration Committee function*.

- 8.3 A *ring-fenced body* must ensure that the person performing the *Chairman of Remuneration Committee function* does not chair any committee whose functions include remuneration for any other member of the *ring-fenced body's group*, other than for a *ring-fenced affiliate*.

...

Annex G

Amendments to the Senior Management Functions Part

In this Annex new text is underlined and deleted text is struck through.

...

2 GENERAL

...

- 2.2 (1) A *firm* (other than a *credit union* or a *third country CRR firm*) must ensure that one or more *person* performs each of the following *PRA senior management functions* on its behalf:

...

- (c) the *Chairman of the Governing Body function*.

...

4 OVERSIGHT

...

- 4.2 The *Chairman of the Governing Body function* (SMF9) is the function of having responsibility for chairing, and overseeing the performance of the role of, the *governing body* of a *firm*.
- 4.3 The *Chairman of Risk Committee function* (SMF10) is the function of having responsibility for chairing, and overseeing the performance of any committee responsible for the oversight of the risk management systems, policies and procedures of a *firm* specified in Risk Control 2, including where applicable to the *firm*, a committee established in accordance with Risk Control 3.1.
- 4.4 The *Chairman of Audit Committee function* (SMF11) is the function of having responsibility for chairing, and overseeing the performance of any committee responsible for the oversight of the internal audit system of a *firm* specified in Compliance and Internal Audit 2.
- 4.5 The *Chairman of Remuneration Committee function* (SMF12) is the function of having responsibility for chairing, and overseeing the performance of any committee responsible for the oversight of the design and the implementation of the remuneration policies of a *firm*, including where applicable to the firm, a committee established in accordance with Remuneration 7.4.
- 4.6 The *Senior Independent Director function* (SMF14) is the function of performing the role of a senior independent *director*, and having particular responsibility for leading the assessment of the performance of the *person* performing the *Chairman of the Governing Body function*.

...

8 COMBINATION OF SENIOR MANAGEMENT FUNCTIONS

...

- 8.2 A *firm* must ensure that a *person* who performs the *Chairman of the Governing Body function* on its behalf does not simultaneously perform the *Chief Executive function* within the same *firm*.

Annex H

Amendments to the Senior Managers Regime – Applications and Notifications Part

In this Annex new text is underlined and deleted text is struck through.

1 APPLICATION AND DEFINITIONS

...

1.2 In this Part, the following definitions shall apply:

...

current approved person approval

means

- (1) an approval granted to a *person* under section 59 of FSMA (Approval for particular arrangements):
 - (a) by the *PRA* for the performance of a *PRA senior management function*; or
 - (b) by the *FCA* for the performance of an *FCA designated senior management function* or a *similar influence function*;
- (2) a deemed approval given by: either
 - (a) the *PRA* following the submission of a *conversion grandfathering notification* ~~under Senior Managers Regime (Transitional Provisions)~~; or
 - (b) by the *FCA* under any equivalent process contained in rules in the *FCA Handbook*; or

grandfathering notification

~~has the meaning given in Senior Managers Regime – Transitional Provisions~~

...

2 APPLICATION TO PERFORM A PRA SENIOR MANAGEMENT FUNCTION

...

- 2.7 (1) The *PRA* directs that the form submitted for a *PRA senior management approval application* must be accompanied by a *statement of responsibilities* in accordance with *Allocation of Responsibilities 2.1*.
- (2) A *statement of responsibilities* must be in the form set out here:
 - (a) ~~for a third country CRR firm, in the form set out here; and~~
 - (b) ~~for all other firms, in the form set out here.~~

...

8 FORMS

- 8.1 (1) Form A (long form) may be found [here](#) [here](#).
- (2) Form A (shortened form) may be found [here](#) [here](#).
- (3) Form B may be found [here](#) [here](#).
- (4) Form C may be found [here](#) [here](#).
- (5) Form D may be found [here](#) [here](#).
- (6) Form E may be found [here](#) [here](#).
- (7) Form I may be found [here](#) [here](#).
- (8) Form J may be found [here](#) [here](#).

Annex I

Amendments to the Senior Managers Regime – Transitional Provisions Part

In this Annex new text is underlined and deleted text is struck through.

1 APPLICATION AND DEFINITIONS

~~1.1 Unless otherwise stated, this Part applies to every firm that is:~~

~~(1) a CRR firm;~~

~~(2) a credit union; or~~

~~(3) a third country CRR firm in relation to the activities of its establishment in the UK.~~

~~1.2 In this Part, the following definitions shall apply:~~

~~*candidate*~~

~~means a person in respect of whom a firm has made a pending application.~~

~~*commencement date*~~

~~means 7 March 2016.~~

~~*continued approval*~~

~~means approval to perform a PRA senior management function under section 59 of FSMA, granted pursuant to a grandfathering notification.~~

~~*equivalent function*~~

~~means a PRA senior management function or FCA designated senior management function that is specified in 6 as equivalent for the purposes of articles 2(3)(b) and 11(c) of the Transitional Order, to a pre-implementation controlled function.~~

~~*FCA controlled function*~~

~~means a controlled function specified by the FCA under section 59 of FSMA.~~

~~*FCA designated senior management function*~~

~~means any of the functions specified in column 3 (FCA designated senior management functions) of the table set out in 6.~~

~~*grandfathering notification*~~

~~means a notice required to be sent to the PRA under article 2(1) or 11(b) of the Transitional Order, including any update to such a notice.~~

~~*management responsibilities map*~~

~~has the meaning given in Allocation of Responsibilities 6.~~

~~*pending application*~~

~~means an application for approval under section 60 of FSMA which:~~

- (1) has been received by the FCA or PRA from the firm on or before the commencement date, and
- (2) has not been determined or withdrawn.

PRA senior management function

means a function specified as a controlled function in Senior Management Functions 2 in relation to the carrying on of a regulated activity by a firm.

pre-implementation controlled function

means any of the controlled functions listed in column 1 of the table in 6.

statement of responsibilities

means a statement pursuant to article 2(3)(c) or 11(d) of the Transitional Order setting out the aspects of the affairs of the firm which it is intended that each relevant person will be responsible for managing in performing the notified functions.

Transitional Order

means the Financial Services (Banking Reform) Act 2013 (Transitional and Savings Provisions) Order 2015 (SI 2015/492).

2 GENERAL

- 2.1 The PRA directs that a firm must make a grandfathering notification using Form K before 8 February 2016.
- 2.2 The PRA directs that the notice required by article 6(1) of the Transitional Order must be provided to the PRA using Form K.
- 2.3 The PRA directs that the notice required by article 11(b) of the Transitional Order in respect of a candidate for whom continued approval is sought must be provided to the PRA in Form K as part of a grandfathering notification.

3 GRANDFATHERING NOTIFICATION REQUIREMENTS

- 3.1 A firm must ensure that the grandfathering notification sets out, in respect of each approved person or candidate:
- (1) each of the pre-implementation controlled functions for which the person is approved, or (in the case of a candidate) has a pending application, in relation to the firm;
- (2) each PRA senior management function to be performed by the person on and after the commencement date in relation to the firm; and
- (3) each FCA designated senior management function (if any) to be performed by the person on and after the commencement date in relation to the firm.
- 3.2 The PRA directs that a firm must not specify in a grandfathering notification a PRA senior management function or an FCA designated senior management function for a person which is not an equivalent function in the table in 6 or the table in FCA SUP TP 6.2.7 in relation to:
- (1) (for an approved person) any pre-implementation controlled functions for which the person has approval in relation to the firm; or

(2) (for a candidate) any pre-implementation controlled functions in respect of which there is a pending application.

3.3 The PRA directs that:

- (1) a statement of responsibilities must be submitted with the grandfathering notification in respect of each approved person or candidate for whom continued approval is sought; and
- (2) the firm must submit a management responsibilities map, showing the role of each approved person or candidate as at the commencement date, including the person(s) subject to the grandfathering notification.

3.4 The PRA directs that a firm must list in the grandfathering notification each approved person or candidate who, on the commencement date, will be acting in the capacity of a non-executive director but who will not be performing a PRA senior management function or FCA designated senior management function.

4 PROCEDURE FOR MAKING GRANDFATHERING NOTIFICATIONS

4.1 The PRA directs that, save as required by 4.2:

- (1) A firm other than a credit union must make any applications, notifications or submissions, including updates, required by this Part using the ONA system; and
- (2) a credit union must make any applications, notifications or submissions, including updates, required by this Part:
 - (a) using the ONA system; or
 - (b) in the manner set out in Notifications 7.

4.2 If, under any direction or rule in this Chapter,

- (1) a firm is required to make an application, notification or submission online; and
 - (2) the information technology systems used by the PRA fail, and online submission is unavailable for 24 hours or more,
- until such time as facilities for online submission are restored a firm may submit the specified form in accordance with Notifications 7 (Form and method of notification).

5 UPDATING A GRANDFATHERING NOTIFICATION

5.1 The PRA directs that if, before the commencement date, there has been a significant change to the matters covered by any statement of responsibilities or the management responsibilities map provided pursuant to 3.3, the firm must provide a revised version to the PRA in accordance with the procedure in 4.

6 TABLE OF FUNCTIONS FOR GRANDFATHERING

6.1 The PRA senior management functions set out in column 2 of the table are specified as equivalent functions, in each case in relation to the pre-implementation controlled functions set out in the corresponding row of column 1 of the table below.

6.2 The FCA functions set out in column 3 of the table are specified as equivalent functions, in each case, in relation to the *pre-implementation controlled functions* set out in the corresponding row of column 1 of the table below.

Column 1	Column 2	Column 3
Pre-implementation PRA or FCA Controlled Function	PRA Senior Management Function	FCA-designated Senior Management Function
All firms apart from credit unions and UK branches of third country CRR firms		
Director (CF1) Partner (CF4) Director of unincorporated association (CF5)	Chief Finance function (SMF2) Chief Risk function (SMF4) Head of Internal Audit (SMF5) Head of Key Business Area (SMF6) Group Entity Senior Manager (SMF7)	Executive Director (SMF3)
Non-executive director (CF2)	Group Entity Senior Manager (SMF7) Chairman (SMF9) Chair of the Risk Committee (SMF10) Chair of the Audit Committee (SMF11) Chair of the Remuneration Committee (SMF12) Senior independent director (SMF14)	Chair of the Nominations Committee (SMF13)
Chief executive (CF3)	Chief executive (SMF1)	-
Systems and Controls (CF28)	Chief Finance function (SMF2) Chief Risk function (SMF4) Head of Internal Audit (SMF5) Group Entity Senior Manager (SMF7)	-
Significant management (CF29)	Head of Key Business Area (SMF6) Group Entity Senior Manager (SMF7)	Other overall responsibility function (SMF18)
Credit unions		
Column 1	Column 2	Column 3
PRA or FCA Controlled	PRA Senior Management	FCA-designated Senior

Function	Function	Management Function
Director (CF1)	Credit Union Senior Manager (SMF8)	Executive Director (SMF3)
Non-executive director (CF2)	Credit Union Senior Manager (SMF8)	Chair of the Nominations Committee (SMF13)
Chief executive (CF3)	Credit Union Senior Manager (SMF8)	-
UK Branches of Third country CRR firms		
PRA or FCA Controlled Function	PRA Senior Management Function	FCA Function
Director (CF1)	Chief Finance function (SMF2) Chief Risk function (SMF4) Head of Internal Audit (SMF5) Group Entity Senior Manager (SMF7) Head of Overseas Branch (SMF19)	Executive Director function (SMF3)
Non-executive director (CF2)	Group Entity Senior Manager (SMF7)	-
Chief executive (CF3)	Head of Overseas Branch (SMF19)	-
Systems and Controls (CF28)	Chief Finance function (SMF2) Chief Risk function (SMF4) Head of Internal Audit (SMF5) Group Entity Senior Manager (SMF7)	Other local responsibility function (SMF22)
Significant management (CF29)	Group Entity Senior Manager (SMF7) Head of Overseas Branch (SMF19)	Other local responsibility function (SMF22)

6.3 The PRA directs that a firm must not specify in the grandfathering notification that any person shall perform any combination of PRA senior management functions which is prohibited by any other provision of the PRA Rulebook or the FCA Handbook.

7 APPLICATIONS TO TAKE EFFECT FROM THE COMMENCEMENT DATE

- 7.1 The *PRA* directs that a *firm* must not submit any application pursuant to Senior Managers Regime—Applications and Notifications 2, for a *person* to perform a *PRA senior management function*, before 1 January 2016.
- 7.2 The *PRA* directs that any application to perform a *PRA senior management function* which is made between 1 January 2016 and the day before the commencement date must:
- (a) be made on the correct form as directed by Senior Managers Regime—Applications and Notifications 2 (as if those provisions were in force); and
 - (b) be submitted as directed by Senior Managers Regime—Applications and Notifications 7 (as if those provisions were in force).
- 7.3 An application to perform a *PRA senior management function* which is made between 1 January 2016 and the day before the commencement date is made on the basis that it is treated as being made on the commencement date.

8 FORMS

- 8.1 The forms referred to in 7.2 (a) are:
- (a) Form A (long form) which may be found [here](#);
 - (b) Form A (shortened form) which may be found [here](#); and
 - (c) Form E which may be found [here](#).
- 8.2 Form K may be found [here](#).
- 8.3 A form of statement of responsibilities:
- (a) for a *third country CRR firm*, may be found [here](#); and
 - (b) for all other firms, may be found [here](#). [deleted]

Annex J

Amendments to the Group Supervision Part

In this Annex new text is underlined and deleted text is struck through.

...

17. Risk Management and Internal Control

- 17.4 For the purposes of applying Key Function Holder – Notifications 2 to 6 at the level of the *group*, in accordance with 17.1(1)(i), *firms* should read the definitions of *grandfathering key function holder*, *new SIMF applicant*, *transitional key function holder* and *transitional notified non-executive director* in Key Function Holder – Notifications 1 as follows:

...

- (2) *new SIMF applicant*

means a key function holder at the level of the group (other than a grandfathering key function holder) who submits an application for a senior management function or PRA senior insurance management function prior to the commencement date in relation to a PRA-authorised person in that group.

...

Annex K
Amendments to the
Insurance – Allocation of Responsibilities Part

In this Annex new text is underlined and deleted text is struck through.

1 APPLICATION AND DEFINITIONS

....

- 1.2 In this Part, the following definitions shall apply:

....
SIMR-prescribed responsibility

2 ALLOCATION OF RESPONSIBILITIES

- 2.1 A *firm* (other than a *third country branch undertaking*, or a *small run-off firm* or a *UK ISPV*) must allocate each of the *SIMR prescribed responsibilities* set out in 3.1 (other than 3.1(10) and (11)), to one or more persons who, in relation to that *firm*, are approved under section 59 of *FSMA* by:
- (1) the *PRA* to perform a *PRA senior insurance management function*; or
-
- 2.2 A *firm* (other than a *third country branch undertaking*, or a *small run-off firm* or a *UK ISPV*) must allocate each of the *SIMR prescribed responsibilities* set out in 3.1(10) and (11) and the *SIMR prescribed responsibility* set out in 3.3, if applicable, to one or more *non-executive directors* who perform:
- (1) a *PRA senior insurance management function* set out in Insurance – Senior Insurance Management Functions 4; or
-
- 2.3 A *third country branch undertaking* (other than a *Swiss general insurer*) must allocate each of the *SIMR prescribed responsibilities* set out in 3.1(1A) to 3.1(1), (4), (5), (6) and (7) and each of the *third country branch prescribed responsibilities* to one or more persons who, in relation to that *firm*, are approved under section 59 of *FSMA* by:
- (1) the *PRA* to perform a *PRA senior insurance management function*; or
- ...

- 2.4 A *small run-off firm* must allocate each of the *SIMR prescribed responsibilities* set out in 3.2 to one or more persons who, in relation to that *small run-off firm*, are approved under section 59 of *FSMA* by:
- (1) the *PRA* to perform a *PRA senior insurance management function*; or
-
- 2.5 A *UK ISPV* must allocate each of the *SIMR prescribed responsibilities* set out in 3.1(1A) to 3.1(1C) to one or more persons who, in relation to that *firm*, are approved under section 59 of *FSMA* by:
- (1) the *PRA* to perform a *PRA senior insurance management function*; or
-
- 2.6 A *firm* must ensure that any responsibilities allocated to, and that form part of the responsibilities of, a person who performs a *PRA senior insurance management function* in relation to the firm are consistent with the scope of that *PRA senior insurance management function* and of any *SIMR prescribed responsibilities*, *FCA responsibilities* and other responsibilities allocated to that person.

3 SIMR PRESCRIBED RESPONSIBILITIES

- 3.1 Each of the responsibilities set out in this rule is an *SIMR prescribed responsibility*:
- (1A) responsibility for the *firm's* performance of its obligations under the *senior insurance management regime*;
-
- (1) responsibility for ensuring that the *firm* has complied with its obligations in Insurance – Fitness and Propriety to:
- (a) ensure that every person who performs a *key function* but does not also perform a *PRA senior insurance management function* or a *certification function* is a fit and proper person; and
-
- 3.2 Each of the following responsibilities is an *SIMR prescribed responsibility* in respect of a *small run-off firm*:
-
- 3.3 The responsibility set out in rule 3.3(1) is an *SIMR prescribed responsibility* in the circumstances specified:
-

5 RECORDS

- 5.1 A *firm* must have and maintain a *management responsibilities map*, which is a clear and coherent document or series of documents with the following details:
- ...
- (3) for each *person* named pursuant to 5.1(2), a summary of the significant responsibilities allocated to that *person* (including, if applicable, any ~~SIMR~~ prescribed responsibilities that have been allocated to that *person* in accordance with 2);
- ...

7 UK ISPVS

- 7.3 The requirements in 5.4 and 5.6 apply to a *firm* that is a *UK ISPV* as if any reference to a *key function holder* were a reference to a PRA senior insurance management function holder.
-

Annex L

Amendments to the Insurance – Conduct Standards Part

In this Annex new text is underlined and deleted text is struck through.

1. APPLICATION AND DEFINITIONS

1.1 Unless otherwise stated, this Part applies to:

...

(6) in relation to any of the foregoing *firms*, any *person* who is:

...

(f) an *employee* who is performing a function that would have been a *controlled function* but for Insurance - Senior ~~Insurance~~ Management Functions 2.4.

3 CONDUCT STANDARDS

3.4 **Senior ~~Insurance~~ Manager Conduct Standard 1:** You must take reasonable steps to ensure that the business of the *firm* for which you are responsible is controlled effectively.

3.5 **Senior ~~Insurance~~ Manager Conduct Standard 2:** You must take reasonable steps to ensure that the business of the *firm* for which you are responsible complies with the relevant requirements and standards of the *regulatory system*.

3.6 **Senior ~~Insurance~~ Manager Conduct Standard 3:** You must take reasonable steps to ensure that any delegation of your responsibilities is to an appropriate *person* and that you oversee the discharge of the delegated responsibility effectively.

3.7 **Senior ~~Insurance~~ Manager Conduct Standard 4:** You must disclose appropriately any information of which the *FCA* or the *PRA* would reasonably expect to have notice.

3.8 **Senior ~~Insurance~~ Manager Conduct Standard 5:** When exercising your responsibilities, you must pay due regard to the interests of current and potential future *policyholders* in ensuring the provision by the *firm* of an appropriate degree of protection for their insured benefits.

...

Annex M

Amendments to the Insurance – Fitness and Propriety Part

In this Annex new text is underlined and deleted text is struck through.

1 APPLICATION AND DEFINITIONS

...

1.2 In this Part, the following definitions shall apply:

disciplinary action

~~has the meaning given in section 64C of FSMA.~~

individual conduct requirements

~~means:-~~

1. (1) ~~the Individual Conduct Rules and Senior Manager Conduct Rules in Conduct Rules 2 and 3;~~
- (2) ~~the Individual Conduct Standards and Senior Insurance Manager Conduct Standards in Insurance Conduct Standards 3;~~
- (3) ~~the Individual Conduct Standards and Senior Insurance Manager Conduct Standards in Large Non-Solvency II Firms Conduct Standards 3;~~
- (4) ~~FIT and APER in the PRA Handbook;~~
- (5) ~~COCON in the FCA Handbook; and~~
- (6) ~~APER in the FCA Handbook.~~

...

2 FITNESS AND PROPRIETY ASSESSMENTS BY FIRMS

...

2.4 In deciding whether a *person* (P) is fit and proper to be appointed as a *PRA senior insurance management function holder* or a *notified non-executive director*, a *firm* must:

...

2.5 (1) Before deciding whether a *person* (P) is fit and proper to be appointed as a *key function holder* or to perform a *certification function*, a *firm* must take reasonable steps to obtain appropriate references covering the past six years from the following:

...

- (3) When making a *PRA senior insurance management approval application*, a *firm* must take reasonable steps to obtain references in accordance with (1) and (2):

...

3 REGULATORY REFERENCES

- 3.1 (1) If any *PRA-authorised person* (A):

- (a) is considering issuing a *certificate* to, making a *PRA senior management approval application* in respect of, or appointing as a *senior insurance management function holder*, a *key function holder*, a *non-executive director*, a *notified non-executive director* or a *credit union non-executive director*, a *person* (P);

...

4 DISCLOSURE AND REPLACEMENTS

- 4.1 ...

- (3) Where a *firm* has complied with 4.1(1) in connection with the appointment of a *person* as a *key function holder*, and such *person* transfers from that *key function* to a different *key function* or is appointed to an additional *key function*, in either case within the same *firm*, for the purposes of 4.1(1) the *firm* need only supply, in connection with such subsequent appointment:

- (a) ...
- (b) if the *key function holder* is also to perform a *PRA senior insurance management function* or an *FCA controlled function*, the information required in connection with an application for approval to do so.

- 4.2 Where:

- (1) a *person* who is to become a *key function holder* is also to be approved by the *PRA* to perform a *PRA senior insurance management function* or by the *FCA* to perform an *FCA controlled function*; and
- (2) the *firm* includes the information referred to in 4.1 in its application to the *PRA* for the approval of that *person* to perform the *PRA senior insurance management function*, or in the application to the *FCA* for the approval of that *person* to perform the *FCA controlled function*,

...

Annex N

Amendments to the Insurance – Senior Insurance Management Functions Part

In this Annex new text is underlined and deleted text is struck through.

Part

Insurance – Senior Insurance Management Functions Part

Chapter content

1 APPLICATION AND DEFINITIONS

....

- 1.2 In this Part, the following definitions shall apply:

Chairman of the Governing Body function

has the meaning given in 4.1.

Chairman of Audit Committee function

has the meaning given in 4.3.

Chairman of Remuneration Committee function

has the meaning given in 4.4.

Chairman of Risk Committee function

has the meaning given in 4.2.

....

Group Entity Senior Insurance Manager function

has the meaning given in 5.1.

....

2 GENERAL

- 2.1 Each of the functions in 3 –10 is a *controlled function* and a *PRA senior insurance management function*.
- 2.2 *PRA Ssenior insurance management function holders* must each be approved by the PRA to perform the applicable *PRA senior insurance management function*.
- 2.3 (1) A *firm* (other than a *third country branch undertaking* or a *small run-off firm*) must ensure that one or more persons performs each of the following *PRA senior insurance management functions* on its behalf:

- ...
- (c) the *Chairman of the Governing Body* function.
- (2) If a vacancy arises in respect of one or more of the *PRA senior insurance management functions* set out in (1), a *firm* must ensure that it appoints a *person* to fill that vacancy as soon as practicable.

2.4 To the extent that:

- (1) a firm appoints a person to perform a key function which, but for this rule, would be a *PRA senior insurance management function*;
- (2) the appointment is solely to provide cover for a *PRA senior insurance management function holder* whose absence is:

...

the description of the applicable *PRA senior insurance management function* does not relate to those activities of that *person*.

2.5 (1) If, in relation to a *firm*, a *PRA senior insurance management function holder* also performs *FCA activities*, performance of the *PRA senior insurance management function* will include the performance of those *FCA activities*, provided the following conditions are met:

- (a) the *PRA's approval* to perform that *PRA senior insurance management function* has been granted and continues in force;

....

(2) If, in relation to a *firm*, a *PRA senior insurance management function holder* has been performing *FCA activities* in the circumstances set out in (1), and that *person*:

- (a) ceases to perform the *PRA senior insurance management function*;
- (b) within three *months* of ceasing performance, is approved to perform a new *PRA senior insurance management function* at the *firm*; and
- (c) continues to perform the *FCA activities*,

performance of the new *PRA senior insurance management function* will include the performance of those *FCA activities*, provided the conditions in (1) (a) to (d) are met.

2.6 If a *PRA senior insurance management function holder* to whom 2.5 applies ceases to perform a *PRA senior insurance management function* but continues to perform the *FCA activities*, 2.5(1) will continue to apply in respect of the performance of the *FCA activities* until the earlier of:

- (1) ...
- (2) three *months* from the time that the *person* ceased to perform that *PRA senior insurance management function*.

...

- 2.8 (1) A firm (other than a UK ISPV) must take all reasonable steps to ensure that before a person begins to perform:

- (a) a PRA senior insurance management function; or
- (b) new or revised responsibilities in performance of a PRA senior insurance management function

that person is provided with all of the information and materials that the person may reasonably expect in order to perform that PRA senior insurance management function or those new or revised responsibilities effectively and in accordance with the regulatory system.

3 EXECUTIVE

- 3.1 The *Chief Executive function* (S1MF1) is the function of having responsibility, under the immediate authority of the *governing body*, alone or jointly with others, for carrying out the management of the conduct of the whole of the business (or relevant activities) of a *firm*.
- 3.2 The *Chief Finance function* (S1MF2) is the function of having responsibility for the management of the financial resources of a *firm* and reporting to the *governing body* of a *firm* in relation to its financial affairs.
- 3.3 The *Chief Risk function* (S1MF4) is the function of having responsibility for overall management of the risk management system specified in Conditions Governing Business 3.
- 3.4 The *Head of Internal Audit function* (S1MF5) is the function of having responsibility for the management of the internal audit *function* specified in Conditions Governing Business 5.
- 3.5 The Head of Key Business Area function (S1MF6) is the function of having responsibility for management of a business area or division of a firm (other than a third country branch undertaking) where:

...

- 3.7 The Chief Operations function (S1MF24) is the function of having responsibility for the internal operations and technology of a firm.

4 OVERSIGHT

- 4.1 The *Chairman of the Governing Body function* (S1MF9) is the function of having responsibility for chairing, and overseeing the performance of the *governing body* of a *firm*.
- 4.2 The *Chairman of Risk Committee function* (S1MF10) is the function of having responsibility for chairing, and overseeing the performance of any committee responsible for the oversight of the risk management system specified in Conditions Governing Business 3.
- 4.3 The *Chairman of Audit Committee function* (S1MF11) is the function of having responsibility for chairing and overseeing the performance of any committee responsible for the oversight of the internal audit *function* specified in Conditions Governing Business 5.

- 4.4 The *Chairman of Remuneration Committee function* (SIMF12) is the function of having responsibility for chairing and overseeing the performance of any committee responsible for the oversight of the design or implementation of the remuneration policies and practices of a *firm*.
- 4.5 The *Senior Independent Director function* (SIMF14) is the function of performing the role of a senior independent *director*, and having particular responsibility for leading the assessment of performance of the *person* performing the *Chairman of the Governing Body function*.

5 GROUP ENTITIES

- 5.1 The *Group Entity Senior Insurance Manager function* (SIMF7) is the function of having a significant influence on the management or conduct of one or more aspects of the affairs of a *firm* in relation to its *regulated activities* (other than in the course of the performance of another *PRA senior insurance management function*) and which is performed by a *person* employed by, or an officer of:

....

6 HEAD OF THIRD COUNTRY BRANCH

....

- 6.2 The *Head of Third Country Branch function* (SIMF19) is the function of having responsibility for the conduct of all activities of the *third country branch undertaking* that are subject to the *regulatory system*.
- 6.4 A *third country branch undertaking* that transacts *with-profits insurance business* must have at least one *person* approved to perform the *With-Profits Actuary function* (SIMF210a).
- 6.5 A *third country branch undertaking* is not required to have any *person(s)* approved to perform any of the other *PRA senior insurance management functions*.

6A HEAD OF SMALL RUN-OFF FIRM

....

- 6A.2 The *Head of small run-off firm function* (SIMF 26) is the function of:
- 6A.4 A *small run-off firm* must have at least one *person* approved to perform the *Chief Finance function* (SIMF2).
- 6A.5 A *small run-off firm* that transacts *with-profits insurance business* must have at least one *person* approved to perform the *With-Profits Actuary function* (SIMF240a).

- 6A.6 A *small run-off firm* is not required to have any person(s) approved to perform any of the other PRA senior insurance management functions.

7 CHIEF ACTUARY

- 7.1 The *Chief Actuary function* (S₁MF20) is the function of having responsibility for the actuarial *function* specified in Conditions Governing Business 6.

8 WITH-PROFITS ACTUARY

-
- 8.2 The *With-Profits Actuary function* (S₁MF240a) is the function of having responsibility for advising the *governing body* of a *firm* transacting *with-profits insurance business* on the exercise of discretion affecting part or all of that business, as described more fully in Actuaries 5.1.

9 CHIEF UNDERWRITING OFFICER

-
- 9.2 The *Chief Underwriting Officer function* (S₁MF223) is the function of having responsibility, in respect of the *firm's general insurance business*, for the underwriting decisions in respect of material insurance risks that:

10 UNDERWRITING RISK OVERSIGHT

-
- 10.2 The *Underwriting Risk Oversight function* (S₁MF23a) is the function of overseeing and influencing underwriting plans by *managing agents* in respect of risks borne by *members*.

12 UK ISPVS

-
- 12.2 The following PRA senior insurance management functions do not apply to a *UK ISPV*:

- (1) *Chief Risk function* (S~~I~~MF4);
- (2) *Head of Internal Audit function* (S~~I~~MF5);
- (3) *Chairman of Risk Committee function* (S~~I~~MF10);
- (3A) *Head of Key Business Area function* (S~~I~~MF6);
- (4) *Chairman of Audit Committee function* (S~~I~~MF11);
- (5) *Chairman of Remuneration Committee function* (S~~I~~MF12);
- (6) *Senior Independent Director function* (S~~I~~MF14);
- (7) *Head of Third Country Branch function* (S~~I~~MF19);
- (8) *With-Profits Actuary function* (S~~I~~MF24a); and
- (9) *Chief Underwriting Officer function* (S~~I~~MF223); and
- (10) *Chief Operations function* (S~~I~~MF24).

13 COMBINATION OF PRA SENIOR INSURANCE MANAGEMENT FUNCTIONS

...

- 13.2 A *large firm* must ensure that a *person* who performs the *Chairman of the Governing Body function* on its behalf does not perform the *Chief Executive function* within the same *firm*.
- 13.3 A *large firm* that is a member of a *group* must ensure that a *group executive* does not perform any of the following functions in respect of the *firm*:
 - (1) the *Chairman of the Governing Body function* (S~~I~~MF9);
 - (2) the *Chairman of Risk Committee function* (S~~I~~MF10);
 - (3) the *Chairman of Audit Committee function* (S~~I~~MF11);
 - (4) the *Chairman of Remuneration Committee function* (S~~I~~MF12); or
 - (5) the *Senior Independent Director function* (S~~I~~MF14).

...

Annex O

Amendments to the Key Function Holder – Notifications Part

In this Annex new text is underlined and deleted text is struck through.

...

1 APPLICATION AND DEFINITIONS

...

1.2 In this Part, the following definitions shall apply:

...

new SIMF applicant

means, in relation to a *firm*, a *key function holder* (other than a *grandfathering key function holder*) who submits an application for a PRA senior insurance management function prior to the *commencement date*.

...

senior insurance management approval application

means an application for approval to perform a *senior insurance management function* under section 59 of *FSMA*.

...

2 KEY FUNCTION HOLDER NOTIFICATION

2.1 This Chapter does not apply in relation to a:

...

(3) *new SIMF applicant.*

...

2.4 The *PRA* directs that:

(1) where the *key function holder* is to be approved by the *PRA* to perform a PRA senior insurance management function, the *firm* must provide the information referred to in 2.2 to the *PRA* in whichever Form is required for the PRA senior insurance management approval application, pursuant to Insurance - Senior Insurance Managers Regime – Applications and Notifications 2, which must be accompanied by a *statement of responsibilities form*; and

...

4 FORMS

- 4.1 The key function holder notification form, Form M, may be found [here](#) [here](#).

...

Annex P

Amendments to the Senior Insurance Managers Regime – Applications and Notifications Part

In this Annex new text is underlined and deleted text is struck through.

Part

Insurance – Senior Insurance Managers Regime – Applications and Notifications Part

Chapter content

1 APPLICATION AND DEFINITIONS

...

1.2 In this Part, the following definitions shall apply:

...

current approved person approval

means

(1) an approval granted to a *person* under section 59 of FSMA (Approval for particular arrangements):

(a) by the *PRA* for the performance of a *PRA senior management function or senior insurance management function*; or

...

(2) a deemed approval given by:

(a) the *PRA* following the submission of a *conversion grandfathering notification under Senior Insurance Managers Regime - Transitional Provisions or Senior Managers Regime Transitional Provisions or by the FCA under any equivalent rules in the FCA Handbook; or*

(b) *the FCA under any equivalent process contained in rules in the FCA Handbook;*

...

grandfathering notification

~~has the meaning given in Senior Insurance Managers Regime – Transitional Provisions.~~

...

senior insurance management approval application

~~means an application for approval to perform a senior insurance management function under section 59 of FSMA.~~

...

2 APPLICATION TO PERFORM A PRA SENIOR INSURANCE MANAGEMENT FUNCTION

- 2.1 The *PRA* directs that a *firm* must make a PRA senior *insurance management* approval application in accordance with 2.2, before the activities requiring approval commence.
- 2.2 The *PRA* directs that a *firm* must use Form A (long form) for a PRA senior *insurance management* approval application unless:

...
- 2.3 The *PRA* directs that, subject to 2.4 and 2.5, a *firm* must use Form E for a PRA senior *insurance management* approval application if it is being made in respect of a person who has a current approved person approval and is either:
 - (1) ceasing to perform a *PRA senior management function* or *senior insurance management function* and taking up a new *PRA senior insurance management function* for the same *firm* or another member of its group; or
 - (2) ceasing to perform a *significant influence function* and taking up a PRA senior *insurance management function* for the *firm* or another member of its group.
- 2.4 The *PRA* directs that a *firm* must not use Form E for a PRA senior *insurance management* approval application if:
 - (1) a notification has been or should be made to the *PRA* or *FCA* under any of the following:
 - (a) section 63(2A) of *FSMA* (Duty to notify regulator of grounds for withdrawal of approval);
 - (b) section 64C of *FSMA* (Requirement for authorised person to notify regulator of disciplinary action);
 - ...
 - (3) any of the circumstances in 4.2(2)(a)-(d) apply in relation to:
 - (a) any *controlled function* that that *person* is ceasing to perform; or
 - (b) any *controlled function* that that *person* is continuing to perform in relation to that *firm* or a *firm* in the same group.

~~including if any reference in 4.2(2)(a)-(d) to a senior insurance management function holder were read as if it included reference to a PRA senior management function holder.~~

- 2.5 The *PRA* directs that a *firm* must not use Form E if the *person* to whom the *PRA senior insurance management approval application* relates:
-
- 2.6 (1) The *PRA* directs that a *firm* must use Form A (shortened form) for a *PRA senior insurance management approval application* if:
-
- (b) there have been no matters arising in relation to the fitness and propriety of the *person* to whom the *PRA senior insurance management approval application* relates which mean that the information provided to the *FCA* or *PRA* regarding fitness and propriety in connection with a *current approved person approval* may have changed since the application for the *current approved person approval* was made.
-
- 2.7 The *PRA* directs that the form submitted for a *PRA senior insurance management approval application* must be accompanied by a *statement of responsibilities form* or, where a *statement of responsibilities form* has already been provided under Key Function Holder – Notifications 2.2, an updated version of it.

3 WITHDRAWAL OF A PRA SENIOR INSURANCE MANAGEMENT APPROVAL APPLICATION

- 3.1 The *PRA* directs that a *firm* withdrawing an outstanding *PRA senior insurance management approval application* must do so using Form B.

4 CEASING TO PERFORM A PRA SENIOR INSURANCE MANAGEMENT FUNCTION

- 4.1 A *firm* must notify the *PRA* no later than seven *business days* after a *person* ceases to perform a *PRA senior insurance management function*, using:
- (1) Form E if a *person* ceases to perform a *PRA senior insurance management function* and the *firm* is also making an application for the same *person* to perform a new *PRA senior insurance management function*; and
- (2) in all other cases, Form C.
- 4.2 (1) A *firm* must notify the *PRA* as soon as practicable after it becomes aware, or has information which reasonably suggests, that it will submit a qualified Form C in respect of a *PRA senior insurance management function holder*.
- (2) Form C is qualified if the information it contains:
- (a) relates to the fact that the *firm* has dismissed or suspended the *PRA senior insurance management function holder* from its employment;

- (b) relates to the resignation by the *PRA senior insurance management function holder* while under investigation by the *firm*, the *PRA* or any other *regulatory body*;
- (c) includes a notification under any of the provisions set out in 2.4(1); or
- (d) otherwise reasonably suggests that it may affect the *PRA*'s assessment of the *PRA senior insurance management function holder*'s fitness and propriety.

5 CHANGE IN DETAILS RELATING TO PRA SENIOR INSURANCE MANAGEMENT FUNCTION HOLDERS

- 5.1 If a *PRA senior insurance management function holder*'s title, name or national insurance number changes, the *firm* for which the person performs a *PRA senior insurance management function* must notify the *PRA* of that change within seven *business days* of the *firm* becoming aware of the matter, using Form D.
- 5.2 If, in relation to a *firm* which has submitted an application on either Form A (long or shortened form) or Form E, as required by 2.2, any of the details relating to *PRA senior insurance management functions* are to change, the *firm* must notify the *PRA* using Form D as soon as reasonably practicable after the *firm* becomes aware of the proposed change.
- 5.3 If a *PRA senior insurance management function holder* ceases to perform a *PRA senior insurance management function* for a *firm* but continues to perform one or more *PRA senior insurance management functions* for the same *firm*, the *firm* must submit a revised *statement of responsibilities form* for the remaining *PRA senior insurance management function(s)*, along with Form J.

...

7 FORMS

- 7.1 (1) Form A (long form) may be found [here](#)-[here](#).
- (2) Form A (shortened form) may be found [here](#)-[here](#).
- (3) Form B may be found [here](#)-[here](#).
- (4) Form C may be found [here](#)-[here](#).
- (5) Form D may be found [here](#)-[here](#).
- (6) Form E may be found [here](#)-[here](#).
- (7) The *scope of responsibilities form* may be found [here](#)-[here](#).

...

Annex Q
Amendments to the
Transitional Measures Part

In this Annex deleted text is struck through.

1 APPLICATION AND DEFINITIONS

...

1.2 In this Part the following definitions shall apply:

...

Solvency II rules

means the *PRA* rules in the Valuation, Technical Provisions, Own Funds, Solvency Capital Requirement – General Provisions, Solvency Capital Requirement – Standard Formula, Solvency Capital Requirement – Internal Models, Minimum Capital Requirement, Undertakings in Difficulty, Investments, Composites, Conditions Governing Business, Insurance Special Purpose Vehicles, Group Supervision, Reporting, Surplus Funds, With-Profits, Insurance - Certification, Insurance – Conduct Standards, Insurance – Senior ~~Insurance~~ Management Functions, Insurance – Allocation of Responsibilities and Insurance – Fitness and Propriety Parts of the *PRA* Rulebook.

...

Annex R

Amendments to the

Insurance Company – Reporting Part

In this Annex new text is underlined and deleted text is struck through.

1 APPLICATION AND DEFINITIONS

...

1.3 In this Part, the following definitions shall apply:

...

Head of Third Country Branch function

means the function set out in Large Non-Solvency II Firms – Senior ~~Insurance~~ Management Functions 6.2.

...

Small Insurer Senior Management Function

means the function set out in Non-Solvency II Firms – Senior ~~Insurance~~ Management Functions 3.1.

...

14 TRANSITIONAL AND GRANDFATHERING CONVERSION MEASURES

...

Annex S

Amendments to the

Large Non-Solvency II Firms - Allocation of Responsibilities Part

In this Annex new text is underlined and deleted text is struck through.

1 APPLICATION AND DEFINITIONS

- 1.2 In this Part, the following definitions shall apply:

SIMR-prescribed responsibility

- (1) for a firm (other than a *Swiss general insurer*) means the responsibilities in 3.1;

...

2 ALLOCATION OF RESPONSIBILITIES

- 2.1 A *firm* (other than a *Swiss general insurer*) must allocate each of the *SIMR-prescribed responsibilities* set out in 3.1 (other than 3.1(9) and (10)) to one or more persons who, in relation to that *firm*, are approved under section 59 of *FSMA* by:

- (1) the *PRA* to perform a *PRA senior insurance management function*; or

...

- 2.2 A *firm* (other than a *Swiss general insurer*) must allocate each of the *SIMR prescribed responsibilities* set out in 3.1(9) and (10) and the *SIMR prescribed responsibility* set out in 3.2, if applicable to one or more *non-executive directors* who perform:

- (1) a *PRA senior management function* set out in Large Non-Solvency II Firms – Senior Insurance Management Functions 4; or

...

- 2.3 A *Swiss general insurer* must allocate each of the *SIMR prescribed responsibilities* set out in 3.1(1A) to 3.1(1) and each of the *Swiss general insurer* *prescribed responsibilities* to one or more persons who, in relation to that *firm*, are approved under section 59 of *FSMA* by:

- (1) the *PRA* to perform a *PRA senior insurance management function*; or

- (2) in relation to the *relevant senior management function* only, the *FCA*.

- 2.4 A *firm* must ensure that any responsibilities allocated to, and that form part of the responsibilities of, a person who performs a *PRA senior insurance management function* in relation to the *firm* are consistent with the scope of that *PRA senior insurance management*

function and of any **SIMR** prescribed responsibilities, FCA responsibilities and other responsibilities allocated to that person.

3 SIMR PRESCRIBED RESPONSIBILITIES

- 3.1 Each of the responsibilities set out in this rule is an **SIMR** prescribed responsibility:
- (1A) responsibility for the *firm's* performance of its obligations under the *senior insurance management regime*;
 - (1B) responsibility for the *firm's* performance of its obligations under the *certification regime*;
 - (1C) responsibility for compliance with the firm's obligations in relation to its *management responsibilities map*;
 - (1) responsibility for ensuring that the *firm* has complied with its obligations in Large Non-Solvency II Firms - Fitness and Propriety to:
 - (a) ensure that every *person* who performs a *key function* but does not also perform a *PRA senior insurance management function* or a *certification function* is a fit and proper *person*; and
- ...
- 3.2 The responsibility set out in rule 3.2(1) is an **SIMR** prescribed responsibility in the circumstances specified:
- ...

5 RECORDS

- 5.1 ...
- (3) for each *person* named pursuant to 5.1(2), a summary of the significant responsibilities allocated to that *person* (including, if applicable, any **SIMR** prescribed responsibilities that have been allocated to that *person* in accordance with 2);
- ...

Annex T

Amendments to the

Large non-Solvency II Firms – Conduct Standards Part

In this Annex new text is underlined and deleted text is struck through.

1 APPLICATION AND DEFINITION

- 1.1 Unless otherwise stated, this Part applies to:

...

- (3) in relation to any of the foregoing *firms*, any person who is a *Conduct Rules non-executive director* or who is approved under section 59 of *FSMA* by either:

...

- (f) an *employee* who is performing a function that would have been a *controlled function* but for *Large Non-Solvency II Firms – Senior Insurance Management Functions 2.4*.

...

3 CONDUCT STANDARDS

- 3.4 **Senior Insurance Manager Conduct Standard 1:** You must take reasonable steps to ensure that the business of the *firm* for which you are responsible is controlled effectively.
- 3.5 **Senior Insurance Manager Conduct Standard 2:** You must take reasonable steps to ensure that the business of the *firm* for which you are responsible complies with the relevant requirements and standards of the *regulatory system*.
- 3.6 **Senior Insurance Manager Conduct Standard 3:** You must take reasonable steps to ensure that any delegation of your responsibilities is to an appropriate *person* and that you oversee the discharge of the delegated responsibility effectively.
- 3.7 **Senior Insurance Manager Conduct Standard 4:** You must disclose appropriately any information of which the *FCA* or the *PRA* would reasonably expect to have notice.
- 3.8 **Senior Insurance Manager Conduct Standard 5:** When exercising your responsibilities, you must pay due regard to the interests of current and potential future *policyholders* in ensuring the provision by the *firm* of an appropriate degree of protection for their insured benefits.

Annex U

Amendments to the

Large non-Solvency II Firms – Fitness and Propriety Part

In this Annex new text is underlined and deleted text is struck through.

1 APPLICATION AND DEFINITIONS

- 1.2 In this Part, the following definitions shall apply:

...

disciplinary action

~~has the meaning given in section 64C of FSMA.~~

individual conduct requirements

~~means:-~~

- (1) ~~the Individual Conduct Rules and Senior Manager Conduct Rules in Conduct Rules 2 and 3;~~
- (2) ~~the Individual Conduct Standards and Senior Insurance Manager Conduct Standards in Insurance Conduct Standards 3;~~
- (3) ~~the Individual Conduct Standards and Senior Insurance Manager Conduct Standards in Large Non-Solvency II Firms Conduct Standards 3;~~
- (4) FIT and APER in the *PRA Handbook*;
- (5) COCON in the *FCA Handbook*; and
- (6) APER in the *FCA Handbook*.

...

2 FITNESS AND PROPRIETY ASSESSMENTS BY FIRMS

- 2.4 In deciding whether a person (P) is fit and proper to be appointed as a *PRA senior insurance management function holder* or a *notified non-executive director*, a firm must:

...

- 2.5 ...

- (3) When making a *PRA senior insurance management approval application*, a firm must take reasonable steps to obtain references in accordance with (1) and (2):

...

3 REGULATORY REFERENCES

3.1 (1) If any *PRA-authorised person* (A):

- (a) is considering issuing a *certificate* to, making a *PRA senior management approval application* in respect of, or appointing as a *senior insurance management function holder*, a *key function holder*, a *non-executive director*, a *notified non-executive director* or a *credit union non-executive director*, a *person (P)*;

...

4 DISCLOSURE AND REPLACEMENTS

4.1 ...

(2) ...

- (b) if the *key function holder* is also to perform a *PRA senior insurance management function* or an *FCA controlled function*, the information required in connection with an application for approval to do so.

4.2 Where:

- (1) a *person* who is to become a *key function holder* is also to be approved by the *PRA* to perform a *PRA senior insurance management function* or by the *FCA* to perform an *FCA controlled function*; and
- (2) the *firm* includes the information referred to in 4.1 in its application to the *PRA* for the approval of that *person* to perform the *PRA senior insurance management function*, or in the application to the *FCA* for the approval of that *person* to perform the *FCA controlled function*,

...

Annex V

Amendments to the

Large non-Solvency II Firms – Key Function Holder – Notifications Part

In this Annex new text is underlined and deleted text is struck through.

1 APPLICATION AND DEFINITIONS

- 1.2 In this Part, the following definitions shall apply:

...

new SIMF applicant

means, in relation to a *firm*, a *key function holder* (other than a *grandfathering key function holder*) who submits an application for a PRA senior insurance management function approval application prior to the *commencement date*.

...

2 KEY FUNCTION HOLDER NOTIFICATION

- 2.1 This Chapter does not apply in relation to a:

...

(3) *new SIMF applicant*, or

...

- 2.4 The *PRA* directs that:

(1) where the *key function holder* is to be approved by the *PRA* to perform a PRA senior insurance management function, the *firm* must provide the information referred to in 2.2 to the *PRA* in whichever Form is required for the PRA senior insurance management approval application, pursuant to Large Non-Solvency II Firms – Senior Insurance Managers Regime - Applications and Notifications 2, which must be accompanied by a *statement of responsibilities form*; and

...

4 FORMS

- 4.1 The *key function holder notification form*, Form M, may be found here here.

...

Annex W

Amendments to the Large non-Solvency II Firms – Senior Insurance Management Functions Part

In this Annex new text is underlined and deleted text is struck through.

Part

Large non-Solvency II Firms – Senior Insurance Management Functions

Chapter content

1 APPLICATIONS AND DEFINITIONS

...

1.2 In this Part, the following definitions shall apply:

Chairman of the Governing Body function

has the meaning given in 4.1.

Chairman of Audit Committee function

has the meaning given in 4.3.

Chairman of Remuneration Committee function

has the meaning given in 4.4.

Chairman of Risk Committee function

has the meaning given in 4.2.

...

Group Entity Senior Insurance Manager function

has the meaning given in 5.1.

...

2 GENERAL

- 2.1 Each of the functions in 3 to 9 is a *controlled function* and a PRA senior insurance management function.
- 2.2 PRA S*senior insurance management function holders* must each be approved by the *PRA* to perform the applicable PRA senior insurance management function.

- 2.3 (1) A *firm* (other than a Swiss general insurer) must ensure that one or more persons performs each of the following PRA senior insurance management functions on its behalf:
- ...
- (c) the Chairman of the Governing Body function.
- (2) If a vacancy arises in respect of one or more of the PRA senior insurance management functions set out in (1), a *firm* must ensure that it appoints a person to fill that vacancy as soon as practicable.
- 2.4 To the extent that:
- (1) a *firm* appoints a person to perform a *key function* which, but for this rule, would be a PRA senior insurance management function;
- (2) the appointment is solely to provide cover for a PRA senior insurance management function holder whose absence is:
- (a) temporary; or
- (b) reasonably unforeseen; and
- (3) the appointment is for less than 12 weeks in a consecutive 12-month period, the description of the applicable PRA senior insurance management function does not relate to those activities of that person.
- 2.5 (1) If, in relation to a *firm*, a PRA senior insurance management function holder also performs *FCA activities*, performance of the PRA senior insurance management function will include the performance of those *FCA activities*, provided the following conditions are met:
- (a) the *PRA*'s approval to perform that PRA senior insurance management function has been granted and continues in force;
- ...
- (2) If, in relation to a *firm*, a PRA senior insurance management function holder has been performing *FCA activities* in the circumstances set out in (1), and that person:
- (a) ceases to perform the PRA senior insurance management function;
- (b) within three months of ceasing performance, is approved to perform a new PRA senior insurance management function at the *firm*; and
- (c) continues to perform the *FCA activities*,
- performance of the new PRA senior insurance management function will include the performance of those *FCA activities*, provided the conditions in (1) (a) to (d) are met.

- 2.6 If a *PRA senior insurance management function holder* to whom 2.5 applies ceases to perform a *PRA senior insurance management function* but continues to perform the *FCA activities*, 2.5(1) will continue to apply in respect of the performance of the *FCA activities* until the earlier of:
- (1) approval by the *FCA* in respect of the performance by that person of those *FCA activities* as an *FCA governing function* in relation to the *firm*; or
 - (2) three months from the time that the *person* ceased to perform that *PRA senior insurance management function*.
- 2.7 If a *firm* outsources its internal audit *function* to an external third party service provider (that is, a service provider outside the *firm* or the *firm's group*), the *firm* is not required to have any person(s) approved to perform the *Head of Internal Audit function*.
- 2.8 (1) A firm must take all reasonable steps to ensure that before a person begins to perform:
- (a) a *PRA senior insurance management function*; or
 - (b) new or revised responsibilities in performance of a *PRA senior insurance management function*

that *person* is provided with all of the information and materials that the *person* may reasonably expect in order to perform that *PRA senior insurance management function* or those new or revised responsibilities effectively and in accordance with the *regulatory system*.

...

3 EXECUTIVE

- 3.1 The *Chief Executive function* (S₁MF1) is the function of having responsibility, under the immediate authority of the *governing body*, alone or jointly with others, for carrying out the management of the conduct of the whole of the business (or relevant activities) of a *firm*.
- 3.2 The *Chief Finance function* (S₁MF2) is the function of having responsibility for the management of the financial resources of a *firm* and reporting to the *governing body* of a *firm* in relation to its financial affairs.
- 3.3 The *Chief Risk function* (S₁MF4) is the function of having responsibility for overall management of the risk management system specified in Non-Solvency II Firms – Governance 3.5 and 7.
- 3.4 The *Head of Internal Audit function* (S₁MF5) is the function of having responsibility for the management of the internal audit *function* specified in Non-Solvency II Firms – Governance 9.
- 3.5 The *Head of Key Business Area function* (S₁MF6) is the function of having responsibility for management of a business area or division of a *firm* where:
- ...

- 3.7 The *Chief Operations function* (StMF24) is the function of having responsibility for the internal operations and technology of a firm.

4 OVERSIGHT

- 4.1 The *Chairman of the Governing Body function* (StMF9) is the function of having responsibility for chairing, and overseeing the performance of the *governing body* of a *firm*.
- 4.2 The *Chairman of Risk Committee function* (StMF10) is the function of having responsibility for chairing, and overseeing the performance of any committee responsible for the oversight of the risk management system specified in Non-Solvency II Firms – Governance 3.5 and 7.
- 4.3 The *Chairman of Audit Committee function* (StMF11) is the function of having responsibility for chairing and overseeing the performance of any committee responsible for the oversight of the internal audit *function* specified in Non-Solvency II Firms – Governance 9.
- 4.4 The *Chairman of Remuneration Committee function* (StMF12) is the function of having responsibility for chairing and overseeing the performance of any committee responsible for the oversight of the design or implementation of the remuneration policies and practices of a *firm*.
- 4.5 The *Senior Independent Director function* (StMF14) is the function of performing the role of a senior independent *director*, and having particular responsibility for leading the assessment of performance of the person performing the *Chairman of the Governing Body function*.

5 GROUP ENTITIES

- 5.1 The *Group Entity Senior Insurance Manager function* (StMF7) is the function of having a significant influence on the management or conduct of one or more aspects of the affairs of a *firm* in relation to its *regulated activities* (other than in the course of the performance of another *PRA senior insurance management function*) and which is performed by a person employed by, or an officer of:
- (1) a *parent undertaking* or holding company of a *firm*; or
 - (2) another *undertaking* which is a member of the *firm's group*.

6 HEAD OF THIRD COUNTRY BRANCH

...

- 6.2 The *Head of Third Country Branch function* (StMF19) is the function of having responsibility for the conduct of all activities of the Swiss *general insurer* that are subject to the *regulatory system*.
- 6.3 (1) A Swiss *general insurer* must have at least one person approved to perform the *Head of Third Country Branch function*.

- (2) If a vacancy arises in respect of the *Head of Third Country Branch function*, a Swiss *general insurer* must ensure that it appoints a *person* to fill that vacancy as soon as possible.
- 6.4 A Swiss *general insurer* is not required to have any *person(s)* approved to perform any of the other *PRA senior insurance management functions*.

7 CHIEF ACTUARY

- 7.1 The *Chief Actuary function* (SIMF20) is the function of having responsibility for the actuarial *function* specified in Non-Solvency II Firms – Governance 10.

8 WITH-PROFITS ACTUARY

...

- 8.2 The *With-Profits Actuary function* (SIMF240a) is the function of having responsibility for advising the *governing body* of a *firm* transacting *with-profits insurance business* on the exercise of discretion affecting part or all of that business, as described more fully in Non-Solvency II Firms – Actuarial Requirements 6.1.

9 CHIEF UNDERWRITING OFFICER

...

- 9.2 The *Chief Underwriting Officer function* (SIMF223) is the function of having responsibility, in respect of the *firm's general insurance business*, for the underwriting decisions in respect of material insurance risks that are borne by the *firm*.

10 COMBINATION OF SENIOR INSURANCE MANAGEMENT FUNCTIONS

...

- 10.2 A large firm must ensure that a person who performs the *Chairman of the Governing Body function* on its behalf does not perform the *Chief Executive function* within the same *firm*.
- 10.3 A *large firm* that is a member of a *group* must ensure that a *group executive* does not perform any of the following functions in respect of the *firm*:
- (1) the *Chairman of the Governing Body function* (SIMF9);
 - (2) the *Chairman of Risk Committee function* (SIMF10);
 - (3) the *Chairman of Audit Committee function* (SIMF11);
 - (4) the *Chairman of Remuneration Committee function* (SIMF12);
 - (5) the *Senior Independent Director function* (SIMF14).

Annex X

Amendments to the Large non-Solvency II Firms – Senior Insurance Managers Regime – Applications and Notifications Part

In this Annex new text is underlined and deleted text is struck through.

Part

Large non-Solvency II Firms – Senior Insurance Managers Regime – Applications and Notifications Part

Chapter content

1 APPLICATION AND DEFINITIONS

...

1.2 In this Part, the following definitions shall apply:

commencement date

has the meaning given in Large Non-Solvency II Firms – Senior Insurance Managers Regime – Transitional Provisions.

current approved person approval

means

(1) an approval granted to a *person* under section 59 of FSMA (Approval for particular arrangements):

(a) by the *PRA* for the performance of a *PRA senior management function or a senior insurance management function*; or

...

(2) a deemed approval given by:

(a) the *PRA* following the submission of a *grandfathering conversion notification* under;

(i) *Senior Insurance Managers Regime – Transitional Provisions*;

(ii) *Large Non-Solvency II Firms – Senior Insurance Managers Regime – Transitional Provisions*; or

(iii) *Non-Solvency II Firms – Senior Insurance Managers Regime – Transitional Provisions*; or

(iv) Senior Managers Regime—Transitional Provisions;
or

- (b) the FCA under any equivalent process contained in rules in the *FCA Handbook*; or

...

grandfathering notification

~~has the meaning given in Large Non-Solvency II Firms—Senior Insurance Managers Regime—Transitional Provisions Senior Insurance Managers Regime—Transitional Provisions.~~

...

2 APPLICATION TO PERFORM A SENIOR INSURANCE MANAGEMENT FUNCTION

- 2.1 The PRA directs that a *firm* must make a PRA senior insurance management approval application in accordance with 2.2, before the activities requiring approval commence.
- 2.2 The PRA directs that a *firm* must use Form A (long form) for a PRA senior insurance management approval application unless:
- (1) the *firm* must use Form E under 2.3; or
 - (2) the *firm* must use Form A (shortened form) under 2.6.
- 2.3 The PRA directs that, subject to 2.4 and 2.5, a *firm* must use Form E for a PRA senior insurance management approval application if it is being made in respect of a *person* who has a *current approved person approval* and is either:
- (1) ceasing to perform a *PRA senior management function* ~~or senior insurance management function~~ and taking up a new PRA senior insurance management function for the same *firm* or another member of its *group*; or
 - (2) ceasing to perform a *significant influence function* and taking up a PRA senior insurance management function for the *firm* or another member of its *group*.
- 2.4 The PRA directs that a *firm* must not use Form E for a PRA senior insurance management approval application if:
- ...
- 2.5 The PRA directs that a *firm* must not use Form E if the *person* to whom the PRA senior insurance management approval application relates:
- (1) has never before been approved:
 - (a) by the PRA to perform a *controlled function*; or
 - (b) by the FCA to perform a *significant influence function* for any *firm*;
- or

- (2) has not been the subject of a *current approved person approval* in relation to any *firm* for more than six *months* prior to the date of application.
- (3) any of the circumstances in 4.2(2)(a) to (d) apply in relation to:
- (a) any *controlled function* that that *person* is ceasing to perform; or
 - (b) any *controlled function* that that *person* is continuing to perform in relation to that *firm* or a *firm* in the same *group*
- ~~including if any reference in 4.2(2)(a)–(d) to a senior insurance management function holder were read as if it included reference to a PRA senior management function holder.~~
- 2.6 (1) The *PRA* directs that a *firm* must use Form A (shortened form) for a *PRA senior insurance management approval application* if:
- ...
- (b) there have been no matters arising in relation to the fitness and propriety of the *person* to whom the *PRA senior insurance management approval application* relates which mean that the information provided to the *FCA* or *PRA* regarding fitness and propriety in connection with a *current approved person approval* may have changed since the application for the *current approved person approval* was made.
- ...
- 2.7 The *PRA* directs that the form submitted for a *PRA senior insurance management approval application* must be accompanied by a *statement of responsibilities form* or, where a *statement of responsibilities form* has already been provided under Large Non-Solvency II Firms – Key Function Holder – Notifications 2.2, an updated version of it.

3 WITHDRAWAL OF A PRA SENIOR INSURANCE MANAGEMENT APPROVAL APPLICATION

- 3.1 The *PRA* directs that a *firm* withdrawing an outstanding *PRA senior insurance management approval application* must do so using Form B.

4 CEASING TO PERFORM A PRA SENIOR INSURANCE MANAGEMENT FUNCTION

- 4.1 A *firm* must notify the *PRA* no later than seven *business days* after a *person* ceases to perform a *PRA senior insurance management function*, using:
- (1) Form E if a *person* ceases to perform a *PRA senior insurance management function* and the *firm* is also making an application for the same *person* to perform a new *PRA senior insurance management function*; and
- ...

- 4.2 (1) A *firm* must notify the *PRA* as soon as practicable after it becomes aware, or has information which reasonably suggests, that it will submit a qualified Form C in respect of a *PRA senior insurance management function holder*.
- (2) Form C is qualified if the information it contains:
- (a) relates to the fact that the *firm* has dismissed or suspended the *PRA senior insurance management function holder* from its employment;
 - (b) relates to the resignation by the *PRA senior insurance management function holder* while under investigation by the *firm*, the *PRA* or any other *regulatory body*;
 - (c) includes a notification under any of the provisions set out in ...
 - (d) otherwise reasonably suggests that it may affect the *PRA*'s assessment of the *PRA senior insurance management function holder*'s fitness and propriety.

5 CHANGE IN DETAILS RELATING TO *PRA SENIOR INSURANCE MANAGEMENT FUNCTION HOLDERS*

- 5.1 If a *PRA senior insurance management function holder*'s title, name or national insurance number changes, the *firm* for which the person performs a *PRA senior insurance management function* must notify the *PRA* of that change within seven *business days* of the *firm* becoming aware of the matter, using Form D.
- 5.2 If, in relation to a *firm* which has submitted an application on either Form A (long or shortened form) or Form E, as required by 2.2, any of the details relating to *PRA senior insurance management functions* are to change, the *firm* must notify the *PRA* using Form D as soon as reasonably practicable after the *firm* becomes aware of the proposed change.
- 5.3 If a *PRA senior insurance management function holder* ceases to perform a *PRA senior insurance management function* for a *firm* but continues to perform one or more *PRA senior insurance management functions* for the same *firm*, the *firm* must submit a revised *statement of responsibilities form* for the remaining *PRA senior insurance management function(s)*, along with Form J.

6 PROCEDURE FOR MAKING APPLICATIONS AND NOTIFICATIONS

- 6.1 The *PRA* directs that, save as required by 6.2, a *firm* must make any applications, notifications or submissions required by this Part by submitting the form specified using the *ONA system*.
- 6.2 If, under any direction or rule in this Part:
- (1) a *firm* is required to make an application, notification or submission online; and
 - (2) the information technology systems used by the *PRA* fail and online submission is unavailable for 24 hours or more,

until such time as facilities for online submission are restored, a *firm* must submit the specified form in the way set out in Notifications 7.

6.3

...

- (2) A *firm* must not use Form J where the revisions are to be made as part of arrangements involving an application:
- (a) for approval for the person performing the *PRA senior insurance management function* concerned to perform another *PRA senior insurance management function* or *relevant senior management function* for the same *firm*; or
 - (b) to vary under section 63ZA of *FSMA* an approval for the person performing the *PRA senior insurance management function* concerned to perform another *PRA senior insurance management function* or *relevant senior management function* for the same *firm*.

7 FORMS

- 7.1
- (1) Form A (long form) may be found [here](#)-[here](#).
 - (2) Form A (shortened form) may be found [here](#)-[here](#).
 - (3) Form B may be found [here](#)-[here](#).
 - (4) Form C may be found [here](#)-[here](#).
 - (5) Form D may be found [here](#)-[here](#).
 - (6) Form E may be found [here](#)-[here](#).
 - (7) The *statement of responsibilities form* may be found [here](#)-[here](#).

Annex Y

Amendments to the

Non-Solvency II Firms – Allocation of Responsibilities Part

In this Annex new text is underlined and deleted text is struck through.

...

3 PRESCRIBED RESPONSIBILITIES

- 3.1 Each of the responsibilities set out in this rule is a *small non-directive insurer prescribed responsibility*:
- (1A) responsibility for the *firm's performance of its obligations under the senior insurance management regime*;

...

Annex Z

Amendments to the

Non-Solvency II Firms – Conduct Standards Part

In this Annex new text is underlined and deleted text is struck through.

1 APPLICATION AND DEFINITION

1.1 This Part applies:

...

(2) in relation to a *small non-directive insurer*, to any person who is:

...

(e) an *employee* who is performing a function that would have been a *controlled function* but for Non-Solvency II Firms – Senior ~~Insurance~~ Management Functions 2.3.

...

Annex AA

Amendments to the

Non-Solvency II Firms – Fitness and Propriety Part

In this Annex new text is underlined and deleted text is struck through.

1 APPLICATION AND DEFINITIONS

...

- 1.2 In this Part, the following definition shall apply:

...

disciplinary action

~~has the meaning given in section 64C of FSMA.~~

...

2 FITNESS AND PROPRIETY ASSESSMENTS BY FIRMS

- 2.1 A *firm* must ensure that all *persons* who perform a PRA senior insurance management function or a *certification function* are fit and proper persons.

- 2.2 In deciding whether a *person* is fit and proper pursuant to 2.1, a *firm* must be satisfied that the *person*:

...

required to enable such *person* to perform his or her PRA senior insurance management function or a *certification function* effectively and in accordance with any relevant regulatory requirements, including those under the *regulatory system*, and to enable sound and prudent management of the *firm*.

- 2.3 Before deciding, and in considering on an on-going basis, whether a *person* is fit and proper pursuant to 2.1 and 2.2, a *firm* must consider the *person's* past business conduct, including whether the *person* performs his or her PRA senior insurance management functions or *certification functions* in accordance with the relevant conduct standards specified in Non-Solvency II Firms - Conduct Standards 2.

- 2.4 In deciding whether a *person* (P) is fit and proper to perform a PRA senior insurance management function, a *firm* must:

...

- 2.4A(1) Before deciding whether a *person* (P) is fit and proper to be appointed as a PRA senior insurance management function holder or to perform a *certification function* a *firm* must take reasonable steps to obtain appropriate references covering the past six years from the following:

- (a) each *FCA-authorised person* and *PRA-authorised person* that is, or was:
- (i) P's current or former employer; or
 - (ii) an organisation (not falling within (i)) at which P is currently serving, or has served, as a *key function holder*, *PRA senior insurance management function holder*, other *approved person*, *non-executive director*, *notified non-executive director* or *credit union non-executive director* or performed, or is currently performing, a *certification function*;
- ...
- (3) When making a *PRA senior insurance management approval application*, a *firm* must take reasonable steps to obtain references in accordance with (1) and (2);
- ...
- 2.5 If a *firm* previously obtained the information required by 2.4 to 2.4B when it determined that a *PRA senior insurance management function holder* or a person performing a *certification function* was fit and proper for the purposes of this Part, and the *firm* engages that *person* for a continuous period of time, the *firm* is not required to comply with 2.4 to 2.4B again in respect of any subsequent appointments at the same *firm* within that continuous period.

3 REGULATORY REFERENCES

- 3.1 (1) If any *PRA-authorised person* (A):
- (a) is considering issuing a *certificate* to, making a *PRA senior management approval application* in respect of, or appointing as a *senior insurance management function holder*, a *key function holder*, a *non-executive director*, a *notified non-executive director* or a *credit union non-executive director*, a *person* (P);
- ...

4 DISCLOSURE AND REPLACEMENTS

- 4.1 A *firm* must ensure that any application it makes for the approval of a *person* to perform a *PRA senior insurance management function* provides the *PRA* with:
- ...
- 4.2 If a *firm* becomes aware of information which would reasonably be expected to be material to the assessment of a current or former *PRA senior insurance management function holder*'s fitness and propriety under this Part, it must inform the *PRA* as soon as practicable.
- 4.3 If a *firm* becomes aware of a significant change to a *PRA senior insurance management function holder*'s responsibilities, it must inform the *PRA* as soon as practicable.
- 4.4 Where a *firm* replaces a *PRA senior insurance management function holder* because the *firm* considers that that *person* no longer fulfils the requirements in 2.2, the *firm* must notify

the *PRA* as soon as reasonably practicable.

...

Annex AB

Amendments to the

Non-Solvency II Firms – Governance Part

In this Annex new text is underlined and deleted text is struck through

4 GOVERNANCE FOR NON-DIRECTIVE FRIENDLY SOCIETIES

...

- 4.9 A *firm* must within the period of 6 months beginning with the end of each *financial year* make and send to the *PRA* a statement of their opinion whether the requirements of 4.6 to 4.8 have been complied with in respect of that year by the *firm* and the statement must be signed by the ~~chairman~~ on behalf of the *governing body* and by the chief executive.

...

Annex AC

Amendments to the

Non-solvency II Firms - Run-off Firms Part

In this Annex new text is underlined and deleted text is struck through

1 APPLICATION AND DEFINITIONS

...

1.2 In this Part, the following definitions shall apply:

application rules

means the specifications within:

(1) Non-Solvency II Firms - Senior ~~Insurance~~ Management Functions 1.1;

...

(4) Non-Solvency II Firms - Senior ~~Insurance~~ Managers Regime - Applications and Notifications 1.1.

Solvency II rules

means the PRA rules in the Valuation, Technical Provisions, Own Funds, Solvency Capital Requirement – General Provisions, Solvency Capital Requirement – Standard Formula, Solvency Capital Requirement – Internal Models, Minimum Capital Requirement, Undertakings in Difficulty, Investments, Composites, Conditions Governing Business, Insurance Special Purpose Vehicles, Group Supervision, Reporting, Surplus Funds, With-Profits, Insurance – Conduct Standards, Insurance – Senior ~~Insurance~~ Management Functions, Insurance – Allocation of Responsibilities and Insurance – Fitness and Propriety Parts of the Solvency II Firms Sector of the PRA Rulebook.

2 TRANSITIONAL APPLICATION OF RULES IN RELATION TO RUN-OFF FIRMS

2.1 Notwithstanding the application rules, the following Parts apply to a *run-off firm* for so long as it remains a *run-off firm*:

(1) Non-Solvency II Firms - Senior ~~Insurance~~ Management Functions;

...

(4) Non-Solvency II Firms - Senior ~~Insurance~~ Managers Regime - Applications and Notifications.

...

Annex AD

Amendments to the Non-Solvency II Firms – Senior Insurance Management Functions Part

In this Annex new text is underlined and deleted text is struck through.

Part

Non-Solvency II Firms – Senior ~~Insurance~~ Management Functions

Chapter content

...

1 APPLICATION AND DEFINITIONS

1.2 In this Part, the following definitions shall apply:

...

~~Small Insurer~~ Chief Actuary function

has the meaning given in 4.1.

...

~~Small Insurer~~ With-Profits Actuary function

has the meaning given in 5.1.

2 GENERAL

2.1 Each of the functions in 3 to 5 is a *controlled function* and a *PRA senior insurance management function*.

2.2 *PRA Senior insurance management function holders* must be approved by the PRA to perform the applicable *PRA senior insurance management function*.

2.3 To the extent that:

...

(2) the appointment is solely to provide cover for a *PRA senior insurance management function holder* whose absence is:

...

the description of the applicable *PRA senior insurance management function* does not relate to those activities of that *person*.

2.4 If, in relation to a *firm*:

(1) a PRA senior insurance management function holder also performs *FCA activities*, performance of the PRA senior insurance management function will include the performance of those *FCA activities*, provided the following conditions are met:

- (a) the *PRA's approval* to perform that PRA senior insurance management function has been granted and continues in force;

...

(2) a PRA senior insurance management function holder has been performing *FCA activities* in the circumstances set out in (1), and that person:

- (a) ceases to perform the PRA senior insurance management function;
- (b) within three *months* of ceasing performance, is approved to perform a new PRA senior insurance management function at the *firm*; and
- (c) continues to perform the *FCA activities*,

performance of the new PRA senior insurance management function will include the performance of those *FCA activities*, provided the conditions in (1) (a) to (d) are met.

2.5 If a PRA senior insurance management function holder to whom 2.4 applies ceases to perform a PRA senior insurance management function but continues to perform the *FCA activities*, 2.4 will continue to apply in respect of the performance of the *FCA activities* until the earlier of:

...

- (2) three *months* from the time that the person ceased to perform that PRA senior insurance management function.

3 SMALL INSURER SENIOR MANAGEMENT FUNCTION

3.1 The *Small Insurer Senior Management function* (SIMF 25) is the function of:

...

4 SMALL INSURER CHIEF ACTUARY FUNCTION

4.1 The *Small Insurer Chief Actuary function* (SIMF 20) is the function of having responsibility for the function specified in Non-Solvency II Firms – Actuarial Requirements 5.1 in relation to a *small non-directive insurer*.

5 SMALL INSURER WITH-PROFITS ACTUARY FUNCTION

- 5.1 The *Small Insurer With-Profits Actuary function* (SIMF 240A) is the function of having responsibility for the function specified in Non-Solvency II Firms – Actuarial Requirements 6.1 in relation to a *small non-directive insurer*.

Annex AE

Amendments to the Non-Solvency II Firms – Senior Insurance Managers Regime – Applications and Notifications Part

In this Annex new text is underlined and deleted text is struck through.

Part

Non-Solvency II Firms – Senior Insurance Managers Regime – Applications and Notifications Part

Chapter content

1 APPLICATION AND DEFINITIONS

...

1.2 In this Part, the following definitions shall apply:

...

current approved person approval

means

(1) an approval granted to a person under section 59 of FSMA (Approval for particular arrangements):

(a) by the PRA for the performance of a *PRA senior management function or senior insurance management function*; or

...

(2) a deemed approval given by:

(a) the PRA following the submission of a conversion grandfathering notification under; or

(i) ~~Senior Insurance Managers Regime – Transitional Provisions;~~

(ii) ~~Large Non-Solvency II Firms – Senior Insurance Managers Regime – Transitional Provisions;~~ or

(iii) ~~Non-Solvency II Firms – Senior Insurance Managers Regime – Transitional Provisions;~~ or

- (iv) Senior Managers Regime—Transitional Provisions; or
- (b) the FCA under any equivalent relevant rules in the FCA Handbook; or

...

grandfathering notification

~~has the meaning given in Large Non Solvency II Firms—Senior Insurance Managers Regime—Transitional Provisions Senior Insurance Managers Regime—Transitional Provisions.~~

...

senior insurance management approval application

~~means an application for approval to perform a senior insurance management function under section 59 of the FSMA.~~

...

2 APPLICATION TO PERFORM A SENIOR INSURANCE MANAGEMENT FUNCTION

- 2.1 The PRA directs that a firm must make a PRA senior insurance management approval application in accordance with 2.2, before the activities requiring approval commence.
- 2.2 The PRA directs that a firm must use Form A (long form) for a PRA senior insurance management approval application unless:
- ...
- 2.3 The PRA directs that, subject to 2.4 and 2.5, a firm must use Form E for a PRA senior insurance management approval application if it is being made in respect of a person who has a current approved person approval and is either:
- (1) ceasing to perform a PRA senior management function or senior insurance management function and taking up a new PRA senior insurance management function for the same firm or another member of its group; or
- (2) ceasing to perform a significant influence function and taking up a PRA senior insurance management function for the firm or another member of its group.
- 2.4 The PRA directs that a firm must not use Form E for a PRA senior insurance management approval application if:
- ...
- (3) any of the circumstances in 4.2(2)(a) to (d) apply in relation to:
- ...

~~including if any reference in 4.2(2)(a)–(d) to a senior insurance management function holder were read as if it included reference to a PRA senior management function holder.~~

2.5 The *PRA* directs that a *firm* must not use Form E if the *person* to whom the *PRA senior insurance management approval application* relates:

...

2.6 (1) The *PRA* directs that a *firm* must use Form A (shortened form) for a *PRA senior insurance management approval application* if:

...

(b) there have been no matters arising in relation to the fitness and propriety of the *person* to whom the *PRA senior insurance management approval application* relates which mean that the information provided to the *FCA* or *PRA* regarding fitness and propriety in connection with a *current approved person approval* may have changed since the application for the *current approved person approval* was made.

...

2.7 The *PRA* directs that the form submitted for a *PRA senior insurance management approval application* must be accompanied by a *statement of responsibilities form*.

3 WITHDRAWAL OF A PRA SENIOR INSURANCE MANAGEMENT APPROVAL APPLICATION

3.1 The *PRA* directs that a *firm* withdrawing an outstanding *PRA senior insurance management approval application* must do so using Form B.

4 CEASING TO PERFORM A SENIOR INSURANCE MANAGEMENT FUNCTION

4.1 (1) A *firm* must notify the *PRA* no later than seven *business days* after a *person* ceases to perform a *PRA senior insurance management function*, using:

(a) Form E if a *person* ceases to perform a *PRA senior insurance management function* and the *firm* is also making an application for the same *person* to perform a new *PRA senior management function*; and

...

4.2 (1) A *firm* must notify the *PRA* as soon as practicable after it becomes aware, or has information which reasonably suggests, that it will submit a qualified Form C in respect of a *PRA senior insurance management function holder*.

(2) Form C is qualified if the information it contains:

(a) relates to the fact that the *firm* has dismissed, or suspended, the *PRA senior insurance management function holder* from its employment;

(b) relates to the resignation by the *PRA senior insurance management function holder* while under investigation by the *firm*, the *PRA* or any other *regulatory body*;

- (c) includes a notification under any of the provisions set out in 2.4(1); or
- (d) otherwise reasonably suggests that it may affect the PRA's assessment of the PRA senior insurance management function holder's fitness and propriety.

5 CHANGE IN DETAILS RELATING TO PRA SENIOR INSURANCE MANAGEMENT FUNCTION HOLDERS

- 5.1 If a PRA senior insurance management function holder's title, name or national insurance number changes, the *firm* for which the *person* performs a PRA senior insurance management function must notify the PRA of that change within seven *business days* of the *firm* becoming aware of the matter, using Form D.
- 5.2 If, in relation to a *firm* which has submitted an application on either Form A (long or shortened form) or Form E, as required by 2.2, any of the details relating to PRA senior insurance management functions are to change, the *firm* must notify the PRA using Form D as soon as reasonably practicable after the *firm* becomes aware of the proposed change.
- 5.3 If a PRA senior insurance management function holder ceases to perform a PRA senior insurance management function for a *firm* but continues to perform one or more PRA senior insurance management functions for the same *firm*, the *firm* must submit a revised *statement of responsibilities* form for the remaining PRA senior insurance management function(s), along with Form J.

...

7 FORMS

- 7.1 (1) Form A (long form) may be found [here](#)-[here](#).
- (2) Form A (shortened form) may be found [here](#)-[here](#).
- (3) Form B may be found [here](#)-[here](#).
- (4) Form C may be found [here](#)-[here](#).
- (5) Form D may be found [here](#)-[here](#).
- (6) Form E may be found [here](#)-[here](#).
- (7) The *statement of responsibilities* form may be found [here](#)-[here](#).

Annex AF

Amendments to the Glossary

In the Glossary Part of the PRA Rulebook, amend the following definitions where underlining indicates new text and deleted text is struck through.

...

conversion notification

means a notice required to be sent to the PRA under article 2(1) or 11(b) of the Transitional Order including any update to such a notice.

...

disciplinary action

has the meaning given in section 64C of FSMA.

...

individual conduct requirements

means

- (1) the Individual Conduct Rules and Senior Manager Conduct Rules in Conduct Rules 2 and 3;
- (2) the Individual Conduct Standards and Senior Insurance Manager Conduct Standards in Insurance – Conduct Standards 3;
- (3) the Individual Conduct Standards and Senior Insurance Manager Conduct Standards in Large Non-Solvency II Firms – Conduct Standards 3;
- (4) FIT and APER in the PRA Handbook;
- (5) COCON in the FCA Handbook; and
- (6) APER in the FCA Handbook.

...

PRA senior management approval application

means an application to perform a PRA senior management function under section 59 of FSMA.

PRA senior management function

means a function specified as a controlled function in Senior Management Functions 2 in relation to the carrying on of regulated activity by a firm.

- (1) in respect of a CRR firm, a credit union and a third country CRR firm a function specified as a controlled function in Senior Management Functions 2 in relation to the carrying on of regulated activity by a firm.
- (2) (in respect of a UK Solvency II firm, the Society, a managing agent, a third country branch undertaking (other than a Swiss general insurer) and a UK ISPV) that aspect of any key function relating to the carrying on of a regulated activity by the firm, which is specified by the PRA in Insurance – Senior Insurance Management Functions 3 to 10 pursuant to section 59 of FSMA.
- (3) (in respect of a small non-directive insurer) any function which is specified by the PRA in Non-Solvency II Firms – Senior Insurance Management Functions 3 to 5 pursuant to section 59 of FSMA.
- (4) (in respect of a large non-directive insurer and a Swiss general insurer) any function which is specified by the PRA in Large Non-Solvency II Firms – Senior Insurance Management Functions 3 to 8 pursuant to section 59 of FSMA.

PRA senior management function holder

means a person who has been approved to perform a PRA senior management function in respect of the firm.

senior insurance management approval application

means an application for approval to perform a senior insurance management function under section 59 of FSMA.

senior insurance management function

means

- (1) (for a UK Solvency II firm, the Society, a managing agent, a third country branch undertaking (other than a Swiss general insurer) and a UK ISPV) that aspect of any key function relating to the carrying on of a regulated activity by the firm, which is specified by the PRA in Insurance – Senior Insurance Management Functions 3 to 10 pursuant to section 59 of FSMA.
- (2) (for a small non-directive insurer) any function which is specified by the PRA in Non-Solvency II Firms – Senior Insurance Management Functions 3 to 5 pursuant to section 59 of FSMA.
- (3) (for a large non-directive insurer and a Swiss general insurer) any function which is specified by the PRA in Large Non-Solvency II Firms – Senior Insurance Management Functions 3 to 8 pursuant to section 59 of FSMA.

senior management application

means an application to perform a PRA senior management function under section 59 of FSMA.

...

...
senior insurance management regime

means the requirements of the *regulatory system*, to the extent applicable to *authorised persons*, insofar as they relate to *approved persons* performing *PRA senior insurance management functions* and *relevant senior management functions*, including those set out in ~~Insurance – Allocation of Responsibilities, Insurance – Fitness and Propriety, Insurance – Senior Insurance Management Functions, Large Non-Solvency II Firms – Allocation of Responsibilities, Large Non-Solvency II Firms – Fitness and Propriety, Large Non-Solvency II Firms – Senior Insurance Management Functions, Non-Solvency II Firms – Allocation of Responsibilities, Non-Solvency II Firms – Fitness and Propriety and Non-Solvency II Firms – Senior Insurance Management Functions.~~

...
statement of responsibilities form

- (1) for a *UK Solvency II firm*, the *Society*, a *managing agent*, a *UK ISPV* and a *third country branch undertaking* (other than a *UK-deposit insurer* or a *Swiss general insurer*), means the form to be completed by a *firm* containing:

...

 - (c) in respect of *Insurance – Allocation of Responsibilities 5.5* and for *PRA senior insurance management function holders* only, the information required by section 60(2A) of *FSMA*.
- (2) for a *large non-directive insurer*, means the form to be completed by a *firm* containing:

...

 - (b) in respect of *Large Non-Solvency II Firms – Senior Insurance Managers Regime – Applications and Notifications 2.7, 4A.1, 5.3 and 6.3(1)*, the information required by section 60(2A) of *FSMA*; and
 - (c) in respect of *Large Non-Solvency II Firms – Allocation of Responsibilities 5.5* and for *PRA senior insurance management function holders* only, the information required by section 60(2A) of *FSMA*.

...
Transitional Order

means the Financial Services (Banking Reform) Act 2013 (Transitional and Savings Provisions) Order 2015 (SI 2015/492).

Annex AF

Amendments to the Glossary

In the Glossary Part of the PRA Rulebook, amend the following definitions where underlining indicates new text and deleted text is struck through.

...

Chairman of the Governing Body function

has the meaning given in Senior Management Functions 4.2.

Chairman of Audit Committee function

has the meaning given in Senior Management Functions 4.4.

Chairman of Remuneration Committee function

has the meaning given in Senior Management Functions 4.5.

Chairman of Risk Committee function

has the meaning given in Senior Management Functions 4.3

...



Application for Authorisation

Checklist and declaration – insurers

Full name of applicant firm

This checklist and declaration form includes:

- details about the application fee;
- a checklist of documents you need to send us with this application;
- documents that you need to make available for us to inspect; and
- the declaration.

The Notes that accompany this form will help you complete the questions and they also explain why we require the information we ask you for.

Contents of this form

1 Application fee	2
2 Documents for this application	3
3 Declaration	7

1

Application fee

You must send a cheque for the appropriate application fee in full with this application pack, otherwise the application will not be processed.

How much is my application fee?

1.1 The application fee for Insurers is £25,000.

You must pay the full application fee by cheque. **It is not refundable** (even if the applicant firm decides to withdraw its application).

How to pay

- 1 Make the cheque payable to the Financial Conduct Authority. We cannot accept post-dated cheques.
- 2 Write the name of the applicant firm on the back of the cheque.
- 3 Write 'Application for authorisation' on the back of the cheque.
- 4 Send the cheque with the application pack to PRA Authorisations, Central Supervisory Support, Prudential Regulation Authority, 20 Moorgate, London, EC2R 6DA.

2

Documents for this application

You must confirm which sections of the form you have attached. You will also need documents to support this application. You must send some of these with this application; the applicant firm needs to make other documents available for inspection upon request.

The information we need for this application

**2.1 This 'application for authorisation' pack consists of the following documents;
please tick below to confirm the forms you have completed and enclosed.**

Application documents

Compulsory documents

Core details	<input type="checkbox"/> Attached
Insurers supplement	<input type="checkbox"/> Attached
This checklist and declaration	<input type="checkbox"/> Completed
A cheque for the application fee in full (see section 1 of this form)	<input type="checkbox"/> Attached

Other application documents

Please select the appendices (if any) you have completed and attached below:

Disclosure of significant events appendix	<input type="checkbox"/> Attached
Owners and influencers appendix	<input type="checkbox"/> Attached
Controllers appendices – Standard Notification	Number enclosed <input type="text"/>
Controllers appendices – Corporate	Number enclosed <input type="text"/>
Controllers appendices – Partnership	Number enclosed <input type="text"/>
Controllers appendices – Trust	Number enclosed <input type="text"/>
Controllers appendices – Individual	Number enclosed <input type="text"/>

Supporting documents you are sending with this application

You must tick below the documents you are sending with this application.

2.2 List of supporting documents

Compulsory supporting documents

Core Pack

Question	Supporting documents	
3.1	Staff organisational structure chart	<input type="checkbox"/> Attached

Supplement (we have provided question numbers in brackets where possible)

Section	Supporting documents	
1	Regulatory business plan	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
1	Complex IT Systems form	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
3	Financial Projections for 3 or 5 years on three bases; real, optimistic and pessimistic	<input type="checkbox"/> Attached
3	An Individual Capital Assessment (ICA)	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
3	A statement detailing the technical bases in which the actuarial function holder proposes to employ for each class of business when calculating reserves.	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
3	A projection of the present value of future profits of new business by product line for each year's new business	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
3	A statement of the applicant firm's intended risk appetite expressed in terms of the margins it intends to hold over the Pillar 1 and Pillar 2 requirements.	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
3	A certificate provided by the actuarial function holder	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
3	Description of the types of assets used for the capital resources requirement	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
3	A description of the applicant firms proposed investment strategy	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
3	Credit rating report	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
3	GCR & GCRR Calculations	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable

4 Form A - Application to perform controlled functions
including senior management functions and a Statement
of Responsibilities Number enclosed

Other supporting documents to be provided depending on the answers to the applicable questions

Other supporting documents

Companies House form SH01 (limited companies only)

- Attached
 - Not applicable
 - Share capital to be issued subject to in principle authorisation
-

Owners and Influencers appendix

Question	Other supporting documents	
1.1	Structure chart	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
2.2		
3.2		
1.2	A Copy of the latest accounts of any controller that is a body corporate, partnership or trust	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable

Disclosure of significant events appendix

Section	Other supporting documents	
1.17	Most recent annual or management accounts	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable

Compulsory self-certified supporting documents

By signing the form you will certify that these documents have been prepared to an appropriate standard and can be made available for immediate inspection by us.

Please note that we carry out checks to ensure applicant firms are complying with our requirements.

If these documents are not available immediately, it may take longer to assess your application.

2.3 List of self-certified documents

Please tick to confirm that the document is created and available for inspection. If the document does not apply to the applicant firm, please tick 'Not applicable'.

Core Pack

Question	Self certified documents	
4.3	Full business continuity procedures (BCP)	<input type="checkbox"/> Created and ready to be inspected <input type="checkbox"/> Not applicable

Business Supplement

Question	Self certified documents	
5 (5.1)	Documented compliance procedures	<input type="checkbox"/> Created and available for inspection
5 (5.2)	Compliance monitoring programme	<input type="checkbox"/> Created and available for inspection

Other documents

- 2.4 Please list any other documents you have provided.

- 2.5 Please provide any comments on supporting documents if necessary.

--

Other information

- 2.6 If there is anything else you would like to tell us about this application please give details below.

--

3 Declaration

Declaration

It is a criminal offence to – knowingly or recklessly – give us information that is false, misleading or deceptive.

If any information is inaccurate or incomplete this application may take longer to be processed.

You must notify us immediately of any significant change to the information provided. If you do not, the application may take longer to be processed. It could also call into question the applicant firm's suitability to be authorised.

- D1** I am authorised to make this application for authorisation on behalf of the applicant firm named on the front of this form.
- D2** I attach the documents listed in 2.2 – List of supporting documents – and I have taken all reasonable steps to ensure they are correct.
- D3** I confirm that the documents listed in 2.3 – List of self-certified documents – have been prepared to an appropriate standard and are available for immediate inspection by the PRA and FCA
- D4** I confirm that the information in this application is accurate and complete to the best of my knowledge and belief.
- D5** I authorise the PRA and FCA to make such enquiries and to seek such further information as it thinks appropriate to verify the information given on this form.
- D6** I understand that the PRA and FCA may require the applicant firm to provide further information or documents at any time after I have sent this application and before the applicant firm has been authorised.

Who must sign the declaration?

This declaration must be signed by two directors of the applicant firm.

Signature one		Signature two
Name		
Position		
Signature		
Date	dd/mm/yy	dd/mm/yy



Application for authorisation

Application form for banks

Full name of applicant firm

Before completing the application form for banks, you should review the banking authorisations information on the New Bank Start-up Unit's website at www.bankofengland.co.uk/pru/nbsu/Pages/default.aspx.

The notes that accompany this form will help you to answer our questions and include relevant links to documents and help pages. The notes are on the PRA and FCA websites.

Purpose of this form

We will only authorise a firm if we are satisfied that it meets conditions known as the PRA Threshold Conditions and the FCA Threshold Conditions. The information in this pack is needed to help us to assess whether the applicant firm satisfies the threshold conditions.

There are two application process options for a firm to become a bank – Option A - Authorisation and Option B - Authorisation with Restriction and Mobilisation. These options, together with the pre-application stage that applies in all cases, are more fully described on the New Bank Start-up Unit's website. **Please refer to the section below for the contents of this form and details of what must be submitted for each application option.**

You must answer every question on this form, and attach the documents, that apply to the application option. If a question does not apply then answer 'Not applicable'.

For the purposes of complying with the Data Protection Act 1998, please note that any personal information provided to us will be used to carry out our statutory functions under FSMA and other relevant legislation and may be disclosed to third parties for that purpose.

It is important that you provide accurate and complete information and disclose all relevant information. If you do not, it will call into question the applicant firm's suitability to be authorised, and you may be committing a criminal offence and could face prosecution under section 398 of FSMA regardless of the status of the application.

Terms in this application pack

In this application pack we use the following terms:

- 'you' refers to the persons signing the form on behalf of the applicant firm;
- 'applicant firm' or 'firm' refers to the firm applying for authorisation;
- 'PRA', 'FCA' 'we', 'us' or 'our' refers to the Prudential Regulation Authority and/or the Financial Conduct Authority; and
- 'FSMA' refers to the Financial Services and Markets Act 2000.

Authorisation options and application requirements

Authorisations options covered by this form:

Option A Authorisation – where an applicant firm is able to deliver a complete application with **all** supporting materials demonstrating that they will be ready, willing and able to start their business activities from authorisation.

Option B Authorisation with Restriction and Mobilisation process – where an applicant firm submits a shorter focused application with a view to obtaining authorisation with a business restriction. This restriction will be lifted once the firm has completed mobilisation.

Important note: Statutory deadlines for assessing an application are the same for both Option A and Option B authorisation processes. These are:

- 6 months for a 'complete' application – where all the required information and supporting material has been provided in the application to enable the PRA and FCA to make a decision on the application.
- 12 months if the application is incomplete.

Indicate which authorisation option the applicant firm is applying under:

Option A

Option B

Application Requirements:

Form section	Page	Option A	Option B
1. Core details	3		At application
2. Business plan	11		At application
3. Scope of Permission	13		At application
4. Financial resources, Recovery and Resolution	22		At application
5. Human resources	24	All at application	At application for functions that will be in place during Mobilisation. (Updated during Mobilisation)
6. Compliance, Internal Audit & Policies	26		During Mobilisation
7. Infrastructure	28		During Mobilisation or at start of IT build, if earlier
8. Regulatory reporting	30		At application
9. Fees & levies	31		At application
10. Fee, checklist and declaration	37		At application

1

Core details

Why we ask the questions in this section

We need to know this information to contact you during our assessment, to enable efficient processing of your application and so that we can update the Financial Services Register, the public record of authorised firms.

Contact for this application

1.1 Contact details of the person we will get in touch with about this application.

This must be someone who works for the applicant firm and not a professional adviser.

Title	
First names	
Surname	
Job title	
Business address	
Postcode	
Country	
Phone number (including STD code)	
Mobile number (optional)	
Fax number (including STD code)	
Email address	

Details of professional advisers

1.2 Have you used a professional adviser to help with this application?

- No ▶ Continue to Question 1.5
- Yes ▶ You must fill in the rest of this section

1.3 Name of professional adviser's firm

--

1.4 Name and contact details of professional adviser

Title	
First names	
Surname	
Business address	
Postcode	
Country	
Phone number (including STD code)	
Fax number (including STD code)	
Mobile number (optional)	
Email address	

Information for the Financial Services Register**1.5 Principal place of business of applicant firm**

Principal place of business address	
Postcode	
Country	
Phone number (including STD code)	
Fax number (including STD code)	
Email address	

1.6 Is the applicant firm an incorporated company?

- No ▶ Continue to Question 1.7
 Yes ▶ Is the registered office address the same as the principal place of business?
 □ Yes ▶ Continue to Question 1.7
 □ No ▶ Give details below

Registered office address	
Postcode	
Country	
Phone number (including STD code)	
Fax number (including STD code)	
Email address	

1.7 Does the applicant firm have a head office?

- No ▶ Continue to Question 1.8
 Yes, it is the same as address given in Question 1.5
 Yes, it is the same as address given in Question 1.6
 Yes, it is different from the address in Question 1.5 and 1.6, give details below

Head office address	
Postcode	
Country	
Phone number (including STD code)	
Fax number (including STD code)	
Email address	

1.8 Does the applicant firm have a website address?

- No ▶ Continue to Question 1.9
 Yes ▶ Give address below
 Being developed ▶ Give address (if known) and launch date below

--

1.9 Complaints contact person's details for the Financial Services Register

This individual must perform a controlled function for the applicant firm.

Tick if same as 1.1

Title	
First names	
Surname	
Job title	
Business address	
Postcode	
Country	
Phone number (including STD code)	
Fax number (including STD code)	
Email address	

About the legal status of the applicant firm

1.10 What type of firm is the applicant firm?

- Private limited company
- Partnership (other than limited partnership or limited liability partnership)
- Limited liability partnership
- Public limited company
- Limited partnership
- UK branch of a non-EEA firm
- Other ▶ You must detail below the legal status of the applicant firm

--	--	--	--	--	--	--

1.11 Date of incorporation or formation (dd/mm/yyyy)

		/			/				
--	--	---	--	--	---	--	--	--	--

1.12 Where was the applicant firm incorporated or formed?

- England/Wales
- Scotland
- Northern Ireland
- Outside the UK ▶ Give details below

--	--	--	--	--	--	--	--

1.13 Please attach the following:

Copy of Partnership agreement deeds (if applicable) Attached
 Copy of Limited Liability Partnership agreement deeds (if applicable) Attached

1.14 Does the applicant firm have a registered number e.g. Companies House number?

- No ▶ Continue to Question 1.16
 Yes ▶ Give details below

--	--	--	--	--	--	--	--	--	--

1.15 You must confirm that all details given in this section match Companies House records

- Yes
 No ▶ Give details below

--

1.16 Does the applicant firm have a registered overseas reference number?

- No ▶ Continue to Question 1.17
 Yes ▶ Give details below

--	--	--	--	--	--	--	--	--	--

Financial year end**1.17 Date of the applicant firm's financial year end (dd/mm)**

		/		
--	--	---	--	--

Details of auditor**1.18 Does the applicant firm have an auditor?**

- No ▶ Continue to Question 1.19
 Yes ▶ Give details below

Firm name of auditor	
Contact name	
Address	
Postcode	
Country	
Phone number (including STD code)	

Other names

If the name(s) given in 1.19 – 1.20 contain(s) a word or expression that requires the FCA's approval under the Company, Limited Liability Partnership and Business Names (Sensitive Words

and Expressions) Regulations 2009, we will consider the proposed name as part of the authorisation process. We will contact you if you meet the criteria.

1.19 Does the applicant firm intend to change the registered name given on the front of this form at authorisation?

- No ▶ Continue to Question 1.20
 Yes ▶ Give details below

Name	
------	--

1.20 Does the applicant firm intend to use any trading names as well as the name given on the front of this form?

- No ▶ Continue to Question 1.21
 Yes ▶ Give details below

Name	
------	--

History of applicant firm

1.21 Has the applicant firm ever been refused – or had revoked – any licence, membership, authorisation, registration or other permission granted by a financial services regulator or government body in the UK or overseas?

- No
 Yes

1.22 Has the applicant firm ever, after making an application to a regulatory body for:

- a licence
 - authorisation
 - registration
 - notification
 - membership, or
 - other permission granted by a regulatory body
- decided not to proceed with it?**

- No
 Yes

1.23 If the answer to Questions 1.21 or 1.22 is yes, please give a full explanation of the events in question below.

Make sure this includes:

- the question number the event refers to
- the date of the event
- any amounts involved
- the outcome, and
- an explanation of the circumstances.

--

1.24 You must complete the Disclosure of Significant Events appendix if applicable.

- Attached

Who controls (owns) the applicant firm?

This section helps us understand who controls/owns the applicant firm i.e. its controllers and the relationships and close links the applicant firm has with other individuals or entities. Often there will be some overlap between the applicant firm's controllers and close links. For example, an individual who owns or controls 10% or more of the voting rights or capital of the applicant firm is both a controller and a close link of that firm.

1.25 Controllers, Close Links and Consolidated Supervision

You must provide a structure chart of the applicant firm's ownership and its close links. Where the applicant firm will be part of a group, please provide a structure chart clearly showing where the applicant firm will sit in the group structure and which entities and/or individuals will directly or indirectly own it.

The structure chart should contain the following information:

- i. Full name of entity or individual controller (including if an entity, its legal status)
- ii. Country of incorporation (for entities other than individuals) or country of origin (for individuals)
- iii. Percentage of the shares or voting rights held in the applicant firm or in its parent entity
- iv. Nature of the relationship between the applicant firm and each close link (for example investor, founder, etc. and the influence they will have on the applicant firm – for example, exert significant influence or vote jointly)
- v. Provide details of any information to suggest that a controller or a close link may prevent our effective supervision of the applicant firm
- vi. Where the applicant firm or its parent is owned by a large number of minority shareholders or members, please list the 20 largest shareholders or members
- vii. Where the applicant firm is part of a group, include all subsidiaries in the group (including dormant subsidiaries). Please indicate any subsidiaries or parent entities which are regulated, the name of the regulator and the nature of the business of each regulated entity in the group. Please complete and attach the 'Classification of groups' form (see GENPRU 3 Annex 3 Guidance Notes for Classification of Groups) if the controller of any firm in the group (as defined in paragraph 5 of schedule 3 of FSMA) is one of the following:
 - o an EEA investment firm, an EEA credit institution,
 - o an EEA insurance undertaking, or
 - o an EEA management company or the parent of any such firm.
- viii. Where the applicant firm is a member of a third-country banking and investment group or financial conglomerate, please provide details of any previously notified equivalence assessments (see GENPRU 3.2.3)/other methods (see GENPRU 3.2.4) under the Financial Groups Directive by any EEA regulator (you must include details of the EEA regulator and date of notification). Please also include details of any group supervision on a consolidated basis by any non-EEA regulator. Include the name of the consolidating supervisor and a brief description of how the consolidating supervisor undertakes group supervision.

Where it is not practical to include all this information on the chart, please provide the details on a separate sheet

- Group structure chart attached
 Classification of groups form attached

If you have used separate sheets of paper please indicate how many below.

Number of additional sheets	
-----------------------------	--

1.26 Controller Forms

Applicant firms must submit with this application the appropriate Controller Forms for each of its controllers. Please also provide a copy of the latest financial statements for each controller if applicable (typically the accounts for the most recent reporting period). These forms can be found by following the link below:

<http://www.fca.org.uk/firms/about-authorisation/getting-authorised/additional-forms>

- Controller application forms and where applicable, financial statements attached
 Not applicable – no controllers

Money Laundering Regulations 2007

1.27 Will the applicant firm be acting as a Money Service Business or Trust or Company Service Provider?

- No ▶ Continue to Section 2
- Yes

1.28 What activities will the applicant firm be conducting?

- Bureau de change
- Money Remitter
- Cheque Casher
- Trust or Company Service Provider

2

Business plan

Why we ask the questions in this section

We need to know about the business that the applicant firm intends to carry on so we can assess (i) the scope of the permission it will need, and (ii) the adequacy of its resources and its suitability to carry on that business.

You must submit a business plan

Your business plan must include all the areas below. The level of detail you provide should allow a clear understanding of the proposals whilst reflecting the scale and complexity of the applicant's proposed business.

If any of the information you provide is unclear, we will ask you about it.

Business plan attached

2.1 Ownership of the firm

2.1.1 Where applicable, summarise the business of the applicant firm's controllers and related group entities as shown on the group structure chart.

2.1.2 Provide details of the source of the funds that will be injected into the applicant firm to support its proposed business activities.

2.2 Business strategy

2.2.1 Explain the applicant firm's overall strategy including strategic goal and why the applicant firm has been established and has decided to carry on the business for which it is seeking authorisation.

2.3 Business model

2.3.1 Description of proposed business, including:

- 2.3.1.1 Geographical scope of operations and future expansion plans
- 2.3.1.2 Target markets and customer segmentation
- 2.3.1.3 Clients – include types, regulatory classification, sources, client base size
- 2.3.1.4 Products and services
- 2.3.1.5 Delivery channels – branches, internet, postal, agencies, subsidiaries
- 2.3.1.6 Pricing
- 2.3.1.7 Promotion and marketing – initial and future
- 2.3.1.8 Funding profile and diversification
- 2.3.1.9 Details of any planned Trading Book activity

2.3.2 Describe how the proposed business aligns to the Scope of Permission applied for.

2.3.3 Explain the competitive advantage and any unique selling proposition of the business proposals.

2.3.4 Provide details of the market research and competitor analysis undertaken and its outcome.

2.3.5 Give details of whether the applicant firm intends, after authorisation, to submit an application to carry on any regulated activities in another European Economic Area (EEA) state under the Capital Requirements Directive (CRD) by:

- providing cross-border services, and/or
- establishing a branch

2.4 Business model viability

2.4.1 Financial projections (five years). Attached**2.4.2 Explain in detail the initial and long-term viability of the business model.****2.4.3 Provide stress scenarios to show what will be the effect of the key assumptions underpinning the business model and its viability not turning out as planned.****2.5 Financial resources**

High-level summary of financial resources.

2.6 Non-financial resources**2.6.1 Description of human resources (including expected changes over the period of the business plan). Please include an organogram.** Organogram attached**2.6.2 Overview of intended IT systems including details of operating systems, databases and applications that will support the core business processes.****2.6.3 Overview of any outsourced functions to third parties.**

This relates to outsourcing of business functions as well as IT activities. Please include details on external and intra-group outsourcing of both business functions and support to the applicant firm's IT operations. Please detail what will be outsourced and to whom. Please note that IT outsourcing would include using a third-party service provider for data centre operations or utilising a cloud service solution for email.

2.7 Governance arrangements, management structure, responsibilities and controls**2.7.1 Board structure**

Provide a structure chart of the proposed Board. For groups, include whether any Board members are employed by a group entity other than the applicant firm. For firms with overseas links, include whether any Board member is based overseas.

 Board structure chart attached**2.7.2 Provide a proposed committee and management structure chart (with reporting lines) and describe how these arrangements will operate in practice, including the experience of the management team in relation to the planned business.** Committee structure chart attached Management structure and reporting lines chart attached**2.7.3 Explain how the 'four eyes' arrangements will be applied.****2.7.4 Give an overview of the intended structure, resources and reporting lines for:**

2.7.4.1 Compliance

2.7.4.2 Internal Audit

2.8 Implementation plan

Provide the applicant firm's implementation plan through to the point when the bank is fully operational.

 Attached

3

Scope of Permission required

Why we ask the questions in this section

If we grant authorisation to the applicant firm, we will give it a Scope of Permission notice. This sets out:

- the regulated activities the applicant firm is authorised to carry on
- for each of those regulated activities, the permitted investment types and the client types
- any limitations that apply to any of those regulated activities
- any requirements on the applicant firm

It is the applicant firm's responsibility to ensure that it applies for the Scope of Permission that will cover all the regulated activities it intends to carry on.

The applicant firm's requested Scope of Permission must correspond with the description of its proposed business in its business plan.

3.1 Accepting deposits

3.1.1 Regulated activity and investment type

You must confirm that the applicant firm is applying for permission to carry on the regulated activity of 'accepting deposits' in relation to the investment type of 'deposit'.

Yes

3.1.2 Client types

You must indicate the types of clients that the firm will accept deposits from:

Retail
 Wholesale

3.1.3 Wholesale only limitation

Is the applicant firm applying for the 'wholesale business only' limitation to the regulated activity of accepting deposits?

Yes
 No

3.2 Dealing in investments as principal

3.2.1 Is the applicant firm applying for permission to carry on the regulated activity of dealing in investments as principal?

Yes, for own treasury business ▶ Continue to Question 3.2.2
 Yes, in relation to clients ▶ Continue to Question 3.3
 No ▶ Continue to Question 3.3

3.2.2 Investment types for own treasury business

For own treasury business, as long as article 15 of the Regulated Activities Order (RAO) is fulfilled, permission is not required for the regulated activity of dealing in investments as principal in relation to 'securities' as defined in article 3 of the RAO.

If appropriate, you must tick the types of contractually-based investments for which the applicant firm is applying for permission to deal as principal.

- Option (excluding a commodity option)
- Commodity option and option on commodity future
- Future (excluding a commodity future)
- Commodity future
- Contract for differences
- Spread bet
- Rolling spot forex
- Rights to or interests in investments (contractually-based investment)

3.2.3 Client types

You must tick the client type(s) for which the applicant firm is proposing to deal in investments as principal:

- Eligible counterparty
- Professional

3.2.4 Standard limitation – investment activity in rights to or interests in investments

As a matter of course, a standard limitation is attached to the regulated activity of 'dealing in investments as principal' limiting 'investment activity in investments' (security and/or contractually based, as appropriate) to the other investment types granted for this regulated activity.

You must confirm that the applicant firm requests this standard limitation:

- Yes

3.2.5 Standard limitation – dealing in investments as principal ancillary to accepting deposits

The following standard limitation is attached to the regulated activity of dealing in investments as principal ancillary to a firm's main business of accepting deposits:

'The firm, in carrying out this regulated activity, is limited to entering into transactions in a manner which, if the firm was an unauthorised person, would come within article 16 of the RAO'.

You must confirm that the applicant firm requests this standard limitation:

- Yes

3.3 Other investment business regulated activities

3.3.1 Is the applicant firm applying for permission to carry on investment business regulated activities for clients, in addition to its proposed main business of accepting deposits from clients?

- Yes ▶ Continue to Question 3.3.2
- No ▶ Continue to Question 3.4

3.3.2 Investment Business Permission Profile Table

If the applicant firm intends, in addition to its proposed main business of accepting deposits, to carry on investment business regulated activities for clients, you must apply for permission for those regulated activities. You must do this by completing the following Investment Business Permission Profile Table.

For each investment business regulated activity the applicant firm is applying for permission to carry on, you must tick the respective investment types and client types for which it is seeking to carry on that regulated activity.

The completed table must correspond with the description of the applicant firm's proposed investment business set out in its business plan.

INVESTMENT BUSINESS PERMISSION PROFILE TABLE

INVESTMENT TYPE	REGULATED ACTIVITY						
	Advising on investments (excluding pension transfers/opt-outs)	Arranging (bringing about) deals in investments	Making arrangements with a view to transactions in investments	Dealing in investments as agent	Dealing in investments as principal	Managing investments	Safeguarding and administration of assets
SECURITY							
Share	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Debenture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Government and public security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Warrant	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Certificates representing certain security	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Unit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rights to or interests in investments (security)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Alternative debenture	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CONTRACTUALLY-BASED INVESTMENT							
Option (excluding a commodity option)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commodity option and option on commodity future	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Future (excluding a commodity future)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commodity future	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Contract for differences	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Spread bet	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rolling spot forex	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Rights to or interests in investments (contractually-based investment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
CLIENT TYPE							
Retail (investment)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Professional	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Eligible counterparty	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.3.3 Standard limitation – investment activity in rights to or interests in investments

A standard limitation is attached to each investment business regulated activity that a firm is authorised to carry on. This limits 'investment activity in rights to or interests in investments' to the other investment types granted for this regulated activity.

You must confirm that the applicant firm requests this standard limitation to each regulated activity for which it is applying for permission in its completed Investment Business Permission Profile Table.

Yes

3.4 Home finance business

3.4.1 Is the applicant firm applying for permission to carry on regulated activities in home finance business?

- Yes ▶ Continue to Question 3.4.2
- No ▶ Continue to Question 3.5

3.4.2 Home Finance Business Permission Profile Table.

If the applicant firm, in addition to its proposed main business of accepting deposits, is also proposing to carry on home finance business regulated activities, you must apply for permission for those regulated activities. You must do this by completing the following Home Finance Business Permission Profile Table.

You must also tick the investment type(s) for each home finance business regulated activity the applicant firm is applying for permission to carry on. The customer type for all of these regulated activities is 'Customer'.

The completed table must correspond with the description of the applicant firm's proposed home finance business set out in its business plan.

HOME FINANCE BUSINESS PERMISSION PROFILE TABLE

INVESTMENT TYPE	REGULATED ACTIVITY				
	Entering into	Administering	Advising on	Arranging (bringing about)	Making arrangements with a view to
CLIENT TYPE	Customer	Customer	Customer	Customer	Customer
Regulated mortgage contract	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home reversion plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Home purchase plan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regulated sale and rent back agreement	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.5 General insurance business

3.5.1 Is the applicant firm applying for permission to carry on regulated activities in general insurance contracts?

- Yes ▶ Continue to Question 3.5.2
- No ▶ Continue to Question 3.6

3.5.2 General Insurance Business Permission Profile Table

If the applicant firm, in addition to its proposed main business of accepting deposits, is also proposing to carry on general insurance business regulated activities, you must apply for permission for those regulated activities. You must do this by completing the following General Insurance Business Permission Profile Table.

You must also tick the customer type(s) for each general insurance business regulated activity the applicant firm is applying for permission to carry on.

The completed table must correspond with the description of the applicant firm's proposed general insurance business set out in its business plan.

GENERAL INSURANCE BUSINESS PERMISSION PROFILE TABLE

	REGULATED ACTIVITY				
<u>INVESTMENT TYPE</u>	Advising on investments (excluding pension transfers/cpt-outs)	Arranging (bringing about) deals in investments	Making arrangements with a view to transactions in investments	Dealing in investments as agent	Assisting in the administration and performance of a contract of insurance
<u>CUSTOMER TYPE</u>	Non-investment insurance contract	Non-investment insurance contract	Non-investment insurance contract	Non-investment insurance contract	Non-investment insurance contract
Retail (non-investment insurance)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

3.6 Consumer Credit

3.6.1 Is the applicant firm applying for permission to carry on regulated consumer credit activities?

- Yes ▶ Continue to Question 3.6.2
- No ▶ Continue to Question 3.7

3.6.2 Consumer credit permissions

- | | |
|--|----------------------------|
| <input type="checkbox"/> Credit Broking | ▶ Complete Question 3.6.12 |
| <input type="checkbox"/> Operating an electronic system in relation to lending | ▶ Complete Question 3.6.12 |
| <input type="checkbox"/> Debt Adjusting | ▶ Complete Question 3.6.4 |
| <input type="checkbox"/> Debt Counselling | ▶ Complete Question 3.6.7 |
| <input type="checkbox"/> Debt Collecting | ▶ Complete Question 3.6.12 |
| <input type="checkbox"/> Debt Administration | ▶ Complete Question 3.6.12 |
| <input type="checkbox"/> Entering into a regulated credit agreement as lender
(excluding high-cost short-term credit, bill of sale loan agreement and home credit loan agreement) | ▶ Complete Question 3.6.3 |
| <input type="checkbox"/> Exercising or having the right to exercise the lender's rights and duties under a regulated credit agreement
(excluding high-cost short-term credit, bill of sale loan agreement and home credit loan agreement) | ▶ Complete Question 3.6.3 |
| <input type="checkbox"/> Entering into a regulated home credit loan agreement as lender | ▶ Complete Question 3.6.3 |
| <input type="checkbox"/> Exercising or having the right to exercise the lender's rights and duties under a regulated home credit loan agreement | ▶ Complete Question 3.6.3 |
| <input type="checkbox"/> Entering into high-cost short-term credit as a lender | ▶ Complete Question 3.6.3 |
| <input type="checkbox"/> Exercising or having the right to exercise the lender's rights and duties in relation to high-cost short-term credit | ▶ Complete Question 3.6.3 |
| <input type="checkbox"/> Entering into a bill of sale loan agreement as a lender | ▶ Complete Question 3.6.3 |
| <input type="checkbox"/> Exercising or having the right to exercise the lender's rights and duties under a bill of sale loan agreement | ▶ Complete Question 3.6.3 |
| <input type="checkbox"/> Entering into a regulated consumer hire agreement as owner | ▶ Complete Question 3.6.12 |
| <input type="checkbox"/> Exercising or having the right to exercise the lender's rights and duties under a regulated consumer hire agreement | ▶ Complete Question 3.6.3 |
| <input type="checkbox"/> Providing credit information services | ▶ Complete Question 3.6.12 |
| <input type="checkbox"/> Providing credit references | ▶ Complete Question 3.6.12 |

Limitations

If the applicant ticks “Yes”, the applicant is applying for the permission to be limited as follows. This permission is limited to activities in relation to existing regulated credit agreements or variations supplements or replacements of such agreements.

3.6.3 Will the applicant be limited to debt purchase activities?

This permission is limited to activities in relation to existing regulated credit agreements or variations supplements or replacements of such agreements

Yes ▶ Complete Q 3.6.12

3.6.4 Will the applicant be limited to debt adjusting with no debt management plans?

Limited to debt adjusting excluding the conclusion or administration of debt management plans. In this limitation “debt management plan” is defined as: “a non-statutory agreement between a customer and one or more of the customer’s lenders, the aim of which is to discharge or liquidate the customer’s debts by making regular payments to a third party which administers the plan and distributes the money to the lenders”.

Yes ▶ Complete Q 3.6.12

3.6.5 Will the applicant be limited to debt adjusting for settlements in relation to vehicle finance?

This permission is limited to debt adjusting which is provided in connection with the whole or partial settlement of credit agreements for vehicle finance.

Yes ▶ Complete Q 3.6.12

3.6.6 Will the applicant be limited to debt adjusting for settlements in relation to the sale of goods?

This permission is limited to debt adjusting which is provided in connection with the whole or partial settlement of credit agreements in relation to the sale of goods.

Yes ▶ Complete Q 3.6.12

3.6.7 Will the applicant be limited to debt counselling with no debt management plans?

This permission is limited to debt counselling excluding giving advice about debt management plans. In this limitation ‘debt management plans’ is defined as: ‘a non-statutory agreement between a customer and one or more of the customer’s lenders the aim of which is to discharge or liquidate the customer’s debts, by making regular payments to a third party which administers the plan and distributes the money to the lenders’.

Yes ▶ Complete Q 3.6.12

3.6.8 Will the applicant be limited to debt counselling in relation to the settlement of vehicle finance?

This permission is limited to debt counselling which is provided in connection with the whole or partial settlement of credit agreements for vehicle finance.

Yes ▶ Complete Q 3.6.12

3.6.9 Will the applicant be limited to debt counselling in relation to settlements for the sales of goods?

This permission is limited to debt counselling which is provided in connection with the whole or partial settlement of credit agreements in relation to the sale of goods.

Yes ▶ Complete Q 3.6.12

3.6.10 Will the applicant be carrying out debt management services?

Note: Debt management and credit repair firms require a suitable person (a competent director or senior manager) to be approved for the Compliance oversight function (SMF16).

Yes ▶ Complete Q 3.6.12

3.6.11 Will the applicant be carrying out credit repair services?

Note: Debt management and credit repair firms require a suitable person (a competent director or senior manager) to be approved for the Compliance oversight function (SMF16).

Yes ▶ Complete Q 3.6.12

Requirements

3.6.12 Will the firm be canvassing any regulated borrower-lender-supplier agreements or regulated consumer hire agreements it supplies, or for which it carries out broking activities, off trade premises?

Yes

No ▶ If 'no' the following requirement must be included in the applicant's scope of permission:

Not permitted to canvass off trade premises

The firm is not permitted to canvass regulated borrower-lender-supplier agreements or regulated consumer hire agreements off trade premises.

3.7 Other regulated activities

Is the applicant firm applying for permission to carry on any other regulated activities?

Yes ▶ You must list them with the corresponding investment and client types below

No ▶ Continue to Question 3.8

3.8 Agreeing to carry on a regulated activity

You must confirm that the applicant firm is applying for permission to carry on the regulated activity of 'Agreeing to carry on a regulated activity'.

- Yes
- Not applicable – refer to the Notes

3.9 Other limitations/requirements

A limitation may come about because either you request one or the PRA or FCA decide to impose one. If the applicant firm is seeking to attach any other limitations to any of its regulated activities, or any other requirements on the applicant firm, you must give details here.

--

3.10 Client money/safe custody assets

3.10.1 Is the applicant firm seeking permission to hold client money in relation to investment business?

- Yes ▶ You must complete amounts in Question 3.10.4
- No

3.10.2 Is the applicant firm seeking permission to control client money in relation to investment business?

- Yes
- No

3.10.3 Will the applicant firm be holding safe custody assets?

- Yes ▶ You must complete amounts in Question 3.10.4
- No

3.10.4 If yes to 3.10.1 or 3.10.3, please state the highest projected amounts for calendar years from authorisation:

	Remainder of calendar year from authorisation £000s	Next full calendar year £000s
Projected highest total amount of client money		
Projected highest total value of safe custody assets		

3.10.5 Is the applicant firm seeking permission to hold and/or control client money in relation to home finance activities or insurance distribution business?

	Hold client monies	Control client monies
Home finance activities	<input type="checkbox"/>	<input type="checkbox"/>
Insurance distribution activities	<input type="checkbox"/>	<input type="checkbox"/>

4

Financial resources, Recovery and Resolution

Why we ask the questions in this section

All authorised firms must satisfy the applicable prudential requirements. We need evidence that the applicant firm will satisfy these requirements and have adequate financial resources at the date of authorisation and on an ongoing basis.

4.1 Capital

4.1.1 You must attach an Individual Capital Adequacy Assessment Process (ICAAP) document.

Attached

4.1.2 You must demonstrate that the applicant firm's capital resources will be sufficient to meet its capital resources requirement both at authorisation and through a severe but plausible stress over five years.

Analysis of capital resources requirement attached

4.1.3 You must provide a copy of the Risk Management Framework, explaining the applicant firm's high-level strategy for identifying and managing risks to its business. Indicate in each case whether the level of risk is perceived as high, medium or low, and outline the strategy for managing that risk.

Risk Management Framework attached

4.1.4 You must attach the following policies to support the ICAAP:

4.1.4.1 Credit/ Lending policy

4.1.4.2 Concentration risk policy

4.1.4.3 Provisioning policy

Attached

4.2 Liquidity

4.2.1 Is the applicant firm applying for any Liquidity Modifications?

No ▶ Continue to Question 4.2.2

Yes ▶ You must select which ones from the list below

Intra-group

Whole firm

Have you completed the Modification application?

Yes ▶ Attached

No ▶ Not applicable

To follow ▶ Give date below

		/			/			
--	--	---	--	--	---	--	--	--

4.2.2 You must attach an Individual Liquidity Adequacy Assessment (ILAA) unless the applicant firm is applying for a Whole Firm Modification.

Attached

Not applicable

4.2.3 You must demonstrate that the applicant firm's liquidity resources will be adequate to meet its individual liquidity requirements.

Analysis of adequacy of liquid resources requirement attached

4.2.4 You must attach the following policies in support of the ILAA:

4.2.4.1 Liquidity Risk Management Policy

- 4.2.4.2 Funding Concentration/ Diversification Policy
- 4.2.4.3 Collateral Management Policy
- 4.2.4.4 Intra-day Policy
- 4.2.4.5 Trading Book Policy (if applicable)

- 4.2.5 You must attach Liquidity Reports: forward-looking Liquidity Metric Monitors based on the Balance Sheet at the point of authorisation and the following five projected Balance Sheets at the accounting reference dates following authorisation. These should match with the financial projections in the business plan.
 - Yes ▶ Attached
 - No ▶ Not applicable

4.3 Other related policies

- 4.3.1 You must attach the Financial Risk Management Policy

The Financial Risk Management Policy should set out the applicant's asset and liability management and how it will manage and mitigate market risks relevant to its model.

- Attached

4.4 Recovery and Resolution

- 4.4.1 You must attach a Recovery and Resolution Plan. It must include the following:

- 4.4.1.1 Governance and overview of preparation of the applicant's recovery and resolution plan.
- 4.4.1.2 An explanation of how early warning signs and triggers are integrated within the applicant bank's risk management framework.
- 4.4.1.3 A plan of how the firm is going to implement Single Customer View (if applicable) and consideration of its ability to produce its Single Customer View file.
- 4.4.1.4 Recovery options, their feasibility and estimated impact on the applicant firm's viability (including capital, liquidity, profitability and franchise).
- 4.4.1.5 Service Level Agreements between the applicant firm and any group entities providing services to the applicant (if applicable), or any other outsourcing provider (e.g. provider of a deposit-taking platform) or market infrastructure provider (e.g. clearing counterparties), if applicable.

- Attached

4.5 Annual statutory accounts

You must attach a copy of the last annual statutory accounts for the applicant firm and relevant firms (e.g. group holding company).

- Attached
- Not applicable ▶ New entity

4.6 Bank of England Forms BT and ELS

You must complete and attach a Bank of England Forms BT and ELS based on the projected position 12 months after authorisation.

- Attached

5 Human resources

Why we ask the questions in this section

The applicant firm must demonstrate that it has fit and proper staff with adequate knowledge, skills and experience at all levels so that it satisfies and will continue to satisfy PRA and FCA threshold conditions.

Senior management functions

- 5.1 List the names of the persons who will perform senior management functions. A person may perform more than one senior management function. Where the person for the role has not yet been recruited, please indicate this in the box.**

The applicant firm will not necessarily need to have all these senior management functions.

You must use a separate sheet of paper if necessary.

If you have used separate sheets of paper, you must indicate how many below.

Number of additional sheets	
-----------------------------	--

You should also indicate the country where the person will primarily be based if this is other than the UK.

Senior management function	Name of individual
SMF	

- 5.2 You must fill in 'Form A - Application to perform controlled functions including senior management functions' for each person who will be performing a senior management function that you have listed in Question 5.1.**

How many 'Form As' are being sent with this application?	
--	--

5.3 Assessment of the Board

You must provide details of:

- 5.4.1 the applicant firm's assessment of what skills and experience are required collectively by the Board for the business model proposed
- 5.4.2 the gaps identified in the proposed Board against the collective skills and experience assessment
- 5.4.3 the plans to resolve the gaps identified
- 5.4.4 the recruitment process, including such areas as compliance with diversity and equality legislation.

Attached

5.4 Independent non-executive directors

You must provide the applicant firm's assessment of the skills and experience required collectively as a team by the independent non-executive directors to enable them to provide effective challenge to the executive directors. Give details of any gaps identified in the proposed non-executive team together with the plan to fill the gaps.

Attached

5.5 Individuals assessment of competence and capability to perform the role

You must provide this assessment, in relation to the role, for each individual for whom the applicant firm is applying for approval to perform a senior management function.

Attached

5.6 Board (including non-executive) and executive committees, terms of reference and membership

Attached

6

Compliance, Internal Audit and Policies

Why we ask the questions in this section

The applicant firm must demonstrate that it has the appropriate compliance arrangements in place to satisfy its regulatory obligations, and appropriate internal audit arrangements to adequately assess its risk management, systems and controls on an ongoing basis. The applicant firm's policies must be appropriate to its proposed business.

6.1 Compliance arrangements

6.1.1 You must attach the applicant firm's compliance structure and resources.

Attached

6.1.2 You must confirm that the applicant firm has in place a comprehensive compliance procedures manual.

You must include the following:

6.1.2.1 Regulatory regime, applicable Handbooks sourcebooks and compliance oversight

6.1.2.2 Compliance with relevant sourcebooks, for example BCOBS, COBS, MCOB

6.1.2.3 Whistle-blowing

6.1.2.4 Personal account trading

6.1.2.5 Conflicts of interest policy

6.1.2.6 Complaints handling

6.1.2.7 Market abuse policies

You must be ready to provide on request any part of the compliance manual.

Yes, a comprehensive compliance manual is in place

6.1.3 You must attach the applicant firm's compliance monitoring programme for 12 months from authorisation.

Attached

6.2 Training and competence regime

You must attach the applicant firm's Training and Competence regime or arrangements.

Attached

6.3 Internal Audit arrangements

6.3.1 You must attach the applicant firm's Internal Audit (including technology audit) structure and resources.

Attached

6.3.2 You must attach the applicant firm's Internal Audit methodology.

Attached

6.3.3 You must attach the applicant firm's Internal Audit plan for 12 months from authorisation.

Attached

6.4 Policies and procedures

6.4.1 You must attach the following policies:

6.4.1.1 Product governance policy and procedures

6.4.1.2 Responsible lending policy (if applicable)

6.4.1.3 Arrears and repossession management (if applicable)

Attached

- 6.4.2 You must attach the applicant firm's Financial Crime policies, including anti-money laundering and anti-fraud, and an overview of the key procedures that they have put in place to counter the risk that it might be used by others to further financial crime. This includes any offence involving: fraud or dishonesty; misconduct in, or misuse of information relating to, financial markets; handling the proceeds of crime; and bribery and corruption offences.**

You must include the following as a minimum:

- 6.4.2.1 Steps that the applicant firm will take to prevent it from being used to further fraud.
- 6.4.2.2 Steps that the applicant firm will take to ensure its Money Laundering Reporting Officer (MLRO) knows their duties and is able to perform their role effectively, with regard to 'know your business' information.
- 6.4.2.3 Anti-money laundering training the applicant firm will provide for its staff.
- 6.4.2.4 Steps that the applicant firm will take to assess its exposure to the risk of being used for money laundering and terrorist financing
- 6.4.2.5 'Know your customer' procedures, including additional due diligence to be undertaken in relation to high risk customers/sources of funds.
- 6.4.2.6 Procedures for monitoring transactions and reporting details of suspicious transactions.
- 6.4.2.7 How the applicant firm will ensure that it complies with anti-terrorist financing requirements.

Attached

- 6.4.3 You must attach the applicant firm's Treating Customers Fairly (TCF) policy and related management information.**

Principle 6 of the Principles for Business states that 'a firm must pay due regard to the interests of its customers and treat them fairly.' Firms must have in place policies and procedures to deliver the six consumer outcomes and demonstrate that it treats its customers fairly. You must include the following:

- 6.4.3.1 What treating customers fairly means to the applicant firm and its customers.
- 6.4.3.2 How the fair treatment of customers has been incorporated into the applicant firm's values and business plan.
- 6.4.3.3 What controls the applicant firm has put in place to ensure it treats its customers fairly.
- 6.4.3.4 How the applicant firm develops the competence and knowledge of its staff.
- 6.4.3.5 How the Board and Senior Management assess compliance with Principle 6 and fulfil their TCF responsibilities.

Attached

- 6.4.4 You must attach the applicant firm's Business Continuity Plan and policy.**

Attached

7

Infrastructure

Why we ask the questions in this section

The applicant firm must have infrastructure appropriate to the scale and complexity of its proposed business. Firms may outsource activities but remain responsible for the operation of proper systems and controls over the activities, and for regulatory compliance. We expect the business of accepting deposits to be heavily dependent upon IT systems, and the risks to the applicant firm's proposed business and customers from any compromise, failure and error of its IT systems will therefore be significant.

7.1 Outsourcing excluding IT outsourcing

7.1.1 You must attach details of proposed external and intra-group outsourcing to support the applicant firm's operations.

You must include the following details:

- 7.1.1.1 Outsource supplier (identifying any link to the applicant firm)
- 7.1.1.2 Supplier location
- 7.1.1.3 Rationale for the outsourcing
- 7.1.1.4 Supplier due diligence and selection process
- 7.1.1.5 Contingency plans in the event the outsourced service provider cannot provide continuity of service.

- Attached
- Not applicable

7.1.2 You must attach details of oversight responsibilities and arrangements, systems and controls for each outsourced function necessary to the applicant firm's management and operations.

- Attached
- Not applicable

7.1.3 You must attach copies of service level agreements and arrangements for each outsourcing material to the applicant firm's management and operations.

- Attached
- Not applicable

7.2 IT systems including IT outsourcing arrangements

7.2.1 You must confirm whether the core IT systems that the applicant firm will use in its business will be:

- New to the applicant firm or group
- Existing systems already in use in the applicant firm or group, not requiring material amendment
- Partly existing systems and partly new systems or materially amended systems

7.2.2 Will the applicant firm's IT systems applications automatically interface with customers/counterparties?

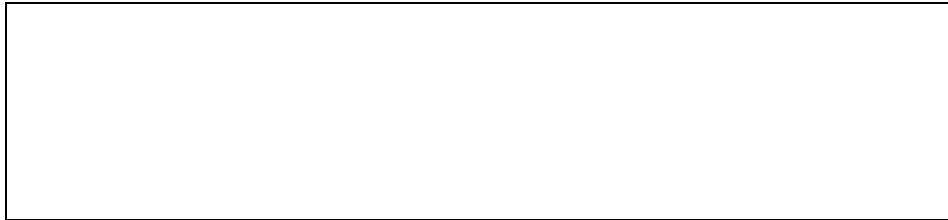
- Yes
- No

7.2.3 You must attach a Complex IT form.

- Attached

No ► exceptional circumstances (refer to Notes) agreed with the PRA Supervisor and the FCA Permissions Department.

You must explain why in the box below.



8

Regulatory reporting

Why we ask the questions in this section

The applicant firm must have infrastructure and processes to accurately meet its obligations for regulatory reporting appropriate to its proposed business to enable the regulators to appropriately supervise the firm.

8.1 Regulatory returns – Gathering Better Regulatory Information Electronically (GABRIEL)

All regulated firms have to supply regular regulatory returns. GABRIEL is the mandatory reporting tool that you must use when completing and submitting the majority of these regulatory returns. To complete your returns you must have access to a personal computer with an internet connection.

- 8.1.1 **You must confirm that the applicant firm has the ability to complete its regulatory returns via GABRIEL.**
 Yes
- 8.1.2 **Do you agree to submit to us, at regular and stated intervals, financial information that can be used to help supervise and assess the firm on an ongoing basis as specified in the Handbook?**
 Yes
- 8.1.3 **Do you agree to submit this information using GABRIEL in a timely manner?**
 Yes

8.2 FINREP Reporting

- 8.2.1 **Will you be required to report FINREP?**
 Yes
 No

9

Fees and levies

Why we ask the questions in this section

We require this information so we can calculate the applicant firm's annual fees for the PRA and the FCA once they are authorised. We will also use this information to calculate the fees for the Money Advice Service (MAS) and the levies for the Financial Ombudsman Service (the Ombudsman Service) and the Financial Services Compensation Scheme (FSCS).

The permission we grant the applicant firm will allocate it to one or more fee blocks. Each fee block uses the tariff data provided in the sections below to calculate the applicant firm's regulatory fees and levies. The firm will be billed on the information supplied here for the first fee year of being authorised and in some cases also for the subsequent fee year.

Please note:

- When reporting monetary fee tariff data, firms should provide a projected valuation covering the first 12 months from the date of authorisation measured according to the relevant tariff base(s).
- Monetary figures should be denominated in **GBP**. Please round your answers up for this section to the nearest whole number.
- Take care to be as accurate as possible - a poor estimate or forecast is unlikely to be grounds to revise fees at a later stage.
- **If the answer is 'nil' please write 'nil' – do not leave any boxes blank.**

FEES 4 Annex 1A of the FCA Handbook has detailed notes on the fee blocks and tariff bases. Please refer to the notes that accompany this form before answering the questions in this section.

Regulatory fees

9.1 Fee block A.1 – Deposit acceptors

What is the applicant firm's projected average monthly Modified Eligible Liabilities for the first year of authorisation?

Amount	
Confirm amount in words	

9.2 Fee block A.2 – Home finance providers and administrators

How many new mortgages, home purchase plans, home reversion plans and regulated sale and rent back agreements does the applicant firm estimate it will enter into in the first year of authorisation?

Number	
Confirm number in words	

- 9.3 How many mortgages contracts, home purchase plans, home reversion plans and regulated sale and rent back agreements does the applicant firm estimate it will administer, by the end of its first year of authorisation? Please multiply this number by 0.05 for home finance outsourcing firms, and 0.5 for all other firms.

Amount	
Confirm amount in words	

9.4 **Fee block A.7 – Portfolio managers**

How much total funds under management does the applicant firm estimate it will have at the end of the first year of authorisation?

Amount	
Confirm amount in words	

9.5 **Fee block A.9 – Managers and depositaries of investment funds, and operators of collective investment schemes or pension schemes**

How much total gross income does the applicant firm estimate it will receive from the activities relating to fee block A.9 for the first year of authorisation?

Amount	
Confirm amount in words	

9.6 **Fee block A.10 – Firm dealing as principal**

How many traders does the firm estimate it will have at the end of its first year of authorisation??

Amount	
Confirm amount in words	

9.7 **Fee Block A.13 – Advisers, arrangers, dealers or brokers**

How much annual income does the applicant firm estimate for the first year of authorisation in relation to the regulated activities for fee-block A.13 i.e. advisers, arrangers, dealers or brokers?

Please exclude income arising from corporate finance business.

Amount	
Confirm amount in words	

9.8 **Fee Block A.14– Corporate finance advisers**

How much annual income does the applicant firm estimate for the first year of authorisation in relation to corporate finance business?

Amount	
Confirm amount in words	

9.9 **Fee block A.18 – Home finance providers, advisers and arrangers**

How much annual income does the applicant firm estimate for the first year of authorisation in relation to its home finance mediation business (including home reversion, home purchase and regulated sale and rent back activities)?

Amount	
Confirm amount in words	

9.10 Fee block A.19 – General insurance mediation

How much annual income does the applicant firm estimate for the first year of authorisation in relation to its non-investment insurance contracts (including pure protection) business?

Amount	
Confirm amount in words	

9.11 Fee block A.21 – Firms holding client money or assets, or both

What is the highest value of client money and/or safe custody assets the applicant firm expects to hold during the first year of authorisation?

Client money

Amount	
Confirm amount in words	

Safe custody assets

Amount	
Confirm amount in words	

9.12 Fee block CC.02 – Credit-related regulated activities

How much annual income does the applicant firm estimate for the first year of authorisation in relation to credit related regulated activities? Annual income for credit related regulated activities is defined in FEES 4 Annex 11B R.

Amount	
Confirm amount in words	

The Money Advice Service Levy

The data provided under the Regulatory Fees section above will be used to calculate most of the MAS fees with the exception of the debt advice levies.

9.13 Fee block MA01 – Debt advice levy – Depositors**Unsecured debt**

What is the GBP value of the outstanding loans to individuals in the UK that the applicant firm estimates for the end of the first year of authorisation, excluding bridging loans and loans secured on dwellings and land? This includes all:

- credit card lending
- ‘charge card’ lending, even if the outstanding balance has to be paid off in full at the end of each charging period; and other loans and advances to individuals that are not bridging loans or secured on dwellings or land

Amount	
Confirm amount in words	

9.14 Fee block MA02 – Debt advice levy – Home finance providers and administrators**Secured debt**

What is the GBP value of all regulated and non-regulated residential loans to individuals – the sum of gross unsecuritised and securitised balances – that the applicant firm estimates for the end of the first year of authorisation?

Amount	
Confirm amount in words	

The Ombudsman Service General Levy

For the purposes of the Ombudsman Service general levy, a firm will fall into one or more industry blocks depending on the business activities it has permission for. This levy only covers business conducted with **consumers**. As a result, the data reported under the Ombudsman Service levy can be lower than that reported under the Regulatory fees. The Handbooks Glossary defines 'Relevant Business' as business done **with consumers only**. If the applicant firm does not conduct any business with eligible complainants it may apply for Ombudsman Service exemption (see Question 9.31).

- 9.15 The ombudsman service's industry block I001 – Deposit acceptors, home finance providers and administrators**
How many relevant accounts does the applicant firm estimate it will have at the end of the first year of authorisation?

Amount	
Confirm amount in words	

- 9.16 The ombudsman service's industry block I005 – Portfolio managers**
How much relevant funds under management does the applicant firm estimate for the first year of authorisation?

Amount	
Confirm amount in words	

- 9.17 The ombudsman service's industry block I006 – Managers and depositaries of investment funds, and operators of collective investment schemes or pension schemes**
How much relevant gross income does the applicant firm estimate for the first year of authorisation?

Amount	
Confirm amount in words	

- 9.18 The ombudsman service's industry block I007 – Dealers as principal**
How many relevant traders does the firm estimate it will have at the end of its first year of authorisation?

Amount	
Confirm amount in words	

- 9.19 The ombudsman service's industry block I008/I009 – Advisers, arrangers, dealers or brokers**
How much relevant annual income does the applicant firm estimate for the first year of authorisation in relation to advisers, arrangers, dealers or brokers? Please exclude income from corporate finance business.

Amount	
Confirm amount in words	

- 9.20 The ombudsman service's industry block I010 – Corporate finance advisers**
How much annual income does the applicant firm estimate for the first year of authorisation in relation to its corporate finance business?

Amount	
Confirm amount in words	

- 9.21 The ombudsman service's industry block I016 – Home finance providers, advisers and arrangers**
How much relevant annual income does the applicant firm estimate for the first year of authorisation in relation to its home finance mediation business?

Amount	
Confirm amount in words	

- 9.22 The ombudsman service's industry block I017 – General insurance mediation**
How much relevant annual income does the applicant firm estimate for the first year of authorisation in relation to its non-investment insurance contracts (including pure protection) business?

Amount	
Confirm amount in words	

Financial Services Compensation Scheme Levy

The FSCS levy only covers business that could give rise to a protected claim from an eligible claimant. As a result, the data reported under the FSCS levy can be lower than that reported under the Regulatory fees. If the applicant firm does not conduct any business that could give rise to a protected claim from an eligible claimant, it may apply for FSCS exemption (see Question 9.28).

Newly authorised firms are not liable to contribute towards the FSCS specific and compensation costs in the first fee year. We will only use the information here for calculating the FSCS levy in the second fee year where a firm obtains authorisation in the last quarter of the fee year.

- 9.23 Class SA01 – Deposit**

How much covered deposits does the applicant firm estimate it will have, at the end of the first year of authorisation?

Amount	
Confirm amount in words	

- 9.24 Class SJ01 – Dormant Account Scheme**

How much covered deposits held in the Dormant Account Scheme does the applicant firm estimate it will have, at the end of the first year of authorisation? Please multiply this figure by 0.2.

Amount	
Confirm amount in words	

9.25 Class SB02 – General insurance mediation

How much annual eligible income does the applicant firm estimate for the first year of authorisation in relation to its non-investment insurance contracts (excluding pure protection) business?

Amount	
Confirm amount in words	

9.26 Class SC02 – Life and pensions mediation

How much annual eligible income does the applicant firm estimate for the first year of authorisation in relation to its life and pensions mediation (including pure protection) business?

Amount	
Confirm amount in words	

9.27 Class SD01 – Investment provision

How much annual eligible income does the applicant firm estimate for the first year of authorisation in relation to investment provision business?

Amount	
Confirm amount in words	

9.28 Class SD02 – Investment mediation

How much annual eligible income does the applicant firm estimate for the first year of authorisation in relation to investment mediation business?

Amount	
Confirm amount in words	

9.29 Class SE02 – Home finance mediation

How much annual eligible income does the applicant firm estimate for the first year of authorisation in relation to its home finance mediation business? (Home finance providers should refer to the notes in fee block A.18)

Amount	
Confirm amount in words	

Declaration of ongoing FCA fees liability

9.30 You must confirm that the applicant firm understands that it is liable and remains liable to pay fees until such time as the FCA cancels its permission. This is irrespective of whether it is trading, or even if it has notified us of intention to cease trading or submitted an application to cancel.

Yes

Declaration of Financial Ombudsman Service exemption

Please note that if the applicant firm will carry on business with retail clients then exemption is unlikely to be available. This is because retail clients are likely to qualify as eligible complainants.

- 9.31 **The Ombudsman Service exemption – if the applicant firm will not carry on business with eligible complainants and does not foresee doing so in the immediate future, please tick the box below.**

Applicant firm is Ombudsman Service exempt

10

Fee, checklist & declaration

This checklist and declaration form includes:

- details about the application fee and how to submit the application
- a checklist of documents you need to send us with this application
- the declaration

10.1 Application fee

You must send a cheque for the appropriate application fee in full with this application pack, otherwise the application will not be processed.

You must tick below to confirm that you have paid the appropriate application fee.

£25,000 Complex application for new firms

£12,500 Regulated firms applying for Variation of Permission to add 'accepting deposits'

You must pay the full application fee by cheque. It is not refundable (even if the applicant firm decides to withdraw its application).

How to pay and how to submit the application

- 1 Make the cheque payable to the **Financial Conduct Authority**. We cannot accept post-dated cheques.
- 2 Write the name of the applicant firm on the back of the cheque.
- 3 Write 'Application for authorisation' on the back of the cheque.
- 4 Send the cheque with the application pack that should consist of **two** manual copies and two electronic copies (on CD) of the forms and supporting documents to PRA Authorisations, Central Supervisory Support, Prudential Regulation Authority, 20 Moorgate, London EC2R 6DA.

Please note that firms applying for a Variation of Permission to add 'accepting deposits' must make their application through the ONA system and include details that they have manually submitted (as detailed in point 4 above) the relevant material detailed in this application form.

10.2 Documents for this application

You must confirm the documents you have sent in this application.

10.2.1 This 'application for authorisation' pack consists of the following documents. Please tick below to confirm the forms you have completed and enclosed.

Application documents

Compulsory documents

Application form for Banks	<input type="checkbox"/> Attached
A cheque for the application fee in full (see section 10.1 of this form)	<input type="checkbox"/> Attached

Other application documents

Please select the appendices (if any) you have completed and attached below:

Controllers appendices – Corporate	Number enclosed <input type="text"/>
Controllers appendices – Partnership	Number enclosed <input type="text"/>
Controllers appendices – Individual	Number enclosed <input type="text"/>
Controllers appendices – Trust	Number enclosed <input type="text"/>
Add an Appointed Representative form	Number enclosed <input type="text"/>
Liquidity modification application	Number enclosed <input type="text"/>

Supporting documents you are sending with this application

You must tick below the documents you are sending with this application.

10.2.2 List of supporting documents

Question	Supporting documents	
1.13	Copy of Partnership or Limited Liability Partnership agreement deeds	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
1.24	Disclosure of significant events appendix	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
1.25	Group Structure Chart	<input type="checkbox"/> Attached
1.25	Classification of groups form	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
1.26	Controller Forms	<input type="checkbox"/> Attached
1.26	A copy of the latest accounts of any controller that is a body corporate, partnership or trust	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
2	Business plan	<input type="checkbox"/> Attached
2.4	Financial projections	<input type="checkbox"/> Attached

2.6	Organogram	<input type="checkbox"/> Attached
2.7	Board structure chart	<input type="checkbox"/> Attached
2.7	Committee structure chart	<input type="checkbox"/> Attached
2.7	Management structure and reporting lines chart	<input type="checkbox"/> Attached
2.8	Implementation plan	<input type="checkbox"/> Attached
4.1	Individual Capital Adequacy Assessment Process (ICAAP)	<input type="checkbox"/> Attached
4.1	Analysis of capital resources requirement attached	<input type="checkbox"/> Attached
4.1	Risk Management Framework	<input type="checkbox"/> Attached
4.1	Credit/Lending Policy	<input type="checkbox"/> Attached
4.1	Concentration Risk Policy	<input type="checkbox"/> Attached
4.1	Provisioning Policy	<input type="checkbox"/> Attached
4.2	Liquidity Modification application	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
4.2	Individual Liquidity Adequacy Assessment (ILAA)	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
4.2	Analysis of adequacy of liquid resources requirement attached	<input type="checkbox"/> Attached
4.2	Liquidity reports	<input type="checkbox"/> Attached
4.2	Liquidity Risk Management Policy	<input type="checkbox"/> Attached
4.2	Funding Concentration/Diversification Policy	<input type="checkbox"/> Attached
4.2	Collateral Management Policy	<input type="checkbox"/> Attached
4.2	Intra-day Policy	<input type="checkbox"/> Attached
4.2	Trading book policy	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
4.3	Financial Risk Management Policy	<input type="checkbox"/> Attached
4.4	Recovery and Resolution Plan	<input type="checkbox"/> Attached
4.5	Last annual statutory accounts	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable
4.6	Bank of England forms BT and ELS	<input type="checkbox"/> Attached
5.3	Form A – Application to perform controlled functions including senior management functions	Number enclosed <input type="text"/>
5.4	Assessment of the Board	<input type="checkbox"/> Attached
5.5	Independent Non-Executive Directors assessment	<input type="checkbox"/> Attached
5.6	Individuals assessment senior management functions	<input type="checkbox"/> Attached
5.7	Details of Board (including non-executive) and Executive Committees, Terms of reference and membership	<input type="checkbox"/> Attached
6.1	Compliance structure and resources	<input type="checkbox"/> Attached <input type="checkbox"/> To follow in Mobilisation
6.1	Compliance monitoring programme	<input type="checkbox"/> Attached <input type="checkbox"/> To follow in Mobilisation
6.2	Training and Competence regime or arrangements	<input type="checkbox"/> Attached <input type="checkbox"/> To follow in Mobilisation
6.3	Internal Audit structure and resources	<input type="checkbox"/> Attached <input type="checkbox"/> To follow in Mobilisation
6.3	Internal Audit methodology	<input type="checkbox"/> Attached <input type="checkbox"/> To follow in Mobilisation
6.3	Internal Audit Plan	<input type="checkbox"/> Attached <input type="checkbox"/> To follow in Mobilisation

6.4	Product governance policy and procedures	<input type="checkbox"/> Attached <input type="checkbox"/> To follow in Mobilisation
6.4	Responsible lending policy (if applicable)	<input type="checkbox"/> Attached <input type="checkbox"/> To follow in Mobilisation
6.4	Arrears and reposessions management (if applicable)	<input type="checkbox"/> Attached <input type="checkbox"/> To follow in Mobilisation
6.4	Financial Crime, including anti-money laundering and anti-fraud policies and overview procedures	<input type="checkbox"/> Attached <input type="checkbox"/> To follow in Mobilisation
6.4	Treating Customers Fairly policy and related management information	<input type="checkbox"/> Attached <input type="checkbox"/> To follow in Mobilisation
6.4	Business Continuity Plan and policy	<input type="checkbox"/> Attached <input type="checkbox"/> To follow in Mobilisation
7.1	Details of outsourcing excluding IT outsourcing	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable <input type="checkbox"/> To follow in Mobilisation
7.1	Details of oversight responsibilities and arrangements, systems and controls	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable <input type="checkbox"/> To follow in Mobilisation
7.1	Details of service level agreements	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable <input type="checkbox"/> To follow in Mobilisation
7.2	Complex IT form and documents	<input type="checkbox"/> Attached <input type="checkbox"/> Not applicable <input type="checkbox"/> To follow in Mobilisation

Other documents

10.2.3 Please list any other documents you have provided.

10.2.4 Please provide any comments on supporting documents if necessary.

--

Other information

10.2.5 If there is anything else you would like to tell us about this application please give details below.

--

10.3 Declaration

It is a criminal offence to – knowingly or recklessly – give us information that is false, misleading or deceptive.

If any information is inaccurate or incomplete this application may take longer to be processed.

You must notify the PRA and FCA immediately of any significant change to the information provided. If you do not, the application may take longer to be processed. It could also call into question the applicant firm's suitability to be authorised.

- D1** I am authorised to make this application for authorisation on behalf of the applicant firm named on the front of this form.
- D2** I attach the documents requested and I have taken all reasonable steps to ensure they are correct.
- D3** I confirm that the information in this application is accurate and complete to the best of my knowledge and belief.
- D4** I authorise the PRA and FCA to make such enquiries and to seek such further information as they think appropriate to verify the information given on this form.
- D5** I understand that the PRA and FCA may require the applicant firm to provide further information or documents at any time after I have sent this application and before the applicant firm has been authorised.

Who must sign the declaration?

This declaration must be signed by two directors of the applicant firm.

Signature one		Signature two
Name		
Position		
Signature		
Date	dd/mm/yy	dd/mm/yy



Application for Authorisation

Supplement for insurance companies

Full name of applicant firm

Important information that you should read before completing this form

The notes that accompany this form will help you to answer our questions and explain why we need the information that we request.

Purpose of this form

This supplement collects information that is specific to the type of regulated business that the applicant firm is applying for authorisation to carry on.

You must answer every question. If a question does not apply to the applicant firm, then you must answer it 'Not Applicable'.

Contents of this form

1 Regulatory Business Plan	2
2 Scope of Permission required	6
3 Financial resources	14
4 Personnel	16
5 Compliance arrangements	18
6 Fees and levies	20

1

Regulatory business plan (scheme of operations)

We need to know about the business that the applicant firm intends to carry on so that we can assess (i) the scope of the permission that it will need, and (ii) the adequacy of its resources and its suitability to carry on that business.

Where necessary you must use separate sheets of paper to answer the questions in sections 1.1 to 1.5.

--	--

The level of detail you provide should reflect the scale and complexity of the applicant firm's proposed business.

1.1 Background

1.1.1 Will the applicant firm be:

- A United Kingdom incorporated company ▶ continue to question 1.1.2
- A United Kingdom branch of a non-EEA insurer (including Swiss insurer)

1.1.2 What type of insurance business is the applicant firm going to underwrite predominately?

- General insurance business (including reinsurance)
- Long-term insurance business (including reinsurance)
- Reinsurance only

It is the policy of the PRA and FCA not to grant a Part 4A if it would allow a newly established firm to engage in both general and long-term insurance business.

1.1.3 What is the rationale for the application and what is the intended business strategy (and if applicable how does this fit into the group's overall future strategy)?**1.1.4 Firms should include a scheme of operations, containing the content as described in Article 23 of the Solvency II Directive, with or as part of their regulatory business plan. Firms should also provide a copy of their proposed Own Risk and Solvency Assessment (ORSA) report.**

1.2 Insurance activities

1.2.1 Describe the insurance activities that the applicant firm is proposing to conduct in the United Kingdom.**1.2.2 Is the applicant firm proposing to underwrite direct motor liability business within the United Kingdom?**

- No ▶ continue to question 1.2.3
- Yes. Please confirm the following:

- The applicant firm is content for the PRA to share the contents of its application with the Motor Insurers Bureau (MIB).

- The applicant firm will seek membership of the MIB shortly after receiving authorisation and subsequently provide the PRA with proof of MIB membership.
- The applicant will appoint a claims representative in every country within the European Union before authorisation is granted.

1.2.3 Is the applicant applying for permission to write legal expenses insurance?

- No ▶ continue to question 1.2.4
- Yes. Please provide details of the provisions that will be put in place to avoid conflicts of interest in line with Regulation 5 (arrangement for avoiding conflicts of interest) of the Insurance Companies (Legal Expenses Insurance) Regulations 1990.

1.2.4 Will the applicant firm be passporting into the EEA?

- No ▶ continue to question 1.2.5
- Yes. Please describe the following:
 - the business that will be transacted
 - how the proposed business will be transacted
 - the geographical spread of the business to be transacted and where the risk is situated
 - any branch/freedom of services notifications

See notes to this supplement for link to passporting notification forms

1.2.5 Describe the proposed sources of the insurance business and provide an analysis of the approximate percentage from each source, split between United Kingdom, other EEA States and elsewhere.

1.2.6 Will the applicant firm be using reinsurance to protect the insurance business it is proposing to underwrite?

- No ▶ continue to question 1.3
- Yes ▶ Please provide the following:
 - a full explanation of the proposed reinsurance strategy, including the guiding principles as to reinsurance, how the firm will address reinsurance counterparty risk, and the kind of reinsurance arrangements which the applicant firm proposes to make with ceding undertakings (please notes for further guidance)
 - copies or drafts of reinsurance contracts (new or existing) that will be relied upon at authorisation

1.3 Corporate governance and non-financial resources

- 1.3.1 Please provide full details of the proposed board composition together with a) terms of references for the board and b) job descriptions for each board member.**
- 1.3.2 Please provide a copy of the management responsibilities map as specified in Chapter 5 of the Insurance- Allocation of Responsibilities part of the PRA Rulebook.**
- 1.3.3 Please provide an organogram for the applicant showing all the functions and available resources required to conduct its proposed business.**

1.3.4 Describe how each of the applicant firm's underwriters are qualified to underwrite the proposed business.

1.3.5 Are there any associations that exist or will exist between a director or controller of the applicant firm and any person who will undertake material contracts with the applicant firm?

- No ▶ continue to question 1.3.6
- Yes ▶ Please provide details clarifying the relationship

1.3.6 Please provide details of all material outsourcing or sub-contracting arrangements.

- background information on the parties to which functions will be outsourced
- details of which functions will be outsourced
- details of how control over the outsourced functions will be maintained, including those persons at the firm who will be responsible for overseeing such arrangements and how performance will be monitored and controlled
- copies or drafts of all material outsourcing agreements

1.4 Risk management and Internal systems and controls

1.4.1 Describe the responsibilities and reporting lines for the following functions (this should include details of resource allocated as well as procedures and controls that will be implemented, for each function):

- (a) the internal audit function
- (b) actuarial function
- (c) risk management function
- (d) compliance function
- (e) financial reporting

1.4.2 Please provide the composition and the terms of reference for all senior committees which the applicant firm is proposing to establish.

1.4.3 Provide details of the applicant firm's intended risk profile, risk appetite, and risk tolerance limits

1.4.4 How will risks be identified, managed, mitigated and monitored? Potential risks to consider may arise from the following:

- (f) Underwriting
- (g) Claims management
- (h) Reserving
- (i) Investments, including concentration risk
- (j) Counterparties (including disputes or defaults by reinsurers)
- (k) Asset-liability management
- (l) Liquidity

- (m) Operational risk – IT/People
- (n) Outsourcing (including use of coverholders)
- (o) Complaints handling

- 1.4.5 How will the firm regularly assess its ongoing own funds needs to be reasonably confident that it will either continue to meet its regulatory requirements, or be able to take appropriate actions to meet these requirements, following realistic stress events?**
- 1.4.6 Provide details of the management information that the applicant firm will provide regularly to the board, key internal committees and key individuals, including information relevant to the risks borne by the firm.**
- 1.4.7 Provide details of the plausible recovery actions that could be taken, including in times of general market stress. Include details of the recovery options or exit strategy identified and the triggers and governance that would activate the plan.**
- 1.4.8 Provide details of the IT business continuity and the disaster recovery plans the applicant firm will put in place to ensure business continuity.**

1.5 Complex IT systems

- 1.5.1 Are the applicant firm's IT systems complex?**

No
 Yes

- 1.5.2 Is the applicant firm's proposed business heavily dependent on its IT systems?**

No
 Yes

- 1.5.3 Will the applicant firm's IT systems automatically interface with customers/counterparties?**

No
 Yes

If you have answered 'Yes' to one or more of questions 1.5.1 to 1.5.3, you must complete the Detailed IT Controls Form.

Please see the notes to this supplement for the link to the appropriate form.

2

Scope of permission required

Why we ask the questions in this section

If we grant authorisation to the applicant firm, we will issue a Scope of Permission notice. This sets out:

- the regulated activities the applicant firm is authorised to carry on
- for each regulated activity, the investment types (i.e. classes of business) and the client types for which the applicant firm is authorised
- for each regulated activity, any limitations attaching to it and
- any requirements on the applicant firm

It is the applicant firm's responsibility to ensure that the Scope of Permission it applies for will cover all the regulated activities it is seeking to carry on.

The Scope of Permission requested by applicant firm should correspond with the description of its proposed business in Section 1. If it is not clear how it does so, we will ask you about this.

2.1 Insurance business

2.1.1 Regulated activities

You must confirm that the applicant firm is seeking permission to carry on both the regulated activities of:

- Effecting contracts of insurance; and
- Carrying out contracts of insurance.

2.1.1a Standard requirement – reinsurance firms only

As a matter of course, a standard requirement is added to firms that engage in reinsurance business only.

If applicable, you must confirm that the applicant firm agrees to this standard requirement:

- Yes

2.1.2 Investment types

You must indicate in which class(es) of business the applicant firm is seeking to carry on the regulated activities of effecting contracts of insurance and carrying out contracts of insurance:

General insurance contract

- Accident
- Sickness
- Land vehicles
- Railway rolling stock
- Aircraft
- Ships
- Goods in transit
- Fire and natural forces
- Damage to property
- Motor vehicle liability
- Aircraft liability
- Liability of ships

Long-term insurance contract

- Life and annuity
- Marriage or the formation of a civil partnership and birth
- Linked long-term
- Permanent health
- Tontines
- Capital redemption
- Pension fund management
- Collective insurance
- Social insurance

- General liability
- Credit
- Suretyship
- Miscellaneous financial loss
- Legal expenses
- Assistance

2.1.3 Client types

You must indicate how your customers will be categorised, in terms of regulatory classification:

- Market counterparty
- Intermediate customers
- Private customers
- All

2.2 Ancillary deposit-taking business

As a matter of course, you will also require the regulated activity of ‘Accepting Deposits’. Please confirm that you are content for this activity to be included in your Scope of Permission Notice.

- No ▶ Please provide your rationale for not requiring this regulated activity
- Yes ▶ continue to question 2.2.1

See notes.

2.2.1 Standard limitation – deposit taking activities (insurance)

As a matter of course, a standard limitation (Limited to accepting deposits in the course of carrying on insurance business for which the firm holds a permission) will be attached to the regulated activity of ‘Accepting Deposits’.

You must confirm that the applicant firm agrees to this standard limitation:
 Yes

2.3 Insurance distribution business

2.3.1 Will the applicant firm be conducting insurance distribution business?

- No ▶ Continue to question 2.4
- Yes ▶ Continue to question 2.3.2

2.3.2 Regulated activities

Is the applicant firm proposing to carry on the regulated activity of ‘making arrangements with a view to transactions in investments’?

- No ▶ Continue to question 2.3.5
- Yes ▶ Continue to question 2.3.3

2.3.3 Investment types

You must tick the types of investments below

- Non-investment insurance contracts

2.3.4 Client types

You must tick the client type(s) which relates to your business:

- Commercial
- Retail (non-investment insurance)

2.3.5 Regulated activities

Is the applicant firm proposing to carry on the regulated activity of ‘arranging (bringing about) deals in investments’?

- No ▶ Continue to question 2.3.8
- Yes ▶ Continue to question 2.3.6

2.3.6 Investment types

You must tick the types of investments below:

- Non-investment insurance contracts

2.3.7 Client types

You must tick the client type(s) which relates to your business:

- Commercial
- Retail (non-investment insurance)

2.3.8 Regulated activities

Is the applicant firm proposing to carry on the regulated activity of ‘advising on investments (except on pension transfer and pension opts outs)?’

- No ▶ Continue to question 2.3.11
- Yes ▶ Continue to question 2.3.9

2.3.9 Investment types

You must tick the types of investments below:

- Non-investment insurance contracts

2.3.10 Client types

You must tick the client type(s) which relates to your business:

- Commercial
- Retail (non-investment insurance)

2.3.11 Regulated activities

Is the applicant firm proposing to carry on the regulated activity of ‘assisting in the administration and performance of a contract of insurance’?

- No ▶ Continue to question 2.4
- Yes ▶ Continue to question 2.3.12

2.3.12 Investment types

You must tick the types of investments below:

- Non-investment insurance contracts

2.3.13 Client types

You must tick the client type(s) which relates to your business:

- Commercial
- Retail (non-investment insurance)

2.4 Designated Investment Business

2.4.1 Will the applicant firm be conducting designated investment business?

- No ▶ Continue to question 2.5
- Yes ▶ Continue to question 2.4.2

See notes

2.4.2 Regulated activities

Is the applicant firm proposing to carry on the regulated activity of ‘making arrangements with a view to transactions in investments’?

- No ▶ Continue to question 2.4.5
- Yes ▶ Continue to question 2.4.3

2.4.3 Investment types

You must tick the types of investments below:

<input type="checkbox"/>	Certificates representing certain security	<input type="checkbox"/>	Rights to or interests in investments
<input type="checkbox"/>	Commodity future	<input type="checkbox"/>	Rights to or interests in investments (contractually-based investment)
<input type="checkbox"/>	Commodity option and option on commodity future	<input type="checkbox"/>	Rights to or interests in investments (security)
<input type="checkbox"/>	Contract for differences (excluding a spread bet and a rolling forex contract)	<input type="checkbox"/>	Shares
<input type="checkbox"/>	Funeral plan contracts	<input type="checkbox"/>	Spread Bet
<input type="checkbox"/>	Future (excluding a commodity future and rolling forex contract)	<input type="checkbox"/>	Rolling Spot Forex
<input type="checkbox"/>	Government and Public Security	<input type="checkbox"/>	Stakeholder pension scheme
<input type="checkbox"/>	Life Policies	<input type="checkbox"/>	Warrant
<input type="checkbox"/>	Non-investment insurance contracts	<input type="checkbox"/>	Unit
<input type="checkbox"/>	Option (excluding a commodity option)	<input type="checkbox"/>	Personal Pension scheme
<input type="checkbox"/>	Debenture	<input type="checkbox"/>	Alternate Debenture

2.4.4 Client types

You must tick the client type(s) which relates to your business:

<input type="checkbox"/>	Retail (investment)
<input type="checkbox"/>	Retail (non-investment insurance)
<input type="checkbox"/>	Professional
<input type="checkbox"/>	Eligible counterparty

2.4.5 Regulated activities

Is the applicant firm proposing to carry on the regulated activity of ‘arranging (bringing about) deals in investments’?

- No ▶ Continue to question 2.4.8
- Yes ▶ Continue to question 2.4.6

2.4.6 Investment types

You must tick the types of investments below:

<input type="checkbox"/>	Certificates representing certain security	<input type="checkbox"/>	Rights to or interests in investments
<input type="checkbox"/>	Commodity future	<input type="checkbox"/>	Rights to or interests in investments (contractually-based investment)
<input type="checkbox"/>	Commodity option and option on commodity future	<input type="checkbox"/>	Rights to or interests in investments (security)
<input type="checkbox"/>	Contract for differences (excluding a spread bet and a rolling forex contract)	<input type="checkbox"/>	Shares
<input type="checkbox"/>	Funeral plan contracts	<input type="checkbox"/>	Spread Bet
<input type="checkbox"/>	Future (excluding a commodity future and rolling forex contract)	<input type="checkbox"/>	Rolling Spot Forex
<input type="checkbox"/>	Government and Public Security	<input type="checkbox"/>	Stakeholder pension scheme
<input type="checkbox"/>	Life Policies	<input type="checkbox"/>	Warrant
<input type="checkbox"/>	Non-investment insurance contracts	<input type="checkbox"/>	Unit
<input type="checkbox"/>	Option (excluding a commodity option)	<input type="checkbox"/>	Personal Pension scheme
<input type="checkbox"/>	Debenture	<input type="checkbox"/>	Alternate Debenture

2.4.7 Client types

You must tick the client type(s) which relates to your business:

<input type="checkbox"/>	Retail (investment)
<input type="checkbox"/>	Retail (non-investment insurance)
<input type="checkbox"/>	Professional
<input type="checkbox"/>	Eligible counterparty

2.4.8 Regulated activities

Is the applicant firm proposing to carry on the regulated activity of 'advising on investments (except on pension transfer and pension opts outs)'?

- No ▶ Continue to question 2.4.11
- Yes ▶ Continue to question 2.4.9

2.4.9 Investment types

You must tick the types of investments below:

<input type="checkbox"/>	Certificates representing certain security	<input type="checkbox"/>	Rights to or interests in investments
<input type="checkbox"/>	Commodity future	<input type="checkbox"/>	Rights to or interests in investments (contractually-based investment)
<input type="checkbox"/>	Commodity option and option on commodity future	<input type="checkbox"/>	Rights to or interests in investments (security)
<input type="checkbox"/>	Contract for differences (excluding a spread bet and a rolling forex contract)	<input type="checkbox"/>	Shares
<input type="checkbox"/>	Funeral plan contracts	<input type="checkbox"/>	Spread Bet
<input type="checkbox"/>	Future (excluding a commodity future and rolling forex contract)	<input type="checkbox"/>	Rolling Spot Forex
<input type="checkbox"/>	Government and Public Security	<input type="checkbox"/>	Stakeholder pension scheme
<input type="checkbox"/>	Life Policies	<input type="checkbox"/>	Warrant
<input type="checkbox"/>	Non-investment insurance contracts	<input type="checkbox"/>	Unit
<input type="checkbox"/>	Option (excluding a commodity option)	<input type="checkbox"/>	Personal Pension scheme
<input type="checkbox"/>	Debenture	<input type="checkbox"/>	Alternate Debenture

2.4.10 Client types

You must tick the client type(s) which relates to your business:

<input type="checkbox"/>	Retail (investment)
<input type="checkbox"/>	Retail (non-investment insurance)
<input type="checkbox"/>	Professional
<input type="checkbox"/>	Eligible counterparty

2.4.11 Regulated activities

Is the applicant firm proposing to carry on the regulated activity of 'dealing in investments as principal'?

- No ▶ Continue to question 2.5
 Yes ▶ Continue to question 2.4.12

2.4.12 Investment types

You must tick the types of investments below:

<input type="checkbox"/>	Certificates representing certain security	<input type="checkbox"/>	Rights to or interests in investments
<input type="checkbox"/>	Commodity future	<input type="checkbox"/>	Rights to or interests in investments (contractually-based investment)
<input type="checkbox"/>	Commodity option and option on commodity future	<input type="checkbox"/>	Rights to or interests in investments (security)
<input type="checkbox"/>	Contract for differences (excluding a spread bet and a rolling forex contract)	<input type="checkbox"/>	Shares
<input type="checkbox"/>	Funeral plan contracts	<input type="checkbox"/>	Spread Bet
<input type="checkbox"/>	Future (excluding a commodity future and rolling forex contract)	<input type="checkbox"/>	Rolling Spot Forex
<input type="checkbox"/>	Government and Public Security	<input type="checkbox"/>	Stakeholder pension scheme
<input type="checkbox"/>	Life Policies	<input type="checkbox"/>	Warrant
<input type="checkbox"/>	Non-investment insurance contracts	<input type="checkbox"/>	Unit
<input type="checkbox"/>	Option (excluding a commodity option)	<input type="checkbox"/>	Personal Pension scheme
<input type="checkbox"/>	Debenture	<input type="checkbox"/>	Alternate Debenture

2.4.13 Client types

You must tick the client type(s) which relates to your business:

<input type="checkbox"/>	Retail (investment)
<input type="checkbox"/>	Retail (non-investment insurance)
<input type="checkbox"/>	Professional
<input type="checkbox"/>	Eligible counterparty

2.4.14 Standard limitation – investment activity in rights to or interests in investments

As a matter of course, a standard limitation on investment activity in rights to or interests in investments (security and/or contractually based, as appropriate) is attached to each regulated activity for designated investment business that a firm is authorised to carry on.

Please confirm that the applicant firm wants us to attach this limitation to each regulated activity specified in respect of its designated investment business.

- Yes

2.5 Agreeing to carry on a regulated activity

Under the permission regime, 'agreeing to carry on a regulated activity' is a regulated activity in its own right. If the applicant firm is proposing to carry on the regulated activity of 'dealing in investments as principal' and any of the insurance distribution activities then, as a matter of course, it will also carry on this regulated activity (which will be limited to agreeing to carry on only the other regulated activities specified in the applicant firm's Scope of Permission Notice).

You must confirm that the applicant firm requests permission to carry on the regulated activity of 'Agreeing to carry on a regulated activity':

- Yes ▶ Continue to question 2.5.1
- N/A ▶ Continue to question 2.6.1

2.5.1 Standard limitation – Agreeing to carry on a regulated activity

As a matter of course, a standard limitation (The firm can only agree to carry on the regulated activities specified in this Notice) will be attached to the regulated activity of 'Agreeing to carry on a regulated activity'.

You must confirm that the applicant firm agrees to this standard limitation:

- Yes

2.6 Consumer credit activities

Credit broking

- No
- Yes ▶ see requested requirements for consumer credit below

Debt collecting

- No
- Yes ▶ see requested requirements for consumer credit below

Entering into a regulated credit agreement as lender (excluding high cost short-term credit, bill of sale, loan agreement and home credit loan agreements)

- No
- Yes

Exercising or having the right to exercise the lenders rights and duties under a regulated credit agreement (excluding high-cost short-term credit, bill of sale, loan agreement and home credit loan agreements)

- No
- Yes

Requested requirements for consumer credit

Will the firm be canvassing any regulated borrower-lender-supplier agreements or regulated consumer hire agreements it supplies for which it carries out broking activities off trade premises?

- Yes
- No ▶ if 'no' the following requirement must be included in the applicants scope of permission:

Not permitted to canvass off trade premises

The firm is not permitted to canvas regulated borrower-lender-supplier agreements or regulated consumer hire agreements off trade premises

2.7 Any other regulated activities

2.7.1 Will the applicant firm be carrying on any other regulated activity?

- No ► Continue to question 3.1
 Yes ► Please provide the following:

- the regulated activity the applicant firm is proposing to undertake
- the investment type that the applicant will be dealing in
- the customer type

3

Financial resources

Why we ask the questions in this section

All authorised firms must meet the applicable prudential requirements. We need to be satisfied that the applicant will meet these requirements, both at the date of authorisation and on an ongoing basis.

Please read the notes to the supplement before completing this section.

3.1 Prudential sub-categories

The prudential category for all insurance companies is 'Insurer' and the prudential requirements that will apply to the applicant firm will depend upon its prudential sub-category. Its prudential sub-category will be determined by its Scope of Permission, which will in turn be determined by its proposed business.

3.1.1 Which prudential sub-category applies to the applicant firm?

- General insurer
- Long-term Insurer
- Friendly society

3.2 Own funds

The applicant firm must provide details (amount and type) of its proposed source of own funds and in doing so will have to ensure that its source of own funds, to cover each of the Minimum Capital Requirement (MCR) and Solvency Capital Requirement (SCR) going forward, meets the requirements both in terms of eligibility and the limits in relation to its proposed business as prescribed in the Own Funds part of the PRA Rulebook and Chapter IV of the Commission Delegated Regulation (EU) 2015/35 (the 'Delegated Acts').

3.2.1 Applicant firms proposing to underwrite long-term insurance must provide the following:

Financial projections for three years on three bases:
best estimate, optimistic and pessimistic.

Attached

A statement showing how the SCR is calculated.

Attached

A statement detailing the technical bases which the Chief Actuary function holder proposes to employ for each class of business when calculating technical provisions.

Attached

A projection of the present value of future profits of new business by product line for each year's new business.

Attached

A certificate provided by the Chief Actuary Function holder stating that he/she considers: Attached

(1) The premium rates that will be used by the applicant firm to be suitable for the proposed Regulatory Business Plan.

(2) The financing of the applicant firm to be sufficient to cover the required technical provisions for its total business on optimistic, realistic and pessimistic bases in the first three financial years following authorisation, and to provide the SCR.

(3) And they agree with the information provided in the application form regarding:

(a) the nature of commitments the applicant firm proposes to cover

(b) the guiding principles as to reinsurance, including the applicant firm's maximum retention per risk or event after all reinsurance ceded and the names of the principal reinsurers and

(c) the financial projections for the first three years following *authorisation*

See Notes.

3.2.2 Applicant firms proposing to underwrite general insurance business must provide the following:

Financial projections for three years on three bases, Attached
one best estimate and two pessimistic.

A statement showing how the SCR is calculated. Attached

Confirmation from the CRO or Chief Actuary that they agree with the information provided in the application form regarding:

(a) the nature of commitments the applicant firm proposes to cover

(b) the guiding principles as to reinsurance, including the applicant firm's maximum retention per risk or event after all reinsurance ceded and the names of the principal reinsurers and

(c) the financial projections for the first three years following *authorisation*

See Notes.

3.2.3 All applicant firms must provide the following:

A description of the types of the financial resources designed to cover the Technical Provisions, SCR and MCR being assets valued in line with rules set out in the Own Funds part of the PRA Rulebook. Attached

A description of the applicant firm's proposed investment strategy, Attached
including any intended use of derivatives.

Forecasts in underlying currency if foreign currency business is significant and an assessment of exchange risk. Attached

A statement of the applicant firm's intended risk appetite expressed in terms of the margins it intends to hold over the SCR to cover the eventuality that the financial projections deviate from the original business plan. Attached

A credit rating report for a) the applicant firm and b) any entity that will be providing material reinsurance cover to the applicant firm. Attached

If the applicant firm is part of an insurance group then it must provide a copy of the group SCR calculation. Attached

Note on calculation of SCR: Article 100 of the Solvency II Directive states that the SCR shall be calculated either in line with the standard formula or using an internal model. The appropriateness of the standard formula should be considered in the ORSA. Please discuss any proposal to use an internal model with the PRA before submitting a formal application.

4

Personnel

Why we ask the questions in this section

We must be satisfied that the applicant firm has staff of adequate quantity and quality (skills and experience at all levels) to ensure that it meets and will continue to meet threshold conditions.

4.1 Senior management functions

- 4.1.1 List the names of the individuals who will perform the following senior management functions and also where they are based. An individual may perform more than one senior management function.**

Please use a separate sheet of paper if necessary.

If you have used separate sheets of paper then please indicate how many below:

Number of additional sheets	
-----------------------------	--

Name	Senior management functions applied for	Where will the individual be based

- 4.1.2 Please fill in a ‘Form A - Application to perform controlled functions including senior management functions’ for each individual who will be performing a senior management function that you have listed in questions 4.1.1, see**

How many ‘Form A - Application to perform a controlled function’ are being sent with this application?

--

- 4.1.3 Please provide the name of the individual that will have overall responsibility for insurance distribution.**

--

4.2 Key functions

- 4.2.1 List the names of the individuals who will be responsible for each identified ‘key function’ (other than the senior management functions above) at either the firm or the wider group, ie the ‘key function holders’, and also where they are based. An individual may perform more than one key function.**

Please use a separate sheet of paper if necessary.

If you have used separate sheets of paper then please indicate how many below:

Number of additional sheets	
-----------------------------	--

Name	Description of Key Function for which the individual is notified	Where will the individual be based

- 4.2.2 Please fill in a 'Form M – Notification of non SMF appointment' for each individual who will be responsible for a key function that you have listed in question 4.2.1.**

How many 'Form M – Notification of non SMF appointment' forms are you sending in with this application?

--

5

Compliance arrangements

Why we ask the questions in this section

We need to be satisfied that the applicant firm has the appropriate compliance arrangements in place to meet its regulatory obligations.

5.1 Compliance procedures

You are not required to send compliance procedures with this application but the applicant firm must be able to produce a copy at any time while the PRA and FCA are assessing the application, or in the future.

The applicant firm must ensure that it establishes and adopts compliance procedures to comply with the relevant rules in the PRA Rulebook and FCA Handbook that applies to the type of business it is proposing to carry on. Each compliance procedure should identify and address the applicant firm's obligations in the PRA Rulebook and FCA Handbook. Please see the notes to the core details form for a brief explanation about the PRA Rulebook and FCA Handbook.

5.1.1 You must confirm the applicant firm has in place documented compliance procedures that relate specifically to the regulated business for which it is seeking permission.

- Yes
- The applicant firm's documented compliance procedures are not in place at the time of submission of this application, but will be in place prior to authorisation.

5.2 Compliance monitoring programme

5.2.1 You must confirm the applicant firm has in place a documented compliance monitoring programme that relates specifically to its compliance procedures manual.

- ▶ Yes
- ▶ The applicant firm's documented compliance monitoring programme is not in place at the time of submission of this application, but will be in place prior to authorisation.

5.3 Financial crime

General insurers and general insurance brokers are not subject to Anti-Money Laundering (AML) rules, see notes for further details.

5.3.1 Please describe the steps the applicant firm has put in place to counter the risks that it might be used by others to further financial crime (this includes any offence involving a) fraud or dishonesty, b) misconduct in, or misuse of information relating to, financial markets or c) handling the proceeds of crime). Where relevant, this should include but not be limited to the following:

- the steps the applicant firm will take to ensure its Money Laundering Reporting Officer (MLRO) knows their duties and is able to perform their senior management function effectively
- the procedures that will be in place to ensure that the applicant firm will obtain sufficient evidence of the identity of all its clients
- the systems and controls that will be in place to ensure that your business information (see SYSC 3.2.6) is made available to its MLRO
- the anti-money laundering training the applicant firm will provide for its relevant staff and
- the disciplinary procedures for any member of staff who fails to report promptly to the MLRO any suspicions or belief that money laundering is occurring

5.4 Treating Customers Fairly

5.4.1 Principle 6 of the Principles for Business Handbook states that 'a firm must pay due regard to the interests of its customers and treat them fairly.' This includes Treating Customers Fairly (TCF). To help firms understand what treating

customers fairly means in practice, six outcomes has been defined which they should deliver to retail consumers. Please briefly describe the steps the applicant firm has put in place to deliver the six consumer outcomes and demonstrate that it treats its customers fairly.

Please include the following:

- What treating customers fairly means to the applicant and its customers.
- How the fair treatment of customers has been incorporated into the applicant firm's values and business plan eg:
 - a) Is it part of the long-term strategy of the firm?
 - b) Are management aware of the TCF requirements?
 - c) Will it be a regular item on the board agenda?
- What controls the applicant firm has put in place to ensure it treats its customers fairly. What management information is collected to allow senior management to assess compliance with TCF requirements.
- How the applicant firm develops the competence and knowledge of its staff.

5.4.2 Can you please confirm that you have the procedures in place to comply with the management information requirements in respect of TCF?

Yes No

6

Fees and levies

Why we ask the questions in this section

We require this information so we can calculate the applicant firm's annual fees for the PRA and FCA once they are authorised. We will also use this information to calculate the fees for the Money Advice Service (MAS) and the levies for the Financial Ombudsman Service (FOS) and the levy for the Financial Services Compensation Scheme (FSCS).

The permission we grant the applicant firm will allocate it to one or more fee blocks.

Each fee block uses the tariff data provided in the sections below to calculate the applicant firm's regulatory fees and levies. The firm will be billed on the information supplied here for the first fee year of being authorised and in some cases also for the subsequent fee year.

Please note:

- When reporting monetary fee tariff data, firms should provide a projected valuation covering the first 12 months from the date of authorisation measured according to the relevant tariff base(s).
- Monetary figures should be denominated in **GBP**. Please round your answers up for this section to the nearest whole number.
- Take care to be as accurate as possible - a poor estimate or forecast is unlikely to be grounds to revise fees at a later stage.
- **If the answer is 'nil' please write 'nil' – do not leave any boxes blank.**

Regulatory fees

6.1 Fee-block A.3 – Insurers - General

For an insurer – In relation to general insurance business, how much total gross premium income does the firm estimate it will receive for the first year of authorisation?

Amount	
Confirm amount in words	

For an insurer – In relation to general insurance business, how much gross technical liabilities does the firm estimate it will have, as at the end of the first year of authorisation?

Amount	
Confirm amount in words	

For a non-directive friendly society – In relation to general insurance business, what is the estimated value of the firm's contribution income for the first year of authorisation?

Amount	
Confirm amount in words	

For a directive friendly society – In relation to general insurance business, what is the estimated value of the firm's gross premiums written for the first year of authorisation?

Amount	
Confirm amount in words	

6.2 Fee-block A.4 – Insurers - Life

In relation to life insurance business, how much adjusted gross premium income does the firm estimate it will receive for the first year of authorisation?

Number	
Confirm amount in words	

In relation to life insurance business, how much mathematical reserves does the firm estimate it will have, as at the end of the first year of authorisation?

Number	
Confirm amount in words	

Financial Ombudsman Service levy

For the purposes of the Ombudsman Service general levy, a firm will fall into one or more industry blocks depending on the business activities it has permission for. This levy only covers business conducted with consumers. As a result, the data reported under the Ombudsman Service levy can be lower than that reported under the Regulatory fees. The Handbooks Glossary defines ‘Relevant Business’ as business done with consumers only. If the applicant firm does not conduct any business with eligible complainants it may apply for Ombudsman Service exemption (see Question 6.8).

6.3 Fee-block I002 – Insurers - General

In relation to general insurance business, how much relevant annual gross premium income does the firm estimate it will receive for the first year of authorisation?

Number	
Confirm number in words	

6.4 Fee-block I004 – Insurers - Life

In relation to life insurance business, how much relevant adjusted annual gross premium income does the firm estimate it will receive for the first year of authorisation?

Amount	£
Confirm amount in words	

Financial Services Compensation Scheme (FSCS) levy

The FSCS levy only covers business that could give rise to a protected claim from an eligible claimant. As a result, the data reported under the FSCS levy can be lower than that reported under the Regulatory fees. If the applicant firm does not conduct any

business that could give rise to a protected claim from an eligible claimant, it may apply for FSCS exemption (see Question 6.7).

Newly authorised firms are not liable to contribute towards the FSCS specific and compensation costs in the first fee year. We will only use the information here for calculating the FSCS levy in the second fee year where a firm obtains authorisation in the last quarter of the fee year.

6.5 Fee-block SB01 – Insurers - General

In relation to general insurance business, how much relevant net premium income does the firm estimate it will receive for the first year of authorisation?

Amount	
Confirm amount in words	

In relation to general insurance business, how much gross technical liabilities does the firm estimate it will have, as at the end of the first year of authorisation?

Amount	
Confirm amount in words	

6.6 Fee-block SC01 – Insurers - Life

In relation to life insurance business, how much relevant net premium income does the firm estimate it will receive for the first year of authorisation?

Amount	
Confirm amount in words	

In relation to life insurance business, how much eligible mathematical reserves does the firm estimate it will have, as at the end of the first year of authorisation?

Amount	
Confirm amount in words	

Declaration of FSCS and FOS exemption

Please note that if the applicant firm will carry on business with private customers then this exemption is unlikely to be available. This is because private customers are likely to qualify as eligible claimants and/or complainants.

6.7 FSCS Exemption – if the firm will not carry on business that could give rise to a protected claim by an eligible claimant and does not foresee doing so in the immediate future, please tick the box below.

Applicant firm is FSCS exempt

6.8 FOS Exemption – if the firm will not carry on business with eligible complainants and do not foresee doing so in the immediate future, please tick the box below.

Applicant firm is FOS exempt

End of supplement



Application for Authorisation

Supplement for Lloyd's managing agents

Full name of applicant firm

Important information you should read before completing this form

The notes that accompany this form will help you to answer our questions and explain why we need this information.

Purpose of this form

This form asks you for information specific to the type of regulated business the applicant firm is applying for authorisation to carry on.

You must answer every question. If a question doesn't apply to the applicant firm then answer it 'Not Applicable'.

Contents of this form

1 Regulatory business plan	2
2 Scope of Permission required	5
3 Financial resources	9
4 Personnel	10
5 Compliance arrangements	12

1

Regulatory business plan

Why we ask the questions in this section

We need to know about the business the applicant firm intends to carry on so we can assess (i) the scope of the permission it will need; and (ii) the adequacy of its resources and its suitability to carry on that business.

You must use a separate sheet of paper to answer the questions in section 1.1. to 1.4

You must indicate the number of separate sheets used	
--	--

The level of detail you give us should reflect the scale and complexity of the applicant firm's proposed business.

If any of the information you provide is unclear, we will ask you about it.

1.1 Background

- 1.1.1 **Briefly explain why the applicant firm has been established to carry on the business it is seeking authorisation for.**
- 1.1.2 **Summarise the business of the applicant firm's controllers and related group entities shown on the group structure chart provided with the Owners and Influencers appendix.**
- 1.1.3 **Provide details of the source of the funds the applicant firm's controllers are intending to inject into the applicant firm to support its proposed business activities.**

1.2 Description of proposed business

Refer to the notes for details of the information that you must provide.

1.3 Corporate governance and management structure

- 1.3.1 **Provide full details of the proposed board composition together with a) terms of references for the board; b) job descriptions for each board member; and c) job descriptions of all other staff in senior management positions.**
- 1.3.2 **Provide full details for all committees which the applicant firm is proposing to establish containing terms of reference and composition for each committee. Where the applicant firm intends to rely on group committees, such as an audit committee, details of these arrangements should be explained.**
- 1.3.3 **Please provide an organogram for the applicant firm showing all senior management positions.**

1.4 Internal systems and controls

- 1.4.1 **Describe how each of the following areas will operate within the applicant firm:**

- risk management;
- compliance;
- internal audit; and
- external audit arrangements.

1.4.2 Provide details of the IT business continuity and the disaster recovery plans the applicant firm will put in place to ensure business continuity.

1.5 Outsourcing

Will the applicant firm be outsourcing any functions to third parties or other group entities?

No ▶ Continue to question 1.6

Yes ▶ You must give details below of the functions that will be outsourced, the parties to which the functions will be outsourced, and how the applicant firm will monitor and control the outsourced functions.

1.6 Complex IT systems

1.6.1 Are the applicant firm's IT systems applications complex?

- No
 Yes

1.6.2 Is the applicant firm's proposed business heavily dependent on its IT systems applications?

- No
 Yes

1.6.3 Will the applicant firm's IT systems applications automatically interface with customers/counterparties?

- No
 Yes

If you have answered 'Yes' to one or more of questions 1.6.1 to 1.6.3, you must complete the Detailed IT Controls Form.

Please see the notes to this supplement for the link to the appropriate form

2

Scope of Permission required

Why we ask the questions in this section

If we grant authorisation to the applicant firm, we will give it a Scope of Permission notice. This sets out:

- the regulated activities the applicant firm is authorised to carry on;
- for each regulated activity, the investment types in which, and the client types for which, the applicant firm is authorised to carry it on;
- for each regulated activity, any limitations attaching to it; and
- any requirements on the applicant firm.

It is the applicant firm's responsibility to ensure the Scope of Permission it applies for will cover all the regulated activities it is seeking to carry on.

The applicant firm's requested Scope of Permission should correspond with the description of its proposed business in Section 1. If it is not clear how it does so, we will ask you about this.

2.1 Insurance business at Lloyd's

Regulated activities, investment and client types

You must confirm by ticking the box below if the applicant firm is applying for permission to carry on the regulated activities and corresponding investment and client types as set out in the pro-forma table below. If the pro-forma table does not cover your proposed activities you should specify the regulated activities and corresponding investment and client types separately in question 2.4.

The applicant firm is seeking permission for the regulated activities and corresponding investment and client types in table 2.1:

- Yes
 No, the details have been given in question 2.4

Table 2.1**INSURANCE BUSINESS AT LLOYD'S PERMISSION PROFILE TABLE**

REGULATED ACTIVITY			
INVESTMENT TYPE	Managing the underwriting capacity of a Lloyd's syndicate as a managing agent at Lloyd's	Arranging (bringing about) deals in investments	Making arrangements with a view to transactions in investments
CLIENT TYPE			
Underwriting capacity of a Lloyd's syndicate	✓	✓	✓
Rights to or interests in investments in so far as they relate to a Lloyd's syndicate or membership of a Lloyd's syndicate	✓	✓	✓
All	✓	✓	✓

2.2 Lloyd's managing agents also carrying on insurance mediation business

If the applicant firm will also be carrying on insurance mediation activities in addition to or in conjunction with its main activity of managing the underwriting capacity of a Lloyd's syndicate as a managing agent it must apply for permission for these activities. You must do this by completing the insurance mediation business permission profile table.

You must confirm whether the applicant firm has completed the general insurance business permission profile table:

Yes

No, the applicant firm is not seeking permission to carry on insurance mediation business

INSURANCE MEDIATION BUSINESS PERMISSION PROFILE TABLE

		REGULATED ACTIVITY				
		Advising on investments (excluding pension transfers/opt-outs)	Arranging (bringing about) deals in investments	Making arrangements with a view to transactions in investments	Dealing in investments as agent	Assisting in the administration and performance of a contract of insurance
<u>INVESTMENT TYPE</u>						
Non-investment insurance contract		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<u>CUSTOMER TYPE</u>						
Retail (non-investment insurance)		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Commercial		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

2.3 Agreeing to carry on a regulated activity

Under the permission regime, 'agreeing to carry on a regulated activity' is a regulated activity in its own right. As a matter of course, the applicant firm will also carry on this regulated activity (which will be limited to agreeing to carry on only the other regulated activities specified in the applicant firm's Scope of Permission Notice).

You must confirm the applicant firm requests permission to carry on the regulated activity of 'Agreeing to carry on a regulated activity':

Yes

2.4 Other regulated activities

Is the applicant firm applying for permission to carry on any other regulated activities?

No ➤ Continue to question 2.5

Yes ➤ You must list them (with the corresponding investment and client types) below:-

You should also specify below your regulated activities with corresponding investment and client types if the pro-forma table 2.1 does not capture your proposed activities as a managing agent.

2.5 Other limitations/requirements

If the applicant firm is seeking to attach any other limitations to any of its regulated activities, or any other requirements on it, then you must give details here:

3 Financial resources

Why we ask the questions in this section

All authorised firms must satisfy the applicable prudential requirements. We need to ensure the applicant firm will satisfy these requirements at the date of authorisation and on an ongoing basis.

3.1 Financial resources

The applicant firm must demonstrate that its capital will meet the financial resources requirements for a managing agent by providing the following information:

- You must provide forecasts for the first three years of trading for the following:**
- (a) profit and loss account;
 - (b) balance sheet;
 - (c) cash flow; and
 - (d) capital resources requirement calculation.

4 Personnel

Why we ask the Who's who in the

Why we ask the questions in this section

We must be satisfied that the applicant firm has staff with adequate knowledge, skills and experience at all levels to ensure it meets and will continue to meet threshold conditions.

Senior management functions

- 4.1** List the names of the individuals who will perform the following senior management functions. An individual may perform more than one senior management function. Where the individual for the role has not yet been recruited, please indicate this in the box.

The applicant firm will not necessarily need to have all these senior management functions.

You must use a separate sheet of paper if necessary.

If you have used separate sheets of paper, you must indicate how many below.

Number of additional sheets

You should also indicate the country where the individual will primarily be based if this is other than the UK.

Senior management function	Name of individual
SMF	

4.2 You must fill in 'Form A - Application to perform controlled functions including senior management functions' for each person who will be performing a senior management function that you have listed in Question 4.1.

How many 'Form As' are being sent with this application?	
--	--

4.4 Key functions

- 4.4.1 List the names of the individuals who will be responsible for each identified 'key function' (other than the senior management functions above) at either the firm or the wider group, ie the 'key function holders', and also where they are based. An individual may perform more than one key function.

Please use a separate sheet of paper if necessary.

If you have used separate sheets of paper then please indicate how many below:

Number of additional sheets	
-----------------------------	--

Name	Description of Key Function for which the individual is notified	Where will the individual be based

- 4.4.2 Please fill in a 'Form M – Notification of non SMF appointment' for each individual who will be responsible for a key function that you have listed in question 4.2.1.

How many 'Form M – Notification of non SMF appointment' forms are you sending in with this application?

--

5

Compliance arrangements

Why we ask the questions in this section

We need to ensure the applicant firm has the appropriate compliance arrangements in place to satisfy its regulatory obligations.

Compliance procedures

- 5.1. You must confirm the applicant firm has in place a compliance procedures manual that relates specifically to the regulated business it is seeking permission for.**

- Yes
- The applicant firm's documented compliance procedures manual is not in place at the time of submitting this application, but will be in place before authorisation.

Compliance monitoring programme

- 5.2 You must confirm the applicant firm has in place a documented compliance monitoring programme that relates specifically to its compliance procedures.**

- Yes
- The applicant firm's documented compliance monitoring programme is not in place at the time of submitting this application, but will be in place before authorisation.

Financial crime

- 5.3 You must describe the steps the applicant firm has put in place to counter the risk that it might be used by others to further financial crime. This includes any offence involving: a) fraud or dishonesty; b) misconduct in, or misuse of information relating to financial markets; or c) handling the proceeds of crime (SYSC 3).**

As a minimum, you must include a summary of at least the following:

- the steps the applicant firm will take to prevent it from being used to further fraud;
- the steps the applicant firm will take to ensure its Money Laundering Reporting Officer (MLRO) knows his/her duties and is able to perform his/her role effectively, having regard to 'know your business' information;
- the anti-money laundering training the applicant firm will provide for its staff;
- the steps the applicant firm will take to assess its exposure to the risk of being used for money laundering and terrorist financing;
- 'know your customer' procedures;
- procedures for monitoring transactions and reporting details of suspicious transactions; and
- how the applicant firm will ensure it will comply with anti-terrorist financing requirements.

Treating Customers Fairly

- 5.4 Principle 6 of the Principles for Business Handbook states that 'a firm must pay due regard to the interests of its customers and treat them fairly.' This includes Treating Customers Fairly (TCF). To help firms understand what treating customers fairly means in practice, *six outcomes* has been defined which they should deliver to retail consumers. Please briefly describe the steps the applicant firm has put in place to deliver the six consumer outcomes and demonstrate that it treats its customers fairly.

Please include the following:

- What treating customers fairly means to the applicant and its customers;
- How the fair treatment of customers has been incorporated into the applicant firm's values and business plan;
- What controls the applicant firm has put in place to ensure it treats its customers fairly;
- How the applicant firm develops the competence and knowledge of its staff.

	<p>5.5</p> <p>Can you please confirm that you have the procedures in place to comply with the management information requirements in respect of TCF?</p> <p><input type="checkbox"/> Yes <input type="checkbox"/> No</p>
--	---

End of supplement

Appendix 3: Draft SM&CR forms



BANK OF ENGLAND
PRUDENTIAL REGULATION
AUTHORITY



Application number
(for FCA/PRA use only)

The *FCA* has produced notes which will assist both the applicant *firm* and the *candidate* in answering the questions in this form. Please read these notes, which are available on the *FCA* website at:

<https://www.handbook.fca.org.uk/handbook/SUP/10C/Annex2D.html>

Both the applicant *firm* and the *candidate* will be treated by the *FCA* and *PRA* as having taken these notes into consideration when completing this form. Terms defined in either or both of the *FCA Handbook* or the *PRA Rulebook* are italicised and should be construed accordingly.

Long Form A – Dual-regulated firms (including EEA and third country firms)

Application to perform **controlled functions** including senior management functions

FCA Handbook Reference: SUP 10C Annex 3D

*PRA Rulebook Reference: Senior Managers Regime - Applications and Notifications*¹

[Commencement Date]

Name of *candidate*
(to be completed by applicant firm)

Name of applicant *firm*
(as entered in 2.01)

Firm reference number
(as entered in 2.02)

Financial Conduct Authority
25 The North Colonnade
Canary Wharf
London E14 5HS
United Kingdom
Telephone +44 (0) 300 500 0597
E-mail firm.queries@fca.org.uk
Website <http://www.fca.org.uk>
Registered as a Limited Company in England and Wales No
1920623. Registered Office as above

Prudential Regulation Authority
20 Moorgate
London
EC2R 6DA
United Kingdom
Telephone +44 (0) 203 461 7000
E-mail PRA-ApprovedPersons@bankofengland.co.uk
Website www.bankofengland.co.uk/PRA

¹ The relevant section of the *PRA Rulebook* should be referred to depending on which firm is applying. For example: CRR firms: Senior Managers Regime - Applications and Notifications; Non – CRR firms: Senior Managers Regime - Applications and Notifications; Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications; Large Non-Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications; Non-Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications

Personal identification details

Section 1

1.01 a	Candidate Individual Reference Number (IRN)	
b	OR name of previous regulatory body	
c	AND previous reference number (if applicable)	
1.02	Title (e.g. Mr, Mrs, Ms)	
1.03	Surname	
1.04	ALL forenames	
1.05	Name commonly known by	
1.06	Date of birth (dd/mm/yyyy)	
1.07	National Insurance number	
1.08	Previous name	
1.09	Date of name change	
1.10 a	Nationality	
b	Passport number (if National Insurance number not available)	
1.11	Place of birth	
1.12	Phone number	
1.13	Email address	



I have supplied further information related to this page in Section 6

YES

NO

1.14 a Private address

[Redacted]

b

Postcode

c

Dates resident at this address
(mm/yyyy)

From

To

PRESENT

(If address has changed in the last three years, please provide addresses for the previous three years.)

1.15 a Previous address 1

[Redacted]

b

Postcode

c

Dates resident at this address
(mm/yyyy)

From

To

1.16 a Previous address 2

[Redacted]

b

Postcode

c

Dates resident at this address
(mm/yyyy)

From

To



I have supplied further information
related to this page in Section 6 YES NO

2.01	Name of <i>firm</i> making the application	
2.02	<i>Firm</i> Reference Number (FRN)	
2.03 a	Who should the <i>FCA/PRA</i> contact at the <i>firm</i> in relation to this application?	
b	Position	
c	Phone number	
d	E-mail	

Please note that the contact at the *firm* cannot be the same person as the *candidate*



I have supplied further information
related to this page in Section 6

YES

NO

Arrangement and Senior Management Functions Section 3A

Complete this section if the application is for a *senior management function*. If you are submitting an application for a *controlled function* at an *appointed representative* then please complete section 3B.

3A.01	Nature of the <i>arrangement</i> between the <i>candidate</i> and the applicant firm.	<i>a</i>	<i>Employee</i>	<input type="checkbox"/>
		<i>b</i>	<i>Group employee</i>	<input type="checkbox"/>
			Name of group	
		<i>c</i>	<i>Contract for services</i>	<input type="checkbox"/>
		<i>d</i>	<i>Partner</i>	<input type="checkbox"/>
		<i>e</i>	<i>Other</i>	<input type="checkbox"/>
			Give details	
	Proposed date of appointment			
	Length of appointment (if applicable)			

- 3A.02** For applications from a single *firm*, please tick the boxes that correspond to the *senior management functions* to be performed. If the *senior management functions* are to be performed for more than one *firm*, please leave the boxes below blank and go to question **3A.04**

The table below sets out the full list of *senior management functions* (SMFs). Please refer to the PRA Rulebook and FCA Handbook for the mandatory SMFs for your firm.

Function	Description of a Senior Management Function	UK banks*	UK branches of EEA banks and insurers	UK branches of non-EEA banks	Credit unions	Solvency II firms & large NDFs	Small NDFs	ISPVs	Small firms in run off	UK branches of non-EEA insurers
SMF 1	Chief Executive	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF 2	Chief Finance	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF 3	Executive Director	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF 4	Chief Risk	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF 5	Head of Internal Audit	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF 6	Head of Key Business Area	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
SMF 7	Group Entity Senior Manager	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF 8	Credit Union Senior Manager				<input type="checkbox"/>					
SMF 9	Chair of the Governing Body	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF10	Chair of the Risk Committee	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF11	Chair of the Audit Committee	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF12	Chair of the Remuneration Committee	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF13	Chair of the Nomination Committee	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
SMF14	Senior Independent Director	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF15	Chair of With Profits Committee					<input type="checkbox"/>				<input type="checkbox"/>
SMF16	Compliance Oversight	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF17	Money Laundering Reporting Officer (MLRO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Function	Description of a Senior Management Function	UK banks*	UK branches of EEA banks and insurers	UK branches of non-EEA banks	Credit unions	Solvency II firms & large NDFs	Small NDFs	ISPVs	Small firms in run off	UK branches of non-EEA insurers
SMF18	Other Overall Responsibility	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>				
SMF19	Head of Third Country Branch/ Head of Overseas			<input type="checkbox"/>						<input type="checkbox"/>
SMF20	Chief Actuary					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF20a	With-Profits Actuary					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
SMF21	EEA Branch Senior Manager (EBSM)		<input type="checkbox"/>							
SMF22	Other Local Responsibility			<input type="checkbox"/>						<input type="checkbox"/>
SMF23	Chief Underwriting Officer					<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF23a	Underwriting Risk Oversight (Lloyd's)					<input type="checkbox"/>				
SMF23b	Conduct Risk Oversight (Lloyd's)					<input type="checkbox"/>				
SMF24	Chief Operations	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF25	Small Insurer Senior Management Function						<input type="checkbox"/>			
SMF26	Head of Small Run-Off Firm								<input type="checkbox"/>	
SMF27	Partner	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

*'UK Banks' refers to UK banks, building societies and PRA designated investment firms

3A.03 Job title

Insurance distribution

Will the candidate be responsible for insurance distribution at the firm?

YES NO

(Note: Yes can only be selected if the individual is applying for a governing function (other than a non-executive director function))

Mortgage Credit Directive

Will the candidate be responsible for Mortgage Credit Directive Intermediation at the firm? YES NO

→ I have supplied further information
related to this page in Section 6 YES NO

3A.04 Complete this section only if the application is on behalf of more than one firm.

List all *firms* within the *group* (including the *firm* entered in 2.01) for which the candidate requires approval and the requested *senior management function* for that firm.

	<i>Firm Reference Number</i>	<i>Name of firm</i>	<i>Senior Management Function</i>	<i>Job title</i>	<i>Responsible for insurance distribution?</i>	<i>Responsible for mortgage credit intermediation?</i>	<i>Effective date</i>
a							
b							
c							
d							
e							



I have supplied further information related to this page in Section 6 YES NO

Arrangements and controlled functions – Appointed Representatives Section 3B

Complete this section if the application is for a *controlled function* at an *appointed representative (AR)*. If you are submitting an application for a *senior management function* then please complete section 3A.

3B.01 Nature of the arrangement between the candidate and the applicant.

a	Appointed representative/tied agent – customer function	<input type="checkbox"/>
	AR firm name and reference number	
b	Appointed representative/tied agent – governing function	<input type="checkbox"/>
	AR firm name and reference number	
c	Other	<input type="checkbox"/>
	Give details	

3B.02 For applications from a single *firm*, please tick the boxes that correspond to the *controlled functions* to be performed. If the *controlled functions* are to be performed for more than one *firm*, please go to question 3B.05.

a **Significant influence functions**

- | | | |
|------|--|--------------------------|
| CF 1 | Director function | <input type="checkbox"/> |
| | | <input type="checkbox"/> |
| CF 3 | Chief executive function | <input type="checkbox"/> |
| CF 4 | Partner function | <input type="checkbox"/> |
| CF 5 | Director of an unincorporated association function | <input type="checkbox"/> |
| | | <input type="checkbox"/> |

b **Customer function**

- | | | |
|-------|-------------------|--------------------------|
| CF 30 | Customer function | <input type="checkbox"/> |
|-------|-------------------|--------------------------|

3B.03 Effective date of *controlled functions* indicated above

3B.04 Job title

Please refer to notes on the requirements for submitting a CV.



I have supplied further information related to this page in Section 6

YES

NO

3B.05 Complete this section only if the application is on behalf of more than one *firm*.

List all *firms* within the *group* (including the *firm* entered in 2.01) for which the *candidate* requires approval and the requested *controlled function* for that *firm*.

	<i>Firm Reference Number</i>	<i>Name of firm</i>	<i>Controlled function</i>	<i>Job title</i>	<i>Effective date</i>
a					
b					
c					
d					
e					



I have supplied further information related to this page in Section 6

YES

NO

Employment history in the past 5 years

Section 4

N.B.: ALL gaps must be accounted for

4.01 Employment details (1)

a	Period (mm/yyyy)	From	To
b	Nature of employment	<p>a Employed <input type="checkbox"/></p> <p>b Self-employed <input type="checkbox"/></p> <p>c Not employed <input type="checkbox"/></p> <p>d Full-time education <input type="checkbox"/></p>	
If c or d is ticked, please give details			
c	Name of employer		
d	Nature of business		
e	Previous / other names of employer		
f	Last known address of employer		
g	Is/was employer regulated by a regulatory body?	YES <input type="checkbox"/> NO <input type="checkbox"/>	Name of regulatory body
h	Is/was employer an <i>appointed representative/tied agent</i> ?	YES <input type="checkbox"/> NO <input type="checkbox"/>	If yes, of which <i>firm</i> ?
i	Position held		
j	Responsibilities		
k	Reason for leaving:	<p>a Resignation <input type="checkbox"/></p> <p>b Redundancy <input type="checkbox"/></p> <p>c Retirement <input type="checkbox"/></p> <p>d Termination/dismissal <input type="checkbox"/></p> <p>e End of contract <input type="checkbox"/></p> <p>f Other <input type="checkbox"/></p>	

If 'other', please specify

4.02 Employment details (2)

a	Period (mm/yyyy)	From	[Redacted]	To	[Redacted]																		
b	Nature of employment	<table border="0"><tr><td><i>a</i></td><td>Employed</td><td><input type="checkbox"/></td></tr><tr><td><i>b</i></td><td>Self-employed</td><td><input type="checkbox"/></td></tr><tr><td><i>c</i></td><td>Not employed</td><td><input type="checkbox"/></td></tr><tr><td><i>d</i></td><td>Full-time education</td><td><input type="checkbox"/></td></tr></table>				<i>a</i>	Employed	<input type="checkbox"/>	<i>b</i>	Self-employed	<input type="checkbox"/>	<i>c</i>	Not employed	<input type="checkbox"/>	<i>d</i>	Full-time education	<input type="checkbox"/>						
<i>a</i>	Employed	<input type="checkbox"/>																					
<i>b</i>	Self-employed	<input type="checkbox"/>																					
<i>c</i>	Not employed	<input type="checkbox"/>																					
<i>d</i>	Full-time education	<input type="checkbox"/>																					
If c or d is ticked, please give details																							
c	Name of employer	[Redacted]																					
d	Nature of business	[Redacted]																					
e	Previous / other names of employer	[Redacted]																					
f	Last known address of employer	[Redacted]																					
g	Is/was employer regulated by a regulatory body?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Name of regulatory body																			
h	Is/was employer an <i>appointed representative/tied agent?</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>	If yes, of which <i>firm</i> ?																			
i	Position held	[Redacted]																					
j	Responsibilities	[Redacted]																					
k	Reason for leaving:	<table border="0"><tr><td><i>a</i></td><td>Resignation</td><td><input type="checkbox"/></td></tr><tr><td><i>b</i></td><td>Redundancy</td><td><input type="checkbox"/></td></tr><tr><td><i>c</i></td><td>Retirement</td><td><input type="checkbox"/></td></tr><tr><td><i>d</i></td><td>Termination/dismissal</td><td><input type="checkbox"/></td></tr><tr><td><i>e</i></td><td>End of contract</td><td><input type="checkbox"/></td></tr><tr><td><i>f</i></td><td>Other</td><td><input type="checkbox"/></td></tr></table>				<i>a</i>	Resignation	<input type="checkbox"/>	<i>b</i>	Redundancy	<input type="checkbox"/>	<i>c</i>	Retirement	<input type="checkbox"/>	<i>d</i>	Termination/dismissal	<input type="checkbox"/>	<i>e</i>	End of contract	<input type="checkbox"/>	<i>f</i>	Other	<input type="checkbox"/>
<i>a</i>	Resignation	<input type="checkbox"/>																					
<i>b</i>	Redundancy	<input type="checkbox"/>																					
<i>c</i>	Retirement	<input type="checkbox"/>																					
<i>d</i>	Termination/dismissal	<input type="checkbox"/>																					
<i>e</i>	End of contract	<input type="checkbox"/>																					
<i>f</i>	Other	<input type="checkbox"/>																					
If 'other', please specify																							



I have supplied further information
related to this page in Section 6 YES NO

5.01 Criminal Proceedings

When answering the questions in this section the *candidate* should include matters whether in the UK or overseas. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, if the *candidate* is subject to the law of England and Wales, *candidate* must disclose spent convictions and cautions (other than a protected conviction or caution). By virtue of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 and the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979, if the *candidate* is subject to the law of Scotland or Northern Ireland, the *candidate* must disclose spent convictions (other than a protected conviction).

For the avoidance of doubt, references to the legislation above are references to the legislation as amended.

If any question has been answered ‘yes’ in Section 5, further details should be provided in Section 6.

If there is any other information the *candidate* or the *firm* considers to be relevant to the application, it must be included in Section 6.

<p>5.01.1a Has the <i>candidate</i> ever been convicted of any criminal offence (whether spent or not and whether or not in the <i>United Kingdom</i>):</p> <ul style="list-style-type: none"> i. involving fraud, theft, false accounting, offences against the administration of public justice (such as perjury, perverting the course of justice and intimidation of witnesses or jurors), serious tax offences or other dishonesty or ii. relating to <i>companies, building societies, industrial and provident societies, credit unions, friendly societies, insurance, banking or other financial services, insolvency, consumer credit or consumer protection, money laundering, market manipulations or insider dealing?</i> 	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>b Is the <i>candidate</i> currently the subject of any criminal proceedings, whether in the UK or elsewhere?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>c Has the <i>candidate</i> ever been given a caution in relation to any criminal offence?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>5.01.2 Has the <i>candidate</i> any convictions for any offences other than those in 5.01.1 above (excluding traffic offences that did not result in a ban from driving or did not involve driving without insurance)?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>5.01.3 Is the <i>candidate</i> the subject of any ongoing criminal investigation?</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>
<p>5.01.4 Has the <i>candidate</i> been ordered to produce documents pursuant to any ongoing criminal investigation or been the subject of a search (with or without a warrant) pursuant to any ongoing criminal investigation? In answering question 5.01.4, you should include all matters even where the <i>candidate</i> was not the subject of the investigation.</p>	<p>YES <input type="checkbox"/> NO <input type="checkbox"/></p>



I have supplied further information related to this page in Section 6

YES

NO

5.01.5 Has any *firm* at which the *candidate* holds or has held a position of influence ever:

(Please check the guidance notes for the meaning of 'position of influence' in the context of the questions in this part of the form.)

- | | | | |
|----------|--|------------------------------|-----------------------------|
| a | Been convicted of any criminal offence? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| b | Been summonsed, charged with or otherwise investigated or prosecuted for any criminal offence? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| c | Been the subject of any criminal proceeding which has not resulted in a conviction? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| d | Been ordered to produce documents in relation to any criminal investigation or been the subject of a search (with or without a warrant) in relation to any criminal investigation? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |

In answering question 5.01.5, you should include all matters even when the summons, charge, prosecution or investigation did not result in a conviction, and, in respect of 5.01.5d, even where the *firm* was not the subject of the investigation. However, *firms* are not required to disclose details of any specific individuals who were subject to historic (as opposed to ongoing) criminal investigations, prosecutions, summons or other historic criminal proceedings.



I have supplied further information related to this page in Section 6

YES

NO

5.02 Civil Proceedings

5.02.1	Has the <i>candidate</i> , ever been the subject of a judgement debt or award against the <i>candidate</i> (whether satisfied or not)?	<input type="checkbox"/> YES <input type="checkbox"/> NO
<p>Please give a full explanation of the events in question, The <i>candidate</i> should include all County Court Judgement(s) (CCJs) made against the <i>candidate</i>, whether satisfied or not); and</p> <ul style="list-style-type: none">i) the sum and date of all judgements debts, awards or CCJs (whether satisfied or not); andii) the total number of all judgement debts, awards or CCJs ordered.		
5.02.2	Has the <i>candidate</i> ever been party to any civil proceedings which resulted in any order against the <i>candidate</i> (other than a judgement debt or award referred to in 5.02.1 above)? (the <i>candidate</i> should include, for example, injunctions and employment tribunal proceedings.)	<input type="checkbox"/> YES <input type="checkbox"/> NO
5.02.3	Is the <i>candidate</i> aware of:	
a	Any proceedings that have begun, or anyone's intention to begin proceedings against the <i>candidate</i> , for a CCJ or another judgement debt?	<input type="checkbox"/> YES <input type="checkbox"/> NO
b	More than one set of proceedings, or anyone's intention to begin more than one set of proceedings, that may lead to a CCJ or other judgement debt?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5.02.4	Does the <i>candidate</i> have any current judgement debts (including CCJs) made under a court order still outstanding, whether in full or in part?	<input type="checkbox"/> YES <input type="checkbox"/> NO
5.02.5	Has the <i>candidate</i> ever failed to satisfy any such judgment debts (including CCJs) made under a court order still outstanding, whether in full or part, within one year of the order being made?	<input type="checkbox"/> YES <input type="checkbox"/> NO



I have supplied further information related to this page in Section 6

YES

NO

5.02.6	Has the <i>candidate</i> ever:	
a	Filed for the <i>candidate's</i> own bankruptcy or had a bankruptcy petition served on the <i>candidate</i> ?	YES <input type="checkbox"/> NO <input type="checkbox"/>
b	Been adjudged bankrupt?	YES <input type="checkbox"/> NO <input type="checkbox"/>
c	Been the subject of a bankruptcy restrictions order (including an interim bankruptcy restrictions order) or offered a bankruptcy restrictions undertaking?	YES <input type="checkbox"/> NO <input type="checkbox"/>
d	Made any arrangements with the <i>candidate's</i> creditors, for example a deed of arrangement or an individual voluntary arrangement (or in Scotland a trust deed)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
e	Had assets sequestered?	YES <input type="checkbox"/> NO <input type="checkbox"/>
f	Been involved in any proceedings relating to the above matters even if such proceedings did not result in the making of any kind of order against the <i>candidate</i> or result in any kind of agreement with the <i>candidate</i> ?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.02.7	Does the <i>candidate</i> , or any undertaking under their management, have any outstanding financial obligations arising from <i>regulated activities</i> , which have been carried out in the past (whether or not in the UK or overseas)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.02.8	Has the <i>candidate</i> ever been adjudged by a court or tribunal (whether criminal, civil or administrative) for any fraud, misfeasance, negligence, wrongful trading or other misconduct? Or been found by a judge or tribunal to have lied on oath and/or that their evidence was to be disbelieved?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.02.9	Is the <i>candidate</i> currently:	
a	Party to any civil proceedings (including those covered in 5.02.7 above)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
b	Aware of anybody's intention to begin civil proceedings against the <i>candidate</i> ? (<i>Candidate</i> should include any ongoing disputes whether or not such dispute is likely to result in any order against the <i>candidate</i> .)	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.02.10	During the period over which the <i>candidate</i> has held a position of influence and/or in the 10 years after this, has any <i>firm</i> at which the <i>candidate</i> holds or has held a position of influence ever been:	YES <input type="checkbox"/> NO <input type="checkbox"/>
a	Adjudged by a court civilly liable for any fraud, misfeasance, wrongful trading or other misconduct?	YES <input type="checkbox"/> NO <input type="checkbox"/>
b	The subject of a judgement debt or award against the <i>firm</i> ? (<i>Candidate</i> should include all CCJs made against the firm, whether satisfied or not.)	YES <input type="checkbox"/> NO <input type="checkbox"/>
c	Party to any other civil proceedings which resulted in an order against the <i>firm</i> other than in relation to matters covered in 5.02.10a and 5.02.10b above?	YES <input type="checkbox"/> NO <input type="checkbox"/>



I have supplied further information related to this page in Section 6

YES NO

5.02.11 Is any *firm* at which the *candidate* currently holds or has held, within the last 12 months from the date of the submission of this form, a position of influence currently:

a a party to civil proceedings; and/or

YES NO

b aware of anyone's intention to begin civil proceedings against them?

YES NO

5.02.12 Has any company, partnership or unincorporated association of which the *candidate* is or has been a controller, director, senior manager, partner or company secretary, in the UK or elsewhere, at any time during their involvement, or within one year of such an involvement, been put into liquidation, wound up, ceased trading, had a receiver or administrator appointed or entered into any voluntary arrangement with its creditors?

YES NO



I have supplied further information related to this page in Section 6

YES NO

5.03 Business and Employment Matters

5.03.1	Has the <i>candidate</i> ever been:		
a	Disqualified from acting as a director or similar position (one where the <i>candidate</i> acts in a management capacity or conducts the affairs of any company, partnership or unincorporated association)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
b	The subject of any proceedings of a disciplinary nature (whether or not the proceedings resulted in any finding against the <i>candidate</i>)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
c	The subject of any investigation which has led or might lead to disciplinary proceedings?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
d	Notified of any potential proceedings of a disciplinary nature against the <i>candidate</i> ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
e	The subject of an investigation into allegations of misconduct or malpractice in connection with any business activity? (This question covers internal investigation by an authorised <i>firm</i> , as well as investigation by a regulatory body, at any time.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.03.2	Has the <i>candidate</i> ever been refused entry to, or been dismissed, suspended or requested to resign from, any professional, vocation, office or employment, or from any fiduciary office or position of trust whether or not remunerated?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.03.3	Does the <i>candidate</i> have any material written complaints made against the <i>candidate</i> by the <i>candidate's</i> clients or former clients in the last five years which the <i>candidate</i> has accepted, or which are awaiting determination, or have been upheld – by an ombudsman or complaints scheme?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.03.4	Has the <i>candidate</i> ever participated in arbitration proceedings? (This question only applies where the applicant <i>firm</i> is a Solvency II insurance firm).	YES <input type="checkbox"/>	NO <input type="checkbox"/>



I have supplied further information related to this page in Section 6

YES

NO

5.04 Regulatory Matters

5.04.1 In relation to activities regulated by the *FCA* and/or *PRA* or any other regulatory body (see the guidance notes on section 5), has:

- the *candidate*, or
- any company, partnership or unincorporated association of which the *candidate* is or has been a controller, director, senior manager, partner or company secretary, during the *candidate's* association with the entity and for a period of three years after the *candidate* ceased to be associated with it, **ever** –

a	Been refused, had revoked, restricted, been suspended from or terminated, any licence, authorisations, registration, notification, membership or any other permission granted by any such body?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
b	Been criticised, censured, disciplined, suspended, expelled, fined or been the subject of any other disciplinary or interventional action by any such body?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
c	Received a warning (whether public or private) that such disciplinary or interventional action may be taken against the <i>candidate</i> or the <i>firm</i> ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
d	Been the subject of an investigation by any regulatory body, whether or not such an investigation resulted in a finding against the <i>candidate</i> or the <i>firm</i> ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
e	Been required or requested to produce documents or any other information to any regulatory body in connection with such an investigation (whether against the <i>firm</i> or otherwise)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
f	Been investigated or been involved in an investigation by an inspector appointed under companies or any other legislation, or required to produce documents to the Secretary of State, or any other authority, under any such legislation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
g	Ceased operating or resigned whilst under investigation by any such body or been required to cease operating or resign by any regulatory body?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
h	Decided, after making an application for any licence, authorisation, registration, notification, membership or any permission granted by any such body, not to proceed with it?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
i	Been the subject of any civil action related to any regulated activity which has resulted in a finding by a court?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
j	Provided payment services or distributed or redeemed e-money on behalf of a regulated <i>firm</i> or itself under any contractual agreement where that agreement was terminated by the regulated <i>firm</i> ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
k	Been convicted of any criminal offence, censured, disciplined or publicly criticised by any inquiry, by the Takeover Panel or any governmental or statutory authority or any other regulatory body (other than as indicated in this group of questions)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
l	Been on a board of directors in an operating undertaking that has not been granted a release from liability? (This question only applies where the applicant <i>firm</i> is a Solvency II insurance firm).	YES <input type="checkbox"/>	NO <input type="checkbox"/>



I have supplied further information related to this page in Section 6

YES

NO

5.04.2 In relation to activities regulated by the *FCA/PRA* or any other regulatory body, has the *candidate* or any *firm* at which the *candidate* holds or has held a position of influence at any time during and within one year of the *candidate's* association with the *firm* ever:

- | | | | |
|----------|--|------------------------------|-----------------------------|
| a | Been found to have carried on activities for which authorisation or registration by the <i>FCA/PRA</i> or any other regulatory body is required without the requisite authorisations? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| b | Been investigated for the possible carrying on of activities requiring authorisation or registration by the <i>FCA/PRA</i> or any other regulatory body without the requisite authorisation whether or not such investigation resulted in a finding against the <i>candidate</i> ? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| c | Been found to have performed a senior management function or other controlled function (or an equivalent function requiring approval by the <i>FCA/PRA</i> or any other regulatory body) without the requisite approval? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| d | Been investigated for the possible performance of a senior management function or other controlled function (or an equivalent function requiring approval by the <i>FCA/PRA</i> or any other regulatory body) without the requisite approval, whether or not such investigation resulted in a finding against the <i>candidate</i> ? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| e | Been found to have failed to comply with an obligation under the Electronic Money Regulations 2011 or Payment Services Regulations 2009 to notify the <i>FCA/PRA</i> of the identity of a person acting in a position of influence over its electronic money or payment services business? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |
| f | Been the subject of a prohibition order under section 56 Financial Services and Markets Act 2000 , or received a warning notice proposing that such a direction or order be made, or received a private warning? | YES <input type="checkbox"/> | NO <input type="checkbox"/> |



I have supplied further information related to this page in Section 6

YES

NO

5.05 Other Matters

5.05.1	Is the <i>candidate</i> , in the role to which the application relates, aware of any business interests, employment obligations, or any other circumstance which may conflict with the performance of the senior management functions for which approval is now being sought?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.05.2	Question 5.05.2 should only be answered if the applicant firm is a Solvency II Insurer. Does the <i>candidate</i> have, or know of any:		
a	Qualifying ownership ² or any other form of substantial influence in the <i>firm</i> or <i>group</i> , or any other companies	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	If yes, please provide: 1. Company name and registration number 2. Nature and scope of the operations 3. The registered office of the company 4. Possession in percentage		
b	Close relatives with any other financial relations in the <i>firm</i> or <i>group</i>	YES <input type="checkbox"/>	NO <input type="checkbox"/>
c	Any other commitments that may give rise to a conflict of interest	YES <input type="checkbox"/>	NO <input type="checkbox"/>
d	Any other commitments that may give rise to a conflict of interest	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	If the response is 'yes' to any of the above, please provide, in Section 6, explanations of the circumstances and how the <i>candidate</i> intends to mitigate this.		
5.05.3	Is the <i>candidate</i> or the <i>firm</i> aware of any other information relevant to this notification that the FCA/PRA might reasonably expect from the <i>candidate</i> ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.05.4	Has the <i>firm</i> undertaken a criminal records check in accordance with the requirements of the FCA or PRA? Please note that a <i>firm</i> is required, under PRA rules, to request and under FCA rules, to obtain the fullest information that it is lawfully able to obtain about the <i>candidate</i> under Part V of the Police Act 1997 (Certificates of Criminal records, etc) and related subordinated legislation of the UK or any part of the UK before making the application. (SUP 10C.10.16R and PRA Rulebook: Fitness and Propriety) ³	YES <input type="checkbox"/>	NO <input type="checkbox"/>
	If yes, please enter date the check was undertaken		
	Date (dd/mm/yyyy):		
	<i>Note: if date is more than 3 months prior to current date or 3 months prior to date of application submission or the check has not been undertaken, please provide details why in section 6</i>		
5.05.5	Has / Have a reference or references been obtained from current or previous employer(s) in accordance with the requirements of the FCA or PRA? If no, please provide details why the reference or references has/have	YES <input type="checkbox"/>	NO <input type="checkbox"/>

² As defined in Article 13(21) of the Solvency II Directive, qualifying ownership is 'direct or indirect holding in an undertaking which represent 10% or more of the capital or of the voting rights or which makes it possible to exercise a significant influence over the management of that undertaking'.

³ The relevant section of the PRA Rulebook should be referred to depending on which firm is applying.



I have supplied further information
related to this page in Section 6

YES

NO

not been obtained.

Please note that a firm is required to use reasonable steps to obtain an appropriate reference from any current or previous employer of the candidate during the last 6 years (see SYSC 22 and Fitness and Propriety 2 in the PRA Rulebook). "Employer" has an extended meaning for these purposes.

6.01 Please provide full details of:

- a) why the *candidate* is competent and capable to carry out the *controlled function(s)* applied for;
- b) why the appointment complements the *firm's* business strategy, activity and market in which it operates;
- c) how the appointment was agreed including details of any discussions at governing body level (where applicable);
- d) a list of all directorships currently or previously held by the *candidate* in the past 10 years (where *director* has the meaning given in the Glossary); and
- e) if the *candidate* currently holds more than one directorship, please provide a breakdown on the *candidate's* time commitment to each directorship.

6.02 If there is any additional information indicated in previous sections or any other information the *candidate* or the *firm* considers being relevant to this application it must be included here. (Please also provide full details of any issues that could affect the Fitness and Propriety of the individual that arose when leaving an employer listed in section 4 or if any question has been answered 'yes' in section 5)

Question	Information

Note: If there is insufficient space, please continue on a separate sheet of paper and clearly identify the section and question to which the additional information relates.

6.03 Firms must also provide the following supporting documents required with this form (please tick)

It is for firms to assess which supporting documents they should submit but, in the majority of cases, it is expected that firms will submit all of the listed supporting documents.

Statement of Responsibilities

Candidate's Curriculum Vitae (C.V)

Role(s) description

A copy of the firm's management responsibilities map (SYSC 25.1 and Allocation of Responsibilities in the PRA Rulebook⁴) This requirement does not apply to all firms.

A summary of any handover material (as referred to in SYSC 25.9.4R to SYSC 25.9.8G and SUP 10C.10.13G and Senior Management Functions in the PRA Rulebook⁵) This requirement does not apply to all firms.

⁴ The relevant section of the *PRA Rulebook* should be referred to depending on which firm is applying

⁵ The relevant section of the *PRA Rulebook* should be referred to depending on which firm is applying.

	A description or copy of the candidate's Skills Gap Analysis.
	A description or copy of the candidate's Induction programme
	A description or copy of the candidate's Learning and Development plan (including the name of the individual responsible for monitoring the candidate's progress against the development points and the time frame for completion)
	A description or documentation setting out how the competency was assessed (demonstrating competence and suitability mapped to the specific role and responsibilities of the role).

Declaration of *Candidate*

It is a criminal offence, knowingly or recklessly, to give the *FCA* and/or *PRA* information that is materially false, misleading or deceptive (see sections 398 and 400 Financial Services and Markets Act 2000 –‘*FSMA*’). Even if you believe or know that information has been provided to the *FCA* and/or *PRA* before (whether as part of another application or otherwise) or is in the public domain, you must nonetheless disclose it clearly and fully in this form and as part of this application – you should not assume that the *FCA* and/or *PRA* will itself identify such information during the assessment of this application.

There will be a delay in processing the application if information is inaccurate or incomplete, and it may call into question the suitability of the *candidate* and/or lead to the *FCA* and/or *PRA* exercising their powers (including but not limited to taking disciplinary/ Enforcement action). You must notify the *FCA* and/or *PRA* immediately if there is a change to the information in this form and/or if inaccurate information has been provided (insofar as the *FCA* and/or *PRA* are reasonably likely to consider the information material).

The *candidate* confirms that the information provided in this application is accurate and complete to the best of their knowledge and that they have read the notes to this form. The *candidate* will notify the *FCA* and/or *PRA* immediately if there is a material change to the information provided.

The *candidate* confirms that the attached Statement of Responsibilities accurately reflects the aspects of the affairs of the *firm* which it is intended that the *candidate* will be responsible for managing. The *candidate* confirms that they have accepted all the responsibilities set out in this Statement of Responsibilities.

The *candidate* authorises the *FCA* and/or *PRA* to make such enquiries and seek such further information as it thinks appropriate to identify and verify information that it considers relevant to the assessment of this application.

The *candidate* acknowledges and agrees that these checks may include credit reference checks or information pertaining to fitness and propriety, and is aware that the results of these enquiries may be disclosed to the employer/Applicant.

Where applicable, the *candidate* agrees that they may be required to apply for a search to be made as to whether any criminal records are held in relation to them and to obtain a certificate (where such certificate can be obtained) and to disclose the result of that search to the *firm* submitting this application.

The *candidate* agrees that the *FCA* and/or *PRA* may use the address specified for the *candidate* in this form as the proper address for service in the United Kingdom (as defined in the Financial Services and Markets Act 2000 (Service of Notices) Regulations (SI 2001/1420)) to serve any notices on the *candidate*.

For the purposes of complying with the Data Protection Act 1998, the personal information provided in this form will be used by the *FCA* and *PRA* to discharge their statutory functions under the Financial Services and Markets Act 2000 and other relevant legislation, and will not be disclosed for any other purpose without the permission of the *candidate*.

The *candidate* confirms that they understand the regulatory responsibilities of the proposed role as set out in the rules of conduct in the *FCA*’s COCON and/or the *PRA* Rulebook: Conduct Rules.

The *candidate* is aware that, while advice may be sought from a third party (e.g. legal advice), responsibility for the accuracy of information, as well as the disclosure of relevant information, on the form is ultimately the responsibility of those who sign the application.

In addition to other regulatory responsibilities, *firms*, and *candidates/approved persons* have a responsibility to disclose to the *FCA* and/or *PRA* matters of which it would reasonably expect to be notified. Failure to notify the *FCA* and/or *PRA* of such information may lead to the *FCA* and/or *PRA* taking disciplinary or other action against the Applicant and/or the *candidate*.

Tick here to confirm you have read and understood this declaration:

7.01 Name of *candidate*

7.02 Signature

Date

Declaration of Firm

It is a criminal offence, knowingly or recklessly, to give the *FCA* and/or *PRA* information that is materially false, misleading or deceptive (see sections 398 and 400 Financial Services and Markets Act). Even if you believe or know that information has been provided to the *FCA* and/or *PRA* before (whether as part of another application or otherwise) or is in the public domain, you must nonetheless disclose it clearly and fully in this form and as part of this application – you should not assume that the *FCA* and/or *PRA* will itself identify such information during the assessment of this application. If there is any doubt about the relevance of information, it should be included.

There will be a delay in processing the application if information is inaccurate or incomplete, and it may call into question the suitability of the *candidate* and/or lead to the *FCA* and/or *PRA* exercising their powers under FSMA (including but not limited to taking disciplinary/ Enforcement action). You must notify the *FCA* and/or *PRA* immediately if there is a change to the information in this form and/or if inaccurate information has been provided (insofar as the *FCA* and/or *PRA* are reasonably likely to consider the information material).

In addition to other regulatory responsibilities, *firms*, and candidates/ *approved persons* have a responsibility to disclose to the *FCA* and/or *PRA*, matters of which it would reasonably expect to be notified. Failure to notify the *FCA* and/or *PRA* of such information may lead to the *FCA* and/or *PRA* taking disciplinary or other action against the Applicant and/or the *candidate*.

The Applicant confirms that the information provided in this application is accurate and complete to the best of its knowledge and that it has read the notes to this form. The Applicant will notify the *FCA* and/or *PRA* immediately if there is a material change to the information provided.

The Applicant authorises the *FCA* and/or *PRA* to make such enquiries and seek such further information as it thinks appropriate to identify and verify information that it considers relevant to the assessment of this application.

Where applicable, the Applicant confirms that it has requested the fullest information that it is lawfully able to obtain about the *candidate* under Part V of the Police Act 1997 and any related subordinate legislation of the UK or any part of the UK, and (where available) has given due consideration to that information in determining that *candidate* to be fit and proper.

In making this application the Applicant believes on the basis of due and diligent enquiry and, where applicable, by reference to the criteria in *FIT* in the *FCA Handbook* and/or the Fitness and Propriety part of the *PRA Rulebook* that the *candidate* is a fit and proper person to perform the controlled function(s) listed in section 3.

The Applicant also believes, on the basis of due and diligent enquiry, that the *candidate* is competent to fulfil the duties required in the performance of such function(s). Note: For *EEA firms*, this would only apply to those *firms* undertaking any non MiFID business.

The Applicant confirms that it has complied with its obligations under equality and diversity legislation when selecting the *candidate* to perform the function(s) applied for.

The Applicant confirms that it has made the *candidate* aware of their regulatory responsibilities as set out in the rules of conduct in the *FCA's COCON* and/or the *PRA Rulebook: Conduct Rules*.

The Applicant confirms that the Statement of Responsibilities submitted with this form accurately reflects the aspects of the affairs of the *Firm* which it is intended that the *candidate* will be responsible for managing.

The Applicant is aware that, while advice may be sought from a third party (e.g. legal advice), responsibility for the accuracy of information, as well as the disclosure of relevant information, on the form is ultimately the responsibility of those who sign the application.

In signing this form on behalf of the Applicant firm:

I confirm that the information in this form is accurate and complete to the best of my knowledge and belief and that I have read the notes to this form.

I confirm that I have authority to make this application and provide the declarations given by the Applicant, and sign this form, on behalf of the *firm* identified in section 2.01 and/or each *firm* identified in section 3.04. I also confirm that a copy of this form, as submitted to the *FCA* and/or *PRA*, will be sent to each of those firms at the same time as submitting the form to the *FCA* and/or *PRA*.

7.03	Name of the <i>firm</i> submitting the application	
7.04	Name of person signing on behalf of the <i>Applicant firm</i>	
7.05	Job title	
7.06	Signature	
Date		



Application number
(for FCA/PRA use only)

The *FCA* has produced notes which will assist both the applicant *firm* and the *candidate* in answering the questions in this form. Please read these notes, which are available on the *FCA* website at:

<https://www.handbook.fca.org.uk/handbook/SUP/10A/Annex4.html>

Both the applicant *firm* and the *candidate* will be treated by the *FCA* and *PRA* as having taken these notes into consideration when completing this form. Terms defined in either or both of the *FCA Handbook* or the *PRA Rulebook* are italicised and should be construed accordingly.

Short Form A – Dual-regulated firms (including EEA and third country firms)

Application to perform controlled functions including senior management functions

FCA Handbook Reference: SUP 10C Annex 3D

PRA Rulebook Reference: Senior Managers Regime - Applications and Notifications⁶

[Commencement Date]

Name of *candidate*
(to be completed by applicant firm)

Name of applicant *firm*
(as entered in 2.01)

Firm reference number
(as entered in 2.02)

Financial Conduct Authority
25 The North Colonnade
Canary Wharf
London E14 5HS
United Kingdom
Telephone +44 (0) 300 500 0597
E-mail firm.queries@fca.org.uk
Website http://www.fca.org.uk
Registered as a Limited Company in England and Wales No
1920623. Registered Office as above

Prudential Regulation Authority
20 Moorgate
London
EC2R 6DA
United Kingdom
Telephone +44 (0) 203 461 7000
E-mail PRA-
ApprovedPersons@bankofengland.co.uk
Website www.bankofengland.co.uk/PRA

⁶ The relevant section of the *PRA Rulebook* should be referred to depending on which firm is applying. For example: CRR firms: Senior Managers Regime - Applications and Notifications; Non – CRR firms: Senior Managers Regime - Applications and Notifications; Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications; Large Non-Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications; Non-Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications

Personal identification details

Section 1

1.01 a	Candidate Individual Reference Number (IRN)	
b	OR name of previous regulatory body	
c	AND previous reference number (if applicable)	
1.02	Title (e.g. Mr, Mrs, Ms,)	
1.03	Surname	
1.04	ALL forenames	
1.05	Name commonly known by	
1.06	Date of birth (dd/mm/yyyy)	
1.07	National Insurance number	
1.08	Previous name	
1.09	Date of name change	
1.10 a	Nationality	
b	Passport number (if National Insurance number not available)	
1.11	Place of birth	
1.12	Phone number	
1.13	Email address	



I have supplied further information related to this page in Section 6 YES NO

1.14 a Private address

[Redacted area]

b

Postcode

c

Dates resident at this address
(mm/yyyy)

From

To

PRESENT

(If address has changed in the last three years, please provide addresses for the previous three years.)

1.15 a Previous address 1

[Redacted area]

b

Postcode

c

Dates resident at this address
(mm/yyyy)

From

To

1.16 a Previous address 2

[Redacted area]

b

Postcode

c

Dates resident at this address
(mm/yyyy)

From

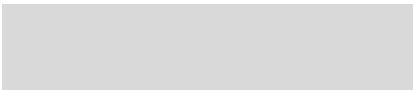
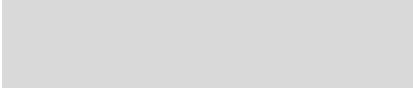
To



I have supplied further information
related to this page in Section 6 YES NO

Firm identification details

Section 2

2.01	Name of <i>firm</i> making the application	
2.02	<i>Firm</i> Reference Number (FRN)	
2.03 a	Who should the <i>FCA/PRA</i> contact at the <i>firm</i> in relation to this application?	
b	Position	
c	Phone number	
d	E-mail	

Please note that the contact at the *firm* cannot be the same person as the *candidate*



I have supplied further information
related to this page in Section 6 YES NO

Arrangement and Senior Management Functions Section 3A

Complete this section if the application is for a *senior management function*. If you are submitting an application for a *controlled function* at an *appointed representative* then please complete section 3B.

3A.01	Nature of the arrangement between the candidate and the applicant firm.	<input type="checkbox"/> a Employee <input type="checkbox"/> b Group employee <div style="border: 1px solid black; padding: 5px; width: 100%;">Name of group</div> <input type="checkbox"/> c Contract for services <input type="checkbox"/> d Partner <input type="checkbox"/> e Other	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
		Give details	
		Proposed date of appointment	
		Length of appointment (if applicable)	

- 3A.02** For applications from a single *firm*, please tick the boxes that correspond to the *senior management functions* to be performed. If the *senior management functions* are to be performed for more than one *firm*, please leave blank and go to question **3A.04**

The table below sets out the full list of *senior management functions* (SMFs). Please refer to the PRA Rulebook and FCA Handbook for the mandatory SMFs for your firm.

Function	Description of a Senior Management Function	UK banks*	UK branches of EEA banks and insurers	UK branches of non-EEA banks	Credit unions	Solvency II firms & large NDFs	Small NDFs	ISPVs	Small firms in run off	UK branches of non-EEA insurers
SMF 1	Chief Executive	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF 2	Chief Finance	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF 3	Executive Director	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF 4	Chief Risk	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF 5	Head of Internal Audit	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF 6	Head of Key Business Area	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	

Function	Description of a Senior Management Function	UK banks*	UK branches of EEA banks and insurers	UK branches of non-EEA banks	Credit unions	Solvency II firms & large NDFs	Small NDFs	ISPVs	Small firms in run off	UK branches of non-EEA insurers
SMF 7	Group Entity Senior Manager	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF 8	Credit Union Senior Manager				<input type="checkbox"/>					
SMF 9	Chair of the Governing Body	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF10	Chair of the Risk Committee	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF11	Chair of the Audit Committee	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF12	Chair of the Remuneration Committee	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF13	Chair of the Nomination Committee	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
SMF14	Senior Independent Director	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF15	Chair of With Profits Committee					<input type="checkbox"/>				<input type="checkbox"/>
SMF16	Compliance Oversight	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF17	Money Laundering Reporting Officer (MLRO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
SMF18	Other Overall Responsibility	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>				
SMF19	Head of Third Country Branch/ Head of Overseas			<input type="checkbox"/>						<input type="checkbox"/>
SMF20	Chief Actuary					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF20a	With-Profits Actuary					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
SMF21	EEA Branch Senior Manager (EBSM)		<input type="checkbox"/>							
SMF22	Other Local Responsibility			<input type="checkbox"/>						<input type="checkbox"/>

Function	Description of a Senior Management Function	UK banks*	UK branches of EEA banks and insurers	UK branches of non-EEA banks	Credit unions	Solvency II firms & large NDFs	Small NDFs	ISPVs	Small firms in run off	UK branches of non-EEA insurers
SMF23	Chief Underwriting Officer					<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF23a	Underwriting Risk Oversight (Lloyd's)					<input type="checkbox"/>				
SMF23b	Conduct Risk Oversight (Lloyd's)					<input type="checkbox"/>				
SMF24	Chief Operations	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF25	Small Insurer Senior Management Function						<input type="checkbox"/>			
SMF26	Head of Small Run-Off Firm								<input type="checkbox"/>	
SMF27	Partner	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

*'UK Banks' refers to UK banks, building societies and PRA designated investment firms

3A.03 Job title

Insurance distribution

Will the *candidate* be responsible for Insurance distribution at the *firm*?

YES NO

(Note: Yes can only be selected if the *candidate* is applying for a governing function (other than a non-executive director function))

Will the candidate be responsible for Mortgage Credit Directive Intermediation at the firm? YES NO



I have supplied further information related to this page in Section 6 YES NO

3A.04 Complete this section only if the application is on behalf of more than one firm.

List all *firms* within the *group* (including the *firm* entered in 2.01) for which the candidate requires approval and the requested *senior management function* for that firm.[†]

	<i>Firm Reference Number</i>	<i>Name of firm</i>	<i>Senior Management Function</i>	<i>Job title</i>	<i>Responsible for insurance distribution?</i>	<i>Responsible for mortgage credit intermediation?</i>	<i>Effective date</i>
a							
b							
c							
d							
e							



I have supplied further information related to this page in Section 6

YES

NO

Arrangements and controlled functions – Appointed Representatives Section 3B

Complete this section if the application is for a *controlled function* at an *appointed representative (AR)*. If you are submitting an application for a *senior management function* then please complete section 3A.

3B.01	Nature of the arrangement between the candidate and the applicant.		
	a	Appointed representative/tied agent – customer function	<input type="checkbox"/>
		AR firm name and reference number	
	b	Appointed representative/tied agent – governing function	<input type="checkbox"/>
		AR firm name and reference number	
	c	Other	<input type="checkbox"/>
		Give details	
3B.02	For applications from a single <i>firm</i> , please tick the boxes that correspond to the <i>controlled functions</i> to be performed. If the <i>controlled functions</i> are to be performed for more than one <i>firm</i> , please go to question 3B.05.		
A	Significant influence functions	CF 1 Director function	<input type="checkbox"/> <input type="checkbox"/>
		CF 3 Chief executive function	<input type="checkbox"/>
		CF 4 Partner function	<input type="checkbox"/>
		CF 5 Director of an unincorporated association function	<input type="checkbox"/> <input type="checkbox"/>
B	Customer function	CF 30 Customer function	<input type="checkbox"/>
3B.03	Effective date of <i>controlled functions</i> indicated above		
3B.04	Job title Please refer to notes on the requirements for submitting a CV.		



I have supplied further information related to this page in Section 6[†] YES NO

3B.05 Complete this section only if the application is on behalf of more than one *firm*.

List all *firms* within the *group* (including the *firm* entered in 2.01) for which the *candidate* requires approval and the requested *controlled function* for that *firm*.

	Firm Reference Number	Name of firm	Controlled function	Job title	Effective date
a					
b					
c					
d					
e					



I have supplied further information related to this page in Section 6

YES

NO

Employment History

Section 4

If there has been a change to the detail in this section since your last approval, you must submit a Long Form A as opposed to a Short Form A informing the *FCA* and/or *PRA* of the revised detail.

If there has been a change to the detail in this section since your last approval, you must submit a Long Form A as opposed to a Short Form A informing the FCA and/or PRA of the revised detail.

5.1 Has the *firm* undertaken a criminal records check in accordance with the requirements of the *FCA* or *PRA*?

Please note that a *firm* is required, under PRA rules, to request and, under FCA rules, to obtain the fullest information that it is lawfully able to obtain about the *candidate* under Part V of the Police Act 1997 (Certificates of Criminal records, etc.) and related subordinated legislation of the *UK* or any part of the *UK* before making the application. (SUP 10C.10.16R and *PRA Rulebook: Fitness and Propriety*).⁷

If yes, please enter date the check was undertaken.

Date (dd/mm/yyyy):

Note: if date is more than 3 months prior to current date or 3 months prior to date of application submission or the check has not been undertaken, please provide details in section 6.

YES NO

5.2 Has / Have a reference or references been obtained from current or previous employer(s) in accordance with the requirements of the *FCA* or *PRA*.

If no, please provide details why the reference or references has/have not been obtained.

YES NO

*Please note that a firm is required to use reasonable steps to obtain an appropriate reference from any current or previous employer of the candidate during the last 6 years (see SYSC 22 and *Fitness and Propriety in the PRA Rulebook*⁸. “Employer” has an extended meaning for these purposes.*



I have supplied further information related to this page in Section 6

YES NO

⁷ The relevant section of the *PRA Rulebook* should be referred to depending on which firm is applying.

⁸ The relevant section of the *PRA Rulebook* should be referred to depending on which firm is applying.

6.01 Please provide full details of:

- a) why the *candidate* is competent and capable to carry out the *controlled function(s)* applied for;
- b) why the appointment complements the *firm's* business strategy, activity and market in which it operates;
- c) how the appointment was agreed including details of any discussions at governing body level (where applicable);
- d) a list of all directorships currently or previously held by the *candidate* in the past 10 years (where *director* has the meaning given in the Glossary); and
- e) if the *candidate* currently holds more than one directorship, please provide a breakdown on the *candidate's* time commitment to each directorship.

6.02 If there is any additional information indicated in previous sections or any other information the *candidate* or the *firm* considers being relevant to this application it must be included here. (Please also provide full details of any issues that could affect the Fitness and Propriety of the individual that arose when leaving an employer or if any question has been answered 'yes' in section 5)

Question	Information

Note: If there is insufficient space, please continue on a separate sheet of paper and clearly identify the section and question to which the additional information relates.

6.03 Firms must also provide the following supporting documents required with this form (please tick)

It is for firms to assess which supporting documents they should submit but, in the majority of cases, it is expected that firms will submit all of the listed supporting documents.

Statement of Responsibilities

Candidate's Curriculum Vitae (C.V)

Role(s) description

A copy of the firm's management responsibilities map (SYSC 25.1 and Allocation of Responsibilities in the PRA Rulebook⁹) This requirement does not apply to all firms.

A summary of any handover material (as referred to in SYSC 25.9.4R to SYSC 25.9.8G and SUP 10C.10.13G and Senior Management Functions¹⁰ in the PRA Rulebook) This requirement does not apply to all firms

⁹ The relevant section of the *PRA Rulebook* should be referred to depending on which firm is applying

¹⁰ The relevant section of the *PRA Rulebook* should be referred to depending on which firm is applying

	A description or copy of the candidate's Skills Gap Analysis.
	A description or copy of the candidate's Induction programme
	A description or copy of the candidate's Learning and Development plan (including the name of the individual responsible for monitoring the candidate's progress against the development points and the time frame for completion)
	A description or documentation setting out how the competency was assessed (demonstrating competence and suitability mapped to the specific role and responsibilities of the role).

Declaration of *Candidate*

It is a criminal offence, knowingly or recklessly, to give the *FCA* and/or *PRA* information that is materially false, misleading or deceptive (see sections 398 and 400 Financial Services and Markets Act 2000). Even if you believe or know that information has been provided to the *FCA* and/or *PRA* before (whether as part of another application or otherwise) or is in the public domain, you must nonetheless disclose it clearly and fully in this form and as part of this application – you should not assume that the *FCA* and/or *PRA* will itself identify such information during the assessment of this application.

There will be a delay in processing the application if information is inaccurate or incomplete, and it may call into question the suitability of the *candidate* and/or lead to the *FCA* and/or *PRA* exercising their powers (including but not limited to taking disciplinary/ Enforcement action). You must notify the *FCA* and/or *PRA* immediately if there is a change to the information in this form and/or if inaccurate information has been provided (insofar as the *FCA* and/or *PRA* are reasonably likely to consider the information material).

The *candidate* confirms that the information provided in this application is accurate and complete to the best of their knowledge and that they have read the notes to this form. The *candidate* will notify the *FCA* and/or *PRA* immediately if there is a material change to the information provided.

The *candidate* confirms that the attached Statement of Responsibilities accurately reflects the aspects of the affairs of the *firm* which it is intended that the *candidate* will be responsible for managing. The *candidate* confirms that they have accepted all the responsibilities set out in this Statement of Responsibilities.

The *candidate* authorises the *FCA* and/or *PRA* to make such enquiries and seek such further information as it thinks appropriate to identify and verify information that it considers relevant to the assessment of this application.

The *candidate* acknowledges and agrees that these checks may include credit reference checks or information pertaining to fitness and propriety, and is aware that the results of these enquiries may be disclosed to the employer/Applicant.

Where applicable, the *candidate* agrees that they may be required to apply for a search to be made as to whether any criminal records are held in relation to him or her and to obtain a certificate (where such certificate can be obtained) and to disclose the result of that search to the *firm* submitting this application.

The *candidate* agrees that the *FCA* and/or *PRA* may use the address specified for the *candidate* in this form as the proper address for service in the United Kingdom (as defined in the Financial Services and Markets Act 2000 (Service of Notices) Regulations (SI 2001/1420)) to serve any notices on the *candidate*.

For the purposes of complying with the Data Protection Act 1998, the personal information provided in this form will be used by the *FCA* and *PRA* to discharge their statutory functions under the Financial Services and Markets Act 2000 and other relevant legislation, and will not be disclosed for any other purpose without the permission of the *candidate*.

The *candidate* confirms that they understand the regulatory responsibilities of the proposed role as set out in the rules of conduct in the *FCA's COCON* and/or the *PRA Rulebook: Conduct Rules*.

The *candidate* is aware that, while advice may be sought from a third party (e.g. legal advice), responsibility for the accuracy of information, as well as the disclosure of relevant information, on the form is ultimately the responsibility of those who sign the application.

In addition to other regulatory responsibilities, *firms*, and *candidates/ approved persons* have a responsibility to disclose to the *FCA* and/or *PRA* matters of which it would reasonably expect to be notified. Failure to notify the *FCA* and/or *PRA* of such information may lead to the *FCA* and/or *PRA* taking disciplinary or other action against the Applicant and/or the *candidate*.

Tick here to confirm you have read and understood this declaration:

7.01 Name of *candidate*

7.02 Signature

Date

Declaration of Firm

It is a criminal offence, knowingly or recklessly, to give the *FCA* and/or *PRA* information that is materially false, misleading or deceptive (see sections 398 and 400 Financial Services and Markets Act). Even if you believe or know that information has been provided to the *FCA* and/or *PRA* before (whether as part of another application or otherwise) or is in the public domain, you must nonetheless disclose it clearly and fully in this form and as part of this application – you should not assume that the *FCA* and/or *PRA* will itself identify such information during the assessment of this application. If there is any doubt about the relevance of information, it should be included.

There will be a delay in processing the application if information is inaccurate or incomplete, and it may call into question the suitability of the *candidate* and/or lead to the *FCA* and/or *PRA* exercising their powers under FSMA (including but not limited to taking disciplinary/ Enforcement action). You must notify the *FCA* and/or *PRA* immediately if there is a change to the information in this form and/or if inaccurate information has been provided (insofar as the *FCA* and/or *PRA* are reasonably likely to consider the information material).

In addition to other regulatory responsibilities, *firms*, and candidates/ *approved persons* have a responsibility to disclose to the *FCA* and/or *PRA*, matters of which it would reasonably expect to be notified. Failure to notify the *FCA* and/or *PRA* of such information may lead to the *FCA* and/or *PRA* taking disciplinary or other action against the Applicant and/or the *candidate*.

The Applicant confirms that the information provided in this application is accurate and complete to the best of its knowledge and that it has read the notes to this form. The Applicant will notify the *FCA* and/or *PRA* immediately if there is a material change to the information provided.

The Applicant authorises the *FCA* and/or *PRA* to make such enquiries and seek such further information as it thinks appropriate to identify and verify information that it considers relevant to the assessment of this application.

Where applicable, the Applicant confirms that it has requested the fullest information that it is lawfully able to obtain about the *candidate* under Part V of the Police Act 1997 and any related subordinate legislation of the UK or any part of the UK, and (where available) has given due consideration to that information in determining that *candidate* to be fit and proper.

In making this application the Applicant believes on the basis of due and diligent enquiry and, where applicable, by reference to the criteria in *FIT* in the *FCA handbook* and/or the Fitness and Propriety sections in the *PRA Rulebook* that the *candidate* is a fit and proper person to perform the controlled function(s) listed in section 3.

The Applicant also believes, on the basis of due and diligent enquiry, that the *candidate* is competent to fulfil the duties required in the performance of such function(s). Note: For *EEA firms*, this would only apply to those *firms* undertaking any non MiFID business.

The Applicant confirms that it has complied with its obligations under equality and diversity legislation when selecting the *candidate* to perform the function(s) applied for.

The Applicant confirms that it has made the *candidate* aware of their regulatory responsibilities as set out in the rules of conduct in the *FCA's COCON* and/or the *PRA Rulebook*: Conduct Rules.

The Applicant confirms that the Statement of Responsibilities submitted with this form accurately reflects the aspects of the affairs of the *Firm* which it is intended that the *candidate* will be responsible for managing.

The Applicant is aware that, while advice may be sought from a third party (e.g. legal advice), responsibility for the accuracy of information, as well as the disclosure of relevant information, on the form is ultimately the responsibility of those who sign the application.

In signing this form on behalf of the Applicant *firm*:

I confirm that the information in this form is accurate and complete to the best of my knowledge and belief and that I have read the notes to this form.

I confirm that I have authority to make this application and provide the declarations given by the Applicant, and sign this form, on behalf of the *firm* identified in section 2.01 and/or each *firm* identified in section 3.04. I also confirm that a copy of this form, as submitted to the *FCA* and/or *PRA*, will be sent to each of those firms at the same time as submitting the form to the *FCA* and/or *PRA*.

7.03 Name of the *firm* submitting the application

7.04 Name of person signing on behalf of the *firm*

7.05 Job title

7.06 Signature

Date



BANK OF ENGLAND
PRUDENTIAL REGULATION
AUTHORITY



Application number
(for FCA/PRA use only)

The FCA has produced notes which will assist both the applicant *firm* and the *candidate* in answering the questions in this form. Please read these notes, which are available on the FCA website at
<https://www.handbook.fca.org.uk/handbook/SUP/10A/Annex5.html>

Both the applicant *firm* and the *candidate* will be treated by the FCA and PRA as having taken these notes into consideration when completing this form. Terms defined in either or both of the FCA Handbook or the PRA Rulebook are italicised and should be construed accordingly.

Form B

Notice to withdraw an application to perform *controlled functions* (including *senior management functions*)

This form is also to be used for notice to withdraw an application to add, vary or remove a conditional approval

FCA Handbook Reference: SUP 10C Annex 4R

PRA Rulebook Reference: Senior Managers Regime - Applications and Notifications¹¹

[Commencement Date]

Name of *candidate* / approved person
(as applicable)
(to be completed by applicant *firm*)

Name of applicant *firm*
(as entered in 2.01)

Financial Conduct Authority
25 The North Colonnade
Canary Wharf
London E14 5HS
United Kingdom
Telephone +44 (0) 300 500 0597
E-mail firm.queries@fca.org.uk
Website http://www.fca.org.uk
Registered as a Limited Company in England and
Wales No 1920623. Registered Office as above

Prudential Regulation Authority
20 Moorgate
London
EC2R 6DA
United Kingdom
Telephone +44 (0) 203 461 7000
Email PRA-ApprovedPersons@bankofengland.co.uk
Website www.bankofengland.co.uk/PRA

¹¹ The relevant section of the PRA Rulebook should be referred to depending on which firm is applying. For example: CRR firms: Senior Managers Regime - Applications and Notifications; Non – CRR firms: Senior Managers Regime - Applications and Notifications; Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications; Large Non-Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications; Non-Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications

Personal identification details

Section 1

1.01 *Candidate/Approved Person* Individual Reference Number (IRN)

1.02 Title
(e.g. Mr, Mrs, Ms)

1.03 Surname

1.04 ALL forenames

1.05 Date of birth

1.06 National Insurance number

1.07 *Candidate/Approved Person's* private address

1.08 Phone number

1.09 Email address



I have supplied further information related to this page in Section 4 YES NO

Firm identification details

Section 2

2.01	Name of applicant <i>firm</i>	
2.02	Firm Reference Number (FRN)	
2.03 a	Who should the FCA/PRA contact at the applicant <i>firm</i> in relation to this notice?	
b	Position	
c	Phone number	
d	E-mail	

Please note that the contact at the applicant firm cannot be the same person as the candidate

2.04 Firms included on application form (including applicant *firm*)

FRN	Name of <i>firm</i>	Controlled function or Senior Management Function
a		
b		
c		
d		
e		

If this is notice to withdraw an application to perform *controlled functions* (including *senior management functions*), please complete sections 3, 5, and 6.

If this is notice to withdraw an application to vary a conditional approval for the performance of a *senior management function*, please complete sections 4, 5 and 6.

Reason for Withdrawal

Section 3

3.01 Indicate the reason for withdrawal of application to perform *controlled functions* including *senior management functions*

- a Internal movement of staff
 - b Dismissal/Termination of employment or contract
 - c Resignation
 - d Redundancy
 - e Withdrawal of offer of employment
 - f End of contract
 - g Suspension
 - h Other
- GIVE DETAILS IN SECTION 5

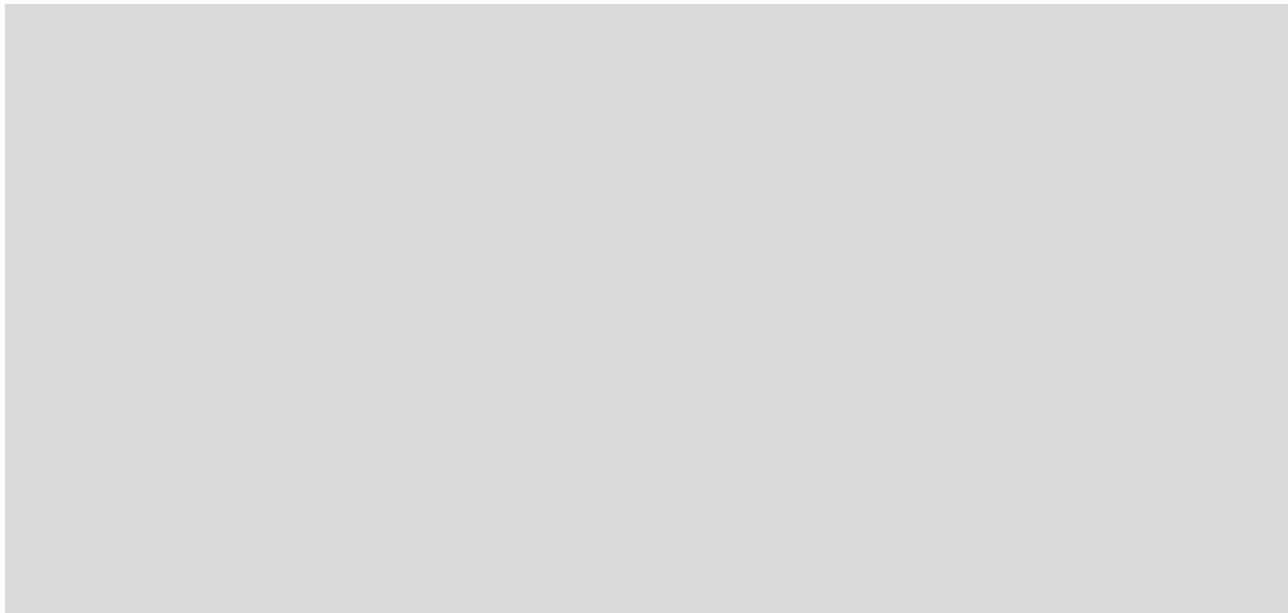


I have supplied further information related to this page in Section 5 YES NO

4.01

Only complete this section if this is notice to withdraw an application to vary a conditional approval for the performance of a *senior management function*.

Indicate the reason(s) for withdrawal of an application to vary a conditional approval for the performance of a *senior management function* (including reference number of prior application).



I have supplied further information
related to this page in Section 5 YES NO

Supplementary Information

Section 5

- 5.01** Include here any issues that arose in relation to this withdrawal, such as resignation or termination of contract. Indicate clearly to which question supplementary information relates.

Question	Information

- 5.02** How many additional sheets are being submitted?

DECLARATION OF CANDIDATE/APPROVED PERSON

Knowingly or recklessly giving the *FCA* and/or *PRA* information which is false or misleading in a material particular may be a criminal offence (section 398 of the Financial Services and Markets Act 2000 – ‘*FSMA*’).

It should not be assumed that information is known to the *FCA* and/or *PRA* merely because it is in the public domain or has previously been disclosed to the *FCA* and/or *PRA* or another regulatory body. If there is any doubt about the relevance of information, it should be included.

Data Protection

For the purposes of complying with the Data Protection Act 1998, the personal information in this form will be used by the *FCA* and/or *PRA* to discharge its statutory functions under *FSMA* and other relevant legislation, and it will not be disclosed for any other purposes without the permission of the *candidate*.

I confirm that the information in this form is accurate and complete to the best of my knowledge and belief and that I have read the notes to this form.

6.01 Candidate/approved person’s full name

6.02 Signature

Date

DECLARATION BY APPOINTED REPRESENTATIVE OR OTHER FIRM (if applicable)

We concur that the application to perform controlled functions (including senior management function) made in respect of the above candidate should be withdrawn with immediate effect.

6.03 Name of appointed representative or other firm

6.04 Name of person signing on behalf of the appointed representative or other firm

6.05 Job title

6.06 Signature

Date

DECLARATION BY APPLICANT FIRM

Knowingly or recklessly giving the *FCA* and/or *PRA* information which is false or misleading in a material particular may be a criminal offence (sections 398 and 400 of FSMA). *SUP 15.6.1R* and *SUP 15.6.4R* (*FCA*) and Notifications in the *PRA Rulebook* (*PRA*)¹² require an *authorised person* to take reasonable steps to ensure the accuracy and completeness of information given to the *FCA* and/or *PRA* and to notify the *FCA* and/or *PRA* immediately if materially inaccurate information has been provided. In addition to other regulatory responsibilities, *firms* and *approved persons* have a responsibility to disclose to the appropriate regulator matters of which it would reasonably expect to be notified. Failure to notify the appropriate regulator of such information may lead to the *FCA* and/or *PRA* taking disciplinary or other action against the *firm* and/or individuals. It should not be assumed that information is known to the *FCA* and/or *PRA* merely because it is in the public domain or has previously been disclosed to the *FCA* and/or *PRA* or another regulatory body. If there is any doubt about the relevance of information, it should be included.

I confirm that the information in this form is accurate and complete to the best of my knowledge and belief and that I have read the notes to this form.

6.07	Name of applicant <i>firm</i>	
6.08	Name of <i>person</i> signing on behalf of the applicant <i>firm</i>	
6.09	Job title	
6.10	Signature	
	Date	

¹² The relevant section of the *PRA Rulebook* should be referred to depending on which firm is applying.



BANK OF ENGLAND
PRUDENTIAL REGULATION
AUTHORITY



Application number
(for FCA/PRA use only)

The **FCA** has produced notes which will assist both the applicant *firm* and the *approved person* in answering the questions in this form. Please read these notes, which are available on the **FCA** website at

<https://www.handbook.fca.org.uk/handbook/SUP/10A/Annex6.html>

Both the applicant *firm* and the *approved person* will be treated by the **FCA and **PRA** as having taken these notes into consideration when completing this form.**

Terms defined in either or both of the FCA Handbook or the PRA Rulebook are italicised and should be construed accordingly.

Form C

Notice of ceasing to perform controlled functions including senior management functions

FCA Handbook Reference: SUP 10C Annex 5R (Notifications)

PRA Rulebook Reference: Notifications and Senior Managers Regime - Applications and Notifications¹³
[Commencement date]

Name of *approved person*

Name of *firm* (as entered in 2.01)

Financial Conduct Authority
25 The North Colonnade
Canary Wharf
London E14 5HS
United Kingdom
Telephone +44 (0) 300 500 0597
E-mail firm.queries@fca.org.uk
Website <http://www.fca.org.uk>
Registered as a Limited Company in England and Wales No
1920623. Registered Office as above

Prudential Regulation Authority
20 Moorgate
London
EC2R 6DA
United Kingdom
Telephone +44 (0) 203 461 7000
E-mail PRA-ApprovedPersons@bankofengland.co.uk
Website www.bankofengland.co.uk/PRA

¹³ The relevant section of the *PRA Rulebook* should be referred to depending on which firm is applying. For example: CRR firms: Senior Managers Regime - Applications and Notifications; Non – CRR firms: Senior Managers Regime - Applications and Notifications; Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications; Large Non-Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications; Non-Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications

Personal identification details**Section 1****1.01** Individual Reference Number (IRN)**1.02** Title
(e.g. Mr, Mrs, Ms)**1.03** Surname**1.04** ALL forenames**1.05** Date of birth**1.06** National Insurance number**1.07** *Approved person's private address***1.08** Phone number**1.09** Email address

Firm identification details

Section 2

2.01 Name of applicant *firm*

2.02 Firm Reference Number (FRN)

2.03 a Who should the FCA/PRA contact at the applicant *firm* in relation to this notice?

b Business address

c Position

d Phone number

g E-mail

List of Senior management functions

Section 3A

3A.01

If the *firm* is submitting this notification on behalf of an appointed representative, please complete section 3B instead.

List all *senior management functions* which the *approved person* is ceasing to perform. The effective date is the date the *person* will cease to perform the functions.

If the reason for ceasing to perform the senior management function is indicated in column B, the FCA and/or PRA should be notified in accordance with SUP 10C.14.7R, SUP 10C.14.8G of the FCA Handbook and/or Notifications; Senior Managers Regime - Applications and Notifications parts of the PRA Rulebook, as applicable by telephone, fax or email) that this Form will be submitted.

FRN	Name of firm	Senior management function	Effective date	Reason	
				A	B Full explanation in section 4
a			/ /	Internal movement of staff <input type="checkbox"/> Resignation <input type="checkbox"/> Redundancy <input type="checkbox"/> Retirement <input type="checkbox"/> End of contract <input type="checkbox"/>	Dismissal/ termination of employment or contract <input type="checkbox"/> Suspension <input type="checkbox"/> Other (specify in section 4) <input type="checkbox"/>
b				Internal movement of staff <input type="checkbox"/> Resignation <input type="checkbox"/> Redundancy <input type="checkbox"/> Retirement <input type="checkbox"/> End of contract <input type="checkbox"/>	Dismissal/ termination of employment or contract <input type="checkbox"/> Suspension <input type="checkbox"/> Other (specify in section 4) <input type="checkbox"/>
c				Internal movement of staff <input type="checkbox"/> Resignation <input type="checkbox"/> Redundancy <input type="checkbox"/> Retirement <input type="checkbox"/> End of contract <input type="checkbox"/>	Dismissal/ termination of employment or contract <input type="checkbox"/> Suspension <input type="checkbox"/> Other (specify in section 4) <input type="checkbox"/>
d				Internal movement of staff <input type="checkbox"/> Resignation <input type="checkbox"/> Redundancy <input type="checkbox"/> Retirement <input type="checkbox"/> End of contract <input type="checkbox"/>	Dismissal/ termination of employment or contract <input type="checkbox"/> Suspension <input type="checkbox"/> Other (specify in section 4) <input type="checkbox"/>

e					Internal move- ment of staff Resignation Redundancy Retirement End of contract	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Dismissal/ termination of employment or contract Suspension Other (specify in section 4)	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
---	--	--	--	--	---	--	---	--



I have supplied further information related to this page in Section 4[†] YES NO

3A.02 Does the *firm* also seek to notify the *FCA* and/or *PRA* under one or both of section 63(2A) (withdrawal of approval) or section 64C (Requirement for Relevant Authorised Persons to notify regulator of disciplinary action) of the Financial Services and Markets Act 2000?

YES NO

If the *firm* has answered "No", please go to section 4.

If the *firm* has answered "Yes", please complete the below.

3A.03 If the *firm* is making a notification under question 3.02 based on any breach(es) of the individual or senior manager conduct rules set out in the *FCA*'s COCON or *PRA*'s Conduct Rules, please complete the relevant boxes below.

	Tick the rule(s) relevant to this notification
Individual Conduct Rules	
Rule 1: You must act with integrity.	<input type="checkbox"/>
Rule 2: You must act with due skill, care and diligence.	<input type="checkbox"/>
Rule 3: You must be open and cooperative with the <i>FCA</i> , the <i>PRA</i> and other regulators.	<input type="checkbox"/>
Rule 4: You must pay due regard to the interests of <i>customers</i> and treat them fairly.	<input type="checkbox"/>
Rule 5: You must observe proper standards of market conduct.	<input type="checkbox"/>
Senior Manager Conduct Rules	
SC1: You must take reasonable steps to ensure that the business of the <i>firm</i> for which you are responsible is controlled effectively.	<input type="checkbox"/>
SC2: You must take reasonable steps to ensure that the business of the <i>firm</i> for which you are responsible complies with relevant requirements and standards of the <i>regulatory system</i> .	<input type="checkbox"/>
SC3: You must take reasonable steps to ensure that any delegation of your responsibilities is to an appropriate <i>person</i> and that you oversee the discharge of the delegated responsibility effectively.	<input type="checkbox"/>
SC4: You must disclose appropriately any information of which the <i>FCA</i> or <i>PRA</i> would reasonably expect notice.	<input type="checkbox"/>
SC5: When exercising your responsibilities, you must pay due regard to the interests of current and potential future <i>policyholders</i> in ensuring the provision by the <i>firm</i> of an appropriate degree of protection for their	<input type="checkbox"/>

	Tick the rule(s) relevant to this notification
Individual Conduct Rules	
insured benefits.	

3A.04 For each breach please provide the following information. Please attach additional sheets as necessary.

Details of the breach:

3A.05 If the *firm* is making a notification under section 64C (Requirement for relevant authorised persons to notify regulator of disciplinary action) of Financial Services and Markets Act 2000, please provide details below of disciplinary action taken and the reasons for this action. Please do not repeat information already included in the answers to Questions 3.03 and 3.04 above. If necessary please cross refer to the answers provided.

3A.06 If the *firm* is making a notification under section 63(2A) (withdrawal of approval) of Financial Services and Markets Act 2000, please provide details below. Please do not repeat information already included in the answers to Questions 3A.05 and 3A.06 above. If necessary please cross refer to the answers provided.

If the firm is submitting this notification on behalf of an *approved person* performing *controlled functions* at an appointed representative, please complete this section.

- 3B.01** Please complete this section if you are submitting this notification on behalf of an *approved person* performing *controlled functions* at an FCA solo regulated firm prior to commencement of the SMCR. Following commencement of the SMCR only appointed representatives should complete this section. All other *SMCR firms* should complete Section 3A instead.

List all *controlled functions* (other than senior management functions) which the *approved person* is ceasing to perform. The effective date is the date the *person* will cease to perform the functions.

If the reason for ceasing to perform the *controlled function* is indicated in column B, the FCA should be notified in accordance with SUP 10A.14.10R, SUP 10A.14.11G, SUP 10B.12.12.R and SUP (that is, within one *business day*, by telephone, fax or email) that this Form will be submitted).

					Reason
				A	B Full explanation in section 4
	FRN	Name of firm	Controlled function	Effective date	
a					Internal movement of staff <input type="checkbox"/> Resignation <input type="checkbox"/> Redundancy <input type="checkbox"/> Retirement <input type="checkbox"/> End of contract <input type="checkbox"/>
b					Internal movement of staff <input type="checkbox"/> Resignation <input type="checkbox"/> Redundancy <input type="checkbox"/> Retirement <input type="checkbox"/> End of contract <input type="checkbox"/>
c					Internal movement of staff <input type="checkbox"/> Resignation <input type="checkbox"/> Redundancy <input type="checkbox"/> Retirement <input type="checkbox"/> End of contract <input type="checkbox"/>
d					Internal movement of staff <input type="checkbox"/> Resignation <input type="checkbox"/> Redundancy <input type="checkbox"/> Retirement <input type="checkbox"/> End of contract <input type="checkbox"/>

e					Internal move- ment of staff <input type="checkbox"/>	Dismissal/ termination of employment or contract <input type="checkbox"/>
					Resignation <input type="checkbox"/>	Suspension <input type="checkbox"/>
					Redundancy <input type="checkbox"/>	Other <input type="checkbox"/>
					Retirement <input type="checkbox"/>	(specify in section 4) <input type="checkbox"/>
					End of contract <input type="checkbox"/>	



I have supplied further information YES NO

related to this page in Section 4

- 4.01** Is there any other information the approved person or the firm considers to be relevant to this notice?

Please provide full details

- 4.02** Please indicate clearly to which question the supplementary information relates.

Question	Information

- 4.03** How many additional sheets are being submitted?

Supporting Documents

Indicate the required supporting documents to accompany this form.

Documents	Mode (by email, fax or post)

Other information (please specify)

Knowingly or recklessly giving the *FCA* and/or *PRA* information which is false or misleading in a material particular may be a criminal offence (section 398 of FSMA). It should not be assumed that information is known to the *FCA* and/or *PRA* merely because it is in the public domain or has previously been disclosed to the *FCA* and/or *PRA* or another regulatory body. If there is any doubt about the relevance of information, it should be included.

In addition to other regulatory responsibilities, *firms* and *approved persons* have a responsibility to disclose to the *FCA* and/or *PRA* matters of which it would reasonably expect to be notified. Failure to notify the *FCA* and/or *PRA* of such information may lead to the *FCA* and/or *PRA* taking disciplinary or other action against the *firm* and/or the *individuals*.

For the purposes of complying with the Data Protection Act 1998, the personal information provided in this form will be used by the *FCA* and/or *PRA* to discharge their statutory functions under FSMA and other relevant legislation, and will not be disclosed for any other purposes without the permission of the firm.

The *firm* confirms that the information in this form is accurate and complete to the best of its knowledge and belief. The *firm* will notify the *FCA* and/or *PRA*, as applicable, immediately if there is a material change to the information provided.

If the *firm* submits this form on behalf of one or more other *firms*, the *firm* confirms that it is duly authorised by such *firm(s)* to make such submission.

The *FCA* and/or *PRA* may seek to verify the information given in this form. The *firm* authorises the *FCA* and *PRA*, as applicable, to make such enquiries and seek such further information as it thinks appropriate in the course of verifying the information given in this form.

I confirm that a permanent copy of this application, signed by the *firm*, will be retained for an appropriate period, for inspection at the *FCA*'s and/or *PRA*'s request.

I confirm that the information in this form is accurate and complete to the best of my knowledge and belief and that I have read the explanatory note relating to the form.

By signing below you confirm that you have read and understood the above declaration.

Name of the *firm*

Name of person signing on behalf of the *firm*

Position

Signature

Date



BANK OF ENGLAND
PRUDENTIAL REGULATION
AUTHORITY



Application number
(for FCA/PRA use only)

The FCA has produced notes which will assist both the *firm* and the *approved person* in answering the questions in this form. Please read these notes, which are available on the FCA website at:

<https://www.handbook.fca.org.uk/handbook/SUP/10A/Annex7.html>

Both the *firm* and the *approved person* will be treated by the FCA and PRA as having taken these notes into consideration when completing this form. Terms defined in either or both of the FCA Handbook or the PRA Rulebook are italicised and should be construed accordingly.

Form D Notification: Changes to personal information/application details and conduct breaches/disciplinary action related to conduct

FCA Handbook Reference: SUP 10C Annex 6R

PRA Rulebook Reference: Notifications and Senior Managers Regime - Applications and Notifications¹⁴,
[Commencement date]

Name of approved person
(to be completed by *firm*)

Name of *firm*
(as entered in 4.01)

Financial Conduct Authority
25 The North Colonnade
Canary Wharf
London E14 5HS
United Kingdom
Telephone +44 (0) 300 500 0597
E-mail firm.queries@fca.org.uk
Website <http://www.fca.org.uk>
Registered as a Limited Company in England and Wales No
1920623. Registered Office as above

Prudential Regulation Authority
20 Moorgate
London
EC2R 6DA
United Kingdom
Telephone +44 (0) 203 461 7000
E-mail PRA-ApprovedPersons@bankofengland.co.uk
Website www.bankofengland.co.uk/PRA

¹⁴ The relevant section of the PRA Rulebook should be referred to depending on which firm is applying. For example: CRR firms: Senior Managers Regime - Applications and Notifications; Non – CRR firms: Senior Managers Regime - Applications and Notifications; Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications; Large Non-Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications; Non-Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications

What sections should you complete?

The question below will help you determine the sections of the form you must complete.

Please select the outcome

Change in personal details

YES You must complete sections 1, 2, 6 (if applicable) & 7

Change in *arrangements*

YES You must complete sections 1, 2, 3, 4, 6 (if applicable) & 7

Change to fitness and propriety information

YES You must complete sections 1, 2, 5, 6 (if applicable) & 7

Notifications under section 64C of the Financial Services and Markets Act 2000(FSMA)

YES You must complete sections 1, 2, 6 & 7

Input applicant *firm* contact for this notification. Please note that the contact at the applicant *firm* contact cannot be the same person as the approved person to whom this application relates.

1.01	Title (e.g. Mr, Mrs, Ms)	
1.02	First name	
1.03	Surname	
1.04	Job title	
1.05	Business address	
	Post code	
1.06	Phone number	
1.07	Email address	



I have supplied further information
related to this page in Section 7 YES NO

Approved person Individual Reference Number (IRN)

2.01**DETAILS TO BE CHANGED**

2.02	Title (e.g. Mr, Mrs, Ms)	
2.03	Surname	
2.04	ALL forenames	
2.05	National Insurance number	
2.06	Nationality	
2.07	Passport number	
2.08	Job title or position	
2.09	Effective date of change	
2.10	Reason for change	



I have supplied further information
related to this page in Section 7 YES NO

Arrangements and Controlled Functions (including Senior Management Functions) Section 3

Add New Arrangement

3.01 State the nature of the *arrangement* between the *approved person* and the firm?

Employee

Continue to Section 4

Group employee

Continue to Question 3.02

Contract for services

Continue to Section 4

Appointed Representative

Continue to Question 3.04

Other arrangement

Continue to Question 3.03

3.02 Name of *group*
(Once completed continue to Section 4.)

3.03 Details of the other *arrangement*
(Once completed continue to Section 4.)

Appointed Representatives

Please provide details of the Appointed Representatives you would like to add and/or remove.

If you are removing an Appointed Representative you will need to consider whether to submit a withdrawal of a controlled function (Form C) and/or an Appointed Representative termination.

You must use a separate sheet of paper if necessary.

If you have used separate sheets of paper, you must indicate how many here.

Appointed Representative 1

Are you adding or removing an Appointed Representative?

Add Remove

Appointed Representative Firm Reference Number

Firm name

Effective date (dd/mm/yyyy)

Appointed Representative 2

Are you adding or removing an Appointed Representative?

Add Remove

Appointed Representative Firm Reference Number

Firm name

Effective date (dd/mm/yyyy)

Appointed Representative 3

Are you adding or removing an Appointed Representative?

Add Remove

Appointed Representative Firm Reference Number

Firm name

Effective date (dd/mm/yyyy)

Appointed Representative 4

Are you adding or removing an Appointed Representative?

Add Remove

Appointed Representative Firm Reference Number

Firm name

Effective date (dd/mm/yyyy)

Firm Identification Details

Section 4

4.01 Name of *firm* making the notification

4.02 Firm Reference Number (FRN)

4.03 Other *firms* for whom the *approved person* performs *senior management functions* or, for FCA solo regulated firms prior to the commencement of the SMCR, performs *controlled functions*.

	FRN	Name of <i>firm</i>	Senior management function/controlled function
A			
B			
C			
D			
E			



I have supplied further information related to this page in Section 7

YES

NO

Only complete Section 5 if the notification relates to changes to the *approved person's* fitness and propriety.
 5.00 Do you want to notify us of a change to the *approved person's* fitness and propriety?

YES NO

5.01 Criminal Proceedings

When answering the questions in this section the *approved person* should include matters whether in the *UK* or overseas. By virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, if the *approved person* is subject to the law of England and Wales, the *approved person must* disclose spent convictions and cautions (other than a protected conviction or caution). By virtue of the Rehabilitation of Offenders Act 1974 (Exclusions and Exceptions) (Scotland) Order 2013 and the Rehabilitation of Offenders (Exceptions) Order (Northern Ireland) 1979, if the *approved person* is subject to the law of Scotland or Northern Ireland, the *approved person* must disclose spent convictions (other than a protected conviction).

For the avoidance of doubt, references to the legislation above are references to the legislation as amended.

If you answer 'yes' to any of the questions in Section 5, further details should be provided in Section 7.

If there is any other information the *candidate* or the *firm* considers to be relevant to the application, it must be included in Section 7.

5.01.1 a Has the *approved person ever* been convicted of any criminal offence (whether spent or not and whether or not in the *UK*):

- iii. involving fraud, theft, false accounting, offences against the administration of public justice (such as perjury, perverting the course of justice and intimidation of witnesses or jurors), serious tax offences or other dishonesty or
- iv. relating to *companies, building societies, industrial and provident societies, credit unions, friendly societies, insurance, banking or other financial services, insolvency, consumer credit or consumer protection, money laundering, market manipulations or insider dealing?*

YES NO

B Is the *approved person* currently the subject of any criminal proceedings, whether in the *UK* or elsewhere?

YES NO

C Has the *approved person ever* been given a caution in relation to any criminal offence?

YES NO

5.01.2 Has the *approved person* any convictions for any offences other than those in 5.01.1 above (excluding traffic offences that did not result in a ban from driving or did not involve driving without insurance)?

YES NO

5.01.3 Is the *approved person* the subject of any ongoing criminal investigation?

YES NO



I have supplied further information related to this page in Section 7

YES NO

5.01.4 Has the *approved person* been ordered to produce documents pursuant to any ongoing criminal investigation or been the subject of a search (with or without a warrant) pursuant to any ongoing criminal investigation?

YES NO

In answering question 5.01.4, you should include all matters even where the *approved person* was not the subject of the investigation.

5.01.5 Has any firm at which the *approved person* holds or has held a position of influence **ever**:

(Please check the guidance notes for the meaning of 'position of influence' in the context of the questions in this part of the form.)

A Been convicted of any criminal offence? YES NO

B Been summonsed, charged with or otherwise investigated or prosecuted for any criminal offence? YES NO

C Been the subject of any criminal proceeding which has not resulted in a conviction? YES NO

D Been ordered to produce documents in relation to any criminal investigation or been the subject of a search (with or without a warrant) in relation to any criminal investigation?

In answering question 5.01.5, you should include all matters even when the summons, charge, prosecution or investigation did not result in a conviction, and, in respect of 5.01.5d, even where the firm was not the subject of the investigation. However, firms are not required to disclose details of any specific individuals who were subject to historic (as opposed to ongoing) criminal investigations, prosecutions, summons or other historic criminal proceedings.



I have supplied further information related to this page in Section 7 YES NO

5.02 Civil Proceedings

5.02.1	Has the <i>approved person</i> ever been the subject of a judgement debt or award against the <i>approved person</i> (whether satisfied or not)? Please give a full explanation of the events in question. The <i>approved person</i> should include all County Court Judgement(s) (CCJs) made against the <i>approved person</i> , whether satisfied or not; and i) the sum and date of all judgements debts, awards or CCJs (whether satisfied or not); and ii) the total number of all judgement debts, awards or CCJs ordered.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.02.2	Has the <i>approved person</i> ever been party to any civil proceedings which resulted in any order against the <i>approved person</i> (other than a judgement debt or award referred to in 5.02.1 above)? (the <i>approved person</i> should include, for example, injunctions and employment tribunal proceedings.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.02.3	Is the <i>approved person</i> aware of: A Any proceedings that have begun, or anyone's intention to begin proceedings against the <i>approved person</i> , for a CCJ or another judgement debt?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
B	More than one set of proceedings, or anyone's intention to begin more than one set of proceedings, that may lead to a CCJ or other judgement debt?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
C		YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.02.4	Does the <i>approved person</i> have any current judgement debts (including CCJs) made under a court order still outstanding, whether in full or in part?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.02.5	Has the <i>approved person</i> ever failed to satisfy any such judgement debts (including CCJs) made under a court order still outstanding, whether in full or part, within one year of the order being made?	YES <input type="checkbox"/>	NO <input type="checkbox"/>



I have supplied further information related to this page in Section 7

YES

NO

5.02.6	Has the <i>approved person</i> ever:	
A	Filed for the <i>approved person</i> 's own bankruptcy or had a bankruptcy petition served on the <i>approved person</i> ?	YES <input type="checkbox"/> NO <input type="checkbox"/>
B	Been adjudged bankrupt?	YES <input type="checkbox"/> NO <input type="checkbox"/>
C	Been the subject of a bankruptcy restrictions order (including an interim bankruptcy restrictions order) or offered a bankruptcy restrictions undertaking?	YES <input type="checkbox"/> NO <input type="checkbox"/>
D	Made any arrangements with the <i>approved person</i> 's creditors, for example a deed of arrangement or an individual voluntary arrangement (or in Scotland a trust deed)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
E	Had assets sequestrated?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.02.7	Does the <i>approved person</i> , or any undertaking under their management, have any outstanding financial obligations arising from <i>regulated activities</i> , which have been carried out in the past (whether or not in the UK or overseas)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.02.8	Has the <i>approved person</i> ever been adjudged by a court or tribunal (whether criminal, civil or administrative) for any fraud, misfeasance, negligence, wrongful trading or other misconduct? Or been found by a judge or tribunal to have lied on oath and/or that their evidence was to be disbelieved?	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.02.9	Is the <i>approved person</i> currently:	
A	Party to any civil proceedings (including those covered in 5.02.7 above)?	YES <input type="checkbox"/> NO <input type="checkbox"/>
B	Aware of anybody's intention to begin civil proceedings against the <i>approved person</i> ? (The <i>approved person</i> should include any ongoing disputes whether or not such dispute is likely to result in any order against the <i>approved person</i>).	YES <input type="checkbox"/> NO <input type="checkbox"/>
5.02.10	During the period over which the <i>approved person</i> has held a position of influence and/or in the 10 years after this, has any firm at which the <i>approved person</i> holds or has held a position of influence ever been:	
A	Adjudged by a court civilly liable for any fraud, misfeasance, wrongful trading or other misconduct?	YES <input type="checkbox"/> NO <input type="checkbox"/>
B	The subject of a judgement debt or award against the firm? (The <i>approved person</i> should include all CCJs made against the firm, whether satisfied or not.)	YES <input type="checkbox"/> NO <input type="checkbox"/>
C	Party to any other civil proceedings which resulted in an order against the firm other than in relation to matters covered in 5.02.10a and 5.02.10b above?	YES <input type="checkbox"/> NO <input type="checkbox"/>



I have supplied further information related to this page in Section 7

YES NO

5.02.11

Is any firm at which the *approved person* currently holds or has held, within the last 12 months from the date of the submission of this form, a position of influence currently:

A a party to civil proceedings; and/or

YES NO

B aware of anyone's intention to begin civil proceedings against them?

YES NO

5.02.12

Has any company, partnership or unincorporated association of which the *approved person* is or has been a *controller*, director, senior manager, *partner* or company secretary, in the *UK* or elsewhere, at any time during their involvement, or within one year of such an involvement, been put into liquidation, wound up, ceased trading, had a receiver or administrator appointed or entered into any voluntary arrangement with its creditors?

YES NO



I have supplied further information related to this page in Section 7

YES NO

5.03 Business and Employment Matters

5.03.1	Has the <i>approved person</i> ever been:		
A	Disqualified from acting as a director or similar position (one where the <i>approved person</i> acts in a management capacity or conducts the affairs of any company, partnership or unincorporated association)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
B	The subject of any proceedings of a disciplinary nature (whether or not the proceedings resulted in any finding against the <i>approved person</i>)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
C	The subject of any investigation which has led or might lead to disciplinary proceedings?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
D	Notified of any potential proceedings of a disciplinary nature against the <i>approved person</i> ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
E	The subject of an investigation into allegations of misconduct or malpractice in connection with any business activity? (This question covers internal investigation by an authorised firm, as well as investigation by a regulatory body, at any time.)	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.03.2	Has the <i>approved person</i> ever been refused entry to, or been dismissed, suspended or requested to resign from, any profession, vocation, office or employment, or from any fiduciary office or position of trust whether or not remunerated?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.03.3	Does the <i>approved person</i> have any material written complaints made against the <i>approved person</i> by the <i>approved person's</i> clients or former clients in the last five years which the <i>approved person</i> has accepted, or which are awaiting determination, or have been upheld – by an ombudsman or complaints scheme?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.03.4	Has the <i>candidate</i> ever participated in arbitration proceedings? (This question only applies where the applicant firm is a Solvency II insurance firm)		



I have supplied further information related to this page in Section 7

YES NO

5.04 Regulatory Matters

5.04.1 In relation to activities regulated by the *FCA* and/or *PRA* or any other regulatory body (see the guidance notes on section 5), has:

- The *approved person*, or
- Any company, partnership or unincorporated association of which the *approved person* is or has been a *controller*, director, senior manager, *partner* or company secretary, during the *approved person's* association with the entity and for a period of three years after the *approved person* ceased to be associated with it, **ever** –

A	Been refused, had revoked, restricted, been suspended from or terminated any licence, authorisations, registration, notification, membership or any other permission granted by any such body?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
B	Been criticised, censured, disciplined, suspended, expelled, fined or been the subject of any other disciplinary or interventional action by any such body?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
C	Received a warning (whether public or private) that such disciplinary or interventional action may be taken against the <i>approved person</i> or the firm?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
D	Been the subject of an investigation by any regulatory body whether or not such an investigation resulted in a finding against the <i>candidate</i> or the firm?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
E	Been required or requested to produce documents or any other information to any regulatory body in connection with an investigation (whether against the firm or otherwise)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
F	Been investigated or been involved in an investigation by an inspector appointed under companies or any other legislation, or required to produce documents to the Secretary of State, or any other authority, under any such legislation?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
G	Ceased operating or resigned whilst under investigation by any such body or been required to cease operating or resign by any regulatory body?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
H	Decided, after making an application for any licence, authorisation, registration, notification, membership or any permission granted by any such body not to proceed with it?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
I	Been the subject of any civil action related to any <i>regulated activity</i> which has resulted in a finding by a court?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
J	Provided payment services or distributed or redeemed e-money on behalf of a regulated firm or itself under any contractual agreement where that agreement was terminated by the regulated firm?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
K	Been convicted of any criminal offence, censured, disciplined or publicly criticised by any inquiry, by the Takeover Panel or any governmental or statutory authority or any other regulatory body (other than as indicated in this group of questions)?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
<i>a.</i>	Been on a board of directors in an operating undertaking that has not been granted a release from liability? (This question only applies where the applicant firm is a Solvency II insurance firm)		



I have supplied further information
related to this page in Section 7

YES

NO

5.04.2 In relation to activities regulated by the *FCA/PRA* or any other regulatory body, has the *approved person* or any firm at which the *approved person* holds or has held a position of influence at any time during and within one year of the *approved person's* association with the firm **ever**:

A	Been found to have carried on activities for which authorisation or registration by the <i>FCA/PRA</i> or any other regulatory body is required without the requisite authorisations?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
----------	---	------------------------------	-----------------------------

B	Been investigated for the possible carrying on of activities requiring authorisation or registration by the <i>FCA/PRA</i> or any other regulatory body, without the requisite authorisation whether or not such investigation resulted in a finding against the <i>approved person</i> ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
C	Been found to have performed a <i>senior management function</i> or other <i>controlled function</i> (or an equivalent function requiring approval by the <i>FCA/PRA</i> or any other regulatory body) without the requisite approval?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
D	Been investigated for the possible performance of a senior management function or other controlled function (or an equivalent function requiring approval by the <i>FCA/PRA</i> or any other regulatory body) without the requisite approval, whether or not such investigation resulted in a finding against the approved person?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
E	Been found to have failed to comply with an obligation under the Electronic Money Regulations 2011 or Payment Services Regulations 2009 to notify the <i>FCA/PRA</i> of the identity of a person acting in a position of influence over its electronic money or payment services business?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
F	Been the subject of a prohibition order under section 56 Financial Services and Markets Act 2000, or received a warning notice proposing that such a direction or order be made, or received a private warning?	YES <input type="checkbox"/>	NO <input type="checkbox"/>



I have supplied further information
related to this page in Section 7

YES NO

5.05 Other Matters

5.05.1 Is the *approved person*, in the role to which the application relates, aware of any business interests, employment obligations, or any other circumstance which may conflict with the performance of the *controlled functions* (including senior management functions) for which approval is now being sought?

YES NO

5.05.2 **5.05.2 should only be answered if the firm is a Solvency II insurer.**

Does the *approved person* have, or know of any:

A Qualifying ownership¹⁵ or any other form of substantial influence in the *firm* or *group*, or any other companies

YES NO

If yes, please provide:

1. Company name and registration number
2. Nature and scope of the operations
3. The registered office of the company
4. Possession in percentage

B Close relatives with ownership shares in the *firm* or *group*

YES NO

C Close relatives with any other financial relations in the *firm* or *group*

YES NO

¹⁵ As defined in Article 13(21) of the Solvency II Directive, qualifying ownership is ‘direct or indirect holding in an undertaking which represent 10% or more of the capital or of the voting rights or which makes it possible to exercise a significant influence over the management of that undertaking’.

D	Any other commitments that may give rise to a conflict of interest	YES <input type="checkbox"/>	NO <input type="checkbox"/>
---	--	------------------------------	-----------------------------

If the response is 'yes' to any of the above, please provide, in Section 6, explanations of the circumstances and how the *candidate* intends to mitigate this.

5.05.3	Is the <i>approved person</i> or the <i>firm</i> aware of any other information relevant to this notification that the <i>FCA/PRA</i> might reasonably expect	YES <input type="checkbox"/>	NO <input type="checkbox"/>
--------	---	------------------------------	-----------------------------



I have supplied further information related to this page in Section 7

YES

NO

Fitness and Propriety – Notifications under section 64C of the Financial Services and Markets Act 2000

Section 6

This section does not apply to appointed representatives. It should be completed by an SMCR firm to:

- (a) make a notification of disciplinary action (as defined in section 64C (Requirement for relevant authorised persons to notify regulator of disciplinary action) of FSMA) due to any action, failure to act or circumstance that amounts to a breach of the individual or senior manager conduct rules set out in the *FCA*'s COCON or *PRA* Conduct Rules;
- (b) make a follow up notification to update a determination that has previously been the subject of a notification made by the firm in relation to (a) (and to the extent required by, in the case of the *FCA*, SUP 10C, SUP 15.6.4R and SUP 15.11.8G, or in the case of the *PRA*, Notifications in the Rulebook¹⁶).

6.01 Initial or update on previous notification

6.01.1 Is the firm updating a previous notification made under section 64C of FSMA?

YES NO

If the firm has answered "No", please go to section 6.02.

If the firm has answered "Yes", please complete the below:

Date of previous notification:
Please provide brief details of prior notification including reference number:
Description of the update to the previous notification:

6.02 Notification of disciplinary action where the reason for taking the disciplinary action is any action, failure to act or circumstance that amounts to a breach of the individual or senior manager conduct rules.

6.02.1 Please include details in the relevant boxes below of the individual or senior manager conduct rules set out in the *FCA*'s COCON or *PRA* Conduct Rules, relevant to this notification.

	Tick the rule(s) relevant to this notification
Individual Conduct Rules	
Rule 1: You must act with integrity.	<input type="checkbox"/>
Rule 2: You must act with due skill, care and diligence.	<input type="checkbox"/>
Rule 3: You must be open and cooperative with the <i>FCA</i> , the <i>PRA</i> and other regulators.	<input type="checkbox"/>
Rule 4: You must pay due regard to the interests of <i>customers</i> and treat them fairly.	<input type="checkbox"/>
Rule 5: You must observe proper standards of market conduct.	<input type="checkbox"/>
Senior Manager Conduct Rules	
SC1: You must take reasonable steps to ensure that the business of the <i>firm</i> for which you are responsible is controlled effectively.	<input type="checkbox"/>
SC2: You must take reasonable steps to ensure that the business of the <i>firm</i> for which you are responsible complies with relevant requirements and standards of the <i>regulatory system</i> .	<input type="checkbox"/>
SC3: You must take reasonable steps to ensure that any delegation of your	<input type="checkbox"/>

¹⁶ The relevant section of the *PRA Rulebook* should be referred to depending on which firm is applying.

responsibilities is to an appropriate <i>person</i> and that you oversee the discharge of the delegated responsibility effectively.	
SC4: You must disclose appropriately any information of which the <i>FCA</i> or <i>PRA</i> would reasonably expect notice.	<input type="checkbox"/>
SC5: When exercising your responsibilities, you must pay due regard to the interests of current and potential future <i>policyholders</i> in ensuring the provision by the <i>firm</i> of an appropriate degree of protection for their insured benefits.	<input type="checkbox"/>

6.02.2 For each breach of an individual or senior manager conduct rule please provide the following information. Please attach additional sheets as necessary.

Relevant rule(s):
Date when breach came to the attention of the <i>firm</i> :
Date or period of breach:
Further details of the breach:

6.02.3 Please provide details below of disciplinary action taken and the reasons for this action. Please do not repeat information already included in the answers to Questions 6.02.1 and 6.02.2 above. If necessary please cross refer to the answers provided.

--



I have supplied further information related to this page in Section 7 YES NO

Supporting Documents and Supplementary Information Section 7

- 7.01** Full details must be provided here if any questions have been answered “yes” in Section 5 (Fitness and Propriety) and if there if there is any other information the *approved person* or the *firm* considers to be relevant to the notification?
Please provide full details.
Please indicate clearly to which question the supplementary information relates.

Question	Information
7.02 How many additional sheets are being submitted?	

Supporting Documents

7.03 Indicate the required supporting documents to accompany this form.

Documents

Declaration

The *firm* must ask the *approved person* to make the declaration only where the *firm* becomes aware of information that would reasonably be material to the assessment of the *approved person's* continuing fitness and propriety.

However, note that it may not be appropriate to ask the *approved person* to make the declaration below where the applicant *firm* becomes aware of information that would reasonably be material to the assessment of that *approved person's* continuing fitness and propriety.

Knowingly or recklessly giving the *FCA* and/or *PRA* information which is false or misleading in a material particular may be a criminal offence (section 398 of FSMA). It should not be assumed that information is known to the *FCA* and/or *PRA* merely because it is in the public domain or has previously been disclosed to the *FCA* and/or *PRA* or another regulatory body. If there is any doubt about the relevance of information, it should be included.

In addition to other regulatory responsibilities, *firms* and *approved persons* have a responsibility to disclose to the *FCA* and/or *PRA* matters of which it would reasonably expect to be notified. Failure to notify the *FCA* and/or *PRA* of such information may lead to the *FCA* and/or *PRA* taking disciplinary or other action against the firm and/or the *approved person*.

For the purposes of complying with the Data Protection Act 1998, the personal information provided in this form will be used by the *FCA* and/or *PRA* to discharge their statutory functions under FSMA and other relevant legislation, and will not be disclosed for any other purposes without the permission of the *firm*.

DECLARATION OF APPROVED PERSON

The *approved person* confirms that they are aware that, for the purposes of complying with the Data Protection Act 1998, the personal information in this form will be used by the *FCA* and/or *PRA* to discharge its statutory functions under FSMA and other relevant legislation. It will not be disclosed for any other purposes without the permission of the *approved person*.

The *approved person* confirms that the information in this form is accurate and complete to the best of their knowledge and belief and that they have read the notes to this form. The *approved person* will notify the *FCA/PRA*, as applicable, immediately if there is a material change to the information provided.

The *FCA* and/or *PRA* may seek to verify the information given in this form including answers pertaining to fitness and propriety and make such enquiries and seek further information as it considers appropriate. The *approved person* authorises the *FCA* and *PRA*, as applicable, to make such enquiries and seek such further information as it thinks appropriate in the course of verifying the information given in this form. The *approved person* also understands that the results of these enquiries may be disclosed to the *firm* / their employer.

8.01 Full name of *approved person*
i.e. Title, forenames, SURNAME

8.02 Signature

Date

DECLARATION OF FIRM

The *firm* confirms that the information in this form is accurate and complete to the best of its knowledge and belief. The Firm will notify the *FCA/PRA*, as applicable, immediately if there is a material change to the information provided.

If the *firm* submits this form on behalf of one or more other *firms*, the *firm* confirms that is duly authorised by such *firm(s)* to make such submission.

The *FCA* and/or *PRA* may seek to verify the information given in this form including answers pertaining to fitness and propriety and make such enquiries and seek further information as it considers appropriate. The *firm* authorises the *FCA* and *PRA*, as applicable, to make such enquiries and seek such further information as it thinks appropriate in the course of verifying the information given in this form.

By signing below, the person submitting this form on behalf of the *firm* confirms that this form is accurate and complete to the best of their knowledge and he or she has read and understood the notes to this form and the declaration given by the *firm*.

8.03 Name of the *firm*

8.04 Name of *person* signing on behalf of the *firm*

8.05 Job title

8.06 Signature

Date



BANK OF ENGLAND
PRUDENTIAL REGULATION
AUTHORITY



Application number
(for FCA/PRA use only)

The *FCA* has produced notes which will assist both the applicant *firm* and the *candidate* in answering the questions in this form. Please read these notes, which are available on the *FCA* website at

<https://www.handbook.fca.org.uk/handbook/SUP/10C/Annex3D.html>

Both the applicant *firm* and the *candidate* will be treated by the *FCA* and *PRA* as having taken these notes into consideration when completing this form. Terms defined in either or both of the *FCA Handbook* or the *PRA Rulebook* are italicised and should be construed accordingly.

Form E

Internal transfer of a person performing a controlled function for dual regulated firms

FCA Handbook Reference: SUP 10C Annex 7D

*PRA Rulebook Reference: Senior Managers Regime - Applications and Notifications*¹⁷

[Commencement Date]

Name of *candidate*
(to be completed by applicant *firm*)

Name of *firm*
(as entered in 2.01)

Financial Conduct Authority
25 The North Colonnade
Canary Wharf
London E14 5HS
United Kingdom
Telephone +44 (0) 300 500 0597
E-mail firm.queries@fca.org.uk
Website <http://www.fca.org.uk>
Registered as a Limited Company in England and Wales
No 1920623. Registered Office as above

Prudential Regulation Authority
20 Moorgate
London
EC2R 6DA
United Kingdom
Telephone +44 (0) 203 461 7000
E-mail PRA-ApprovedPersons@bankofengland.co.uk
Website www.bankofengland.co.uk/PRA

¹⁷ The relevant section of the *PRA Rulebook* should be referred to depending on which firm is applying. For example: CRR firms: Senior Managers Regime - Applications and Notifications; Non – CRR firms: Senior Managers Regime - Applications and Notifications; Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications; Large Non-Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications; Non-Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications

Personal identification details

Section 1

1.01	Individual Reference Number (IRN)	
1.02	Title (e.g. Mr, Mrs, Ms,)	
1.03	Surname	
1.04	ALL forenames	
1.05	Date of birth	
1.06	National Insurance number	
1.07	Place of birth	
1.08	Phone number	
1.09	Email address	

Firm identification details

Section 2

2.01	Name of applicant <i>firm</i>	
2.02	<i>Firm</i> Reference Number (FRN)	
2.03 a	Who should the FCA/PRA contact at the applicant <i>firm</i> in relation to this application?	
B	Position	
C	Phone number	
D	E-mail	

Please note that the contact at the *firm* cannot be the same person as the *candidate*



I have supplied further information related to this page in Section 5

YES

NO

- 3.01** List all *senior management functions* which the *approved person* is ceasing to perform. The effective date is the date the *person* will cease to perform the functions.

	FRN	Name of firm	Senior Management function	Effective date
A				
B				
C				
D				
E				



I have supplied further information related to this page in Section 5

YES

NO

4A.01

Nature of the
arrangement
between the
candidate and the
applicant.

a Employee

b Group employee

Name of group

c Contract for services

d Partner

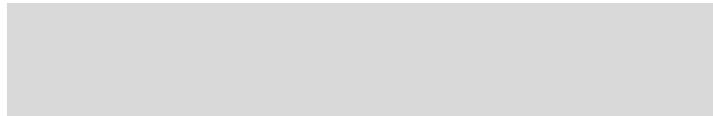
e Other

Give details

Proposed date of appointment



Length of appointment (if applicable)



4A.02 For applications from a single *firm*, please tick the boxes that correspond to the *senior management functions* to be performed.

If the *senior management functions* are to be performed for more than one *firm*, please leave the boxes below blank and go to question 4.05

The table below sets out the full list of *senior management functions* (SMFs). Please refer to the PRA Rulebook and FCA Handbook for the mandatory SMFs for your firm.

Function	Description of a Senior Management Function	UK banks*	UK branches of EEA banks and insurers	UK branches of non-EEA banks	Credit unions	Solvency II firms & large NDFs	Small NDFs	ISPVs	Small firms in run off	UK branches of non-EEA insurers
SMF 1	Chief Executive	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF 2	Chief Finance	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF 3	Executive Director	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF 4	Chief Risk	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF 5	Head of Internal Audit	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF 6	Head of Key Business Area	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
SMF 7	Group Entity Senior Manager	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF 8	Credit Union Senior Manager				<input type="checkbox"/>					
SMF 9	Chair of the <i>Governing Body</i>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF10	Chair of the Risk Committee	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF11	Chair of the Audit Committee	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF12	Chair of the Remuneration Committee	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF13	Chair of the Nomination Committee	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
SMF14	Senior Independent Director	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF15	Chair of With Profits Committee					<input type="checkbox"/>				<input type="checkbox"/>
SMF16	Compliance Oversight	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF17	Money Laundering Reporting Officer (MLRO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
SMF18	Other Overall Responsibility	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>				
SMF19	Head of Third Country Branch/ Head of Overseas			<input type="checkbox"/>						<input type="checkbox"/>
SMF20	Chief Actuary					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF20a	With-Profits Actuary					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
SMF21	EEA Branch Senior Manager (EBSM)		<input type="checkbox"/>							
SMF22	Other Local Responsibility			<input type="checkbox"/>						<input type="checkbox"/>
SMF23	Chief Underwriting Officer					<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF23a	Underwriting Risk Oversight (Lloyd's)					<input type="checkbox"/>				
SMF23b	Conduct Risk Oversight (Lloyd's)					<input type="checkbox"/>				
SMF24	Chief Operations	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>

Function	Description of a <i>Senior Management Function</i>	UK banks*	UK branches of EEA banks and insurers	UK branches of non- EEA banks	Credit unions	Solvency II firms & large NDFs	Small NDFs	ISPVs	Small firms in run off	UK branches of non- EEA insurers
SMF25	Small Insurer Senior Management Function						<input type="checkbox"/>			
SMF26	Head of Small Run-Off Firm								<input type="checkbox"/>	
SMF27	Partner	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

* 'UK Banks' refers to UK banks, building societies and PRA designated investment firms

4A.03 Job title

4A.04 Insurance distribution

Will the *candidate* be responsible for insurance distribution at the firm? YES NO

(Note: Yes can only be selected if the individual is applying for a governing function (other than a non-executive director function).)

4A.05 Mortgage Credit Directive

Will the candidate be responsible for Mortgage Credit Directive Intermediation at the firm? YES NO

4A.06 Has the *firm* undertaken a criminal records check in accordance with the requirements of the *FCA* and/or *PRA*?
Please note that a *firm* is required under *PRA* rules to request and, under *FCA* rules to obtain the fullest information that it is lawfully able to obtain about the *candidate* under Part V of the Police Act 1997 (Certificates of Criminal records, etc) and related subordinated legislation of the *UK* or any part of the *UK* before making the application. (SUP 10C.10.16R and *PRA* Rulebook – Fitness and Propriety)¹⁸

If yes, please enter date the check was undertaken

Date(dd/mm/yyyy):

Note: if date is more than 3 months prior to current date or 3 months prior to date of application submission or the check has not been undertaken, please provide details in section 5.



I have supplied further information
related to this page in Section 5

YES NO

¹⁸ The relevant section of the *PRA Rulebook* should be referred to depending on which firm is applying.

4A.07

Complete this section only if the application is on behalf of more than one firm.

List all *firms* within the *group* (including the *firm* entered in 2.01) for which the applicant requires approval and the requested *senior management function* for that *firm*.

	Firm Reference Number	Name of firm	Senior Management function	Job title (mandatory)	Responsible for insurance distribution?	Responsible for mortgage credit intermediation?	Effective date
A							
B							
C							
D							
E							

4A.08

Has / Have a reference or references been obtained from current or previous employer(s) in accordance with the requirements of the *FCA* or *PRA*? If no, please provide details why the reference or references has/have not been obtained.

YES NO

Please note that a firm is required to use reasonable steps to obtain an appropriate reference from any current or previous employer of the candidate during the last 6 years (see SYSC 22 and Fitness and Propriety¹⁹ in the PRA Rulebook). "Employer" has an extended meaning for these purposes.

¹⁹ The relevant section of the *PRA Rulebook* should be referred to depending on which firm is applying.



I have supplied further information
related to this page in Section 6[†] YES NO

Arrangement and controlled functions – Appointed Representatives

Section 4B

Complete this section if the application is for a *controlled function* at an *appointed representative (AR)*. If you are submitting an application for a *senior management function* then please complete section 4A.

4B.01	Nature of the arrangement between the candidate and the applicant.	<hr/>	
	a	Appointed representative/tied agent – customer function	<input type="checkbox"/>
		AR firm name and reference number	
	b	Appointed representative/tied agent – governing function	<input type="checkbox"/>
		AR firm name and reference number	
	c	Other	<input type="checkbox"/>
		Give details	
4B.02	For applications from a single <i>firm</i> , please tick the boxes that correspond to the <i>controlled functions</i> to be performed. If the <i>controlled functions</i> are to be performed for more than one <i>firm</i> , please go to question 4B.05.		
A	Significant influence functions	CF 1 Director function	<input type="checkbox"/> <input type="checkbox"/>
		CF 3 Chief executive function	<input type="checkbox"/>
		CF 4 Partner function	<input type="checkbox"/>
		CF 5 Director of an unincorporated association function	<input type="checkbox"/> <input type="checkbox"/>
B	Customer function	CF 30 Customer function	<input type="checkbox"/>
4B.03	Effective date of <i>controlled functions</i> indicated above		
4B.04	Job title Please refer to notes on the requirements for submitting a CV.		



I have supplied further information related to this page in Section 6

YES

NO

4B.05 Complete this section only if the application is on behalf of more than one firm.

List all *firms* within the *group* (including the *firm* entered in 2.01) for which the *candidate* requires approval and the requested *controlled function* for that *firm*.

	Firm Reference Number	Name of firm	Controlled function	Job title	Effective date
A					
B					
C					
D					
E					



I have supplied further information related to this page in Section 6 YES NO

Supplementary information for Senior Management Functions

Section 5

5.01 Please provide full details of:

- a) why the *candidate* is competent and capable to carry out the *controlled function(s)* applied for;
- b) why the appointment complements the *firm's* business strategy, activity and market in which it operates;
- c) how the appointment was agreed including details of any discussions at governing body level (where applicable);
- d) a list of all directorships currently or previously held by the *candidate* in the past 10 years (where *director* has the meaning given in the Glossary); and
- e) if the *candidate* currently holds more than one directorship, please provide a breakdown on the *candidate's* time commitment to each directorship.

5.02

If there is any additional information indicated in previous sections or any other information the *candidate* or the *firm* considers being relevant to this application it must be included here.

Question	Information

Note: If there is insufficient space, please continue on a separate sheet of paper and clearly identify the section and question to which the additional information relates.

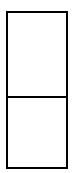
5.03 Firms must also provide the following supporting documents required with this form (please tick)

It is for firms to assess which supporting documents they should submit but, in the majority of cases, it is expected that firms will submit all of the listed supporting documents.

<input type="checkbox"/>	Statement of Responsibilities
<input type="checkbox"/>	Candidate's Curriculum Vitae (C.V)
<input type="checkbox"/>	Role(s) description
<input type="checkbox"/>	A copy of the firm's management responsibilities map (SYSC 25.1 and Allocation of Responsibilities in the PRA Rulebook²⁰) This requirement does not apply to all firms.
<input type="checkbox"/>	A summary of any handover material (as referred to in SYSC 25.9.4R to SYSC 25.9.8G and SUP 10C.10.13G and Senior Management Functions in the PRA Rulebook²¹) This requirement does not apply to all firms.
<input type="checkbox"/>	A description or copy of the candidate's Skills Gap Analysis.
<input type="checkbox"/>	A description or copy of the candidate's Induction programme

²⁰ The relevant section of the *PRA Rulebook* should be referred to depending on which firm is applying

²¹ The relevant section of the *PRA Rulebook* should be referred to depending on which firm is applying.



A description or copy of the candidate's Learning and Development plan (including the name of the individual responsible for monitoring the candidate's progress against the development points and the time frame for completion)

A description or documentation setting out how the competency was assessed (demonstrating competence and suitability mapped to the specific role and responsibilities of the role).

Declaration of Candidate

Knowingly or recklessly giving the *FCA* and/or *PRA* information which is false or misleading in a material particular may be a criminal offence (section 398 and 400 of the Financial Services and Markets Act 2000 – ‘*FSMA*’). It should not be assumed that information is known to the *FCA* and/or *PRA* merely because it is in the public domain or has previously been disclosed to the *FCA* and/or *PRA* or another regulatory body. If there is any doubt about the relevance of information, it should be included.

In addition to other regulatory responsibilities, *firms*, senior managers and other *approved persons* have a responsibility to disclose to the *FCA* and/or *PRA* matters of which it would reasonably expect to be notified. Failure to notify the *FCA* and/or *PRA* of such information may lead to the *FCA* and/or *PRA* taking disciplinary or other action against the *firm* and/or individuals.

The *candidate* confirms that the attached Statement of Responsibilities accurately reflects the aspects of the affairs of the firm which it is intended that the *candidate* will be responsible for managing. The *candidate* confirms that they have accepted all the responsibilities set out in the Statement of Responsibilities.

For the purposes of complying with the Data Protection Act 1998, the personal information provided in this Form will be used by the *FCA* and/or *PRA* to discharge their statutory functions under *FSMA* and other relevant legislation, and will not be disclosed for any other purpose without the permission of the *candidate*.

With reference to the above, the *FCA* and/or *PRA* may seek to verify the information given in this form including answers pertaining to fitness and propriety. This may include a credit reference check. In signing the form below:

- a) I authorise the *FCA* and/or *PRA* to make such enquiries and seek such further information as it thinks appropriate in the course of verifying the information given in this form. *Candidates* may be required to apply for a criminal records search to be made as to whether any criminal records are held in relation to them and to obtain a certificate (where such certificate can be obtained) and to disclose the result of that search to the *firm* submitting this application.
- b) I confirm that the information in this form is accurate and complete to the best of my knowledge and belief and that I have read the notes to this form.
- c) I confirm that I understand the regulatory responsibilities of my proposed role as set out in the rules of conduct in the *FCA*’s Conduct Rules (COCON) and/or *PRA* Conduct Rules.
- d) I confirm that the Statement of Responsibility submitted with this form accurately reflects the aspects of the affairs of the *firm* which it is intended that I will be responsible for managing. I confirm that I have accepted all the responsibilities set out in this Statement of Responsibilities.

Tick here to confirm you have read and understood this declaration:

6.01 Candidate's full name

6.02 Signature

Date

Declaration of Firm

Knowingly or recklessly giving the *FCA* and/or *PRA* information which is false or misleading in a material particular may be a criminal offence (sections 398 and 400 of FSMA). *SUP 15.6.1R* and *SUP 15.6.4R* of the *FCA Handbook* and *Notification 6* of the *PRA Rulebook* require a *firm* to take reasonable steps to ensure the accuracy and completeness of information given to the *FCA* and/or *PRA* and to notify the *FCA* and/or *PRA* immediately if materially inaccurate information has been provided.

In addition to other regulatory responsibilities, *firms*, senior managers and other *approved persons* have a responsibility to disclose to the *FCA* and/or *PRA* matters of which it would reasonably expect to be notified. Failure to notify the *FCA* and/or *PRA* of such information may lead to the *FCA* and/or *PRA* taking disciplinary or other action against the *firm* and/or individuals.

It should not be assumed that information is known to the *FCA* and/or *PRA* merely because it is in the public domain or has previously been disclosed to the *FCA* and/or *PRA* or another regulatory body. If there is any doubt about the relevance of information, it should be included.

In making this application the *firm* believes on the basis of due and diligent enquiry and by reference to the criteria in *FIT* in the *FCA Handbook* and the *Fitness and Propriety Part* of the *PRA Rulebook*²² that the candidate is a fit and proper person to perform the controlled function(s) listed in section 3. The firm also believes, on the basis of due and diligent enquiry, that the candidate is competent to fulfil the duties required in the performance of such function(s).

IF UNDERTAKING ANY NON MiFID BUSINESS FOR WHICH THE FIRM HAS NOT PREVIOUSLY APPLIED FOR AUTHORISATION, PLEASE ALSO COMPLETE THE FOLLOWING

The *firm* also believes, on the basis of due and diligent enquiry, that the *candidate* is competent to fulfil the duties required of such function(s). YES NO

If the *firm* confirms that it has had sight of a criminal records certificate prepared within the past 3 months in relation to the *candidate* and has given due consideration to the information contained in that certificate in determining that *candidate* to be fit and proper. Alternatively, where a certificate is not obtained the firm has provided an explanation in section 5.

In signing this form on behalf of the *firm*:

a) I confirm that the information in this form is accurate and complete to the best of my knowledge and belief and that I have read the notes to this form.

b) I confirm that I have authority to make this application and provide the declarations given by the *firm*, and sign this form, on behalf of the *firm* identified in section 2.01 and/or each *firm* identified in section 4.04. I also confirm that a copy of this form, as submitted to the *FCA* and/or *PRA*, will be sent to each of those *firms* at the same time as submitting the form to the *FCA* and/or *PRA*.

c) I confirm the *candidate* has been made aware of the regulatory responsibilities of the proposed role as set out in the rules of conduct in the *FCA's Conduct Rules* (COCON) and/or *PRA Conduct Rules*.

d) I confirm that that the Statement of Responsibilities submitted with this form accurately reflects the aspects of the affairs of the *firm* which it is intended that the *candidate* will be responsible for managing

6.03 Name of the *firm* submitting the application

6.04 Name of person signing on behalf of the *firm*

6.05 Job title

6.06 Signature

Date

²² The relevant section of the *PRA Rulebook* should be referred to depending on which firm is applying



BANK OF ENGLAND
PRUDENTIAL REGULATION
AUTHORITY



Application number
(for FCA/PRA use only)

Form I – Application to add, vary or remove a conditional approval for the performance of a *senior management function*

FCA Handbook Reference: SUP 10C Annex 8D

Terms defined in either or both of the FCA Handbook or the PRA Rulebook are italicised and should be construed accordingly.

[Commencement date]

Name of individual
(to be completed by applicant *firm*)

Name of applicant *firm*
(as entered in 2.01)

Financial Conduct Authority
25 The North Colonnade
Canary Wharf
London E14 5HS
United Kingdom
Telephone +44 (0) 300 500 0597
E-mail firm.queries@fca.org.uk
Website <http://www.fca.org.uk>
Registered as a Limited Company in England and Wales
No 1920623. Registered Office as above

Prudential Regulation Authority
20 Moorgate
London
EC2R 6DA
United Kingdom
Telephone +44 (0) 203 461 7000
E-mail PRA-ApprovedPersons@bankofengland.co.uk
Website www.bankofengland.co.uk/PRA

Contact Details

Section 1

1.01 Contact for this application (at the applicant firm)

Title	
First name	
Surname	
Job title	
Business address	
Post code	
Phone number	
Email address	

Personal identification details

Section 2

2.01 Individual Reference Number (IRN)

2.02 Title
(e.g. Mr, Mrs, Ms)

2.03 Surname

2.04 ALL forenames

2.05 Date of birth

2.06 National Insurance number

Firm identification details

Section 3

3.01 Name of applicant *firm*

3.02 Firm Reference Number (FRN)

3.03 a Who should the FCA/PRA contact at the applicant *firm* in relation to this notice?

b Business address

c Position

d Telephone

e Mobile

f E-mail

Condition(s)

Section 4

3.01 Are you applying to add, vary or remove a condition?

Add	
Vary	
Remove	

3.02 If you are applying to vary an existing condition please provide details of the current condition, proposed variation and reason for the proposed variation.

<u>Applicable senior management function</u>	
<u>Current condition</u>	
<u>Proposed variation</u>	
<u>Reason for variation</u>	

3.03 If you are applying to add a condition to an existing conditional approval please provide details and reason for proposed condition.

<u>Applicable senior management function</u>	
<u>Proposed condition</u>	
<u>Reason for proposed condition</u>	

3.04 If you are applying to remove a condition from an existing conditional approval please provide details of the current condition and the reason for the proposed removal.

<u>Applicable senior management function</u>	
<u>Current condition</u>	
<u>Reason for removal of condition</u>	



I have supplied further information YES NO
related to this page in Section 4

Supplementary information

Section 5

- 4.01** Is there any other information that the applicant *firm* considers to be relevant to the application?
Please indicate clearly to which section the supplementary information relates.
Please submit an updated *statement of responsibilities* with this form.

Section	Information

- 4.02** How many additional sheets are being submitted?

Declarations and signature

Section 6

Declaration of Applicant Firm

In this declaration, the *firm* seeking the variation of the conditional approval previously granted in relation to the performance of a *senior management function* by an individual is referred to as the “applicant firm”. The individual in relation to whom the *FCA/PRA* (as applicable) gave the conditional approval is referred to as the “Individual”. It is a criminal offence, knowingly or recklessly, to give the *FCA/PRA* (as applicable) information that is materially false, misleading or deceptive (see sections 398 and 400 of the Financial Services and Markets Act 2000).

The applicant *firm* will notify the *FCA/PRA* (as applicable) immediately if there is a material change to the information provided.

In addition to other regulatory responsibilities, *firms* and *approved persons* have a responsibility to disclose to the *FCA/PRA* (as applicable) matters of which it would reasonably expect to be notified. Failure to notify the *FCA/PRA* (as applicable) of such information may lead to the *FCA/PRA* (as applicable) taking disciplinary or other action against the applicant and/or the individual.

The applicant understands that the *FCA/PRA* (as applicable) may require it to provide further information or documents at any time.

For the purpose of complying with the Data Protection Act 1998, the personal data provided in this form may be used by the *FCA/PRA* to discharge their statutory functions under FSMA and other relevant legislation, and will not be disclosed for any other purposes without the permission of the applicant firm.

The applicant confirms that the *statement of responsibilities* submitted with this form accurately reflects the aspects of the affairs of the applicant which it is intended that the individual will be responsible for managing. The person submitting this form on behalf of the applicant firm confirms that they have authority to submit this form and, on behalf of the applicant, confirms that they have read and understood the notes to this form and the declaration given by the applicant.

Name of applicant
firm

Name of person
signing on behalf of
the applicant *firm*

Position

Signature

Date

Declaration of *candidate / approved person*

The *approved person* confirms that the attached *statement of responsibilities* accurately reflects the aspects of the affairs of the *firm* which it is intended that the *approved person* will be responsible for managing. The *approved person* confirms that they have accepted all the responsibilities set out in this *statement of responsibilities*.

It is a criminal offence, knowingly or recklessly, to give the *FCA/PRA* (as applicable) information that is materially false, misleading or deceptive (see sections 398 and 400 of the Financial Services and Markets Act 2000).

Name of *candidate/approved person*

Signature

Date



BANK OF ENGLAND
PRUDENTIAL REGULATION
AUTHORITY



Application number
(for FCA/PRA use only)

Form J: Notification of significant changes in responsibilities of a person performing a *senior management function*

FCA Handbook Reference: SUP 10C Annex 9D

PRA Rulebook Reference: Notifications and Senior Managers Regime - Applications and Notifications²³

Please submit with this form an updated *statement of responsibilities* including the effective date.

Terms defined in either or both of the FCA Handbook or the PRA Rulebook are italicised and should be construed accordingly.

[Commencement date]

Name of *approved person*
(to be completed by applicant firm)

Name of applicant firm
(as entered in 3.01)

Financial Conduct Authority
25 The North Colonnade
Canary Wharf
London E14 5HS
United Kingdom
Telephone +44 (0) 300 500 0597
E-mail firm.queries@fca.org.uk
Website <http://www.fca.org.uk>
Registered as a Limited Company in England and Wales No 1920623. Registered Office as above

Prudential Regulation Authority
20 Moorgate
London
EC2R 6DA
United Kingdom
Telephone +44 (0) 203 461 7000
Email PRA-ApprovedPersons@bankofengland.co.uk
Website www.bankofengland.co.uk/PRA

²³ The relevant section of the *PRA Rulebook* should be referred to depending on which firm is applying. For example: CRR firms: Senior Managers Regime - Applications and Notifications; Non – CRR firms: Senior Managers Regime - Applications and Notifications; Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications; Large Non-Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications; Non-Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications

Contact Details

Section 1

1.01 Contact for this notification (at the applicant *firm*)

	Title	
	First name	
	Surname	
	Job title	
	Business address	
	Post code	
	Phone number	
	Email address	

Personal identifications details

Section 2

2.01 Individual Reference Number (IRN)

2.02 Title
(e.g. Mr, Mrs, Ms)

2.03 Surname

2.04 ALL forenames

2.05 Date of birth

2.06 National Insurance number

Firm identification details

Section 3

3.01 Name of applicant *firm*

3.02 Firm Reference Number (FRN)

3.03 a Who should the FCA/PRA contact at the applicant *firm* in relation to this notice?

b Business address

c Position

d Telephone

e Mobile

f E-mail

4.1 Summary of Significant Changes made

Please provide a summary of the significant changes made since the date of the previously submitted *statement of responsibilities*.

Please submit with this form an updated *statement of responsibilities* including the effective date.

If applicable, please submit with this form an updated *management responsibilities map*. Banking sector firms, Solvency II insurers, Large non-directive insurers and enhanced-scope SMCR firms are all required to have management responsibilities maps. Please see SYSC 25 in the FCA Handbook and Allocation of Responsibilities in the PRA Rulebook²⁴ for more information.

²⁴ The relevant section of the *PRA Rulebook* should be referred to depending on which firm is applying.

Notification of significant changes to *statement of responsibilities* of a *senior management function*

Declarations and signatures

Section 5

Declaration by *approved person*

The candidate/ *approved person* confirms that this *statement of responsibilities* accurately reflects the aspects of the affairs of the applicant *firm* which it is intended that the *approved person* will be responsible for managing. The *approved person* confirms that they have accepted all the responsibilities set out in this *statement of responsibilities*.

It is a criminal offence, knowingly or recklessly, to give the *FCA/PRA* (as applicable) information that is materially false, misleading or deceptive (see sections 398 and 400 of the Financial Services and Markets Act 2000).

This is given as the date in which the individual took up the roll or intends to take up the role.

Name of *candidate/approved person*

Signature

Date

Declaration by *Applicant Firm*

It is a criminal offence, knowingly or recklessly, to give us information that is materially false, misleading or deceptive. The applicant *firm* confirms that the information provided is accurate and complete to the best of its knowledge.

In addition to other regulatory responsibilities, *firms* and *approved persons* have a responsibility to disclose to the *FCA* and/or *PRA* matters of which it would reasonably expect to be notified. Failure to notify the *FCA* and/or *PRA* of such information may lead to the *FCA* and/or *PRA* taking disciplinary or other action against the *firm* and/or the approved person. The person signing on behalf of the applicant *firm* confirms that:

- they have read this declaration in full;
- they have confirmed that the information supplied is accurate and complete to the best of their knowledge, and the updated *statement of responsibilities* accurately reflects the aspects of the affairs of the *firm* which it is intended that the *approved person* will be responsible for managing.

Name of applicant *firm*

Name of *person* signing on behalf of applicant *firm*

Job title

Signature

Date



Application number or IRN
(for FCA/PRA use only)

Senior Managers Regime: Statement of Responsibilities

This form applies to UK dual-regulated firms including EEA and third country branches. It does not apply to appointed representatives of SMCR firms. Terms defined in either or both of the FCA Handbook or PRA Rulebook are italicised and should be construed accordingly.

This is a statement provided under section 60(2A) of the *Act* (Applications for approval), including a statement revised under section 62A of the *Act* (Changes in responsibilities of senior managers).

For *candidates* for approval, this form **must** be submitted as an attachment to a Form A application or a Form E application

For significant changes to an existing *statement of responsibilities*, this form **must** be submitted as an attachment to a Form J notification or a Form I application or variation.

FCA Handbook Reference: SUP 10C, SYSC 24.1, SYSC 25.1

PRA Rulebook Reference: Senior Managers Regime - Applications and Notifications²⁵

[Commencement date]

Name of individual
(to be completed by firm)

Name of firm
(as entered in 2.01)

Financial Conduct Authority
25 The North Colonnade
Canary Wharf
London E14 5HS
United Kingdom
Telephone +44 (0) 300 500 0597
E-mail firm.queries@fca.org.uk
Website <http://www.fca.org.uk>

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

Prudential Regulation Authority
20 Moorgate
London
EC2R 6DA
United Kingdom
Telephone +44 (0) 203 461 7000
E-mail PRA-ApprovedPersons@bankofengland.co.uk
Website www.bankofengland.co.uk/PRA

²⁵ The relevant section of the *PRA Rulebook* should be referred to depending on which firm is applying. For example: CRR firms: Senior Managers Regime - Applications and Notifications; Non - CRR firms: Senior Managers Regime - Applications and Notifications; Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications; Large Non-Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications; Non-Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications

Personal identifications details

Section 1

1.01 Individual Reference Number (IRN)

1.02 Title
(e.g. Mr, Mrs, Ms.)

1.03 Surname

1.04 ALL forenames

1.05 Date of birth (dd/mm/yyyy)

1.06 National Insurance number

Firm identification details

Section 2

2.01 Name of *firm*

2.02 Firm Reference Number (FRN)

2.03 a Who should the FCA/PRA contact at the *firm* in relation to this *statement of responsibilities*?

b

Position

c

Telephone

e

E-mail



I have supplied further information related to this page in Section 4

YES NO

A *statement of responsibilities* should be drafted to clearly show the responsibilities that the *candidate* or senior manager is to perform as part of their *senior management function* and how they fit in with the *firm's* overall governance and management arrangements. A *statement of responsibilities* should also be consistent with the *firm's management responsibilities map*, if applicable. *Small non-directive insurers and insurance special purpose vehicles (ISPVs)* are not required to have *management responsibilities maps*.

A *statement of responsibilities* should be drafted in such a way as to be practical and useable by regulators. The *FCA* and the *PRA* consider that this would be achieved by succinct, clear descriptions of each responsibility which avoid unnecessary detail. Firms have the opportunity to provide details of each responsibility allocated to an individual using the free text boxes in this form, however, the *PRA* and *FCA* would not usually expect the description of each responsibility to exceed 300 words.

A *statement of responsibilities* must be a self-contained document. There should be one statement per senior manager per *firm*. Where an individual performs a senior management function on behalf of more than one *firm* within a *group*, one *statement of responsibilities* is required for each *firm*. Any supplementary information may be provided in section 4 (or if submitting electronically, in a **single** attachment). A *statement of responsibilities* must not cross refer to other documents, attachments or links.

A *statement of responsibilities* should include responsibilities held in relation to *FCA* controlled functions that are included in a *PRA controlled function* under SUP 10C.9 (Minimising overlap with the *PRA* senior managers regime).

If the appropriate regulator considers that the *statement of responsibilities* is not sufficiently clear to be practical and usable, it could be challenged as part of a *candidate's* or *senior manager's* application for approval, or in ongoing supervision.

Details of the individual's responsibilities should be set out in sections 3.2 to 3.4, as appropriate:

- Section 3.2 covers prescribed responsibilities required by regulators to be allocated to one or more senior managers. This section does not apply to incoming EEA branches.
- Section 3.3 covers having overall or local responsibility for each of the business areas, activities, and management functions of the *firm*. This section does not apply to *small non-directive insurers, ISPVs* or incoming EEA branches.
- Section 3.4 covers anything else, not otherwise included, for which a *candidate* or senior manager is to be responsible as part of their *FCA* and/or *PRA senior management function(s)*. EEA branches should complete this section to set out any matters for which a *candidate* or senior manager is to be responsible as part of their *FCA senior management function(s)*.

3.1 Effective date and relevant Senior Management Functions

3.1.1 Please state the effective date of this *statement of responsibilities*:

Please note that where this is a revised *statement of responsibilities*, i.e. since the granting of the application, there has been a significant change in the aspects of the *firm's* affairs which the *senior manager* is responsible for managing in performing the function (for example, a change in allocation of responsibilities within the *firm*, or the *senior manager* is applying for a new or additional *senior management function*), then this *statement of responsibilities* supersedes any previous versions.

3.1.2 List all *senior management functions* which the *candidate* or *senior manager* is to perform and the effective date the *candidate* or *senior manager* commenced or will commence the performance of their functions.

The table below sets out the full list of *senior management functions* (SMFs). Please refer to the PRA Rulebook and FCA Handbook for the mandatory SMFs for your firm.

Function	Description of a Senior Management Function	UK banks*	UK branches of EEA banks and insurers	UK branches of non-EEA banks	Credit unions	Solvency II firms & large NDFs	Small NDFs	ISPVs	Small firms in run off	UK branches of non-EEA insurers
SMF 1	Chief Executive	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF 2	Chief Finance	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF 3	Executive Director	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF 4	Chief Risk	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF 5	Head of Internal Audit	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF 6	Head of Key Business Area	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	
SMF 7	Group Entity Senior Manager	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF 8	Credit Union Senior Manager				<input type="checkbox"/>					
SMF 9	Chair of the <i>Governing Body</i>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF10	Chair of the Risk Committee	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF11	Chair of the Audit Committee	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF12	Chair of the Remuneration Committee	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF13	Chair of the Nomination Committee	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>				
SMF14	Senior Independent Director	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF15	Chair of With Profits Committee					<input type="checkbox"/>				<input type="checkbox"/>
SMF16	Compliance Oversight	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF17	Money Laundering Reporting Officer (MLRO)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
SMF18	Other Overall Responsibility	<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>				
SMF19	Head of Third Country Branch/ Head of Overseas			<input type="checkbox"/>						<input type="checkbox"/>
SMF20	Chief Actuary					<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SMF20a	With-Profits Actuary					<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>
SMF21	EEA Branch Senior Manager (EBSM)		<input type="checkbox"/>							
SMF22	Other Local Responsibility			<input type="checkbox"/>						<input type="checkbox"/>
SMF23	Chief Underwriting Officer					<input type="checkbox"/>			<input type="checkbox"/>	<input type="checkbox"/>
SMF23a	Underwriting Risk Oversight (Lloyd's)					<input type="checkbox"/>				
SMF23b	Conduct Risk Oversight (Lloyd's)					<input type="checkbox"/>				
SMF24	Chief Operations	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>

Function	Description of a Senior Management Function	UK banks*	UK branches of EEA banks and insurers	UK branches of non-EEA banks	Credit unions	Solvency II firms & large NDFs	Small NDFs	ISPVs	Small firms in run off	UK branches of non-EEA insurers
SMF25	Small Insurer Senior Management Function						<input type="checkbox"/>			
SMF26	Head of Small Run-Off Firm							<input type="checkbox"/>		
SMF27	Partner	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>	

*'UK Banks' refers to UK banks, building societies and PRA designated investment firms

This *statement of responsibilities* is considered to automatically include the existing legal and regulatory obligations where they exist for these roles and functions. For example, certain specific responsibilities of a director are set out in company law. Such responsibilities do not need to be recorded in this statement, but any additional responsibilities should be recorded in the sections below.

3.1.3 Please indicate those FCA functions that are included in a PRA *senior management function* under SUP 10C.9 (Minimising overlap with the PRA approved persons regime).

SMF	Description	Yes?

3.2 Prescribed Responsibilities

This section deals with those prescribed responsibilities to be allocated to one or more *senior managers*. The allocation of responsibilities under a *statement of responsibilities* should not reduce or alter the scope of any applicable prescribed responsibilities. EEA branches are not required to assign prescribed responsibilities and should leave this section blank.

If the responsibilities that the *candidate* or *senior manager* is to carry out as described in the *statement of responsibilities* go beyond those set out in this section, those additional responsibilities should not reduce or alter the scope of the prescribed responsibilities set out in this section.

(FCA SUP 10C.11/PRA: Allocation of Responsibilities)

3.2.1 Please indicate below which of the responsibilities listed are/will be allocated to the *candidate* or *senior manager*, if any, and whether or not they are shared. Different prescribed responsibilities apply to different types of firm as indicated in the table below.

Note: the form includes references to provisions in the FCA Handbook which are also set out in the PRA Rulebook, sometimes in slightly different wording. Where this is the case, the underlying provisions should be interpreted as equivalent in substance unless indicated otherwise. Any differences are purely presentational.

If the individual has not been allocated a prescribed responsibility, please go to section 3.3.

FCA/PRA/S shared PR	Ref	Prescribed Responsibility (PR)	Large CRR firms ²⁶	Small CRR firms	Third country CRR firms	Credit unions	Solvency II firms and Large NDFs	Small NDFs & Small run off firms*	Third Country branches of insurers	UK ISPVs	Swiss General Insurers	Is this PR shared between senior managers
Shared	A	Responsibility for the <i>firm's</i> performance of its obligations under the <i>senior managers regime</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Shared	B	Responsibility for the <i>firm's</i> performance of its obligations under the <i>employee certification regime</i>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
FCA	B1	Responsibility for the <i>firm's</i> obligations in relation to individual conduct rules for training and reporting	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Shared	C	Responsibility for compliance with the requirements of the regulatory system about the <i>management responsibilities map</i>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
FCA	D	Overall responsibility for the <i>firm's</i> policies and procedures for countering the risk that the <i>firm</i> might be used to further financial crime	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>				
PRA	E	Responsibility for the allocation of all relevant	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>						<input type="checkbox"/>

²⁶ Large CRR firm means a CRR firm that is not a small CRR firm (see SYSC4.7.5 and the Allocation of Responsibilities Part of the PRA Rulebook). This includes UK banks and designated investment firms.

FCA/PRA/S shared PR	Ref	Prescribed Responsibility (PR)	Large CRR firms ²⁶	Small CRR firms	Third country CRR firms	Credit unions	Solvency II firms and Large NDFs	Small NDFs & Small run off firms*	Third Country branches of insurers	UK ISPVs	Swiss General Insurers	Is this PR shared between senior managers
		<i>prescribed responsibilities</i>										
Shared	F	Responsibility for: (a) leading the development of; and (b) monitoring the effective implementation of, policies and procedures for the induction, training and professional development of all members of the <i>firm's governing body</i>	<input type="checkbox"/>				<input type="checkbox"/>					<input type="checkbox"/>
Shared	G	Responsibility for monitoring the effective implementation of policies and procedures for the induction, training and professional development of all of the <i>firm's senior managers/ key function holders</i> (other than members of the <i>firm's governing body</i>)	<input type="checkbox"/>				<input type="checkbox"/>					<input type="checkbox"/>
PRA	H	Responsibility for overseeing the adoption of the <i>firm's culture</i> in the day-to-day management of the <i>firm</i>	<input type="checkbox"/>				<input type="checkbox"/>					<input type="checkbox"/>
PRA	I	Responsibility for leading	<input type="checkbox"/>				<input type="checkbox"/>					<input type="checkbox"/>

FCA/PRA/S shared PR	Ref	Prescribed Responsibility (PR)	Large CRR firms ²⁶	Small CRR firms	Third country CRR firms	Credit unions	Solvency II firms and Large NDFs	Small NDFs & Small run off firms*	Third Country branches of insurers	UK ISPVs	Swiss General Insurers	Is this PR shared between senior managers
		the development of the <i>firm's culture by the governing body as a whole</i>										
Shared	J	Responsibility for: (a) safeguarding the independence of; and (b) oversight of the performance of, the internal audit function	<input checked="" type="checkbox"/>									<input type="checkbox"/>
PRA	J1	If the firm outsources its internal audit function, responsibility for taking reasonable steps to ensure that every person involved in the performance of that function is independent from the persons who perform external audit, including: (a) supervision and management of the work of outsourced internal auditors; and (b) management of potential conflicts of interest between the provision of external audit and internal audit services.	<input checked="" type="checkbox"/>									<input type="checkbox"/>
Shared	J2						<input checked="" type="checkbox"/> **					<input type="checkbox"/>

FCA/PRA/S shared PR	Ref	Prescribed Responsibility (PR)	Large CRR firms ²⁶	Small CRR firms	Third country CRR firms	Credit unions	Solvency II firms and Large NDFs	Small NDFs & Small run off firms*	Third Country branches of insurers	UK ISPVs	Swiss General Insurers	Is this PR shared between senior managers
		Responsibility for providing for and oversight of the internal audit function, where this function is outsourced to an external third-party provided by a non-significant firms.										
Shared	K	Responsibility for: (a) safeguarding the independence of; (b) oversight of the performance of, the compliance function	<input type="checkbox"/>									<input type="checkbox"/>
Shared	L	Responsibility for: (a) safeguarding the independence of; and (b) oversight of the performance of, the risk function	<input type="checkbox"/>									<input type="checkbox"/>
Shared	M	Responsibility for overseeing the development of, and implementation of the firm's remuneration policies and practices	<input type="checkbox"/>				<input type="checkbox"/>					<input type="checkbox"/>
Shared	N	Responsibility for the	<input type="checkbox"/>				<input type="checkbox"/>					<input type="checkbox"/>

FCA/PRA/S shared PR	Ref	Prescribed Responsibility (PR)	Large CRR firms ²⁶	Small CRR firms	Third country CRR firms	Credit unions	Solvency II firms and Large NDFs	Small NDFs & Small run off firms*	Third Country branches of insurers	UK ISPVs	Swiss General Insurers	Is this PR shared between senior managers
		independence, autonomy and effectiveness of the <i>firm's</i> policies and procedures on whistleblowing										
PRA	O	Responsibility for managing the allocation and maintenance of the <i>firm's</i> capital, funding (where applicable) and liquidity	<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
PRA	P	Responsibility for the <i>firm's</i> treasury management functions	<input type="checkbox"/>									<input type="checkbox"/>
PRA	Q	Responsibility for the production and integrity of the <i>firm's</i> financial information and its regulatory reporting	<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
PRA	R	Responsibility for developing and maintaining the <i>firm's</i> recovery plan and resolution pack and for overseeing the internal processes regarding their governance	<input type="checkbox"/>									<input type="checkbox"/>
PRA	S	Responsibility for managing the <i>firm's</i> internal stress-tests and ensuring the accuracy and timeliness of information provided to the PRA and	<input type="checkbox"/>									<input type="checkbox"/>

FCA/PRA/S shared PR	Ref	Prescribed Responsibility (PR)	Large CRR firms ²⁶	Small CRR firms	Third country CRR firms	Credit unions	Solvency II firms and Large NDFs	Small NDFs & Small run off firms*	Third Country branches of insurers	UK ISPVs	Swiss General Insurers	Is this PR shared between senior managers
		other regulatory bodies for the purposes of stress-testing										
PRA	T	Responsibility for the development and maintenance of the <i>firm's</i> business model by the <i>governing body</i>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>			<input type="checkbox"/>
PRA	T1	Providing the governing body with an up-to-date business plan and all relevant MI						<input checked="" type="checkbox"/>				<input type="checkbox"/>
PRA	T2	Responsibility for the performance of the firm's Own Risk and Solvency assessment (ORSA)					<input checked="" type="checkbox"/> ***		<input checked="" type="checkbox"/>			<input type="checkbox"/>
PRA	U	Responsibility for the firm's performance of its obligations under <i>Fitness and Propriety</i> (in the PRA Rulebook) in respect of <i>notified non-executive directors</i> and those who perform a <i>key function</i> (where applicable for insurers)	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
PRA	V	If the firm carries out <i>proprietary trading</i> , responsibility for the firm's <i>proprietary trading</i> activities	<input checked="" type="checkbox"/>									<input type="checkbox"/>
PRA	W	If the firm does not have a person who performs the	<input checked="" type="checkbox"/>									<input type="checkbox"/>

FCA/PRA/S shared PR	Ref	Prescribed Responsibility (PR)	Large CRR firms ²⁶	Small CRR firms	Third country CRR firms	Credit unions	Solvency II firms and Large NDFs	Small NDFs & Small run off firms*	Third Country branches of insurers	UK ISPVs	Swiss General Insurers	Is this PR shared between senior managers
		<i>Chief Risk function,</i> responsibility for the compliance of the firm's risk management systems, policies and procedures with the requirements of Risk Control 2.1 to 2.4 of the PRA Rulebook.										
PRA	X	Responsibility for the firm's performance of its obligations under the Outsourcing part of the PRA Rulebook (for CRR and non CRR firms), <i>Conditions Governing Business 7 (for SII firms and third country branches) or Non-solvency II firms: Governance 5 (for large NDFs)</i>	<input type="checkbox"/>				<input type="checkbox"/>		<input type="checkbox"/>			<input type="checkbox"/>
PRA	X1	Responsibility for the firm's performance of its obligations under Internal Governance of Third Country Branches 7.			<input type="checkbox"/>							<input type="checkbox"/>
PRA	Y	If the firm is a ring-fenced body, responsibility for ensuring that those aspects of the firm's affairs for which a person is responsible for managing	<input type="checkbox"/>									<input type="checkbox"/>

FCA/PRA/S hared PR	Ref	Prescribed Responsibility (PR)	Large CRR firms ²⁶	Small CRR firms	Third country CRR firms	Credit unions	Solvency II firms and Large NDFs	Small NDFs & Small run off firms*	Third Country branches of insurers	UK ISPVs	Swiss General Insurers	Is this PR shared between senior managers
		are in compliance with the <i>ring-fencing obligations</i>										
FCA	Z	Overall responsibility for the firm's compliance with CASS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>				
Shared/PRA	AA	Responsibility for implementing (where applicable) and management of the <i>firm's</i> risk management policies and procedures		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
PRA	BB	Responsibility for managing the systems and controls of the <i>firm</i>		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
PRA	CC	Responsibility for managing the <i>firm's</i> financial resources		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>				<input type="checkbox"/>
PRA	DD	Responsibility for ensuring the <i>governing body</i> is informed of its legal and regulatory obligations		<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>				<input type="checkbox"/>
Shared	EE	Responsibility for escalating correspondence from the <i>PRA, FCA</i> and other regulators to the appropriate governing or management bodies			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
Shared	FF	Responsibility for the <i>firm's</i> compliance with the <i>UK regulatory system</i>			<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>	<input type="checkbox"/>
PRA	GG	Responsibility for the oversight of systems and						<input checked="" type="checkbox"/>				<input checked="" type="checkbox"/>

FCA/PRA/S shared PR	Ref	Prescribed Responsibility (PR)	Large CRR firms ²⁶	Small CRR firms	Third country CRR firms	Credit unions	Solvency II firms and Large NDFs	Small NDFs & Small run off firms*	Third Country branches of insurers	UK ISPVs	Swiss General Insurers	Is this PR shared between senior managers
		controls, along with risk management policies and procedures, that are proportionate to the nature, scale, and complexity of the risks inherent in the firm's business model.										
PRA	HH	Responsibility for management of the firm's liquidity or, where a liquidity waiver is in place, the submission of information to the PRA on the firm's liquidity position			<input type="checkbox"/>							<input type="checkbox"/>

3.2.2 If necessary, please provide additional information about each prescribed responsibility, including:

- a breakdown of the different components and tasks which the responsibility encompasses; and
- if applicable, details of any sharing arrangements including, if known, the name(s), IRN(s) and/or job title(s) of the individual(s) with whom the *candidate* or senior manager is or will be sharing this prescribed responsibility. The responsibility should be recorded in the same way in the statements of responsibilities for each individual.

Additional information must be relevant, succinct and not dilute or undermine the prescribed responsibility.

Ref	Prescribed Responsibility	Further Relevant Details



I have supplied further information
related to this page in Section 4

YES

NO

3.3 Overall or Local Responsibility

This section deals with having overall or local responsibility for any of the business areas, activities, or management functions of the firm. Section 3.3.1 applies to *UK SMCR dual regulated banking sector firms*, Solvency II insurers and *large non-directive insurers*. Third country branches should apply the local responsibility requirement and complete section 3.2.2 instead.

3.3.1 Overall Responsibility

By overall responsibility we mean the ultimate responsibility (under the *governing body*) for managing or supervising that function, and primary and direct responsibility for briefing and reporting to the *governing body* about that function and putting matters for decision about that function to the *governing body* of the firm.

If the individual has overall responsibility for any or part of the business areas, activities, or management functions of a firm, please provide details of each in the table below.

Where responsibilities are shared (for example, a responsibility may be shared as part of a job share or where departing and incoming senior managers work together temporarily as part of a handover), please provide details of any sharing arrangements including, if known, the name(s), IRN(s) and/or job title(s) of the individual(s) you are sharing this responsibility with. The responsibility should be recorded in the same way in the *statements of responsibilities* for each individual.

If the individual does not have overall responsibility for a business area, activity or management function of the firm, please go to section 3.4

A *firm* may wish to refer to SYSC 25 Annex 1G (replicated in Annex A of this form) to help it make sure it has not failed to allocate overall responsibility for a particular activity of the *firm*. Please note that the FCA does not require firms to organise themselves by the functions in SYSC 25 Annex 1G, and that the Annex is not comprehensive. It is important that a *firm* does not fail to allocate overall responsibility for business areas, activities and management functions, in line with SYSC 26.3.1R

Please provide a title for this overall responsibility	Please provide further details of this overall responsibility.	Is this overall responsibility shared? If 'Yes' please provide the name(s), IRN(s) and/or job title(s) of the individual(s) you are sharing this responsibility with (where known)
		Yes / No

3.3.2 Local Responsibility

Local responsibility is explained in SYSC 26. In summary, by local responsibility we mean:

- a) for a *person* who is allocated local responsibility under SYSC 26.3.2R(1), ultimate responsibility (under the *governing body* of the *branch*) for managing or supervising that function and primary and direct responsibility for briefing and reporting about that function to the branch's *governing body* or equivalent and for putting matters for decision about that function to the *branch's governing body* or equivalent. SYSC 26 states that, in general, the FCA expects that a *person* to whom overall responsibility for a function is allocated under SYSC 26.3.2R(1) will be the most senior employee or

officer responsible for managing or supervising that function under the management of the *branch's governing body*;

- b) for a *person* who is allocated local responsibility under SYSC 26.3.2R, a *person* who is directly involved in the management of the relevant activity, business area or management function. SYSC 26 states that, the *FCA* expects that a *firm* appointing someone to have local responsibility for a function under SYSC 26.3.2R will appoint the most senior employee or officer of the *firm* with responsibility for that activity, business area or management function.

If the individual has local responsibility for any or part of the activities, business areas or management functions of a branch, please provide details of each in the table below.

Where responsibilities are shared (for example, a responsibility may be shared as part of a job share or where departing and incoming senior managers work together temporarily as part of a handover), please provide details of any sharing arrangements including, if known, the name(s), IRN(s) and/or job title(s) of the individual(s) you are sharing this responsibility with. The responsibility should be recorded in the same way in the statements of responsibilities for each individual.

If the individual does not have local responsibility for an activity, business area or management function of the branch, please skip this section.

A *firm* may wish to refer to SYSC 25 Annex 1G (replicated in Annex A of this form) to help it make sure it has not failed to allocate local responsibility for a particular activity of the firm. Please note that the *FCA* does not require firms to organise themselves by the functions in SYSC 25 Annex 1G, and that the Annex is not comprehensive. It is important that a firm does not fail to allocate local responsibility for business areas, activities and management functions, in line with SYSC 26.3.2R.

Please provide a title for this local responsibility	Please provide further details of this local responsibility.	Is this local responsibility shared? If 'Yes' please provide the name(s), IRN(s) and/or job title(s) of the individual(s) you are sharing this responsibility with (where known)
		Yes / No



I have supplied further information related to this page in Section 4 YES NO

3.4 Other Responsibilities

3.4.1 Please set out below any additional responsibility, not otherwise recorded in this statement, for which a *candidate* or senior manager is to be responsible as part of their *FCA* and/or *PRA senior management function(s)*. For example, responsibilities outside the normal course of business such as those linked to high profile projects or initiatives.

EEA branches should use this section to set out below anything for which a candidate or senior manager is to be responsible as part of the FCA senior management function(s) role.

Where responsibilities are shared (for example, a responsibility may be shared as part of a job share or where departing and incoming senior managers work together temporarily as part of a handover), please provide details of any sharing arrangements including, if known, the name(s), IRN(s) and/or job title(s) of the individual(s) the *candidate* or senior manager will be sharing this responsibility with. The responsibility should be recorded in the same way in the statements of responsibilities for each individual.

Please provide a title for this other responsibility	Please provide further details of this other responsibility	Is this other responsibility shared? If 'Yes' please provide ,the name(s), IRN(s) and/or job title(s) of the individual(s) you are sharing this responsibility with (where known)
		Yes / No



I have supplied further information related to this page in Section 4

YES

NO

Supplementary Information

Section 4

4.1 Is there any other information the individual or the *firm* considers to be relevant?

If yes, please provide details below or on a separate sheet of paper and clearly identify the section and question to which the additional information relates.

YES

NO

Question	Information

4.2 How many additional sheets are being submitted?

SYSC 25 Examples of the business activities and functions of an *SMCR firm* Annex 1G

Business areas and management functions	Explanation
(1) Payment services	This means: <i>(1) payment services;</i>

Business areas and management functions	Explanation
	(2) issuing and administering other means of payment (for example, cheques and bankers' drafts); (3) issuing <i>electronic money</i> ; and (4) current accounts.
(2) Settlement	This means clearing and settlement of any transactions described in rows (3) and (6) to (9) of this annex in relation to the assets covered by (9). It also includes clearing and settlement of any transactions described in row (10).
(3) Investment management	This has the same meaning as <i>managing investments</i> with the following adjustments: (a) it covers all types of assets; and (b) the exclusions in the <i>Regulated Activities Order</i> do not apply. It also covers fund management.
(4) Financial or investment advice	This includes <i>advising on investments</i> .
(5) Mortgage advice	This has the same meaning as <i>advising on regulated mortgage contracts</i> but is expanded to cover land anywhere in the world and to cover security of any kind over land.
(6) Corporate investments	This means acquiring, holding, managing and disposing a <i>firm's</i> investments made for its own account.
(7) Wholesale sales	This means the <i>selling</i> of any <i>investment</i> to a <i>person</i> other than a <i>retail customer</i> . It does not include the activities in (1).
(8) Retail sales	This means the <i>selling</i> of any <i>investment</i> to a <i>retail customer</i> . It includes savings accounts. It does not include the activities in (1).
(9) Trading for clients	This means <i>dealing in investments as agent and execution of orders on behalf of clients</i> but the list of products includes money market instruments and foreign exchange.
(10) Market making	This has the same meaning as it does in <i>MIFID</i> (see the definition of market maker in article 4.1(7)).
(11) <i>Investment research</i>	
(12) Origination/syndication and underwriting	Origination and syndication include: (1) entering into or acquiring (directly or indirectly) any commitment or <i>investment</i> with a view to transferring some or all of it to others, or with a view to others investing in the same transaction; (2) sub-participation; and (3) any transaction described in the <i>Glossary</i> definition of <i>originator</i> . Underwriting includes underwriting that is not on a firm commitment basis. A commitment or <i>investment</i> includes an economic interest in some or all of it. This activity also includes the provision of services relating to such transactions.
(13) Retail lending decisions	Deciding whether, and on what terms, to lend to <i>retail customers</i> . Lending includes granting credit, leasing and hire (including finance leasing).
(14) Wholesale lending decisions	Deciding whether, and on what terms, to lend to <i>persons</i> who are not <i>retail customers</i> .

Business areas and management functions	Explanation
	Lending includes granting credit, leasing and hire (including finance leasing).
(15) Design and manufacturing of products intended for wholesale customers	Wholesale customers mean <i>persons</i> who are not <i>retail customers</i>
(16) Design and manufacture of products intended for <i>retail customers</i>	
(17) Production and distribution of marketing materials and communications	This includes <i>financial promotions</i>
(18) Customer service	This means dealing with <i>clients</i> after the point of sale, including queries and fulfilment of <i>client requests</i>
(19) Customer complaints handling	This includes the <i>firm's</i> compliance with <i>DISP</i> . It also includes: (1) any similar procedures relating to activities that do not come under the jurisdiction of the <i>Financial Ombudsman Service</i> ; (2) activities that take place outside the <i>UK</i> ; and (3) activities that are not subject to any ombudsman service.
(20) Collection and recovering amounts owed to a <i>firm</i> by its customers Dealing with customers in arrears	“Customer” means any <i>person</i> falling into any of the definitions of <i>client</i> in the <i>Glossary</i> so far as they apply to the <i>FCA's Handbook</i> . The definition is extended to cover all services provided by the <i>firm</i> and not just those that are provided in the course of carrying on a <i>regulated activity</i> or an <i>ancillary service</i> .
(21) Middle office	This means risk management and controls in relation to, and accounting for, transactions in <i>securities</i> or <i>derivatives</i>
(22) Issuing Commitments	This means the activity described in SYSC 27.7.6R(1)(i) (examples of what the significant management <i>FCA-specified significant harm function</i> can cover)
(23) Processing	This means the activity described in SYSC 27.7.6R(1)(j) (examples of what the significant management <i>FCA-specified significant-harm function</i> can cover).
(24) Human resources	This includes recruitment, training and competence and performance monitoring
(25) Incentive schemes for the <i>firm's</i> staff	This is not limited to schemes based on sales.
(26) <i>Providing information in relation to a specified benchmark</i>	
(27) <i>Administering a specified benchmark</i>	
(29) Administration of insurance	This means the activity described in SYSC 27.7.6R(1)(k) (examples of what the significant management <i>FCA-specified significant harm function</i> can cover).
<u>(30) The firm's information technology</u>	<u>This includes cybersecurity.</u>
<u>(31) Business continuity planning</u>	<u>If SYSC 4.1.6R and SYSC 4.1.7R (Business continuity) apply to the firm, this includes the systems and policies used to comply with those rules.</u> <u>It includes operational continuity, resilience and strategy.</u>
<u>(32) Outsourcing, procurement and vendor management</u> <u>Management of services shared</u>	

Business areas and management functions	Explanation
<u>with other group members</u>	
<u>(33) Internal operations</u>	
Note (1): The purpose of this annex is explained in SYSC 25.7 (Guidance about SYSC 25 Annex 1G) and SYSC 26.11.2G	
<p>Note (2): A <i>firm</i> does not have to use the split of example activities in this annex for the purposes in Note (1). If a <i>firm</i> does decide to use it, the firm should adapt it to suit the <i>firm's</i> management arrangements better.</p> <p>For example, a <i>firm</i> may find the split of activities into <i>retail</i> and wholesale activities unsuitable. If so, the <i>firm</i> might:</p> <ul style="list-style-type: none"> (a) treat <i>retail</i> and wholesale activities together; or (b) use its own definition of retail and wholesale activities. 	



BANK OF ENGLAND
PRUDENTIAL REGULATION
AUTHORITY

Application number
(for PRA use only)

Form L: Notifications of breach of conduct rules and related disciplinary action in relation to a person performing a certification function or a Conduct Rules non-executive director

PRA Rulebook Reference: Notifications¹

[COMMENCEMENT DATE]

A firm should only use this form to make a notification in relation to an employee performing a *certification function* specified by the PRA or a *Conduct Rules non-executive director*. Notifications of conduct rules breaches relating to a *person* performing a *senior management function* should be made using Form C or Form D, as set out in the Notifications Part of the Rulebook.

Name of individual
(to be completed by firm)

Name of firm

Firm Reference Number (FRN)

Prudential Regulation Authority
20 Moorgate
London
EC2R 6DA
United Kingdom
Telephone +44 (0) 203 461 7000
Email PRA-ApprovedPersons@bankofengland.co.uk
Website www.bankofengland.co.uk/PRA

¹ The relevant section of the PRA Rulebook should be referred to depending on which firm type is applying. For example: CRR firms: Notifications; Non – CRR firms: Notifications; Solvency II firms: Notifications; Non-Solvency II firms: Notifications.

Contact Details

Section 1

1.01 a	Who should the <i>PRA</i> contact at the <i>firm</i> in relation to this notification?	
b	Position	
c	Phone number	
e	E-mail	
f	Business address	
	Postcode	

Details of individual

2.01	Individual Reference Number (IRN) – if applicable	
2.02	Title (e.g. Mr, Mrs, Ms)	
2.03	Surname	
2.04	ALL forenames	
2.05	Date of birth	/ /
2.06	Nationality	
2.07	National Insurance number (or passport number)	
2.08	Job Title or position	
2.09	Additional entities or <i>firms</i> to which the breach is relevant (FRN / <i>firm</i> name)	

This section should be completed by a firm to:

- (a) make a notification under section 64C of the Financial Services and Markets Act 2000 of disciplinary action (as defined in section 64C(2)) against a *person* relating to any action, failure to act or circumstance that amounts to a breach of any applicable conduct rule set out in the Rulebook;
- (b) make a follow up notification to update a determination that has previously been the subject of a notification made by the Firm in relation to (a).

3.01 Is the firm updating a determination that has previously been the subject of a notification made under section 63C of the Financial Services and Markets Act 2000?

YES NO

If the firm has answered "No", please go to section 3.02.

If the firm has answered "Yes", please go to section 3.04.

3.02 If the firm is making a notification under section 63C of the Financial Services and Markets Act 2000 of disciplinary action relating to a breach of the conduct rules set out in Rulebook² please complete the relevant boxes below.

	Tick the rule(s) relevant to this notification
Individual Conduct Rules	
Rule 1: You must act with integrity.	
Rule 2: You must act with due skill, care and diligence.	
Rule 3: You must be open and cooperative with the FCA, the PRA and other regulators.	
Senior Manager Conduct Rules³	
SC1: You must take reasonable steps to ensure that the business of the <i>firm</i> for which you are responsible is controlled effectively.	
SC2: You must take reasonable steps to ensure that the business of the <i>firm</i> for which you are responsible complies	

² The relevant section of the PRA Rulebook should be referred to depending on which firm is applying. For example: CRR firms: Conduct Rules; Non – CRR firms: Conduct Rules; Solvency II firms: Insurance – Conduct Standards; Large Non-Solvency II Firms – Conduct Standards; and Non-Solvency II Firms – Conduct Standards.

³ These senior manager conduct rules/standards are relevant to key function holders at Solvency II firms and large NDFs. In addition, SC 4 would be relevant to Conduct Rules NEDs at all PRA-regulated firms, and SC5 would be relevant to Conduct Rules NEDs at insurance firms.

with the relevant requirements and standards of the <i>regulatory system</i> .	
SC3: You must take reasonable steps to ensure that any delegation of your responsibilities is to an appropriate <i>person</i> and that you oversee the discharge of the delegated responsibility effectively.	
SC4: You must disclose appropriately any information of which the <i>FCA</i> or the <i>PRA</i> would reasonably expect to have notice.	
SC5: When exercising your responsibilities, you must pay due regard to the interests of current and potential future <i>policyholders</i> in ensuring the provision by the <i>firm</i> of an appropriate degree of protection for their insured benefits.	

3.03

- a** Date when breach(es) came to the attention of the firm:

- b** Date or period of breach(es):

- c** Details of the breach(es):

3.04

- a** Date of previous notification to which this update relates

- b** Update details:

Knowingly or recklessly giving the *PRA* information which is false or misleading in a material particular may be a criminal offence (section 398 of the Financial Services and Markets Act 2000). It should not be assumed that information is known to the *PRA* merely because it is in the public domain or has previously been disclosed to the *PRA* or another regulatory body. If there is any doubt about the relevance of information, it should be included.

In addition to other regulatory responsibilities, *firms* have a responsibility to disclose to the *PRA* matters of which it would reasonably expect to be notified. Failure to notify the *PRA* of such information may lead to the *PRA* taking action against the *firm*.

For the purposes of complying with the Data Protection Act 1998, the personal information in this form may be used by the *PRA* to discharge its statutory functions under FSMA and other relevant legislation, and will not be disclosed for any other purposes without the permission of the *firm*.

The *firm* confirms that the information in this form is accurate and complete to the best of its knowledge and belief. The *firm* will notify the *PRA* immediately if there is a material change to the information provided.

If the *firm* submits this form on behalf of one or more other *firms*, the *firm* confirms that it is duly authorised by such *firm(s)* to make such submission.

The *PRA* may seek to verify the information given in this form and make such enquiries and seek further information as it considers appropriate. The *firm* authorises the *PRA*, as applicable, to make such enquiries and seek such further information as it thinks appropriate in the course of verifying the information given in this form.

I confirm that a permanent copy of this notification, signed by the *firm*, will be retained by the *firm* for an appropriate period, for inspection at the *PRA*'s request.

I confirm that I have read and understood the declaration.

I confirm that the information in this form is accurate and complete to the best of my knowledge and belief.

4.01 Name of *firm*

4.02 Name of person signing on behalf of the *firm*

4.03 Job title

4.04 Signature

Date / /



BANK OF ENGLAND
PRUDENTIAL REGULATION
AUTHORITY

Form M: Notification of non SMF appointment

Notification of the appointment of a Non-Executive Director or Key Function Holder

PRA Rulebook Reference: *Fitness and Propriety*¹

Name of appointee

Name of firm(s)

Firm reference number(s)

Prudential Regulation Authority
20 Moorgate
London
EC2R 6DA
United Kingdom
Telephone +44 (0) 203 461 7000
E-mail PRA-ApprovedPersons@bankofengland.co.uk

Website www.bankofengland.co.uk/PRA

¹ In this Form M the relevant section of the *PRA Rulebook* should be referred to depending on which firm type is applying. For example: CRR firms: Fitness and Propriety 4.2; Solvency II firms: Insurance – Fitness and Propriety 4.1; Key Function Holders – Notifications 2.3; Large Non – Solvency II firms, Fitness and Propriety 4 unless stated otherwise.

Contact information

1.01 a

Who should the *PRA* contact at the *firm* in relation to this notification?

b

Position

c

Phone number

e

E-mail

Details of the person subject to notification

2.01 a	Appointee Individual Reference Number (IRN) – if applicable	
b	OR name of previous regulatory body – if applicable	
c	AND previous reference number – if applicable	
2.02	Title (e.g. Mr, Mrs, Ms)	
2.03	Surname	
2.04	ALL forenames	
2.05	Name commonly known by	
2.06	Date of birth (dd/mm/yyyy)	/ /
2.07	Previous name	
2.08	Date of name change	/ /
2.09	Reason for change	
2.10	Nationality	
2.11	National Insurance number (or passport number)	
2.12	Place of birth	
2.13	Private address	
	Postcode	



I have supplied further information related to this section

YES

NO

Description of the position being notified

3.01 Name of the position and/or name of *key function(s)* for which the appointee will be responsible, as applicable

3.02 Please note the key responsibilities of the role:

3.03 Date of appointment

3.04 If applicable, length of appointment

3.05 Name of *firm(s)* and/or *group* for which the role will be exercised²

3.06 FRN(s) (if applicable)

² If more space is required please detail on a separate sheet and attach to the Supplementary Information section of this form.

3.07

Please note how many other appointments the appointee currently holds (executive & non-executive) and how the *firm* considers that the appointee has sufficient time and resources to dedicate to the role:

The following question is applicable to Non-Executive Directors only

3.08

Please note how the *firm* considers that the appointment complements the composition of the Board, and ensures the appropriate levels of skills and experience:

The following questions are applicable to Key Function Holders only

3.09

Is the appointee deemed to be in a position where they are effectively running the *firm* or *group*?

3.10

Is the appointee currently approved for a *PRA* or *FCA* senior management function at that *firm* or any other *firm* within that *group*? If so, please name that *firm*, and also name the relevant *controlled function*.

3.11

Is the appointee applying on a separate form to perform a *PRA* or *FCA* *controlled function* at the same *firm* or any other *firm* within that *group*?



I have supplied further information related to this section

YES

NO

Fitness and propriety

- 4.01 **Criminal Proceedings** – Has the appointee **ever** been convicted of any criminal offence (excluding spent convictions and traffic offences that did not result in a ban from driving or did not involve driving without insurance)? Is the appointee **currently** the subject of any criminal proceedings? Has the appointee been ordered to produce documents pursuant to any **current** criminal investigation?

- 4.02 **Civil Proceedings** – As the appointee **ever** been the subject of a judgement debt or award against the appointee or been party to civil proceeding which resulted in an order against the appointee? Does the appointee have any current judgement debts outstanding or have they **ever** failed to satisfy any such judgement debts within one year of the order being made? Has the appointee **ever** filed for or had a petition served for bankruptcy, been adjudged bankrupt, been subject of a bankruptcy restrictions order or made any arrangements with creditors?

- 4.03 **Conflicts of Interest** – Does the appointee have any potential conflicts of interest such as other appointments at, or close relatives with financial relations to, the *firm(s)* subject to this notification, or qualifying ownership or any other form of substantial influence in the *firm(s)*?

4.04

Business and Employment Matters –Has the appointee **ever** been

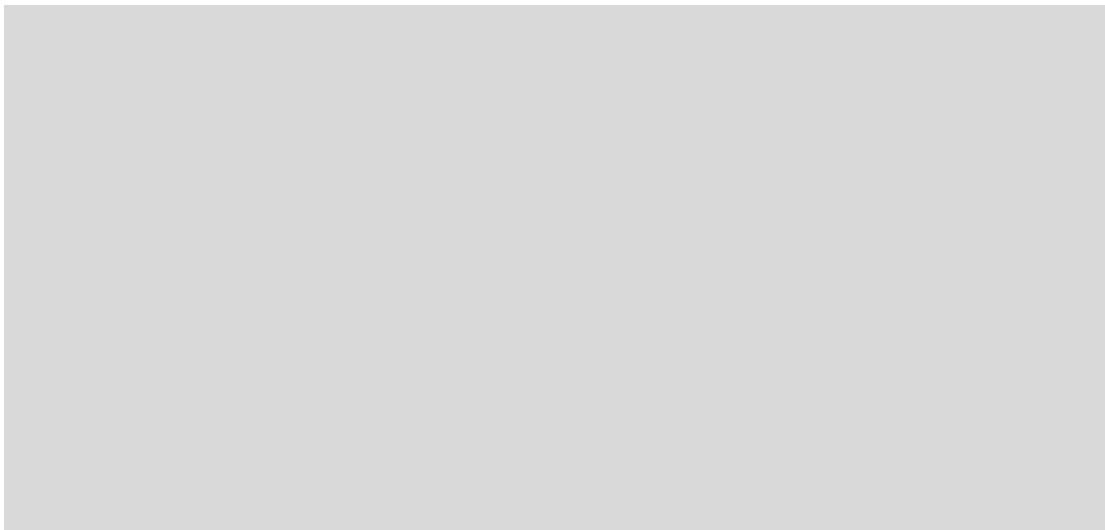
- (i) dismissed from employment as a senior executive or subject to termination of an engagement as a board member or auditor in a *firm*, other financial institution or company?
- (ii) disqualified from acting as a director or similar position?
- (iii) the subject of proceedings of a disciplinary nature?
- (iv) refused entry to, dismissed, suspended or requested to resign from any profession, vocation, office, employment or from any fiduciary office or position of trust (whether or not remunerated)?

4.05

Regulatory Matters – In relation to activities regulated by the *FCA* and/or *PRA* or any other regulatory body, has the appointee ever been the subject of an investigation, been subject to the rejection of an application, exclusion or limitation in any other way in terms of the right to conduct operations, been the subject of supervisory sanctions, or been the subject of a notification of breach of conduct rules?

4.06

Other Matters - Are the appointee or the *firm* aware of any other information relevant to this notification that we might reasonably expect to receive?



I have supplied further
information related to this section

YES

NO

Supplementary Information

5.01 Please confirm that the *firm* has provided the below documentation, in support of this notification:

5.01.1	the appointee's full CV including relevant employment history;	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.01.2	its assessment of whether the appointee has the personal characteristics required to perform the role effectively;	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.01.3	its assessment of whether the appointee possesses the level of competence, knowledge and experience required to perform the role effectively;	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.01.4	its assessment of whether the appointee has the qualifications required to perform the role effectively; and	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.01.5	its assessment of whether the appointee has undergone or is undergoing all training required to perform the role effectively.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.01.6	Has / Have a reference or references been obtained from current and previous employer(s) in accordance with the requirements of the PRA? If No, please provide details why the reference or references has/have not been obtained.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.02	Is the <i>firm</i> submitting any other information relevant to this notification?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
5.03	Please confirm total number of additional sheets being submitted.		

Declarations and signatures

Declaration of Firm

Knowingly or recklessly giving the *PRA* information which is false or misleading in a material particular may be a criminal offence (sections 398 of the Financial Services and Markets Act 2000 – ‘FSMA’). Rule 6 of the Notifications Part of the *PRA Rulebook* require a *firm* to take reasonable steps to ensure the accuracy and completeness of information given to the *PRA* and to notify the *PRA* immediately if materially inaccurate information has been provided.

Fitness and Propriety in the *PRA Rulebook* provides that a *firm* must require any *key function holder* or *notified non-executive director* to disclose appropriately any information of which the *PRA* would reasonably expect notice. Contravention of these requirements may lead to disciplinary or other action against the *firm* by the *PRA*.

In addition, appointees should be reminded that a failure by the appointee to disclose relevant information either to the *firm* or to the *PRA* could be regarded as evidence that they were not fit and proper. It should not be assumed that information is known to the *PRA* merely because it is in the public domain or has previously been disclosed to the *PRA* or another regulatory body. If there is any doubt about the relevance of information, it should be included.

In making this notification the *firm* believes on the basis of due and diligent enquiry that the appointee is a fit and proper person to perform the role. The *firm* also believes, on the basis of due and diligent enquiry, that the appointee is competent to fulfil the duties required in the performance of such function(s).

In signing this form on behalf of the *firm* I confirm that the information in this form is accurate and complete to the best of my knowledge and belief.

6.01 Name of person signing on behalf of the *firm*

6.02 Job title

6.03 Signature

6.04 Date

/ /

Declaration of Appointee

Knowingly or recklessly giving the *PRA* information which is false or misleading in a material particular may be a criminal offence (sections 398 of the Financial Services and Markets Act 2000 – ‘FSMA’).

The appointee confirms that the information provided in this notification is accurate and complete to the best of their knowledge. The appointee will notify the *PRA* immediately if there is a material change to the information provided.

The appointee confirms that the key responsibilities set out in Section 3.02 accurately reflect the aspects of the affairs of the *firm* which it is intended that the appointee will be responsible for managing. The appointee confirms that they have accepted all these responsibilities.

The appointee authorises the *PRA* to make such enquiries and seek such further information as it thinks appropriate to identify and verify information that it considers relevant to the assessment of this notification.

The appointee acknowledges and agrees that these checks may include credit reference checks or information pertaining to fitness and propriety, and is aware that the results of these enquiries may be disclosed to the employer.

The appointee agrees that they may be required to apply for a search to be made as to whether any criminal records are held in relation to them and to obtain a certificate (where such certificate can be obtained) and to disclose the result of that search to the *firm* submitting this application.

The appointee agrees that the *PRA* may use the address specified for the appointee in this form as the proper address for service in the United Kingdom as defined in FSMA (Service of Notices) Regulations (SI 2001/1420) to serve any notices on that signatory.

For the purposes of complying with the Data Protection Act 1998, the personal information provided in this Form will be used by the *PRA* to discharge its statutory functions under the FSMA and other relevant legislation, and will not be disclosed for any other purpose without the permission of the appointee.

The appointee confirms that they understand the regulatory responsibilities of the proposed role as set out in the following Parts of the *PRA Rulebook*: Conduct Rules, Insurance - Conduct Standards or Large Non-Solvency II Firms – Conduct Standards (as applicable).

The appointee is aware that, while advice may be sought from a third party (e.g. legal advice), responsibility for the accuracy of information, as well as the disclosure of relevant information, on the form is ultimately the responsibility of the person who signs the notification.

In signing this form on behalf of the *firm* I confirm that the information in this form is accurate and complete to the best of my knowledge and belief.

6.05 Name

6.06 Signature of appointee

6.07 Date

/ /