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**Application for Authorisation**

**Application form – UK branch of an international bank**

|  |  |
| --- | --- |
| **Full name of applicant** |  |

**Before completing this application form you should review the banking authorisations information on the** [**New Bank Start-up Unit’s website**](https://www.bankofengland.co.uk/prudential-regulation/new-bank-start-up-unit)**.**

The notes that accompany this form will help you to answer our questions, include relevant links to documents, and help pages.

**Important Information**

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.

A branch of an international bank forms part of a legal entity incorporated outside the UK (the applicant firm); authorisation applies to the whole firm and therefore the whole firm will be assessed against both sets of threshold conditions. The level of detail you provide should reflect the scale and complexity of your current worldwide and proposed UK operations.

**Purpose of this form**

The information in this pack is needed to help us to assess whether the applicant firm meets and will continue to meet both sets of threshold conditions.

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'.

The FCA and Bank of England process personal data in line with the requirements of The General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018. For further information about the way we use the personal data collected in this form, please read our privacy notices available on our websites:

•        FCA: [www.fca.org.uk/privacy](http://www.fca.org.uk/privacy)

•        Bank of England: <https://www.bankofengland.co.uk/prudential-regulation/authorisations>

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;
* ‘UK branch’ refers to the UK branch of the applicant firm;
* ‘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.

**Application Requirements:**

|  |  |
| --- | --- |
| **Form section** | **Page** |
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| 1. Fees & levies | 25 |
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|  |  |
| --- | --- |
| 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 | |  |

|  |  |
| --- | --- |
| Mobile number (optional) |  |

|  |  |
| --- | --- |
| 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 | |  |

|  |  |
| --- | --- |
| Mobile number (optional) |  |

|  |  |
| --- | --- |
| Email address |  |

Information for the Financial Services Register

**1.5 Principal place of business of the UK branch of the applicant firm**

It is the same as address given in Question 1.1

No, it is different from the address in Question 1.1, give details below

|  |  |
| --- | --- |
| Principal place of business address |  |
|  |
|  |
| Postcode |  |

|  |  |
| --- | --- |
| Country |  |
| Phone number |  |

|  |  |
| --- | --- |
| Email address |  |

**1.6 Date of registration at Companies House (dd/mm/yyyy)**

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

**1.7 UK branch registered number at Companies House**

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  |  |  |  |  |  |  |  |  |  |  |  |

**1.8 Principal place of business of the applicant firm**

|  |  |
| --- | --- |
| Principal place of business address |  |
|  |
|  |
| Postcode |  |

|  |  |
| --- | --- |
| Country |  |
| Phone number |  |

|  |  |
| --- | --- |
| Email address |  |

**1.9 Is the registered office address the same as the principal place of business?**

Yes⏵Continue to Question 1.10

No⏵Give address below

|  |  |
| --- | --- |
| Registered office address |  |
|  |
|  |
| Postcode |  |

|  |  |
| --- | --- |
| Country |  |
| Phone number |  |

|  |  |
| --- | --- |
| Email address |  |

**1.10 Date of incorporation or formation of the applicant firm (dd/mm/yyyy)**

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

**1.11 Home state registration number**

|  |
| --- |
|  |

**1.12 Where is the applicant firm’s head office?**

Yes, it is the same as address given in Question 1.8

No, it is different from the address in Question 1.8. Give details below

|  |  |  |
| --- | --- | --- |
| Head office address | |  |
|  | |
|  | |
| Postcode | |  |
| Country | |  |
| Phone number |  | |

|  |  |
| --- | --- |
| Email address |  |

**1.13 Does the applicant firm have a website address?**

No⏵Continue to Question 1.14

Yes⏵Give address below

Being developed⏵Give address (if known) and launch date below

|  |
| --- |
|  |

**1.14 Complaints contact person's details for the Financial Services Register**

This individual must perform a senior management function for the applicant firm.

Tick if same as 1.1

|  |  |
| --- | --- |
| Title |  |

|  |  |
| --- | --- |
| First names |  |

|  |  |
| --- | --- |
| Surname |  |

|  |  |
| --- | --- |
| Job title |  |

|  |  |
| --- | --- |
| Business address |  |
|  |
|  |
|  |
| Postcode |  |

|  |  |  |
| --- | --- | --- |
| Country |  | |
| Phone number | |  |

|  |  |
| --- | --- |
| Email address |  |

**Financial year end**

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

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

**Details of auditor**

**1.16 Does the applicant firm have an auditor?**

No⏵Continue to Question 1.17

Yes⏵Give details below

|  |  |
| --- | --- |
| Name of auditor firm |  |

|  |  |
| --- | --- |
| Contact name |  |

|  |  |
| --- | --- |
| Address |  |
|  |
|  |
|  |
| Postcode |  |

|  |  |  |
| --- | --- | --- |
| Country |  | |
| Phone number | |  |

**Sensitive Business Names**

Name(s) given may contain a word or expression that requires the FCA’s approval. Under the Company Act 2006, in this event firms must seek a view from the FCA before trading under or registering the business name containing these sensitive words. Using certain sensitive words related to financial services in a business name may give a misleading indication of what a business does. Further information can be accessed via the following link: <https://www.fca.org.uk/firms/firm-details/sensitive-business-names>

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

No⏵Continue to Question 1.18

Yes⏵Give details below

|  |  |
| --- | --- |
| Name |  |

**1.18 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 1.19

Yes⏵Give details below

|  |  |
| --- | --- |
| Name |  |

**History of applicant firm**

**1.19 Has the applicant firm 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

**1.20 Has the applicant firm, 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

**1.21 If the answer to Questions 1.19 or 1.20 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.

|  |
| --- |
|  |

**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.

**1.22 Controllers and Close Links**

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:

1. Full name of entity, including legal status, or individual controller
2. Country of incorporation (for controllers other than individuals) or country of origin (for individuals)
3. Percentage of the shares or voting rights held in the applicant firm or in its parent entity
4. 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)
5. Provide details of any information to suggest that a controller or a close link may prevent our effective supervision of the applicant firm
6. 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

**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

**1.23 Controller Forms**

Applicant firms must submit with this application the appropriate Controller Form 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 clicking [here.](http://www.bankofengland.co.uk/pra/Pages/authorisations/newfirm/applying.aspx)

Controller application forms and financial statements attached

Not applicable – no controllers

**Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017.**

**1.24 Will the applicant be required to comply with the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 and supervised by the FCA?**

No⏵Continue to Question 1.25

Yes

Some applicants may also be subject to the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017 in respect of other professional activities e.g. legal or accountancy activities. For these activities, applicant firms may have a different supervisor (e.g. the Solicitors Regulation Authority or the Institute of Chartered Accountants in England and Wales) under the Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2017.

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

No⏵Continue to Section 2

Yes

**1.26 Please tick if the applicant firm is conducting any of the activities listed below:**

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 firm's UK Branch’s proposed business.

If any of the information you provide is unclear, we will ask for further details.

Business plan attached

**Ownership of the firm**

**2.1 Where applicable, summarise the business of the applicant firm, its controllers and related group entities as shown on the group structure chart.**

**Business strategy**

**2.2 Explain how the UK branch operations will fit in to the wider strategy of the applicant firm and why the applicant firm has decided to carry on the business for which it is seeking authorisation**.

**Business model**

**2.3** Description of proposed business of the UK branch.

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

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

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

**Business plan**

**2.4** Provide financial projections for the UK branch (five years).

**2.4.1** Explain in detail the initial and long-term viability of the business model of the UK branch.

**2.4.2** Provide stress scenarios to show what will be the effect of the key assumptions underpinning the UK branch’s business model and its viability not turning out as planned.

**Financial resources**

**2.5** Provide a high-level summary of the applicant firm’s and the UK branch’s financial resources. Provide details of the source of the funds that will be injected into the UK branch to support its proposed business activities.

**Non-financial resources**

**2.6** Description of human resources associated with the UK branch (including expected changes over the period of the business plan). Please include an organogram.

Organogram attached

**2.6.1** Overview of intended IT systems utilised by the UK branch including details of operating systems, databases and applications that will support the core business processes.

**Governance arrangements, management structure, responsibilities and controls**

**2.7** Provide a structure chart of the applicant firm’s Board.

**2.7.1** Provide details of the applicant firm’s oversight and control framework over the UK branch. Include reporting lines within the UK branch and to the wider firm and group and describe how these arrangements will operate in practice**.**

**2.7.2** Provide the proposed committee and management structure chart for the UK branch and details of the experience of the management team in relation to the planned business.

**2.7.3** Give an overview of the intended structure and resources for the UK branch’s:

2.7.3.1 Compliance function

2.7.3.2 Internal Audit function

2.7.3.3 Risk function

|  |  |
| --- | --- |
| 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.**

**Accepting deposits**

**3.1 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

**3.1.1 Client types**

You must indicate the types of depositor that the UK branch will accept deposits from:

Retail  Wholesale

**3.1.2 Wholesale only limitation**

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

Yes

No

**Dealing in investments as principal**

**3.2 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 3.2.1

Yes, in relation to clients⏵ Continue to Question 3.3

No⏵Continue to Question 3.3

**3.2.1 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)

**3.2.2 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

**3.2.3 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

**3.2.4 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 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

**Other investment business regulated activities**

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

Yes⏵Continue to Question 3.3.1

No⏵Continue to Question 3.4

**3.3.1 Investment Business Permission Profile Table**

If the applicant firm intends, in addition to its proposed 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. (Please see below)**

**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 | Arranging safeguarding and administration of assets | Sending dematerialised instructions |
| **SECURITY** |  |  |  |  |  |  |  |  |  |
| Share |  |  |  |  |  |  |  |  |  |
| Debenture |  |  |  |  |  |  |  |  |  |
| Government and public security |  |  |  |  |  |  |  |  |  |
| Warrant |  |  |  |  |  |  |  |  |  |
| Certificates representing certain security |  |  |  |  |  |  |  |  |  |
| Unit |  |  |  |  |  |  |  |  |  |
| Rights to or interests in investments (security) |  |  |  |  |  |  |  |  |  |
| Alternative debenture |  |  |  |  |  |  |  |  |  |
| **CONTRACTUALLY-BASED**  **INVESTMENT** |  |  |  |  |  |  |  |  |  |
| 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) |  |  |  |  |  |  |  |  |  |
| **CLIENT TYPE** |  |  |  |  |  |  |  |  |  |
| Retail (investment) |  |  |  |  |  |  |  |  |  |
| Professional |  |  |  |  |  |  |  |  |  |
| Eligible counterparty |  |  |  |  |  |  |  |  |  |

3.3.2 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

Home finance business

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

Yes⏵Continue to Question 3.4.1

No⏵Continue to Question 3.5

3.4.1 Home Finance Business Permission Profile Table.

If the applicant firm, in addition to its proposed 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 |
| Regulated mortgage contract |  |  |  |  |  |
| Home reversion plan |  |  |  |  |  |
| Home purchase plan |  |  |  |  |  |
| Regulated sale and rent back agreement |  |  |  |  |  |
|  |  |  |  |  |  |
| **CLIENT TYPE** | Customer | Customer | Customer | Customer | Customer |

General insurance business

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

Yes⏵Continue to Question 3.5.1

No⏵Continue to Question 3.6

3.5.1 General Insurance Business Permission Profile Table

If the applicant firm, in addition to its proposed 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** | | | | |
|  | 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 |
| **Investment type** | Non-investment insurance contract | Non-investment insurance contract | Non-investment insurance contract | Non-investment insurance contract | Non-investment insurance contract |
| **CUSTOMER TYPE** |  |  |  |  |  |
| Retail (non-investment insurance) |  |  |  |  |  |
| Commercial |  |  |  |  |  |

Consumer Credit

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

Yes⏵Continue to Question 3.6.1

No⏵Continue to Question 3.7

**3.6.1 Consumer credit permissions**

Credit Broking ⏵Complete Question 3.6.11

Operating an electronic system in relation to lending ⏵Complete Question 3.6.11

Debt Adjusting ⏵Complete Question 3.6.3

Debt Counselling ⏵Complete Question 3.6.6

Debt Collecting ⏵Complete Question 3.6.11

Debt Administration ⏵Complete Question 3.6.11

Entering into a regulated credit agreement as lender ⏵Complete Question 3.6.2  
(excluding high-cost short-term credit, bill of sale loan  
agreement and home credit loan agreement)

Exercising or having the right to exercise the lender’s ⏵Complete Question 3.6.2  
rights and duties under a regulated credit agreement   
(excluding high-cost short-term credit, bill of sale loan   
agreement and home credit loan agreement)

Entering into a regulated home credit loan agreement ⏵Complete Question 3.6.2  
as lender

Exercising or having the right to exercise the lender’s ⏵Complete Question 3.6.2  
rights and duties under a regulated home credit loan  
agreement

Entering into high-cost short-term credit as a lender ⏵Complete Question 3.6.2

Exercising or having the right to exercise the lender’s ⏵Complete Question 3.6.2  
rights and duties in relation to high-cost short-term  
credit

Entering into a bill of sale loan agreement as a lender ⏵Complete Question 3.6.2

Exercising or having the right to exercise the lender’s ⏵Complete Question 3.6.2  
rights and duties under a bill of sale loan agreement

Entering into a regulated consumer hire agreement ⏵Complete Question 3.6.11  
as owner

Exercising or having the right to exercise the lender’s ⏵Complete Question 3.6.2  
rights and duties under a regulated consumer  
hire agreement

Providing credit information services ⏵Complete Question 3.6.11

Providing credit references ⏵Complete Question 3.6.11

**Limitations**

If the applicant firm 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.

**3.6.2 Will the applicant firm 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 3.6.11

**3.6.3 Will the applicant firm 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 3.6.11

**3.6.4 Will the applicant firm 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 3.6.11

**3.6.5 Will the applicant firm 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 3.6.11

**3.6.6 Will the applicant firm 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 3.6.11

**3.6.7 Will the applicant firm 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 3.6.11

**3.6.8 Will the applicant firm 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 3.6.11

**3.6.9 Will the applicant firm carry 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 3.6.11

**3.6.10 Will the applicant firm carry 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 3.6.11

**Requirements**

**3.6.11 Will the applicant firm canvass 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 applicant firm is not permitted to canvass regulated borrower-lender-supplier agreements or regulated consumer hire agreements off trade premises.

Other regulated activities

3.7 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

|  |
| --- |
|  |

**Agreeing to carry on a regulated activity**

**3.8 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

**Other limitations/requirements**

**3.9 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.**

|  |
| --- |
|  |

**Financial promotions**

**3.10** **Do you intend to approve any financial promotions in accordance with section 21 of the Financial Services and Markets Act 2000 on behalf of unauthorised persons?**

No

Yes

**Client money/safe custody assets**

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

Yes⏵You must complete amounts in Question 3.11.3

No

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

Yes

No

**3.11.2 Will the applicant firm hold safe custody assets?**

Yes⏵you must complete amounts in Question 3.11.3

No

**3.11.3 If yes to 3.11.1 or 3.11.2, 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 |  |  |

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

|  |  |  |
| --- | --- | --- |
|  | Hold client monies | Control client monies |
| Home finance activities |  |  |
| Insurance mediation activities |  |  |

|  |  |
| --- | --- |
| 4 | **Financial resources, Risk Management and 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. |

**Capital**

**4.1 You must provide the applicant firm’s most recent publicly available capital resources data.**

Capital resources data attached

**Liquidity**

**4.2 You must provide the applicant firm’s most recent whole firm LCR and liquidity data as submitted to the applicant’s Home State Regulator.**

LCR and whole firm liquidity data attached

**Risk Management**

**4.3 You must provide high-level details of the applicant firm’s Risk Management Framework, including explanations of 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. You must also clearly set out the UK branch’s approach to risk management, provide a copy of its Risk Appetite Statement, Risk Management Policies, and Credit/lending Policies.**

Branch Risk Appetite Statement attached

Branch risk management framework attached

Branch Risk Management Policies attached

Credit/lending policy attached

**Recovery and Resolution**

**4.4 You must provide a high level description of how the UK Branch and its UK creditors would be treated in the event of resolution of the applicant firm.**

Attached

**4.4.1 You must confirm that the applicant firm will be able to generate a Single Customer View file.**

Yes

**Annual statutory accounts**

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

Attached

Not applicable⏵new entity

**Bank of England Forms BT and ELS**

**4.6 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 individual/s who will perform the senior management functions of the branch.**

|  |  |  |
| --- | --- | --- |
| Senior management function | Name of individual | Where will the individual be located? |
| SMF |  |  |
| SMF |  |  |
| SMF |  |  |
| SMF |  |  |
| SMF |  |  |
| SMF |  |  |
| SMF |  |  |
| SMF |  |  |
| SMF |  |  |
| SMF |  |  |
| SMF |  |  |

**5.2 Please fill in a ‘Form A’ - Application for each individual who will be performing a senior manager function that you have listed above.**

How many ‘Form A - Application to perform a controlled function’ are being sent with this application?

|  |
| --- |
|  |

**5.3 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

**5.4 Board and executive committees’ and UK branch committees’ terms of reference and membership**

Board and executive committees’ terms of reference and membership

UK branch committees’ terms of reference and membership

|  |  |
| --- | --- |
| 6 | **Compliance, Internal Audit and Policies & Procedures**  **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. |

**Compliance arrangements**

**6.1 You must provide details of the applicant firm’s compliance arrangements and resources including how they pertain to the UK branch.**

**6.1.1 You must confirm that the UK branch has in place a comprehensive compliance procedures manual.**

Yes, a comprehensive compliance manual is in place

**6.1.2 You must attach the UK branch’s compliance monitoring programme for 12 months from authorisation.**

Attached

**Internal Audit arrangements**

**6.2 Provide details of the Internal Audit arrangements for UK branch; structure/resources (including technology audit) if appropriate.**

**6.2.1 You must attach the applicant firm’s Internal Audit plan insofar as it includes the UK branch and its activities for 12 months from authorisation.**

Attached

**Policies and procedures**

**6.3 You must attach the product governance policy and procedures**

Attached

**6.3.1 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.**

Attached

**6.3.2 You must attach the UK branch’s Business Continuity Plan and policy.**

Attached

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

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. |

**Outsourcing excluding IT outsourcing**

**7.1 You must attach details of proposed external and intra-group outsourcing that will support the UK branch’s operations. You must also provide details of oversight responsibilities and arrangements, systems and controls for each outsourced function necessary to the UK branch’s management and 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

**7.1.1 Please list service level agreements and arrangements for each outsourcing material to the applicant firm’s management and operations.**

Listattached

Not applicable

**IT systems including IT outsourcing arrangements**

**7.2 You must confirm whether the core IT systems that the applicant firm will use in the UK branch’s 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

Either Partly existing systems and partly new systems, or materially amended systems

**7.2.1 Will the UK branch's IT systems applications automatically interface with customers/counterparties?**

Yes

No

**7.2.2 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. |

**Regulatory returns – RegData**

All regulated firms have to supply regular regulatory returns. RegData 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 You must confirm that the applicant firm has the ability to complete its regulatory returns via RegData.**

Yes

**8.1.1 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 PRA Rulebook?**

Yes

**8.1.2 Do you agree to submit this information using RegData in a timely manner?**

Yes

**FINREP Reporting**

**8.2 Will the applicant firm be required to report FINREP?**

Yes

No

**Branch Reporting**

**8.3 You must confirm that the applicant firm has the ability to complete branch returns and whole-firm LCR returns in a timely manner**

Yes

|  |  |
| --- | --- |
| 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 Financial Guidance Levies (FGL) 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 block(s). 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 of new business it expects to undertake measured according to the relevant tariff base(s). See FEES 4.2.7E to 4.2.7G of the FCA Handbook <https://www.handbook.fca.org.uk/handbook/FEES/4/2.html>.
* Monetary figures must be denominated in **GBP**. Please round your answers up for this section to the nearest whole number. **If the answer is 'nil' please write 'nil' – do not leave it blank.**
* 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.

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 its new business?**

|  |  |
| --- | --- |
| 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 its new business?**

|  |  |
| --- | --- |
| 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, at the end of the first year of its new business? (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 its new business?**

|  |  |
| --- | --- |
| 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 its new business?**

|  |  |
| --- | --- |
| Amount |  |
| Confirm amount in words |  |

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

**How many traders will the applicant firm have at the end of the first year of its new business?**

|  |  |
| --- | --- |
| 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 its new business in relation to the regulated activities for fee-block A.13 i.e. advisers, arrangers, dealers or brokers?**

|  |  |
| --- | --- |
| 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 its new business in relation to the regulated activities for fee-block A.14 i.e. 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 its new business 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 its new business in relation to its non-investment insurance contracts (including pure protection) business only?**

|  |  |
| --- | --- |
| Amount |  |
| Confirm amount in words |  |

**9.11 Fee block CC2 – Credit-related regulated activities**

|  |  |
| --- | --- |
| Amount |  |
| Confirm amount in words |  |

**How much annual income does the applicant firm estimate for the first year of its new business in relation to its credit-related regulated activities?**

**The Financial Guidance Levies**

The data provided under the Regulatory Fees section above will be used to calculate most of the Financial Guidance levies, apart from the debt advice levies.

**9****.12** **Fee block CC3 – Debt advice levy – consumer credit lending**

**Value of lending**

**What is the GBP value of the outstanding loans in respect of regulated credit agreements that the applicant firm estimate at the end of the first year of its new business? This includes all:**

* Debt purchasing
* Hire purchase/conditional sale agreements
* Home credit loan agreements
* Pawnbroking
* High-cost short-term credit
* Overdrafts
* Other running-account credit
* Other lending

|  |  |
| --- | --- |
| Amount |  |
| Confirm amount in words |  |

**9.13 Fee block A2D – 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 it will have at the end of the first year of its new business?**

|  |  |
| --- | --- |
| 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 Handbook 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 an exemption (see Question

**9.14 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 its new business?**

|  |  |
| --- | --- |
| Amount |  |
| Confirm amount in words |  |

**9.15 The ombudsman service’s industry block I005 – Portfolio managers**

**How much relevant funds under management does the applicant firm estimate it will have at the end of the first year of its new business?**

|  |  |
| --- | --- |
| Amount |  |
| Confirm amount in words |  |

**9.16 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 its new business?**

|  |  |
| --- | --- |
| Amount |  |
| Confirm amount in words |  |

**9.17 The ombudsman service’s industry block I007 – Dealers as principal**

**How many relevant traders will the applicant firm have at the end of the first year of its new business?**

|  |  |
| --- | --- |
| Amount |  |
| Confirm amount in words |  |

**9.18 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 its new business in relation to advisers, arrangers, dealers or brokers holding and/or controlling client money/assets OR advisers, arrangers, dealers or brokers not holding or controlling client money/assets?**

|  |  |
| --- | --- |
| Amount |  |
| Confirm amount in words |  |

**9.19 The ombudsman service’s industry block I010 – Corporate finance advisers**

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

|  |  |
| --- | --- |
| Amount |  |
| Confirm amount in words |  |

**9.20 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 its new business in relation to its home finance mediation business?**

|  |  |
| --- | --- |
| Amount |  |
| Confirm amount in words |  |

9.21 The ombudsman service’s industry block I017 – General insurance distribution

|  |  |
| --- | --- |
| Amount |  |
| Confirm amount in words |  |

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

**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.

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 last quarter of the fee year.

9.22 Class A – Deposit

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

|  |  |
| --- | --- |
| Amount |  |
| Confirm amount in words |  |

9.23 Category 1.1 – General insurance distribution

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

|  |  |
| --- | --- |
| Amount |  |
| Confirm amount in words |  |

9.24 Category 2.1 – Life distribution and investment intermediation

**How much annual eligible income does the applicant firm estimate for the first year of authorisation in relation to its life distribution and investment intermediation business only?**

|  |  |
| --- | --- |
| Amount |  |
| Confirm amount in words |  |

9.25 Category 2.4 – Structured deposits provision

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

|  |  |
| --- | --- |
| Amount |  |
| Confirm amount in words |  |

9.26 Class 3 – Investment provision claims

**How much annual eligible income does the applicant firm estimate for the first year of authorisation in relation to fund management,** **trustee or depositary business, or operating collective investment schemes or personal pension schemes?**

**9.27 Category 4.1 – Home finance intermediation**

|  |  |
| --- | --- |
| Amount |  |
| Confirm amount in words |  |

**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)**

**Declaration the 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.

**9.28 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

**Online invoicing**

Online invoicing gives you access to your fees account via the web giving you:

* easy access to view all transactions on your account
* immediate email notification of new invoices and credit notes
* access to view, download (pdf) and print invoices and credit notes
* ability to query invoices online and receive responses by email
* opportunity to register multiple users to access your fees information
* report fee tariff data online
* a paperless ‘green’ process, reducing printing and postage costs

**Online invoicing registration**

Once your firm is authorised you will be automatically registered using your principal place of business email address and provided with an access code. You can then also request access for further users.

|  |  |
| --- | --- |
| 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 |

**Submitting an authorisation application and the fee**

**The application fee falls into Category 8.**

Please refer to FEES 3 Annex 1AR for the details of the amount chargeable for each category - [https://www.handbook.fca.org.uk/handbook/FEES/3/Annex1AR.html](https://www.handbook.fca.org.uk/handbook/FEES/3/Annex1A.html)

**10.1 To submit an application, firms will need to follow the following steps:**

* Firms will need to send an email with an electronic copy of their application to the PRA at the following mailbox: [NewFirmAuthorisation@bankofengland.co.uk](mailto:NewFirmAuthorisation@bankofengland.co.uk)
* If the file size exceeds 25MB please use multiple emails to accommodate your submission.

**Fee**

The preferred method for payment of fees is via BACS, however cheques are also accepted. Please refer to [FEES 3.2.3R](https://www.handbook.fca.org.uk/handbook/FEES/3/2.html) in the FCA Handbook for more information.

**BACS method**

Please make the payment to the FCA using the details below:

Account name: FCA Collection account  
Bank name: Lloyds Bank  
Account number: 00828179  
Sort code: 30-00-02  
Swift code: LOYD GB 2LCTY  
Iban code: GB68 LOYD 3000 0200 8281 79.

When you make the payment, please reference it with the following: Title: “New authorisation application” and the “firm name” (Name of the firm applying for authorisation).

Please then email your remittance advice and payment details to: [fcafees@fca.org.uk](mailto:fcafees@fca.org.uk) & [NewFirmAuthorisation@bankofengland.co.uk](mailto:NewFirmAuthorisation@bankofengland.co.uk)

**Cheque method**

The cheque should be sent to the PRA at the following address: **Prudential Regulation Authority, Authorisations, 20Moorgate, London, EC2R 6DA** but should be made payable to the Financial Conduct Authority as the scheme administrator (please note the FCA cannot accept post-dated cheques) and write the name of the ‘Applicant firm’ and title ‘Application for authorisation’ on the reverse of the cheque. The cheque should also be accompanied by a covering letter.

**Documents included with this application**

You must confirm the documents you have sent in this application below:

**10.2 This 'application for authorisation' pack consists of the following documents.**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Controllers forms | Number enclosed   |  |  |  | | --- | --- | --- | |  |  |  | |
| Form A for senior managers | Number enclosed   |  |  | | --- | --- | |  |  | |
|  |  |

**10.2.1 List of supporting documents**

**Other documents**

**10.2.2 Please list any other documents you have provided.**

|  |
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**10. 2.3 Please provide any comments on supporting documents if necessary.**

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**Other information**

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

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**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.

**10.3 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**

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| Date | dd/mm/yy |  | dd/mm/yy |