

# RegData user guide

## Requesting a resubmission

This user guide explains how to:

- search for a data item you have previously submitted
- request a resubmission for a previously submitted data item

A 'data item' is each individual form you need to fill in, eg CCR007, FSA001.

A 'return' is all data items due for the same reporting period, due on the same due date.

For all data items initially submitted after 31 December 2016, you can request a resubmission online via RegData.

### 1. Navigating to your Submission History

Select **Submission History** at the top of the screen:



To find a data item:

- scroll through the list of returns and click on the + symbol for the relevant return, or
- use the Search Returns option at the top of the screen

Scroll to the bottom of the page where you will find a list of submitted returns.

Expand returns by either by clicking on the + symbol for the appropriate return, or clicking on **Expand All Returns**:

Expand All Returns			
Start Date ↓	End Date ↓	Due Date ↓	
02/06/2014	01/06/2014	01/07/2014	
<input type="checkbox"/>	<b>Data Items</b>	<b>Completion Status</b>	<b>Attachments</b>
<input type="checkbox"/>	REP001 Close Link Report <b>I</b>	Submitted	Save PDF
<input type="checkbox"/>	PSD007 Product Sales Data - Mortgage Performance <b>I</b>	Submitted	Save PDF
<input type="checkbox"/>	PSD007 Product Sales Data <b>I</b>	Submitted	Save PDF
<input type="checkbox"/>	REP008 Notification of Disciplinary Action <b>I</b>	Satisfied for group	Save PDF
02/06/2014	01/06/2014	01/07/2014	
<input type="checkbox"/>	<b>Data Items</b>	<b>Completion Status</b>	<b>Attachments</b>
<input type="checkbox"/>	REP006a Recovery Plans Notification <b>I</b>	Previous Version	Save PDF
<input type="checkbox"/>	REP007a Resolution Plans Notification <b>I</b>	Submitted	Save PDF
<input type="checkbox"/>	REP010 List of Overseas Regulators and Organogram <b>I</b>	Previous Version	Save PDF
<input type="checkbox"/>	REP015 Retirement Income Flow Data <b>I</b>	Satisfied for group	Save PDF
+ 02/06/2014	09/06/2014	05/07/2014	
<b>+ 02/06/2014</b>	01/06/2018	31/01/2019	
+ 02/06/2014	01/01/2019	30/04/2019	

Click on the data item you are looking for.

## 2. Using the search functionality to find a submitted data item

At the top of the Submission History screen, you'll find the search functionality.

You can search with multiple criteria:

- the Handbook Reference for the data item, eg CCR007, FSA001
- the data items completion status, eg Submitted, Resubmission
- Reporting Basis, eg Unconsolidated, Solo-Consolidated
- the reporting period start and end dates for the data item
- the submission due date for the data item
- when the data item was submitted

Enter the criteria which you wish to use to search, then click on **find**:

**Search Returns**  
**Handbook Reference** Select Handbook Reference ▼    **Completion Status** Select Completion Status ▼    **Reporting Basis** Select Reporting Basis ▼  
**Reporting Period Start Date** From DD/MM/YYYY 📅    **Reporting Period End Date** From DD/MM/YYYY 📅    **Submission Due Date** From 01/06/2014 📅    **Submitted Date** From DD/MM/YYYY 📅  
To DD/MM/YYYY 📅    To DD/MM/YYYY 📅    To 09/06/2014 📅    To DD/MM/YYYY 📅

You will see the results at the bottom of the screen. Scroll down and click on the required data item.

### 3. Requesting a resubmission

Once you've found the appropriate data item, select it:

Due Date ↕	Start Date ↕	End Date ↕
01/07/2014	01/06/2014	02/06/2014
<input type="checkbox"/> <b>Data Items</b>	<b>Completion Status</b>	<b>Attachments</b>
<input type="checkbox"/> REP001 Close Link Report ⓘ	Submitted	Save PDF
<input type="checkbox"/> PSD007 Product Sales Data - Mortgage Performance ⓘ	Submitted	Save PDF
<input type="checkbox"/> PSD007 Product Sales Data ⓘ	Submitted	Save PDF
<input type="checkbox"/> REP008 Notification of Disciplinary Action ⓘ	Satisfied for group	Save PDF

Click on **request resubmission**:

<input type="checkbox"/> Data Items	Completion Status	Attachments	
<input checked="" type="checkbox"/> REP001 Close Link Report <b>1</b>	Submitted	Save PDF	
<b>Last Updated By</b> <b>Last Updated</b> <b>Cross Validate With</b> <b>Version</b> <span>×</span>			
<input type="checkbox"/> PSD007 Product Sales Data - Mortgage Performance <b>1</b>	Submitted	Save PDF	
<input type="checkbox"/> PSD007 Product Sales Data <b>1</b>	Submitted	Save PDF	
<input type="checkbox"/> REP008 Notification of Disciplinary Action <b>1</b>	Satisfied for group	Save PDF	

**REQUEST RESUBMISSION**      ADD TO SUBMISSION GROUP

In the pop-up box, select a reason for the resubmission. You can include optional further details in the Further Details text box.

When ready, click on **confirm**:

**Reason for Resubmission** ×

*\* Mandatory field(s)*

Reason for Resubmission \*

Please select a reason for resubmission

If 'Other' is selected, you must enter the reason in 'Further Details'. For all other reasons, you may include further details regarding your reason for the request.

Further Details

Enter details

Max. 200 characters

CANCEL      **CONFIRM**

You will now be able to find the data item(s) you wish to resubmit in your **Reporting Schedule**.

#### **4. Requesting a resubmission for a data item initially submitted before 31 December 2016**

For data items initially submitted before 31 December 2016, please complete a SUP15 form with the details of the resubmission and send it to our Contact Centre: [firm.queries@fca.org.uk](mailto:firm.queries@fca.org.uk).

The following data items can be resubmitted on RegData without restriction:

- AIF
- PSD
- FSA056
- FSA057
- REP017
- REP017a
- REP017b
- REP018
- REP020
- PS Complaints
- XBRL