

# RegData user guide

## Types of reporting

This user guide explains the types of reporting you can do on RegData.

### 1. Overview

Your Reporting Schedule shows the returns you must send us on a rolling 14-month basis – please check it regularly.

You have to submit all data items within a return to meet your firm's reporting obligations – please complete your return on time.

Ensure you are ready for your submission:

- Maintain your email address – RegData will send emails to the Principal User, and assigned administrators and firm users. You will receive email reminders for your return before it is due. It is your responsibility to make sure your email address is up to date in the 'My Details' section of RegData.
- Avoid late returns. The reporting requirements are subject to strict time limits under our rules. If your firm does not meet these, you may be charged an administrative fee of £250. If your firm does not submit the information required we may take enforcement action. This can result in you losing your permission to carry out regulated activities.
- Check the 'What's New' pages on our [Handbook](#) regularly for information about new data items, or new versions of existing data items. We also update the [RegData](#) pages on [fca.org.uk](http://fca.org.uk), so look out for the latest information.

There are 3 ways to submit regulatory data, depending on the type of submission:

- Online forms
- Web Upload
- Web Service

You can select the method that is most suitable to your business.

## 2. Online forms

You can enter your data directly into the appropriate data item on RegData. You'll have the option to save your progress for later. If you aren't a Principal User, you may not have permission to view all your firm's data items.

After adding all your data and/or attachments and clicking 'validate', RegData will check what you have entered.

## 3. Web Upload

RegData's web upload feature accepts the following file and data types:

- **XML**: for all data submissions (except PSD, AIFMD and XBRL) using a data file that complies with our data reference guide definitions
- **Product Sales Data (PSD) XML**: using a data file that complies with the PSD definitions in our data reference guide
- **Alternative Investment Fund Management Directive (AIFMD) XML**: using a data file that complies with the AIFMD definitions in our data reference guide
- **XBRL**: using a data file that complies with definitions on the EBA website (for COREP and FINREP reporting)

## 4. Web Service

You can use this method for all XML or XBRL submissions except Product Sales Data. Your firm must have routines and software that can automatically extract the data from its systems and send this to RegData.

The files will need to comply with the same definitions as RegData's web upload feature, and will then be transferred to us by a secure transfer method.

RegData will validate the file and send a system message to confirm that the process was successful. If there is an error, it will show the details – you can then either resubmit your return or, for XML submissions only, amend the errors by logging into RegData.