

# Appendix I – CONNECT

Connect is our secure online system that makes it easier for you to submit applications and notifications to us electronically.

## **What should I submit through Connect?**

You will need to use Connect if you wish to notify us of any of the regulatory processes listed below:

- Approved Persons
- Appointed Representatives
- Standing Data
- Variations of permission
- Cancellations

## **How do I register?**

As an authorised firm you must use Connect to submit any of the above, but registration is straightforward. You can do it by going to the Connect registration page on the FCA website: <http://fca.org.uk/firms/systems-reporting/connect>

## **Where can I get more assistance?**

We recommend that you become familiar with our support pages, which can be found in the 'Being Regulated' part of our website. <http://fca.org.uk/firms/being-regulated>

We frequently update them with latest news, relevant help text and links to other related areas of our website.

This also includes a useful Help section. Here we provide application and process assistance, system and administration guidance and Quick Reference Guides. Please spend some time reading these pages, as you'll find most of your queries will be answered there.

However, we do understand it can be easier to speak to someone. So if, after reading these pages, you need extra assistance please call our Customer Contact Centre on 0845 606 9966, open Monday to Friday from 9am to 5pm.

## **What about Submitting a Passporting Application?**

If you need to submit a Passporting application to us you will need to use the ONA system to do this. You can find out about ONA and how to Register to use it on the ONA pages of the FCA Website: [www.fca.org.uk/firms/systems-reporting/ona](http://www.fca.org.uk/firms/systems-reporting/ona)