

# How to complete and submit your REP005 High Earners Report

## REP005 High Earners Report

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1. Download the [report template](#)

REPORTING START DATE  (dd/mm/yyyy)  
 REPORTING END DATE  (dd/mm/yyyy)  
 SUBMISSION DUE DATE  (dd/mm/yyyy)  
 VERSION (COPY NO)

Currency: EUR

Currency Units: single

**Special Instructions:**

This item should be reported in EUR and in actual numbers. Please note that this data is required at a group level (where applicable).

Firms should submit a separate template for each EEA member state where the group is operating and for each payment bracket of EUR1m within that member state. One payment bracket template should be completed for every group of high earners who fall within that bracket for total remuneration.

Information as to the function of those staff reported under 'All other' should be included in 27A.

**GROUP REPORTING**

- 1 Is this report on behalf of a group?
- 2 If Yes, list firm reference numbers (FRNs) of all additional firms included in this report.

A

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>
Add FRN

**NIL RETURN DECLARATION**

- 3 Do you wish to submit a nil return?

2. Complete **Reporting Start, End and Due Dates** – these dates must match the equivalent reporting dates on your GABRIEL schedule.

3. Complete **Version (Copy No)** – this should be '1' for initial submission, or '2' or above for subsequent resubmissions.

4. Complete Q1 - **Is this report on behalf of a group?** (Yes/No).

5. If Q1 = 'Yes', then list the **Firm Reference Numbers (FRNs)** of the additional firms you are reporting for. These firms must also have the equivalent report on their GABRIEL schedule and in 'No Data' status. Select 'Add FRN' to add additional rows.

7. If Q3 = 'No', then select 'Add Main Details'. This will add a new worksheet (see Steps 8 & 9).

6. Complete Q3 - **Do you wish to submit a nil return?** (Yes/No) If Q3 = 'Yes', then proceed to Step 10.

9. To add additional worksheets, simply return to the REP005 worksheet and repeat Step 7.

To remove an unwanted worksheet, select 'Delete Sheet'.

8. Complete Q4 - EEA State to which the data relates, Q5 - Payment bracket.

Notice that this information automatically populates the name of the worksheet. This enables you to easily identify when multiple worksheets are present.

Delete Sheet

MAIN DETAILS

4 EEA state to which the data relates

5 Payment bracket

Business Areas

6 Number of individuals in senior management

7 Number of individuals in control functions

8 Number of other staff

9 Total number of High Earners  
Of which:

10 Identified Staff

11 Total fixed remuneration (in EUR)  
Of which:

12 Fixed in cash

13 Fixed in shares and share-linked instruments

14 Fixed in other types of instruments

15 Total variable remuneration (in EUR)  
Of which:

16 Variable in cash

17 Variable in shares and share-linked instruments

18 Variable in other types of instruments

19 Total amount of variable remuneration awarded in year N which has been deferred (in EUR)  
Of which:

20 Deferred variable in cash in year N

21 Deferred variable in shares and share-linked instruments in year N

22 Deferred variable in other types of instruments in year N

Additional information regarding the amount of total variable remuneration

23 Number of beneficiaries of severance payments

24 Total amount of severance payments paid in year N (in EUR)

25 Total amount of contributions to discretionary pension benefits in year N (in EUR)

26 Total amount of variable remuneration awarded for multi-year periods under

A B

GB

EUR 1 million to below EUR 2 million

A B C D E F G H

MB Supervisory Function MB Management Function Investment Banking Retail Banking Asset Management Corporate Functions Independent Control Functions All other

REP005 GB (1-2)

# REP005 High Earners Report

[help?](#)

REPORTING START DATE	<input type="text"/>	(dd/mm/yyyy)
REPORTING END DATE	<input type="text"/>	(dd/mm/yyyy)
SUBMISSION DUE DATE	<input type="text"/>	(dd/mm/yyyy)
VERSION (COPY NO)	<input type="text"/>	

Currency: EUR

Currency Units: single

**Special Instructions:**  
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Information as to the function of those staff reported under 'All other' should be included in 27A.

## GROUP REPORTING

A

1 Is this report on behalf of a group?

2 If Yes, list firm reference numbers (FRNs) of all additional firms included in this report.

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

## NIL RETURN DECLARATION

3 Do you wish to submit a nil return?

**10.** Once fully completed, return to the REP005 worksheet and select 'Export XML'  
Select the location to save your XML file, enter the File Name and select 'Save'.



## GABRIEL

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- Change Firm
- View Schedule
- My Details
- View Submission History
- XML Submission
- View Direct Communication Results
- Upload XML**
- XBRL Submission
- View Resubmission Requests
- Product Sales Data

[Print](#)

### Upload XML

FRN: 980035 Firm Name: MER Test Firm 980035

This page is used by firms that are submitting the GABRIEL data items using XML.

Please note, to upload a Product Sales Data XML file, you need to use the Upload PSD XML under Product Sales Data on the left navigation panel.

For further information see [Upload XML help](#).

#### Attach file

 
 

11. Log into GABRIEL, select 'XML Submission', followed by 'Upload XML'.

Select 'Browse', navigate and select the saved XML file, then select 'Upload'.



## GABRIEL

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- Change Firm
- View Schedule
- My Details
- View Submission History
- XML Submission

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Firm FRN: 980035 Firm Name: MER Test Firm 980035

#### Successful

You have successfully uploaded your Data Item(s) into the online system. Your Data Item(s) are now available for validation and submission online.

12. If upload is successful, the following message is displayed.



## GABRIEL

- Change Firm
- View Schedule**
- My Details
- View Submission History
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- XBRL Submission
- View Resubmission Requests
- Product Sales Data

Print

### Firm Schedule - Reporting Period

FRN: 980035 Firm Name: MER Test Firm 980035

Click the due date hyperlink to view and edit data items or click [+] to expand the return to show data items. [Need help?](#)

Future returns are subject to change, e.g. as a result of changes in the firm's permissions or to FCA or PRA Policy.

Return Due Date	Reporting Period Start	Reporting Period End	
<a href="#">+ Return due 29/04/2013</a>	01/01/2013	31/03/2013	Overdue
<a href="#">+ Return due 23/10/2015</a>	01/06/2014	31/05/2015	Ready to Complete

[Expand All](#)

13. Select 'View Schedule' from the left hand menu. Select the appropriate 'Return due dd/mm/yyyy' link to navigate to the next page.

## Firm Schedule - Data Items in Reporting Period

FRN: 980035 Firm Name: MER Test Firm 980035

Click on the data item link to view / edit. Click [+] to view more information. You can also or XBRL, by selecting the data item and clicking on the relevant action below.

To submit a PSD report, select the report and click Submit.

To upload an XBRL file, select the data item and click Upload XBRL.

Note: NGP reports cannot be submitted in C

### Reporting Period Information

Data Item Due Date: 23/10/2015  
 Reporting Period Start Date: 01/06/2014  
 Reporting Period End Date: 31/05/2015

Select Item	Data Item	Completion Status	
<input type="checkbox"/>	+	REP005 High Earners Rep	Draft

Select All

Select Action: Validate Cross Validate Upload XBRL Submit

14. Notice that the report is in 'Draft' status. Select tick box next to report, then select 'Validate'.

## Firm Schedule - Data Items in Reporting Period

FRN: 980035 Firm Name: MER Test Firm 980035

### Error

Validation of the selected Data Item(s) has resulted in errors.

Click on the data item link to view / edit. Click [+] to view more information. You can also or XBRL, by selecting the data item and clicking on the relevant action below.

To submit a PSD report, select the report

To upload an XBRL file, select the data item

Note: NGP reports cannot be submitted in C

### Reporting Period Information

Data Item Due Date: 23/10/2015  
 Reporting Period Start Date: 01/06/2014  
 Reporting Period End Date: 31/05/2015

Select Item	Data Item	Completion Status	
<input type="checkbox"/>	+	REP005 High Earners Report	Failed validation

Select All

Select Action: Validate Cross Validate Upload XBRL Submit

15. In this instance, the report has 'Failed Validation'. Select the Data Item link to display a list of errors which must be addressed in your reporting template. Repeat Steps 10-14.

### Errors

Element	Error Type	Error Message
5B	Validation	Field must match comparison: 5B cannot be greater than 5A+1 for EEA state 'GB' and Payment bracket '2 EUR million to less than 4 EUR million'
27A	Validation	Condition must hold: Mandatory if any element in column H has a value greater than 0, otherwise must be omitted for EEA state 'GB' and Payment bracket '2 EUR million to less than 4 EUR million'

## Firm Schedule - Data Items in Reporting Period

FRN: 980035 Firm Name: MER Test Firm 980035

Click on the data item link to view / edit. Click [+] to view more information. You can also view the report or XBRL, by selecting the data item and clicking on the relevant action below.

To submit a PSD report, select the report and click Submit.

To upload an XBRL file, select the data item and click Upload XBRL.

Note: NGP reports cannot be submitted in this reporting period.

16. Repeat Step 14 (Select tick box, then 'Validate'.

Reporting Period Information		
Data Item Due Date:	23/10/2015	
Reporting Period Start Date:	01/06/2014	
Reporting Period End Date:	31/05/2015	

Select Item	Data Item	Completion Status
<input type="checkbox"/>	[+] REP005 High Earners Report	Draft

Select Action:

Reporting Period Information		
Data Item Due Date:	23/10/2015	
Reporting Period Start Date:	01/06/2014	
Reporting Period End Date:	31/05/2015	

Select Item	Data Item	Completion Status
<input type="checkbox"/>	[+] REP005 High Earners Report	Ready to submit

Select Action:

17. In this instance, the report has passed validation and is 'Ready to submit'. Select the tick box again, then 'Submit'. A confirmation message will appear. Select 'Yes' and your report will show as 'Submitted'.

Reporting Period Information		
Data Item Due Date:	23/10/2015	
Reporting Period Start Date:	01/06/2014	
Reporting Period End Date:	31/05/2015	

Select Item	Data Item	Completion Status
<input type="checkbox"/>	[+] REP005 High Earners Report	Submitted

Select Action:

18. Your report will show as 'Submitted'. If you have reported on behalf of other firms, then the equivalent report on the GABRIEL schedules for these firms will show 'Satisfied for Group'.

### Submit Data Items

You are about to submit REP005

SUP16.3.11R requires a firm to submit returns containing all the information required. Knowingly or recklessly giving the FCA or PRA information which is false or misleading in a particular may be a criminal offence (sections 398 and 400 of the Financial Services and Markets Act 2000). Any additional information of relevance should be provided by letter direct to the appropriate Regulator.

Are you sure that you want to submit the selected data item(s)?  
Please select 'Yes' to submit or 'No' to cancel