

Appendix D – GABRIEL

As an authorised firm, you must submit returns to us regularly through GABRIEL (Gathering Better Regulatory Information Electronically).

What is GABRIEL?

GABRIEL is our strategic regulatory reporting system which allows firms to submit data electronically. It is a flexible and user friendly web-based reporting platform.

What if my firm does not submit a return on time?

The reporting requirements are subject to strict time limits. If firms do not meet these time limits, they will be charged an administrative fee of £250. If a firm does not submit the information required we may take enforcement action, which can mean the firm loses its permission to carry out regulated activities.

How do I find out about GABRIEL?

The principal source of information is the GABRIEL section of our website:
<http://fca.org.uk/firms/systems-reporting/gabriel>

For new users registering, access this page:
<http://fca.org.uk/firms/systems-reporting/gabriel/firm-registration>

This includes information for new users, together with a comprehensive help section, which should be your first port of call if you have any queries.

If you need help with any aspect of GABRIEL, including registering new users, account activation, resetting passwords and/or reporting requirements, please contact our Customer Contact Centre on 0845 606 9966.

We publish GABRIEL updates on our website, so you should look at it regularly.

What should I do now?

- Go to the 'New Users' section of the GABRIEL website to register as soon as possible.
- Once you've done this, you can view your firm's reporting schedule which details what returns we require you to submit over the coming 12 months and when.
- Ensure that you have the systems in place to collect the information needed for your returns. It may be difficult or impossible to do this if you wait until the return is due.
- Make sure that you prepare your first return well before the due date as it may take longer than you expect to complete. **Non-GABRIEL reporting**

Some reports scheduled on GABRIEL are submitted outside of the system. These are pre-fixed in GABRIEL with the term NGP (Non-GABRIEL Paper reports).

Details on where to submit Non-GABRIEL Paper reports can be found here:

www.fshandbook.info/FS/html/handbook/SUP/16/3

Frequently Asked Questions on Non-GABRIEL Paper reports can be found in the GABRIEL section of our website.

Please check your GABRIEL schedule to find out if you are required to submit Non-GABRIEL Paper (NGP) reports.