

FEES AND LEVIES 2017/18– REQUEST FOR FEE-TARIFF DATA

Fee blocks A004 and I004

Please note the majority of firms are **not** required to submit fee tariff data for fee block A004 for the 2017/18 invoice period. There are a few exceptions where firms are required to submit fee tariff data as below

The timeline introduced for Solvency II reporting means we will not have data available in time for setting fee-rates or billing firms for the 2017/2018 fee year, so we are re-using the data used for 2016/2017 fees. Please see the links below to find out more details of our consultation and handbook changes.

We will not be issuing a fee tariff data form to you in relation to your insurance fee-blocks. However, if your firm is in other fee-blocks, then we will request that data in the usual way.

Some firms are required to amend the data used for their 2016/2017 fees and levies if they have transferred their business or if in run off they may qualify to adjust their data.

Business transfers

You will need to let us know if an insurance business transfer under Part VII of FSMA or Part VIII of the Friendly Societies Act 1992 took place for your firm (i.e. the court sanctioned the legal transfer) between the end of your financial year ending in 2015 and 31 December 2016; and you will need to revise your fee data that was used for the 2016/2017 fee year to take into account the business that was transferred under this arrangement. You are not required to amend data for any other types of business transfers.

You can let us know by emailing our fees helpline fcafees@fca.org.uk with "2017/2018 fees and levies: transfer of business" and your firm reference number in the subject line. In your email please provide the date of the transfer and the name and FCA firm reference number and name of the regulated firm(s) where the business has been transferred from or to. Please do this as soon as possible. We will then issue you a fee tariff data form so you can provide us with your revised data, which we must receive by 28 February 2017.

Firms in run-off

If your firm is in run-off and this commenced between the end of your financial year ending in 2015 and 31 December 2016, you may report data using your financial year ending in 2016 based on Solvency I reporting, instead of re-using your data used for 2016/2017 fees and levies.

If you wish to do this, please email our fees helpline fcafees@fca.org.uk with "2017/2018 fees and levies: in run off" and your firm reference number in the subject line. In your email please provide the date your firm commenced run-off. Please do this as soon as possible. We will then issue you a fee tariff data form so you can provide us with updated data, which we must receive by 28 February 2017.

e-mail: feetariffreturns@fca.org.uk	Tel: 0300 500 0597	Mail: FCA - Revenue Dept. Tariff Data Collection 25 The North Colonnade Canary Wharf London E14 5HS
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New firms

If you are a new firm and your 2016/2017 fee and levies invoice was based on projected data we will use this data again for calculating your 2017/2018 fees and levies.

Please see our consultation paper and handbook notice for more information

Consultation paper CP16/23 - FCA Regulated fees and levies: Insurers' tariff data for 2017/18

<https://www.fca.org.uk/sites/default/files/cp16-23.pdf>

FCA handbook notice 39:

<https://www.fca.org.uk/publication/handbook/handbook-notice-39.pdf>

Only new firms/business transfer firms are required to submit data and run off firms may submit data, you may refer to the following guidance notes

We need fees and levies information to calculate the fees payable by the firm in respect of the Financial Conduct Authority (FCA) Prudential Regulation Authority (PRA) Money Advice Services (MAS) and the Financial Ombudsman Service (FOS). We provide separate guidance for data relevant to the [FSCS levies](#).

This guidance sheet provides details on the data to include within the firm's fee tariff data form. We have given links to relevant parts of our Handbook to help you complete the form correctly. This sheet covers the following fee-blocks:

- **FCA fee-block A004**
- **FOS industry block I004**

For more information on this, including which regulated activities place firms into the above fee-blocks, please refer to the Fees manual ([FEES](#)) of our Handbook.

For [FSCS guidance](#), publication and further information on fees and levies, visit our fees website.

FCA fee-block: A004 - life insurers

Tariff base - adjusted gross premium income and mathematical reserves

For insurers conducting both general (which includes re-insurance) and life insurance activities, complete both A.3 and A.4 tariff data forms.

Adjusted gross premium income

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- Amount of new regular *premium* business (yearly *premiums* including reassurances ceded but excluding cancellations and reassurances accepted), times ten;

Plus

- Amounts of new single *premium* business (total including reassurances ceded but excluding cancellations and reassurances accepted). Group protection business (life and private health insurance) must be included;

Less

- *Premiums* relating to pension fund management business where the *firm* owns the *investments* and there is no transfer of risk.

For each of the above, business transacted through independent practitioners or tied agents (either single or multi-tie) will be divided by two in calculating the adjusted gross premium income;

AND

Mathematical reserves

- The amount of mathematical reserves (*IPRU (INS)* Appendix 9.1R – Form 14, Line 11) which must be included in the documents required to be deposited under *IPRU (INS)* 9.6R in relation to the financial year to which the documents relate but disregarding for this purpose such amounts as are not included in the document by reason of a *waiver* or an order under section 68 of the Insurance Companies Act 1982 carried forward as an amendment to *IPRU(INS)* under transitional provisions relating to written concessions in *SUP*;

Less

- Mathematical reserves relating to *pension fund management* business where the *firm* owns the *investments* and there is no transfer of risk.

Note:

Only *premiums* receivable and mathematical reserves held in respect of *United Kingdom* business are relevant.

Note

Life Insurers – clarification of elements of the A004 tariff base are in [CP08/18](#) chapter 9 and [CP09/26](#) chapter 7. The consultation does not involve changes to policy but helps Life Insurers to calculate their A004 tariff data according to our policy.

FOS industry block I003 – life insurers

Tariff-base - relevant adjusted gross premium income

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For guidance on relevant adjusted gross premium Income refer to the Fees manual of the Handbook, [FEES 5.4](#) and [FEES 5 Annex 1](#)

You do not need to supply tariff data for FOS if you are the following, as a flat fee is payable:

Friendly society (whose tax-exempt business represents 95% or more of their total relevant business) - Industry Block I015

If the firm has a valid FOS exemption as notified on the fee tariff data form no data is required.

IMPORTANT

You must return the information to our Revenue Operations department by the date shown on the front of your tariff data letter. Return paper forms by post or email via the contact details below or submit the data on line.

Before submission please ensure:

- FCA and FOS tariff data have been completed and are in British £.
- You have completed and totalled all sections.
- Do not leave blanks (enter 'NIL' on the paper form or alternatively '0' when submitting on line where applicable).
- The tariff data form has been signed off at the appropriate level of seniority, e.g. compliance director, and dated before it is submitted to us.
- EEA BRANCHES ONLY – For the 2017/18 invoice period the same applies as the UK firms.

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