

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

Fee blocks A007 and I005

| FCA | Tariff base | Funds under management |
|-----|-----------------|----------------------------|
| FCA | Validation Date | Valued at 31 December 2016 |

We need fees and levies information to calculate your fees for the Financial Conduct Authority (FCA) 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 in your 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 A007**
- **FOS industry block I005**

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

Fee tariff bases are subject to change during the year because we consult our fees rules. So before completing the forms refer to the [latest publications](#) on fees on our website. These will explain any proposed changes to the tariff data you must report, and the expected date when any changes will be implemented.

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

This [calculation sheet](#) will help you calculate the required figures for the A007 and I005 fee-blocks:

Note: Portfolio Managers – clarification of elements of the A007 tariff base are in chapter 5 in [CP10 24](#) The consultation does not involve changes to policy but helps portfolio managers to calculate their A007 tariff data according to our policy intention.

FCA Fee-block: A007 – Portfolio Managers

Tariff base – total funds under management (FuM), valued at 31 December 2016

- The total value, in pounds sterling, of all assets (see note (a) below) in portfolios which the firm manages, on a discretionary basis (see note (b) below), in accordance with its terms of business,

less:

| | | |
|---------------------------------------------------------------------------------------------|---------------------------|------------------------------------------------------------------------------------------------------------------------|
| 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 |
|---------------------------------------------------------------------------------------------|---------------------------|------------------------------------------------------------------------------------------------------------------------|

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

(a) funds covered by the exclusion contained in article 38 (Attorneys) of the *Regulated Activities Order*;

(b) funds covered by the exclusion contained in article 66(3) (Trustees, nominees and personal representatives) of the *Regulated Activities Order*;

(c) funds covered by the exclusion contained in article 68(6) (Sale of goods or supply of services) of the *Regulated Activities Order*;

(d) funds covered by the exclusion contained in article 69(5) (Groups and joint enterprises) of the *Regulated Activities Order*; and

(e) the value of those parts of the managed portfolios in respect of which the responsibility for the discretionary management has been formally delegated to another *firm* (and which *firm* will include the value of the assets in question in its own FuM total); any such deduction should identify the *firm* to which management responsibility has been delegated.

Notes on FuM:

(a) For the purposes of calculating the value of FuM, "assets" means all assets that consist of or include any *investment* which is a *designated investment* or those assets in respect of which the arrangements for their management are such that the assets may consist of or include such *investments*, and either the assets have at any time since 29 April 1988 done so or the arrangements have at any time (whether before or after that date) been held out as arrangements under which the assets would do so.

(b) Assets managed on a non-discretionary basis, being assets that the *firm* has a contractual duty to keep under continuous review but in respect of which prior specific consent of the *client* must be obtained for proposed transactions, are NOT included as this activity is covered in those charged to fees in activity group A.13.

(c) In respect of *collective investment schemes*, "assets" means the total value of the assets of the scheme.

(d) For an *OPS firm*, the FuM should also be reduced by the value of the assets held as a result of a decision taken in accordance with article 4(6) of The Financial Services and Markets Act 2000 (Carrying on Regulated Activities by Way of Business) Order 2001 (investments in *collective investment scheme* or *bodies corporate* which have as their primary purpose the acquisition, directly, or indirectly, of "relevant investments", as defined in that article).

(e) Only assets that are managed from an establishment maintained by the *firm* in the *United Kingdom* are relevant.

FOS industry block: I005 -portfolio managers

Tariff base – relevant funds under management

You do not need to supply tariff data for Industry block I005 as the FOS levy is currently a flat fee.

| | | |
|--------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------|
| 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 |
|--------------------------------------------------------------------------------------|--------------------|-----------------------------------------------------------------------------------------------------------------|

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

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, before submitting to us.
- EEA BRANCHES ONLY – If your firm is not conducting any regulated activities in the UK that place your firm in this fee-block, please indicate this when returning your paper form or if submitting the form on line you must email feetariffreturns@fca.org.uk stating which of these are not applicable. We will update your online form to reflect this so you can submit your return.

| | | |
|---------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------|
| 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 |
|---------------------------------------------------------------------------------------------|---------------------------|----------------------------------------------------------------------------------------------------------------------------|