

## **Controllers Reporting Form FAQ**

Can I send this with the Close Links report?

Yes. You are free to do this if you wish, but please make it clear you are sending both together.

Do I have to send a nil return? If so, how?

Yes. If your firm has no controllers, you should answer "No" to the question "Does the firm have any Controllers?" Subsequent sections can then be left blank, but the form must still be submitted (according to the reporting requirement in SUP 16.4.5R).

If we do decide to report as a group, which entity would you like to see the report from?

There is no specific requirement here. We just require (according to SUP 16.4.7G) that such a report contain the information required from all group firms, meet all relevant due dates, indicate all the firms on whose behalf it is submitted, and give their firm reference numbers.

If I answer 'no' to Question G, should I submit this return?

Yes. You should also complete the relevant controller notification form (according to our section 178 notification requirements). Prior approval is required for proposed changes in control, but we must still be notified even if the change occurs without it.

Can I send it as a CSV file?

No. Due to the way the form works, it should be sent as a Microsoft Excel Workbook.

We used to send an e-mail. Why can't we just do that?

You can - the new form is not mandatory. However, it has been designed with the aim of making the process more straightforward for firms, as well as making our requirements clearer.

Will the handbook be amended to require submission of this form, as currently there is no requirement for a report to be submitted in a standard format?

No. We are currently not proposing any changes to the FCA Handbook.