**Fif Financial Services AuthorityApplication for a Payment Institution:**



**Short Form A – Dual-regulated firms (including third country firms)**

**Application to perform controlled functions including senior management functions**

FCA Handbook Reference: SUP 10C Annex 3D

PRA Rulebook Reference: Senior Managers Regime – Applications and Notification[[1]](#footnote-2)

**Name of candidate** (to be completed by applicant firm)

|  |
| --- |
|  |

**Name of applicant firm** (as entered in 2.1)

|  |
| --- |
|  |

**Firm reference number** (as entered in 2.2)

|  |
| --- |
|  |

Financial Conduct Authority Prudential Regulation Authority  
12 Endeavour Square 20 Moorgate

Stratford London  
London E20 1JN EC2R 6DA  
United Kingdom United Kingdom  
Telephone +44 (0) 300 500 0597 Telephone +44(0) 203 461 7000  
E-mail [firm.queries@fca.org.uk](mailto:firm.queries@fca.org.uk) Email [PRA-ApprovedPersons@bankofengland.co.uk](mailto:PRA-ApprovedPersons@bankofengland.co.uk)

Website <http://www.fca.org.uk> Website [www.bankofengland.co.uk/PRA](http://www.bankofengland.co.uk/PRA)   
Registered as a Limited Company in   
England and Wales No 1920623. Registered   
Office as above

**Corporate**

|  |  |
| --- | --- |
| 1 | Personal identification details |

**1.1 Candidate Individual Reference Number (IRN)**

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|  |

**OR name of previous regulatory body**

|  |
| --- |
|  |

**AND previous reference number (if applicable)**

|  |
| --- |
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**1.2 Title (eg Mr, Mrs, Ms)**

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| --- |
|  |

**1.3 Surname**

|  |
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|  |

**1.4 ALL forenames**

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| --- |
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**1.5 Name commonly known by**

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**1.6 Date of birth (dd/mm/yy)**

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**1.7 National Insurance number**

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| --- |
|  |

**1.8 Previous name**

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**1.9 Date of name change (dd/mm/yy)**

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**1.10 Nationality**

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**Passport number** (if National Insurance number not available)

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| --- |
|  |

**1.11 Place of birth**

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| --- |
|  |

**1.12 Phone number**

|  |
| --- |
|  |

**1.13 Email address**

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| --- |
|  |

**1.14 Private address**

|  |  |
| --- | --- |
| Address |  |
|  |
|  |
|  |
| Postcode |  |

**Date resident at this address (dd/mm/yy)**From

|  |  |  |  |  |  |  |  |
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To Present

**If address has changed in the last three years, please provide addresses for the previous three years**

**Previous address 1**

|  |  |
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| Address |  |
|  |
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|  |
| Postcode |  |

**Date resident at this address (dd/mm/yy)**From

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To

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**If address has changed in the last three years, please provide addresses for the previous three years**

**Previous address 2**

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| Address |  |
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|  |
| Postcode |  |

**Date resident at this address (dd/mm/yy)**From

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To

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I have supplied further information related to this page in Section 7

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| --- | --- |
| 2 | Firm identification details |

**2.1 Name of firm making the application**

|  |
| --- |
|  |

**2.2 Firm Reference Number (FRN)**

|  |
| --- |
|  |

**2.3 Who should the FCA/PRA contact at the firm in relation to this application?**

Name

|  |
| --- |
|  |

Position

|  |
| --- |
|  |

Phone number

|  |
| --- |
|  |

Email address

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I have supplied further information related to this page in Section 7

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| 3 | Arrangement and Senior management functions |

Complete this section if the application is for a senior management function. If you are submitting an application for a controlled function at an appointed representative, then please complete Section 4.

**3.1 Nature of arrangement between the candidate and the applicant firm.**

Employee

Group employee 4Give name of group below

Contract for services

Partner

Other4Give details below

|  |
| --- |
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**3.2 Proposed date of appointment (dd/mm/yy)**

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**3.3 Length of appointment (if applicable)**

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**3.4 For applications from a single firm, please tick the boxes that correspond to the senior management functions to be performed.**

**If the senior management functions are to be performed for more than one firm, please leave the boxes below blank and go to Question 3.6**

The table below sets out the full list of senior management functions (SMFs). Please refer to the PRA Rulebook and FCA Handbook for the mandatory SMFs for your firm.

| **Function** | **Description of senior management function** | **UK banks [[2]](#footnote-3)** | **UK branches of third country banks and insurers** | **UK branches of third country banks** | **Credit unions** | **Solvency II firms & large NDFs** | **Small NDFs** | **ISPVs** | **Small firms in run off** | **Uk branches of third country insurers** |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| SMF 1 | Chief Executive |  |  |  |  |  |  |  |  |  |
| SMF2 | Chief Finance |  |  |  |  |  |  |  |  |  |
| SMF 3 | Executive Director |  |  |  |  |  |  |  |  |  |
| SMF 4 | Chief Risk |  |  |  |  |  |  |  |  |  |
| SMF 5 | Head of Internal Audit |  |  |  |  |  |  |  |  |  |
| SMF 6 | Head of Key Business Area |  |  |  |  |  |  |  |  |  |
| SMF 7 | Group Entity Senior Manager |  |  |  |  |  |  |  |  |  |
| SMF 8 | Credit Union Senior Manager |  |  |  |  |  |  |  |  |  |
| SMF 9 | Chair of the Governing body |  |  |  |  |  |  |  |  |  |
| SMF 10 | Chair of the Risk Committee |  |  |  |  |  |  |  |  |  |
| SMF 11 | Chair of the Audit Committee |  |  |  |  |  |  |  |  |  |
| SMF 12 | Chair of the Remuneration Committee |  |  |  |  |  |  |  |  |  |
| SMF 13 | Chair of the Nomination Committee |  |  |  |  |  |  |  |  |  |
| SMF 14 | Senior Independent Director |  |  |  |  |  |  |  |  |  |
| SMF 15 | Chair of With Profits Committee |  |  |  |  |  |  |  |  |  |
| SMF 16 | Compliance Oversight |  |  |  |  |  |  |  |  |  |
| SMF 17 | Money Laundering Reporting Officer (MLRO) |  |  |  |  |  |  |  |  |  |
| SMF 18 | Other overall responsibility function |  |  |  |  |  |  |  |  |  |
| SMF 19 | Head of Overseas Branch |  |  |  |  |  |  |  |  |  |
| SMF 20 | Chief Actuary |  |  |  |  |  |  |  |  |  |
| SMF 20a | With-Profits Actuary |  |  |  |  |  |  |  |  |  |
| SMF 21 | EEA Branch Senior Manager (EBSM) |  |  |  |  |  |  |  |  |  |
| SMF 22 | Other Local Responsibility |  |  |  |  |  |  |  |  |  |
| SMF 23 | Chief Underwriting Officer |  |  |  |  |  |  |  |  |  |
| SMF 23a | Underwriting Risk Oversight (Lloyd’s) |  |  |  |  |  |  |  |  |  |
| SMF 23b | Conduct Risk Oversight (Lloyd’s) |  |  |  |  |  |  |  |  |  |
| SMF 24 | Chief Operations |  |  |  |  |  |  |  |  |  |
| SMF 25 | Small Insurer Senior Management Function |  |  |  |  |  |  |  |  |  |
| SMF 26 | Head of Small Run-Off Firm |  |  |  |  |  |  |  |  |  |
| SMF 27 | Partner |  |  |  |  |  |  |  |  |  |

**3.5 Job title**

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| --- |
|  |

Insurance Distribution

**3.6 Will the candidate be responsible for Insurance distribution at the firm?**

Yes

No

Mortgage Credit Directive

**3.7 Will the candidate be responsible for Mortgage Credit Directive Intermediation at the firm?**

Yes

No

**3.8 Complete this section only if the application is on behalf of more than one firm.**

List all firms within the group (including the firm entered in Question 2.1) for which the candidate requires approval and the requested senior management function for that firm.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **FRN** | **Name of firm** | **Senior Management Function** | **Job title** | **Responsible for insurance distribution?** | **Responsible for mortgage credit intermediation?** | **Effective date** |
|  |  |  |  |  |  |  |
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I have supplied further information related to this section in Section 7

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| 4 | Arrangements and controlled functions – Appointed Representatives |

Complete this section if the application is for a controlled function at an appointed representative (AR). If you are submitting an application for a senior management function then please complete Section 3.

For limited permission consumer credit firms that are also appointed representatives, only the customer function is relevant in this section. For these firms, relevant senior management functions apply instead of the governing functions (ie CF1 (AR), CF3 (AR), CF4 (AR) and CF5 (AR)). We do not expect this to apply to many firms.

**4.1 Nature of arrangement between the candidate and the applicant.**

Appointed representative/tied agent – customer function 4Give AR firm name and reference number below

Appointed representative/tied agent – governing function 4Give firm name and reference number below

Other4Give details below

|  |
| --- |
|  |

**4.2 For applications from a single firm, please tick the boxes that correspond to the controlled functions to be performed. If the controlled functions are to be performed for more than one firm, please go to question 4.5.**

**Significant influence functions**

CF 1 (AR) Director function

CF 3 (AR) Chief executive function

CF 4 (AR) Partner function

CF 5 (AR) Director of an unincorporated association function

**Senior Management functions** (only applicable for limited permission consumer credit firms that are ARs for other businesses)

SMF 1 (AR) Chief Executive function

SMF 3 (AR) Executive Director function

SMF 4 (AR) Partner function

**Customer function**

CF 30 (AR) Customer function

**4.3 Effective date of controlled functions indicated above**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  |  | / |  |  | / |  |  |

**4.4 Job title**

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Please refer to notes on the requirements for submitting a CV

I have supplied further information related to this page in Section 7

**4.5 Complete this section only if the application is on behalf of more than one firm.**

List all firms within the group (including the firm entered in Question 2.1) for which the candidate requires approval and the requested controlled function for that firm.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **FRN** | **Name of firm** | **Controlled Function** | **Job title** | **Effective date** |
|  |  |  |  |  |
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I have supplied further information related to this page in Section 7

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| 5 | Employment history |

If there has been a change to the detail in this section since your last approval, you must submit a Long Form A as opposed to a Short Form A informing the FCA and/or PRA of the revised detail.

|  |  |
| --- | --- |
| 6 | Fitness and propriety |

If there has been a change to the detail in this section since your last approval, you must submit a Long Form A as opposed to a Short Form A informing the FCA and/or PRA of the revised detail.

**6.1 Has the firm undertaken a criminal records check in accordance with the requirements of the FCA or PRA?**

Please note that a firm is required, under PRA rules, to request and under FCA rules, to obtain the fullest information that it is lawfully able to obtain about the candidate under Part V of the Police Act 1997 (Certificates of Criminal records, etc) and related subordinated legislation of the UK or any part of the UK before making the application (SUP 10C.10 and PRA Rulebook: Fitness and Propriety).[[3]](#footnote-4)

Yes4Please enter date the check was undertaken (dd/mm/yy)

No

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
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Note: if date is more than 3 months prior to current date or 3 months prior to date of application submission or the check has not been undertaken, please provide details why in Section 7.

**6.2 Has / Have a reference or references been obtained from current or previous employer(s) in accordance with the requirements of the FCA or PRA?**

Yes

No4Please provide details why the reference or references has/have not been obtained.

Please note that a firm is required to use reasonable steps to obtain an appropriate reference from any current or previous employer of the candidate during the last 6 years (see SYSC 22 and Fitness and Propriety 2 in the PRA Rulebook). “Employer” has an extended meaning for these purposes.

I have supplied further information related to this page in Section 7

|  |  |
| --- | --- |
| 7 | Supplementary information |

**7.1 Please provide full details of:**

1. why the candidate is competent and capable to carry out the controlled function(s) applied for;
2. why the appointment complements the firm’s business strategy, activity and market in which it operates;
3. how the appointment was agreed including details of any discussions at governing body level (where applicable)
4. a list of all directorships currently or previously held by the candidate in the past 10 years (where director has the meaning given in the Glossary); and
5. if the candidate currently holds more than one directorship, please provide a breakdown on the candidate’s time commitment to each directorship.

|  |
| --- |
|  |

**7.2 If there is any additional information indicated in previous sections or any other information the candidate or the firm considers being relevant to this application it must be included here.**

(Please also provide full details of any issues that could affect the Fitness and Propriety of the individual that arose when leaving an employer listed in Section 5 or if any question has been answered ‘yes’ in Section 6)

|  |  |
| --- | --- |
| **Question** | **Information** |
|  |  |

Note: If there is insufficient space, please continue on a separate sheet of paper and clearly identify the section and question to which the additional information relates

**7.3 Firms must also provide the following supporting documents required with this form (please tick)**

It is for firms to assess which supporting documents they should submit but, in the majority of cases, it is expected that firms will submit all of the listed supporting documents.

Statement of responsibilities

Candidate’s Curriculum Vitae (C.V)

Role(s) description

A copy of the firm’s management responsibilities map (SYSC 25 and Allocation of Responsibilities in the PRA Rulebook. This requirement does not apply to all firms.

A summary of any handover material (SYSC 25.9 and SUP 10C.10). This requirement does not apply to all firms.

A description or copy of the candidate’s Skills Gap Analysis

A description or copy of the candidate’s Induction programme

A description or copy of the candidate's Learning and Development plan (including the name of the individual responsible for monitoring the candidate's progress against the development points and the time frame for completion)

A description or documentation setting out how the competency was assessed (demonstrating competence and suitability mapped to the specific role and responsibilities of the role).

|  |  |
| --- | --- |
| 8 | Declarations and signatures |

**Declaration of Candidate**

It is a criminal offence, knowingly or recklessly, to give the FCA and/or PRA information that is materially false, misleading or deceptive (see sections 398 and 400 of the Financial Services and Markets Act 2000 –‘FSMA’). Even if you believe or know that information has been provided to the FCA and/or PRA before (whether as part of another application or otherwise) or is in the public domain, you must nonetheless disclose it clearly and fully in this form and as part of this application – you should not assume that the FCA and/or PRA will itself identify such information during the assessment of this application.

There will be a delay in processing the application if information is inaccurate or incomplete, and it may call into question the suitability of the candidate and/or lead to the FCA and/or PRA exercising their powers (including but not limited to taking disciplinary/ Enforcement action). You must notify the FCA and/or PRA immediately if there is a change to the information in this form and/or if inaccurate information has been provided (insofar as the FCA and/or PRA are reasonably likely to consider the information material).

The candidate confirms that the information provided in this application is accurate and complete to the best of their knowledge and that they have read the notes to this form. The candidate will notify the FCA and/or PRA immediately if there is a material change to the information provided.

The candidate confirms that the attached statement of responsibilities accurately reflects the aspects of the affairs of the firm which it is intended that the candidate will be responsible for managing. The candidate confirms that they have accepted all the responsibilities set out in this statement of responsibilities.

The candidate agrees that the FCA and/or PRA may use the address specified for the candidate in this form as the proper address for service in the United Kingdom (as defined in the Financial Services and Markets Act 2000 (Service of Notices) Regulations (SI 2001/1420)) to serve any notices on the candidate.

For the purposes of complying with data protection legislation, please read our privacy notices:

FCA’s privacy notice <https://www.fca.org.uk/data-protection>

Bank of England’s privacy notice <https://www.bankofengland.co.uk/prudential-regulation/authorisations>

These notices will tell you what to expect when the FCA and/or the Bank of England collects personal information, including how and why we use your personal information and who to contact if you have any queries or wish to exercise your rights.

The candidate confirms that they understand the regulatory responsibilities of the proposed role as set out in the rules of conduct in the FCA’s COCON or APER and/or the PRA Rulebook: Conduct Rules, Insurance – Conduct Standards, NonSolvency II Firms – Conduct Standards, and Large Non-Solvency II Firms – Conduct Standards.

The candidate is aware that, while advice may be sought from a third party (e.g. legal advice), responsibility for the accuracy of information, as well as the disclosure of relevant information, on the form is ultimately the responsibility of those who sign the application.

In addition to other regulatory responsibilities, firms and candidates/approved persons have a responsibility to disclose to the FCA and/or PRA matters of which it would reasonably expect to be notified. Failure to notify the FCA and/or PRA of such information may lead to the FCA and/or PRA taking disciplinary or other action against the Applicant and/or the candidate.

Tick here to confirm you have read and understood this declaration

**Name of candidate**

|  |
| --- |
|  |

**Signature**

|  |
| --- |
|  |

**Date (dd/mm/yy)**

|  |  |  |  |  |  |  |  |
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**Declaration of Firm**

It is a criminal offence, knowingly or recklessly, to give the FCA and/or PRA information that is materially false, misleading or deceptive (see sections 398 and 400 of the Financial Services and Markets Act – ‘FSMA’). Even if you believe or know that information has been provided to the FCA and/or PRA before (whether as part of another application or otherwise) or is in the public domain, you must nonetheless disclose it clearly and fully in this form and as part of this application – you should not assume that the FCA and/or PRA will itself identify such information during the assessment of this application. If there is any doubt about the relevance of information, it should be included.

There will be a delay in processing the application if information is inaccurate or incomplete, and it may call into question the suitability of the candidate and/or lead to the FCA and/or PRA exercising their powers under FSMA (including but not limited to taking disciplinary/ Enforcement action). You must notify the FCA and/or PRA immediately if there is a change to the information in this form and/or if inaccurate information has been provided (insofar as the FCA and/or PRA are reasonably likely to consider the information material).

In addition to other regulatory responsibilities, firms, and candidates/ approved persons have a responsibility to disclose to the FCA and/or PRA, matters of which it would reasonably expect to be notified. Failure to notify the FCA and/or PRA of such information may lead to the FCA and/or PRA taking disciplinary or other action against the Applicant and/or the candidate.

The Applicant confirms that the information provided in this application is accurate and complete to the best of its knowledge and that it has read the notes to this form. The Applicant will notify the FCA and/or PRA immediately if there is a material change to the information provided.

For the purposes of complying with data protection legislation, please read our privacy notices:

FCA’s privacy notice <https://www.fca.org.uk/data-protection>

Bank of England’s privacy notice <https://www.bankofengland.co.uk/prudential-regulation/authorisations>

These notices will tell you what to expect when the FCA and/or the Bank of England collects personal information, including how and why we use your personal information and who to contact if you have any queries or wish to exercise your rights.

Where applicable, the Applicant confirms that it has requested the fullest information that it is lawfully able to obtain about the candidate under Part V of the Police Act 1997 and any related subordinate legislation of the UK or any part of the UK, and (where available) has given due consideration to that information in determining that candidate to be fit and proper.

In making this application the Applicant believes on the basis of due and diligent enquiry and, where applicable, by reference to the criteria in FIT in the FCA Handbook and/or the Fitness and Propriety sections in the PRA Rulebook that the candidate is a fit and proper person to perform the controlled function(s) listed in Section 3.

The Applicant also believes, on the basis of due and diligent enquiry, that the candidate is competent to fulfil the duties required in the performance of such function(s). Note: For third country firms, this would only apply to those firms undertaking any non MiFID business.

The Applicant confirms that it has complied with its obligations under equality and diversity legislation when selecting the candidate to perform the function(s) applied for.

The Applicant confirms that it has made the candidate aware of their regulatory responsibilities as set out in the rules of conduct in the FCA’s COCON or APER and/or the PRA Rulebook: Conduct Rules, Insurance – Conduct Standards, NonSolvency II Firms – Conduct Standards and Large Non-Solvency II Firms – Conduct Standards.

The Applicant confirms that the statement of responsibilities submitted with this form accurately reflects the aspects of the affairs of the firm which it is intended that the candidate will be responsible for managing.

The Applicant is aware that, while advice may be sought from a third party (e.g. legal advice), responsibility for the accuracy of information, as well as the disclosure of relevant information, on the form is ultimately the responsibility of those who sign the application.

In signing this form on behalf of the Applicant firm:

**I confirm that the information in this form is accurate and complete to the best of my knowledge and belief and that I have read the notes to this form.**

I confirm that I have authority to make this application and provide the declarations given by the Applicant, and sign this form, on behalf of the firm identified in Section 2.1 and/or each firm identified in Section 3.4. I also confirm that a copy of this form, as submitted to the

**Name of the firm submitting the application**

|  |
| --- |
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**Name of person signing on behalf of the firm**

|  |
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|  |

**Job title**

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**Signature**

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**Date (dd/mm/yy)**

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1. The relevant section of the PRA Rulebook should be referred to depending on which firm is applying. For example: CRR firms: Senior Managers Regime - Applications and Notifications; Non – CRR firms: Senior Managers Regime - Applications and Notifications; Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications; Large Non-Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications; Non-Solvency II firms: Insurance - Senior Managers Regime – Applications and Notifications [↑](#footnote-ref-2)
2. UK Banks refers to UK banks, building societies and PRA-designated investment firms [↑](#footnote-ref-3)
3. The relevant section of the PRA Rulebook should be referred to depending on which firm is applying [↑](#footnote-ref-4)