Interim Permission Registration Step-by-step Guide

You can only register with the Financial Conduct Authority (FCA) for Interim Permission if you have an active OFT licence. If your OFT licence is surrendered or lapsed, or a revocation or suspension of it has taken effect, or if you have an application for a licence under consideration, you will not be able to register. If you are uncertain, check with the OFT.

1	Gather information	 You will need this information to hand when you register: Your email address Your OFT licence number, which needs to be active Your OFT licence category/categories (which will be one or more of A, B, C, D1 etc.) Information about the size of your firm, namely the number of branches/locations, number of consumer-facing staff and number of compliance staff in respect of consumer credit products or services If directly authorised by the FCA, your firm reference number (FRN) Payment details (Mastercard, Visa or Visa Debit only)
2	Log in to system	 Go to www.fca.org.uk/clicked Enter your personal details (first name, last name, email address and telephone number) Create a PIN Create a password Complete Captcha[™] word validation
3	Validate your firm information	 Select 'Click here to create new Interim Permission Notification' Enter your OFT licence number and confirm your firm name Confirm your firm's details: name, companies house number, any trading name(s), OFT licence number, OFT licence issue date, firm type Check your principal place of business and registered office addresses, and change any incorrect details Complete details related to the size and business of your firm
4	Already directly authorised by the FCA	 Confirm if you are directly authorised by the FCA If you are an appointed representative, your firm is not authorised and you should answer 'no' to this question Enter your firm reference number (FRN)
5	Validate OFT category/categories and, if appropriate, select sub-categories	 Check that the OFT licence categories shown are correct for your firm* If you have licence category A or C, please select the FCA sub-categories that apply to your firm Please note that these sub-categories do not appear on your current OFT licence or on the OFT register, these are to provide us with more detail about your firm's business activities
6	Complete the declaration	 Read the declaration carefully and tick to confirm you understand it**
7	Make payment (if required)	 Enter card type (Mastercard, Visa or Visa Debit only) Enter card number and required information Complete payment
8	Completed Interim Permission	 Once the payment is confirmed (or if no payment is required) the system will inform you that your registration is completed Print your 'Consumer Credit: Interim Permission Payment Receipt' Check for your confirmation email from the FCA

* If your licence categories are incorrect, you will need to save first and then contact the OFT (www.oft.gov.uk/changemydetails) to correct them before you can complete your registration for Interim Permission with the FCA. ** The registration must be made by a sole trader to whom the licence relates or by a director, partner or senior manager of the licence-holding firm.



To be able to obtain Interim Permission on 1 April 2014, you must ensure your OFT licence is maintained until 31 March 2014.

Go to www.fca.org.uk/clicked