

Completing the application to cancel your firm's authorisation

This information will be useful if you want to cancel all of your firm's authorisation permissions.

It will also help you to complete the electronic application fully and accurately.

This is not a checklist of what all firms have to do, neither is it guidance on rules under section 139a of the Financial Services and Markets Act 2000.

Before completing the form, you should check the sections of the Handbook that are relevant to your firm's business model.

The Aide Memoire is designed to assist you in the completion of your firm's application to cancel all permissions and cease regulatory activity. A more detailed and fully completed application should assist the team in transacting your application and therefore reducing delays.

Completing the application

Associated Individual - Please enter the contact details of the person we will get in touch with about this application.

The associated individual must be available for us to contact as further information may be required.

In certain situations, a CF1 (Director) must also be available to sign requested information.

Are your firm's fees paid up to date?

Please note a cancellation being approved does not absolve your firm from any fees that are outstanding. Any outstanding fees must be cleared, if you wish to discuss your fees you can contact the fees team by:

- phone: 0300 500 0597
- webchat: [contact us](#)
- email: fcafees@fca.org.uk
- post: Revenue Department, Financial Conduct Authority, 25 The North Colonnade, London E14 5HS

Can you confirm that there are no unresolved, unsatisfied or undischarged complaints against the firm that have not been fully dealt with in accordance with your firm's complaints procedures?

Before completing this section, check your firm's internal complaints records to make sure there are no outstanding complaints. If there are outstanding complaints recorded then these should be disclosed within the application.

If your firm's continuance of regulated activities has not already ceased, will your firm cease to do so within the next 6 months?

If a date within 6 months has been entered we expect your firm to cease all regulated activities before or by this date, in accordance with [SUP 6.4.3G](#). The application form will not accept a date in advance of 6 months.

Reasons for cancellation

We would like you to use this section of the application to clearly state why your firm wishes to cancel. We would like to understand what has brought about this decision.

Please select the most appropriate reason for your cancellation from the provided options. If you cannot see an appropriate reason please use the free text box to explain your specific reason.

Further points to consider (The reasons mentioned below are not exhaustive but provide further information where we may ask for clarification)

Business Transfer:

We would like to understand what the transfer involves and the arrangements for such a transfer, i.e what was the value paid for the assets? Does the transferee firm have the same permissions as your firm's? If they don't, do you have any clients who have an on-going service? If the answer is yes, how will their needs be met?

We would also like you to provide any documentation around the transfer which outlines what has been transferred including the specific agreement between the two firms. This should include the transfer of liabilities including current and future complaints relating to past business.

Administration & Liquidation (A/L):

If your firm is in the process of entering into A/L or has already entered A/L, please provide full details of why this has happened.

Please provide us with additional documentation which also shows your firm's current assets and liabilities. This should include a breakdown of all creditors and should show the total deficit amount.

If the firm is already in A/L, then we would like a copy of the reports produced by the assigned insolvency practitioner.

Becoming an appointed representative (AR):

Before we cancel a firm which is becoming an AR the principal firm should submit the relevant AR notification to us. This is because once your firm's authorisation is cancelled you will no longer be permitted to carry on any regulated activities unless the principal firm has complied with the notification requirement in [SUP 12.7.1R](#) of the Handbook. You may wish to request the principal firm to submit the AR notification. Once this has been done please provide us with the AR notification reference number so we can liaise with the AR case officer.

Holding Client Money for Insurance Mediation Purposes

If you receive or hold client money for insurance mediation purposes you will need to provide additional documentation to assure us that you no longer hold any client money.

Depending on the account type and the amount of client money your firm has held we will require either an accountant's letter or an auditor's report. The criteria for this have been detailed below:

Client Money held in a statutory trust account below £30,000 at any time since being authorised:

If your firm has only ever held client money in a statutory trust account that has not exceeded £30,000 then we require an accountant's letter confirming the closure of the client money account(s).

Client Money held in a non-statutory trust account or held Client Money that has exceeded £30,000 within a statutory trust account at any time since being authorised:

If your firm has held more than £30,000 in a statutory trust account at any time since authorisation then we require an auditor's report that states whether anything has come to the auditor's attention that causes them to believe that the firm held client money and/or assets during the period covered.

The auditor's report **must** be in the format outlined in [SUP 3 Annex 1R](#). Should the report provided not be in the relevant format it may not be accepted.

You may wish to make your auditors aware of the relevant rules. (SUP 3.1.2R, SUP 3.10.4R and SUP 3.10.4AR).

Please also review the relevant sections of the Handbook which explains why we request independent reports (SUP 6.4.15G).

Safeguarding and Administration of Assets & Client Money

If you have the permission to Safeguard & Administer Assets and/or hold Client Money for Designated Investment business, you will need to have ceased this activity and disseminated all Client Money and/or Assets.

If you claim your firm no longer holds Client Money and/or Assets, we will require an auditor's report that states whether anything has come to the auditor's attention that causes them to believe that your firm held client money and/or assets during the period covered.

The auditor's report **must** be in the format outlined in [SUP 3 Annex 1R](#). Should the report provided not be in the relevant format it may not be accepted. You

may wish to make your auditors aware of the relevant rules. (SUP 3.10.4R and SUP 3.10.4AR).

Please review the relevant sections of the Handbook which explains why we request independent reports (SUP 6.4.15G).

Managing an un-authorised AIF, Managing an authorised AIF & Small registered AIFM

If you have any of the permissions above; you may need to submit additional forms in order to satisfy our concerns.

Managing an authorised AIF

In order to terminate any fund(s) you no longer manage, you will need to submit an [AIFMD material change form](#) to AIFMDMaterialChange@fca.org.uk

Once this has been received, the relevant team will notify you whether any further form(s)/documentation is required.

Managing an un-authorised AIF

In order to terminate any fund(s) you no longer manage, you will need to submit an [AIFMD material change form](#) to AIFMDMaterialChange@fca.org.uk

If the fund(s) has been transferred to another Manager, they will need to submit an [AIFMD material change form](#) in addition

Small registered AIFM

If you are a Small registered AIFM, you will need to complete a [Small registered AIFM Change Form](#). Once completed, please send this to the following email address: Authsubmissions@fca.org.uk

If the fund(s) has been transferred to another Manager, both firms will need to submit an [AIFMD material change form](#) in addition. The form will need to be submitted to AIFMDMaterialChange@fca.org.uk.

Does the firm have Run-off Professional Indemnity Insurance in place?

For the protection of both consumers and authorised firms we require firms to have a plan in place to deal with liabilities such as redress from complaints. While run-off is not compulsory it may be a good option to deal with any complaints that may arise in the future.

Have you considered how any liabilities that arise in the future will be dealt with? If you have not taken out run-off cover you are still expected to have suitable arrangements to deal with any complaints and liabilities that might arise.

What we require:

- Details of who the run-off cover is with including policy documents?
- How long the cover is in place for?
- Are there any policy exclusions that you are aware of?

At the time of submission, does the firm have any complaints currently under consideration with the Financial Ombudsman Service?

We expect you to have liaised with the [Financial Ombudsman Service](#) if they are currently assessing any complaints against your firm. We require details of any complaints being assessed including their status and what provision firms have made to settle any potential liabilities arising.

What will happen to the assets and liabilities of the firm?

If your firm is transferring business, is the transferee firm taking on the liabilities? This includes historic complaints that may arise. We will require any signed agreements / contracts between the purchaser and the transferee specifying the nature and total of liabilities if these are to be transferred.

We will require full details for the above.

Declaration

You should now be towards the end of our application. Please ensure you read the declaration before submitting this application.

If the application has been submitted correctly and considered complete, a case officer has 6 months in which to make a decision however we will aim to make a decision as soon as possible.

If however your application is considered incomplete, our decision may take up to 12 months to process.

Contact us

If you require any assistance or have any queries regarding this application, please contact our Firm Contact Centre using the details below:

- phone: 0300 500 0597
- webchat: [contact us](#)