

User Guide: Applications and notifications for UK Authorised Funds

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Overview

This guide is suitable for the following applications:

- Applying for a new scheme to be authorised in the UK - including Authorised Contractual Schemes, Authorised Unit Trusts, or Investment Companies with Variable Capital.
- Requesting approval to change an existing authorised fund.
- Notifying us of an approved change that has been made to a fund (Form FN).

Logging into Connect

Log into Connect via [My FCA](#).

To follow the steps under “**Locating the Form**”, you must be a registered user for a UK Authorised Firm. If you are not enabled, please speak to the firm’s Principal User or an Administrator to give you the correct access.

If you are submitting a Form FN, you will need the fund alteration application type permission set – see the Connect User Guide for fund authorisations – Connect Management section.

For guidance on granting user access, refer to the Connect User Guide.

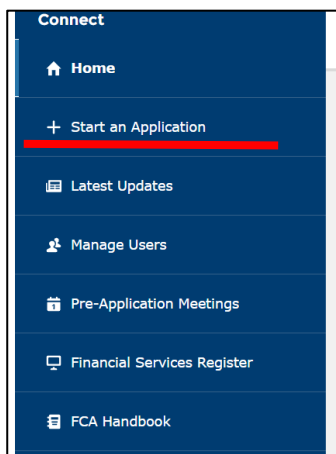
We recommend using **Google Chrome to access Connect** when drafting applications as the system has been optimised for this browser.

Avoid opening the same application in multiple tabs. Before asking another user to review or submit your application, ensure that you have saved and closed it.

Locating the Form

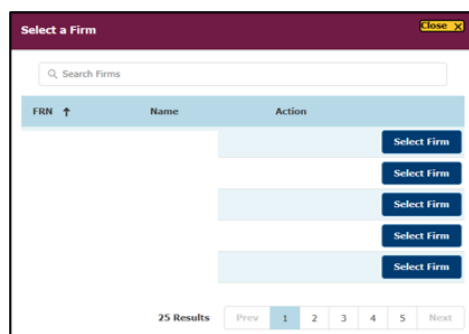
Important: The forms referenced in this section are **not available in Connect until the service goes live on 2nd November 2026**. Firms will be unable to follow the steps below or access the application journey before that date.

When you first log into **Connect**, you will start on the Home Screen, click on **"Start an Application"**.



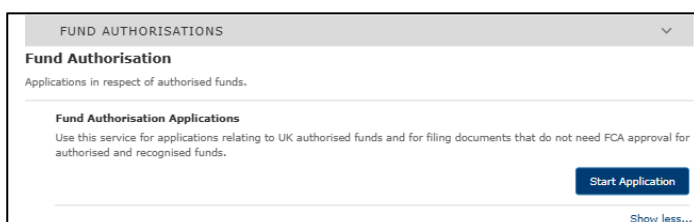
Select your firm from the list – if you are only listed for one firm, that is the only one you will see.

For some users (e.g. Third-Party law firms), more than one firm may be listed.

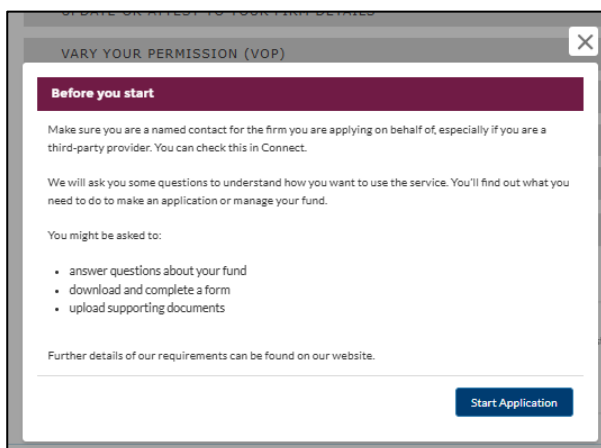


Choose the firm you want by clicking **'Select Firm'**.

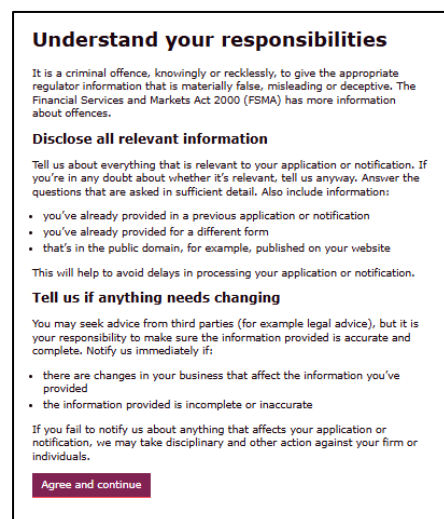
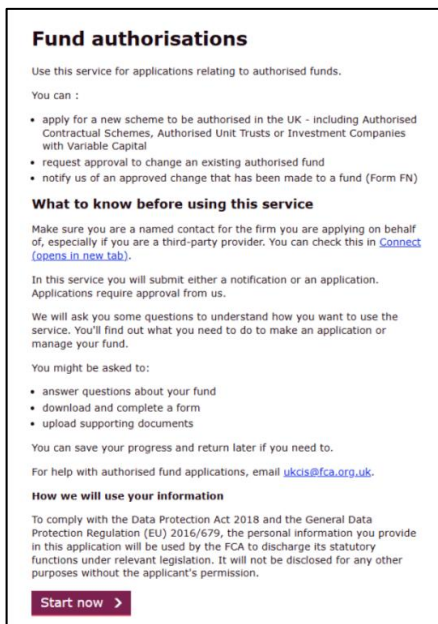
From there, click on the arrow next to **"Fund Authorisations"** and again on **"Show More"** until you see the expansion as demonstrated below. Then click **"Start Application"**.



You will be presented with the below pop-up, once you have read the message you will need to click "**Start Application**".



This will then take you to our website where the following messages will be played back:



Once the information has been read and you're ready to proceed, click '**Start now**', read the 'Understand your responsibilities' section and click '**Agree and continue**'.

Application Types explained

What do you need to do?

- ☐ **Apply for a new scheme to be authorised in the UK**
Including Authorised Contractual Schemes, Authorised Unit Trusts and Investment Companies with Variable Capital.
- ☐ **Request approval to change a fund**
Including adding a new sub-fund or terminating an existing fund.
- ☐ **Notify us of an approved change that has been made to a fund**
Submit a Form FN and file the latest versions of your scheme documents for an approved change to a fund.

Save and continue

You will then select a different option depending on what you want to apply for or notify us of.

Select “**Apply for a new scheme to be authorised in the UK**” for a brand-new scheme.

Select “**Request approval to change a fund**” to submit a request for a change or termination to an existing fund.

Select “**Notify us of an approved change that has been made to a fund**” to process the change that was approved following a “**Request approval to change a fund**”. This is applicable for the submission of a **Form FN**.

- For this last option, please note you will need the Application reference number of the application for the change once approved. If you do not have access to this application, please consult your Principal User.

Each of the applications will have their own mandatory document downloads and uploads.

It is a good idea to save your application regularly as the application will sign you out after a period of inactivity and progress may be lost.

Example Process Walkthrough

Using the option of “**Apply for a new scheme to be authorised in the UK**” as an example, you will be asked “**What type of fund are you applying for**” with a multiple-choice answer.

What type of fund are you applying for?

☒ Authorised Contractual Scheme

☐ Authorised Unit Trust

☐ Investment Company with Variable Capital (ICVC)

Save and continue

- If the option you select is not correct, you will not be able to amend these details post submission so please ensure you are reviewing each stage carefully.

Then you will be asked “**What regulatory fund type**” you are applying for.

What regulatory fund type are you applying for?

☐ Long-Term Asset Fund

☐ Non-UCITS Retail Scheme

☐ Qualified Investor Scheme

☒ UCITS

Save and continue

Whether the fund is an “**umbrella**” or not.

Are you applying for an umbrella fund?

☒ Yes

☐ No

Save and continue

Depending on the choices you pick, you will be presented with a screen that looks similar the below screenshot. You will need to download an empty form to complete and then upload.

- These application downloads can be subject to change, so please ensure that you review the version of the download every time you apply, as an old version of an application form will not be accepted and you may need to re-submit your application.

The following example is for an “**Authorised Contractual Scheme**”.

Apply for a new Authorised Contractual Scheme

Use this service to apply for a new Authorised Contractual Scheme.

Before you start

We have minimum standards that an application must meet. You should read [our expectations for authorised fund applications \(opens in new tab\)](#).

You should also understand the requirements in the [COLL Sourcebook \(opens in new tab\)](#).

Details you'll need to provide

As part of your application, you'll need to include:

- a completed Form 261C signed by a depositary
- the instrument constituting the scheme
- a prospectus and checklist
- a model portfolio
- stress testing, liquidity analysis and commentary
- key investor information (if applicable)
- a solicitor's certificate

You can also provide additional information to support your application.

How long your application should take

If we have all the information we need, we'll assess it within our published service standards.

Your application may be delayed if you do not provide all the information we need.

Paying for your application

Before submitting this form you must pay an [application fee \(opens in new tab\)](#). It will not be refunded if your application is withdrawn or rejected.

Save and continue

Next step is to complete your application.

Here you download the application form, upload the completed form and the supporting documents which are listed.

Progress is tracked and shows as ‘**Not started**’ or ‘**Completed**’ next to each task.

You cannot submit the application until each section is completed.

Click on Download Form.

Complete your application for a new Authorised Contractual Scheme
[Save and come back later](#)

Complete the form

Download Form 261C	Not started
Upload completed Form 261C	Not started

Upload supporting documents

Instrument constituting the scheme	Not started
Prospectus and checklist	Not started
Model portfolio	Not started
Stress testing, liquidity analysis and commentary	Not started
Solicitor's certificate	Not started

Upload other documents (if applicable)

Key investor information	Not started
Other documents	Not started

Application incomplete

You cannot submit this application until you have completed each section.

Download the form

The next screen explains that once downloaded, the application can be closed.

You can come back to the application to upload it once the form is complete.

Click on 'Download Form 261C' in this instance. The form will open in whatever default format your device is set up.

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Apply for a new Authorised Contractual Scheme
Download and fill in Form 261C

Download and fill in Form 261C to complete your application for a new Authorised Contractual Scheme.

You can save and close your application while you fill in the form. When you're done, you can come back to your application and upload the completed form.

Download the form
[Download Form 261C](#)
[Save and continue](#)

In our example, the form opens in browser and editing needs to be activated by clicking '**edit a copy**'.

The form can then be saved and edited offline until it is completed and ready to be uploaded.

You can also upload application forms that have been downloaded from our website.

Back in the application system, once the form is downloaded, you can click **'Save and continue'**.

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Apply for a new Authorised Contractual Scheme

Download and fill in Form 261C

Download and fill in Form 261C to complete your application for a new Authorised Contractual Scheme.

You can save and close your application while you fill in the form. When you're done, you can come back to your application and upload the completed form.

Download the form

[Download Form 261C](#)

[Save and continue](#)

The application now shows **'Completed'** next to 'Download form'.

Complete your application for a new Authorised Contractual Scheme

[Save and come back later](#)

Complete the form

Download Form 261C	Completed
Upload completed Form 261C	Not started

Upload supporting documents

Instrument constituting the scheme	Not started
Prospectus and checklist	Not started
Model portfolio	Not started
Stress testing, liquidity analysis and commentary	Not started
Solicitor's certificate	Not started

Upload other documents (if applicable)

Key investor information	Not started
Other documents	Not started

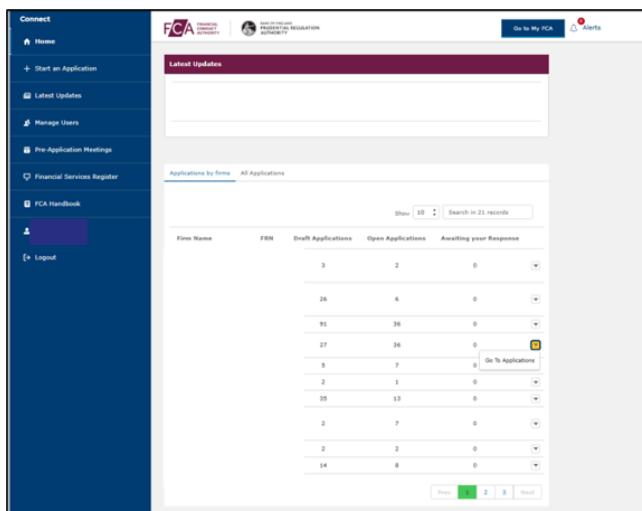
Application incomplete

You cannot submit this application until you have completed each section.

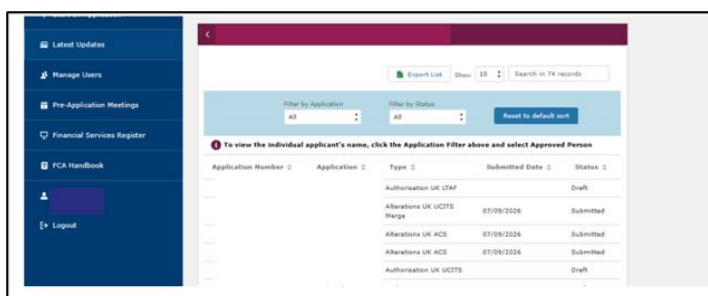
At any point in the application, you can 'Save and come back later' by clicking the link under the application heading.

Make a note of your **application reference number** to find it easily when returning to complete the application

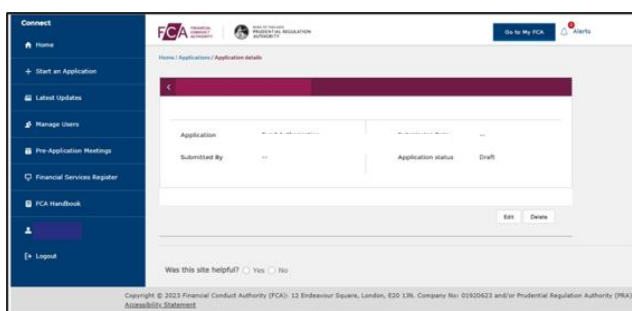
When signing back in to complete the saved application you can find it by clicking the drop box arrow next to your firm and clicking on '**Go To Applications**'.



You'll see all the recent applications in date order with the most recent first. Find the application you saved previously and click on the Application Number.



The Application status will show as '**Draft**' as it hasn't been submitted yet. Click on '**Edit**' to open the application at the documents screen.



To upload a document, you can click on the one you want and follow the instructions.

Here we will demonstrate the process for uploading the completed application form. Click on '**Upload completed Form 261C**'.

Complete your application for a new Authorised Contractual Scheme

[Save and come back later](#)

Complete the form

Download Form 261C	Completed
Upload completed Form 261C	Not started

Upload supporting documents

Instrument constituting the scheme	Not started
Prospectus and checklist	Not started
Model portfolio	Not started
Stress testing, liquidity analysis and commentary	Not started
Solicitor's certificate	Not started

Upload other documents (if applicable)

Key investor information	Not started
Other documents	Not started

Application incomplete
You cannot submit this application until you have completed each section.

You can click on '**What can I upload**' for details of the types of file format which can be uploaded.

Click '**Choose file**' to upload your form.

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Apply for a new Authorised Contractual Scheme

Upload Form 261C

Upload the form

[Choose file](#) No file chosen

[What can I upload?](#)

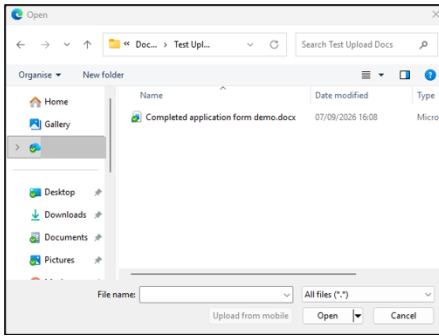
[Save and continue](#)

Please note - certain special characters cannot be included in file names.

The disallowed characters are:

< > : " / \ | ? * # % ~

Find the file you want and upload it using the correct naming convention eg. "Completed form 261c".



The file will show as uploading and **may take up to a minute** to upload while it is checked for viruses.

Once uploaded you can view the file or remove it and upload a different one should you need to.

Click '**Save and continue**' to go back to the application and choose the next file to upload.

In the application screen, you will now see that '**Upload Form 261C**' is showing as completed.

Follow the same steps to upload the supporting documents which are listed, plus the other documents (if applicable). The suggested documents are listed when you click on the document type.

- Where you have the option to submit more than one document, specifically the "**Key Investor Information**", you will be limited to uploading 30 documents. One tip would be to submit one Word document containing all the key investor information relating to one sub-fund. **You can also submit 30 or less Zip files with Key Investor Information documents contained therein. This file must be 7MB or less.**

Documents need to be named in the following format:

Scheme Name – Document type – date (yyyymmdd)

For "Key Investor Information"

Sub fund name – Document type – Date (yyyymmdd)

You will not be able to submit documents that have the same file name. Please ensure all files are named differently.

For key investor information submissions, please include the share class name in the title of each document.

Once all supporting documents have been uploaded, the application can be moved on to the next stage by clicking '**Review and submit**'.

Complete your application for a new Authorised Contractual Scheme

[Save and come back later](#)

Complete the form

Download Form 261C	Completed
Upload completed Form 261C	Completed

Upload supporting documents

Instrument constituting the scheme	Completed
Prospectus and checklist	Completed
Model portfolio	Completed
Stress testing, liquidity analysis and commentary	Completed
Solicitor's certificate	Completed

Upload other documents (if applicable)

Key investor information	Completed
Other documents	Completed

[Review and submit](#)

Check your application on the next screen.

Uploaded documents can be changed at this point.

When all the information is correct, click '**Save and continue**'.

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Apply for a new Authorised Contractual Scheme

Check your application

Application type

Application type	Apply for a new Authorised Contractual Scheme
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Form 261C

Upload Form 261C	Completed application form demo.docx	Change
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Supporting documents

Instrument constituting the scheme	Completed application form demo.docx	Change
Prospectus and checklist	Completed application form demo.docx	Change
Model portfolio	Completed application form demo.docx	Change
Stress testing, liquidity analysis and commentary	Completed application form demo.docx	Change
Solicitor's certificate	Completed application form demo.docx	Change

Other documents

Key investor information	Completed application form demo.docx	Change
Other documents	Completed application form demo.docx	Change

[Save and continue](#)

The user details **of the person editing the form** will be shown next. If they are not correct, this will need to be updated via their user profile in **Connect**. Once updated, you will need to start a new application.

If you wish to provide the contact details of any persons other than the contact details of the person submitting an application, please ensure that such details are set out in included in the submission or add these details as an "Other" document in the document uploads section.

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Application details

Check your contact details are correct

We will contact you using these details when we review your application or notification.

If we should also contact someone else, you should either:

- include their details in the form you're submitting
- upload a document with their contact details

First names

Last name

Phone number

Email address

[Are any of these details incorrect?](#)

The FCA needs to have up-to-date details so we can contact you about your application. You can make changes by returning to Connect (opens in new tab).

[Save and continue](#)

Complete the empty fields on the declaration including the name and position of the person authorised to submit the application.

Then click '**Confirm and send**'.

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Apply for a new Authorised Contractual Scheme

Declaration

By submitting this application or notification, you confirm that:

- you are authorised to make this application or notification under the Regulations on behalf of the firm named in this application or notification
- the information you have given is correct to the best of your knowledge and belief
- you understand that it is a criminal offence knowingly or recklessly to give the FCA information that is materially false, misleading or deceptive
- you will notify the FCA immediately if there are any changes to the information provided
- you authorise the FCA to verify the information in this application or notification if required
- you understand that the FCA may request further information after this application or notification has been submitted
- you will share any records showing the firm's compliance with relevant rules at the FCA's request
- a copy of this application or notification should be retained for inspection at the FCA's request

Agree and send your application or notification

☐ I confirm that this application or notification has been approved by a person of appropriate seniority from the firm named in this application or notification

☐ I confirm that I am authorised to submit this form on behalf of the firm named in this application or notification

Full name of person authorised to submit this application or notification

Position of person authorised to submit this application or notification

Date

07 September 2026

When you confirm and send your application or notification, you will no longer be able to make changes.

[Confirm and send](#)

Your application has been submitted. The confirmation screen outlines what happens next and how to contact us if you need to tell us about any changes.

You should view and download the application for your own records.

Once you are satisfied you can leave the application process by clicking '**Exit**'.

Application for a new
Authorised Contractual
Scheme

Your application number
000

Your application has been submitted. We will send you a confirmation email.

You should now:

- view and download the application (opens in new tab)
- keep it as a permanent copy for inspection at the FCA's request

You will not be able to make any further changes. The online version of your application has been built to meet accessibility requirements. Downloaded copies will not be accessible.

What happens next

If we need any more information about your application, we will contact you using the contact details you confirmed at the beginning of this application.

We will send you a confirmation email including the contact details of the case officer who will deal with your application.

If we have all the information we need, we will process your application in line with our published service standards.

We will send you an email to let you know whether your application has been successful. If it is successful, we will update the Financial Services Register with the details you have told us about.

If you need to tell us about any changes

You must contact us if:

- there is any change to the information in your application or if you realise any information is incorrect
- we ask you for more information

You should first contact your case officer. You can also send an email to ukcas@fca.org.uk and we will get back to you as soon as possible.

! If you do not tell us about any changes or incorrect information you may be prosecuted or receive a civil penalty.

Help us to improve our forms

You can:

- tell us what you thought of this form (opens in new tab)
- give us feedback on future research (opens in new tab)

Exit

You now return to the '**Latest Updates**' screen where you can see your firm's activity.

To check your application has been submitted, click on '**Go To Applications**' from the drop-down box to the right of your firm name.

Connect

Home

Start an Application

Latest Updates

Manage Users

Pre-Application Meetings

Financial Services Register

FCA Handbook

Logout

FCA

Financial Conduct Authority

Financial Services Register

Go to My FCA

Alerts

Latest Updates

Applications by Firm

All Applications

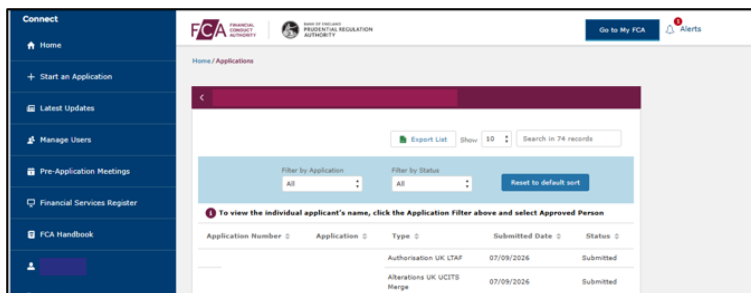
Show 10 Search in 22 records

Firm Name	FIRN	Draft Applications	Open Applications	Awaiting your Response	
	26	37	0		
	62	26	0		Go To Applications
	1	0	0		
	3	0	0		
	2	0	0		
	25	0	0		
	5	7	0		
	2	0	0		
	15	63	0		
	0	7	0		

12345

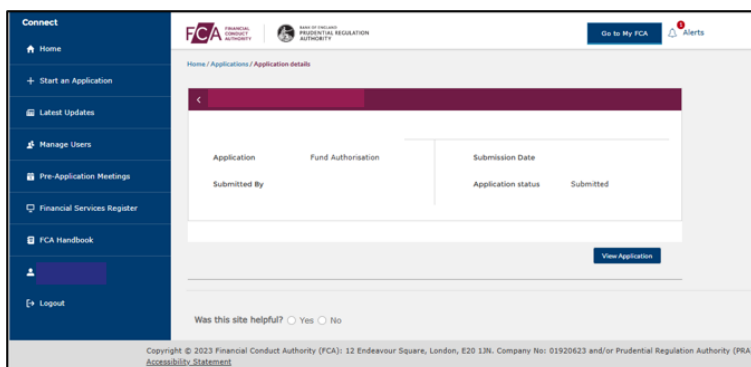
In the applications screen you can see that the status has now changed to '**Submitted**'.

Clicking the **application number** will take you to the Application details screen.



The Application details screen now shows the status as '**Submitted**' and shows the name of the person who submitted the form and the date it was submitted.

You can click on '**View Application**' to see the full submission.



Frequently Asked Questions

- **I am unable to log into my Connect account.**

In the first instance, contact your Principal User to re-set your multi-factor authentication. If this fails, contact the Supervision Hub.

- **I am getting an error when I try to apply.**

If you are unable to locate the document, please refer to the 'Connect User Management' portion of this guide in the first instance. If your issue is system related, please contact the Supervision Hub.

- **I did not receive my automated confirmation email.**

Please contact the Supervision Hub.

- **I have a question regarding the content or appropriateness of an authorised fund application.**

For help with authorised fund applications, email UKCIS@fca.org.uk

- **I got a notification that my application was deleted.**

Applications that lay untouched for 3 months will be deleted by the system. We ask that unused draft applications are deleted to prevent any confusion.

- **My application has not saved.**

Please ensure that you are regularly saving your progress within the application. The application will time itself out if you do not update/progress the application after a period of inactivity.

Further Help

Contact Details:

Supervision Hub:

- Phone Number:
 - 0300 500 0597 from the UK
 - +44 207 066 1000 from abroad

We're open Monday, Tuesday, Wednesday, and Friday, 9am to 5pm.
We're open Thursday, 10am to 5pm.