

## How to complete REP008 return.

How to complete the REP008 return on Regdata

Hello, in this video you will learn how to complete the REP008 return on the Regdata system. Firstly, you will need to log in by following this link, regdata.fca.org.uk.

Once you've logged in, you'll be directed to the home page.

On this page, you'll see your firm's reporting schedule. Click on Expand All Returns to see a list of the regulatory returns for the firm.

Find the specific REP008 return that is due and click on it.

Rep008 notification of disciplinary action relating to conduct rules staff other than SMF managers.

If your firm has not taken disciplinary action against a person subject to our conduct rules in your last reporting period, you can submit a nil return on the REP008 report.

Scroll down to the Nil Return section. From the drop-down, select the response, either yes or no. If your firm is submitting a nil return, you will need to select yes. Click the Validate Data box at the bottom of the page.

Data validation check message appears.

Confirmation of validation will appear on the reporting schedule.