

## **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.

If your firm has not taken disciplinary action for a conduct rule breach, no action is required for that reporting period.

You will still see the task on your My FCA Task list and RegData reporting schedule, but it will automatically be removed after the due date has passed.

If you do need to submit REP008, you will need to login by following this link [regdata.fca.org.uk](http://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.

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.

Click the box next to the data item for the REP008.

Three boxes will appear below.

Click Submit Data.

The REP008 will disappear from the reporting schedule once submitted.

We hope this helps.