RegData user guide

Inputting data into a data item

This user guide explains how to:

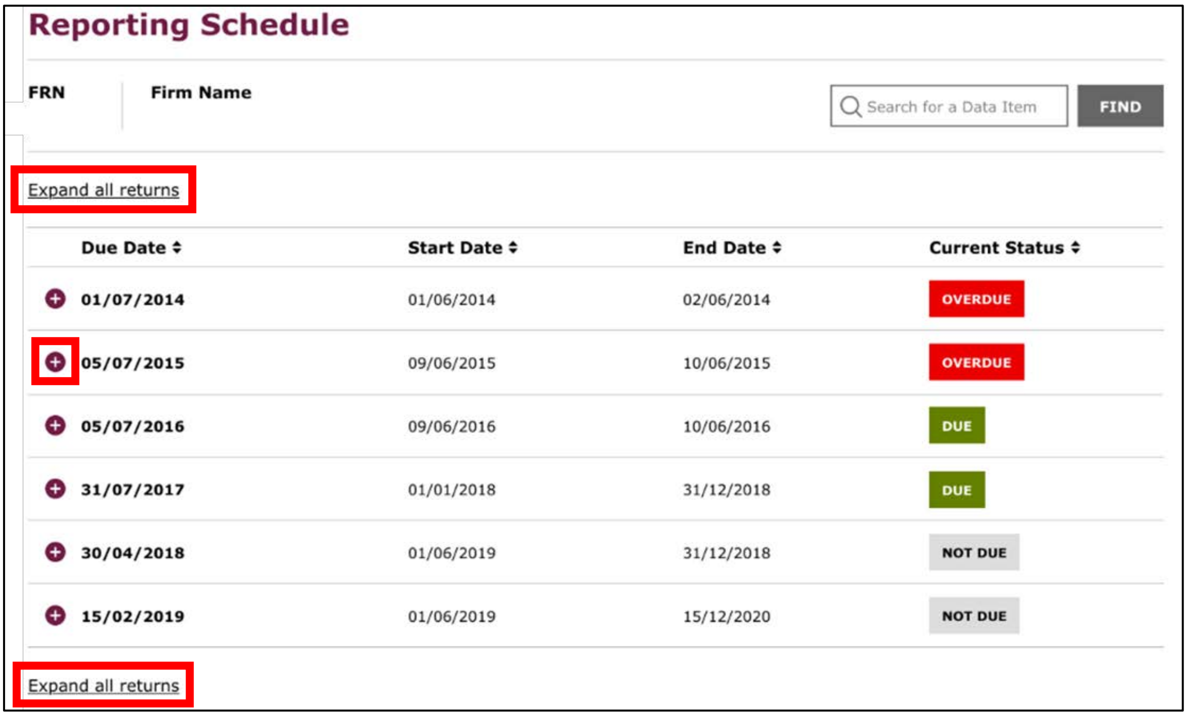
- navigate to data items
- input data into data items
- validate data within the data item

1. Navigating to the required data item

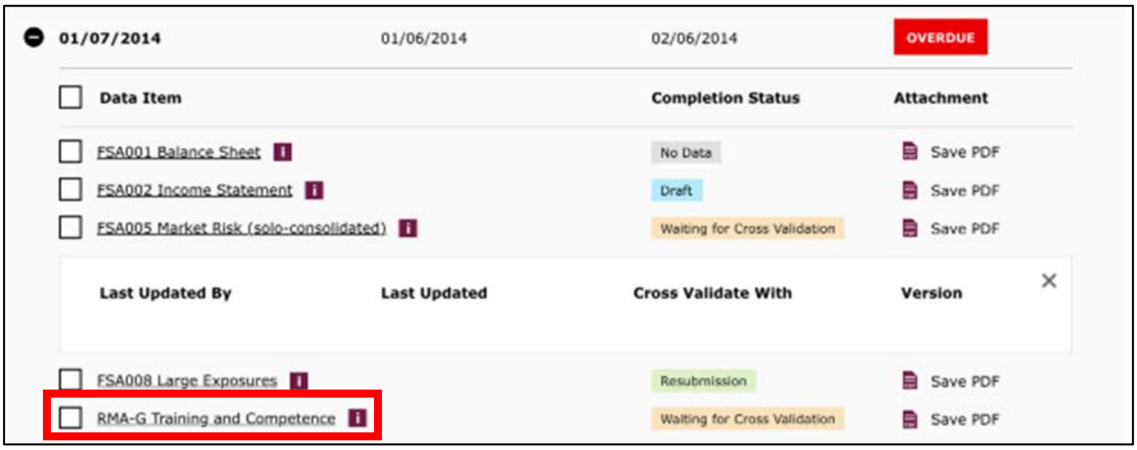
In your Reporting Schedule, you'll see which returns are due, overdue or not due.

Select the return you want to edit and click on the **+** symbol to see all the underlying data items that need to be completed.

To view all data items across all returns, click on **Expand all returns**:



In the return, select the data item you wish to enter data into:



2. Entering data into the data return

Once in the data item, you will find helpful guidance for completing the form in the completion guidance. This is at the top of the data item:

RMA-G

Training and Competence Help Draft

FRN **Firm Name**

Reporting Information

Reporting Period	Due Date	Currency	Currency Units	Reporting Basis	Denomination
01/01/2019 to 31/03/2019	17/06/2020	GBP	Single	Unconsolidated	All currencies

Completion Guidance

If the firm has no staff advising retail clients, it must still complete Question 1D ('Total number of employees at the firm as at the end of the reporting period').

You must only complete the elements relating to the permitted activities that you hold.

Professional Standards Data (Question 24)

For each employee advising on retail investment products (as reported in Question 2C), you must complete a row in Question 24, starting with the last name and first name of the employee.

When completing the 'Adviser ID' fields:

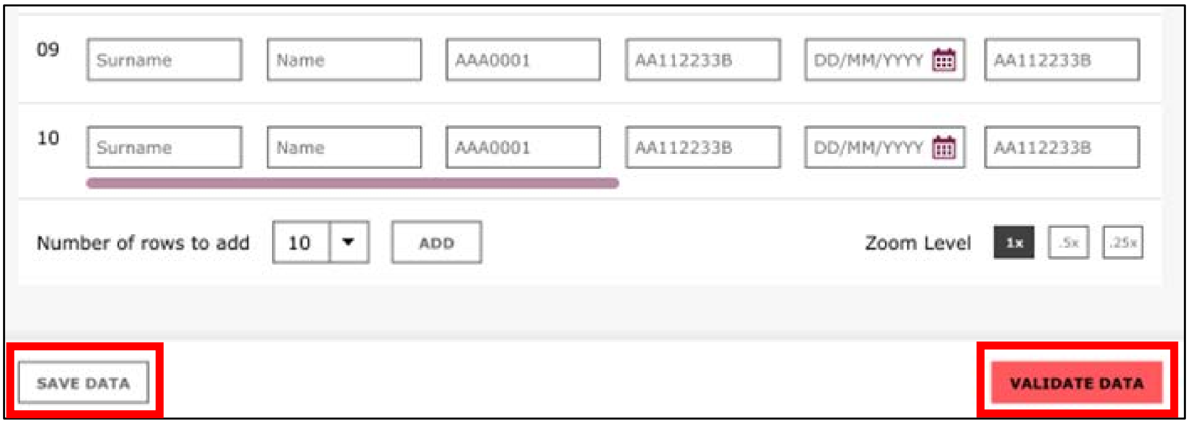
- If the retail investment adviser (RIA) has an Individual Reference Number (IRN), please enter their IRN. You will not need to provide their Date of Birth, National Insurance (NI) number, Passport Number or Nationality.
- If the RIA has no IRN, please enter their Date of Birth and NI number.
- If the RIA has no NI number, please provide their Date of Birth and Passport Number and Nationality.

In the form, for each applicable and required field, add data as appropriate. Depending on the field, you can type in the data, or select from multiple options:

General Information

		Advising on mortgages	Advising on non-investment insurance	Advising on retail investment products	Advising on second (and subsequent) charge mortgages	Total
		A	B	C	E	D
17	Did the firm do any of the following regulated activities during the reporting period?	Select	Select	Select	Select	
1	Total number of employees at the firm as at the end of the reporting period					50

When ready, scroll to the bottom of the form and either save data, allowing you to come back later to complete the data item, or validate the inputted data:



IMPORTANT: Where a question is marked with a red asterisk, the question is mandatory and must be answered.