

RegData user guide Requesting a resubmission

This user guide explains how to:

- search for a data item you have previously submitted
- request a resubmission for a previously submitted data item

A 'data item' is each individual form you need to fill in, eg CCR007, FSA001.

A 'return' is all data items due for the same reporting period, due on the same due date.

For all data items initially submitted after 31 December 2016, you can request a resubmission online via RegData.

1. Navigating to your Submission History

Select **Submission History** at the top of the screen:



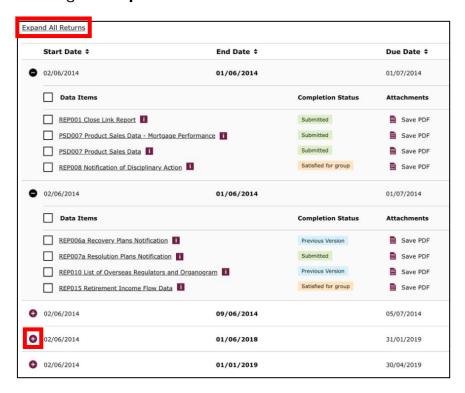
To find a data item:

- scroll through the list of returns and click on the + symbol for the relevant return, or
- use the Search Returns option at the top of the screen

Scroll to the bottom of the page where you will find a list of submitted returns.

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Expand returns by either by clicking on the + symbol for the appropriate return, or clicking on **Expand All Returns**:



Click on the data item you are looking for.

2. Using the search functionality to find a submitted data item

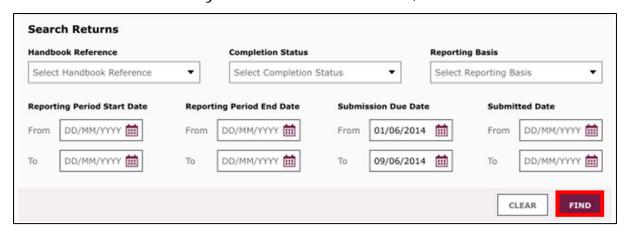
At the top of the Submission History screen, you'll find the search functionality.

You can search with multiple criteria:

- the Handbook Reference for the data item, eg CCR007, FSA001
- the data items completion status, eg Submitted, Resubmission
- Reporting Basis, eg Unconsolidated, Solo-Consolidated
- the reporting period start and end dates for the data item
- the submission due date for the data item
- when the data item was submitted

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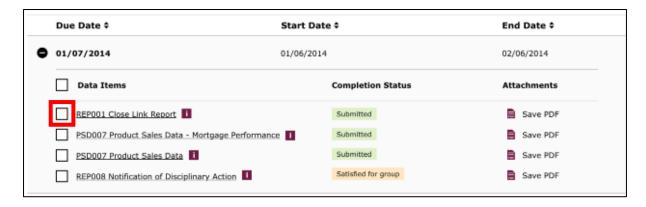
Enter the criteria which you wish to use to search, then click on **find**:



You will see the results at the bottom of the screen. Scroll down and click on the required data item.

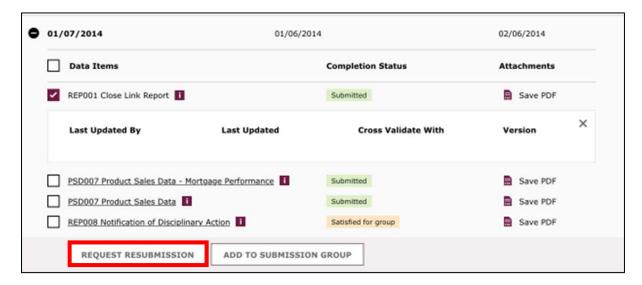
3. Requesting a resubmission

Once you've found the appropriate data item, select it:



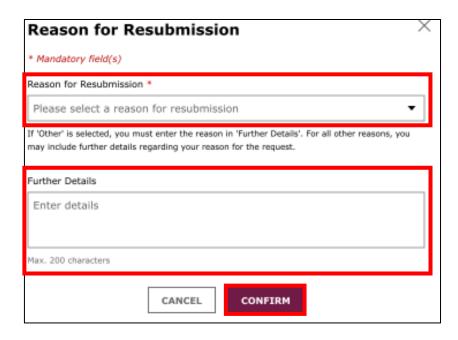
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Click on request resubmission:



In the pop-up box, select a reason for the resubmission. You can include optional further details in the Further Details text box.

When ready, click on confirm:



You will now be able to find the data item(s) you wish to resubmit in your **Reporting Schedule**.

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4. Requesting a resubmission for a data item initially submitted before 31 December 2016

For data items initially submitted before 31 December 2016, please complete a SUP15 form with the details of the resubmission and send it to our Contact Centre: firm.queries@fca.org.uk.

The following data items can be resubmitted on RegData without restriction:

- AIF
- PSD
- FSA056
- FSA057
- REP017
- REP017a
- REP017b
- REP018
- REP020
- PS Complaints
- XBRL

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