

## **16 Annex 9AG      Guidance notes for completion of annual questionnaire for authorised professional firms in SUP 16 Annex 9R**

This form should only be completed by *authorised professional firms* subject to the reporting requirement in SUP 16.12.30R of the *FCA Handbook*. Where the guidance refers to ‘as at the end of the reporting period’ this means as at the final date of the relevant reporting period.

A *firm’s* income from *regulated activities* includes income from *non-mainstream regulated activities* for the purpose of completing this form.

For clarity, *firms’* business that is subject to *limitations* should still be included in the data provided in this return.

### **Data elements**

These are referred to by row first, then by column, so data element 2A will be row 2 and column A.

### **Information about the firm’s professional regulation**

#### **1A      Provide the name of the designated professional body the firm is subject to**

This question should be answered by all *firms* completing the questionnaire.

*Firms* should select the *designated professional body* to which it is subject from those designated under section 326(1) of the *Act* and as set out in PROF 2 Annex 1 of the *FCA Handbook*.

If a *firm* is subject to more than one *designated professional body*, it should provide the name of the *designated professional body* under which it conducts the majority of its business.

### **Supervision and monitoring data**

#### **2A      How many appointed representatives did the firm have as at the end of the reporting period?**

This question should be answered by all *firms* completing the questionnaire.

If a *firm* does not have any *appointed representatives* as at the end of the relevant reporting period, the *firm* should enter ‘0’ in field 2A.

#### **3A      What was the total income from the firm’s regulated activities as at the end of the reporting period?**

This question should be answered by all *firms* completing the questionnaire.

A *firm* should report only that income which derives from regulated activities **during** the reporting period **as at the end** of the reporting period, ie, the total income from regulated activities for that reporting period as at the end of the reporting period.

This figure should be provided on an accruals basis in line with UK Generally

Accepted Accounting Practice (UK GAAP) or International Accounting Standards (IAS).

**4 Please indicate the percentage of the total income from the firm's regulated activities generated from the following activities:**

When added together these fields should total 100%. These figures should be reported as at the end of the reporting period.

**4A Investment management**

Please estimate the percentage of the total income from the *firm's regulated activities* derived from investment management business to the nearest 1%.

**4B Corporate finance**

Please estimate the percentage of the total income from the *firm's regulated activities* derived from *corporate finance business* to the nearest 1%.

**4C Retail investment**

Please estimate the percentage of the total income from the *firm's regulated activities* derived from *retail investment business* to the nearest 1%.

**4D Home finance mediation**

Please estimate the percentage of the total income from the *firm's regulated activities* derived from *home finance mediation business* to the nearest 1%.

**4E Insurance distribution**

Please estimate the percentage of the total income from the *firm's regulated activities* derived from *insurance distribution business* to the nearest 1%.

**4F Credit-related regulated**

Please estimate the percentage of the total income from the *firm's regulated activities* derived from *credit-related business* to the nearest 1%.

**4G Other**

Please estimate the percentage of the total income from the *firm's regulated activities* derived from business other than that included in the categories specified in fields 4A to 4F to the nearest 1%.

**Client money and assets**

**5A Did the firm hold client money during the reporting period?**

Please indicate whether the *firm* held *client money* in relation to *regulated activities* during the specified reporting period. *Firms* should answer 'yes' if *client money* was held at any point during the reporting period, regardless of whether *client money* was held as at the end of the reporting period.

**6A Did the firm hold client assets during the reporting period?**

Please indicate whether the *firm* held *client assets* in relation to *regulated activities* during the specified reporting period. *Firms* should answer ‘yes’ if *client assets* were held at any point during the reporting period, regardless of whether *client assets* were held as at the end of the reporting period.

## Material changes

### 7A Have you notified the FCA of all notifiable events that occurred during the reporting period?

Please confirm whether the *firm* has notified the *FCA* of all notifiable events that occurred during the reporting period, in line with the relevant *notification rules*.

## Professional indemnity insurance

### 8A Is the firm’s professional indemnity insurance compliant with regulatory requirements?

Please confirm whether the *firm* holds professional indemnity insurance (PII) that complies with the requirements of the *FCA Handbook*.

### 9 Please provide details of the firm’s current policy/policies

For *firms* which are members of The Law Society of Scotland, the Council for Licensed Conveyancers or the Royal Institution of Chartered Surveyors please give details of the *firm’s* PII under the *designated professional body’s* master policy.

### 9A Annualised premium

Please provide the annualised premium paid by the *firm*, net of tax and any other add-ons, for each PII policy reported.

### 9B Insurer (from list)

For each policy, the *firm* should select the name of the *insurance undertaking* or Lloyd’s syndicate providing cover. If the PII provider is not listed, the *firm* should select ‘other’.

If a policy is underwritten by more than one *insurance undertaking* or Lloyd’s syndicate, the *firm* should select ‘multiple’.

### 9C Start date

The *firm* should enter the date the current cover began for each policy.

### 9D Renewal date

The *firm* should enter the date the current cover expires for each policy.

### 9E Required indemnity limits: single indemnity limits (Sterling/Euros or Unlimited)

For each policy, the *firm* should select whether the required single indemnity limit is being reported in GBP or EUR. If the required single limit is unlimited, the *firm*

should submit 'unlimited' from the available list.

**9F Required indemnity limits: single limit of indemnity**

For each policy, the *firm* should enter the required single limit of indemnity for the business it conducts within the *FCA Handbook* in the currency specified in 9E. If the required limit is unlimited, this field should be left blank.

If this limit is lower than the limits prescribed by the *designated professional body* to which the *firm* is subject, the *firm* should report the higher limit.

**9G Required indemnity limits: aggregate indemnity limit (Sterling/Euros or Unlimited)**

For each policy, the *firm* should select whether the required aggregate indemnity limit is being reported in GBP or EUR. If the required aggregate limit is unlimited, the *firm* should submit 'unlimited' from the available list.

**9H Required indemnity limits: aggregate limit of indemnity**

For each policy, the *firm* should enter the required aggregate limit of indemnity for the business it conducts within the *FCA Handbook* in the currency specified in 9G. If the required limit is unlimited, this field should be left blank.

If this limit is lower than the limits prescribed by the *designated professional body* to which the *firm* is subject, the *firm* should report the higher limit.

**9I Indemnity limits: single indemnity limits (Sterling/Euros or Unlimited)**

The *firm* should select whether the single indemnity limit held is being reported in GBP or EUR for each policy. If the single limit held is unlimited, the *firm* should submit 'unlimited' from the available list.

**9J Indemnity limits: single limit of indemnity**

The *firm* should enter the single limit of indemnity held for each policy in the currency specified in 9I. If the single limit held is unlimited, this field should be left blank.

**9K Indemnity limits: aggregate indemnity limit (Sterling/Euros or Unlimited)**

The *firm* should select whether the aggregate indemnity limit held is being reported in GBP or EUR for each policy. If the aggregate limit held is unlimited, the *firm* should submit 'unlimited' from the available list.

**9L Indemnity limits: aggregate limit of indemnity**

The *firm* should enter the aggregate limit of indemnity held for each policy in the currency specified in 9I. If the aggregate limit held is unlimited, this field should be left blank.

**9M PII detailed information: business line**

The *firm* should select the business line to which each policy relates from the available list. If the policy relates to all business, the *firm* should select 'all'.

**9N PII detailed information: policy excess**

**and 9O** The *firm* should enter the value of any excess applicable to the relevant policy and the business line to which that excess relates.

**9P to PII detailed information: policy exclusions**

**9R** If there are any exclusions in the *firm's* PII policy which relate to types of business that the *firm* has carried out in the past or during the lifetime of the policy, these should be selected from the available list showing the business line to which the exclusion relates, the time period it covers and the type of exclusion.

**Financial resources and reporting**

**10A What was the firm's total income for all activities as at the end of the reporting period?**

This question should be answered by all *firms* completing the questionnaire.

A *firm* should report all regulated and non-regulated income **during** the reporting period **as at the end** of the reporting period, ie, total income.

This figure should be provided on an accruals basis, in line with UK Generally Accepted Accounting Practice (UK GAAP) or International Accounting Standards (IAS).

**11A Has the firm made a profit after tax as at the end of the reporting period?**

Please confirm whether the *firm* made a profit after tax as at the end of the reporting period. If audited accounts are not available or required at the time, a *firm* may provide the answer based on management accounts.

**12A Is the firm in a position to meet its current and future liabilities as at the end of the reporting period?**

Please confirm whether the *firm* is in a position to meet its current and future liabilities as at the end of the reporting period. The *firm* should retain supporting papers. The *FCA* may, at any time, require a *firm* to provide evidence to demonstrate that it can meet liabilities.

**13A Did the firm act as an investment manager during the period?**

Please confirm whether the *firm* acted as an *investment manager* during the reporting period.

**14 If conducting discretionary management, what services were provided by the firm during the reporting period?**

*Firms* should report all activities undertaken in a capacity of a *discretionary investment manager*.

**14A Managing investments – retail clients**

Please indicate whether the *firm* managed investments on behalf of *retail clients* during the reporting period.

**14B Managing investments – professional clients**

Please indicate whether the *firm* managed investments on behalf of *professional clients* during the reporting period.

**14C Managing investments – non-UK clients**

Please indicate whether the *firm* managed investments on behalf of non-UK clients during the reporting period.

**14D Trustee activities**

Please indicate whether the *firm* conducted *trustee* business during the reporting period.

**14E ISA management**

Please indicate whether the *firm* acted as an *ISA manager* during the reporting period.

**15A If other, please state:**

If the *firm* undertook other discretionary investment management activities, these should be entered here.

**16A Please state the value of funds under discretionary management at the end of the reporting period.**

The *firm* should report the value of the funds held under discretionary management in the capacity of *discretionary investment manager* as at the end of the reporting period.

**17A Please state the firm's total funds under management as at the end of the reporting period.**

The *firm* should report the value of the funds held under management as at the end of the reporting period. This should include those held under discretionary management and in other capacities.