

Application number
(for FCA use only)

Form K - Conversion Notification Form for FCA Solo Regulated Firms

FCA Handbook Reference: SUP TP 11A.25.1R

26 July 2019

Name of *firm*

Firm Reference Number (FRN)

Financial Conduct Authority
12 Endeavour Square
Stratford
London E20 1JN
United Kingdom

Telephone +44 (0) 300 500 0597

E-mail firm.queries@fca.org.uk

Website <http://www.fca.org.uk>

Registered as a Limited Company in England and Wales No 1920623. Registered Office as above

Contact Details

Section 1

Contact for this notification

Title	
First name	
Surname	
Job title	
Business address	
Postcode	
Phone number	
Email address	

Conversion Notification **Section 2**

This section should only be completed by *enhanced scope SMCR firms* (for CF2 to SMF9 conversion for *core SMCR firms*, see 2.02).

2.01 The table below provides a breakdown of possible applicable *senior management functions* for **enhanced SMCR firms** only. Please tick all of the *senior management functions* which have been allocated in this conversion notification. Only those *senior management functions* potentially applicable to *enhanced SMCR firms* are listed.

Core SMCR firms should use the table in 2.02 if applying for conversion where auto-conversion has not occurred.

Function	Description of <i>senior management function</i>	Allocated?
SMF 1	Chief Executive	<input type="checkbox"/>
SMF 2	Chief Finance	<input type="checkbox"/>
SMF 3	Executive Director	<input type="checkbox"/>
SMF 4	Chief Risk Officer	<input type="checkbox"/>
SMF 5	Head of Internal Audit	<input type="checkbox"/>
SMF 7	Group Entity Senior Manager	<input type="checkbox"/>
SMF 9	Chair of the Governing Body	<input type="checkbox"/>
SMF10	Chair of the Risk Committee	<input type="checkbox"/>
SMF11	Chair of the Audit Committee	<input type="checkbox"/>
SMF12	Chair of the Remuneration Committee	<input type="checkbox"/>
SMF13	Chair of the Nominations Committee	<input type="checkbox"/>
SMF14	Senior Independent Director	<input type="checkbox"/>
SMF16	Compliance Oversight	<input type="checkbox"/>
SMF17	Money Laundering Reporting Officer (MLRO)	<input type="checkbox"/>
SMF18	Other Overall Responsibility	<input type="checkbox"/>
SMF24	Chief Operations	<input type="checkbox"/>

Function	Description of <i>senior management function</i>	Allocated?
SMF27	Partner	<input type="checkbox"/>

2.02 *Individuals at core SMCR firms* will be automatically converted to new mapped *senior management functions*, where applicable. The only exception is in the case of a *firm's* Chair (see below).

Under the *Approved Persons Regime (APR)*, we do not specifically approve the *firm's* Chair (*individuals* are approved under a CF2 – *Non-Executive Director* function). It is not possible to automatically convert such *individuals* to the new *senior management function*. As such, *firms* should use this form to notify us that a CF2 will be performing the Chair role under the *SMCR*. Failure to do so will mean that the *individual* will not be approved to perform the SMF9 role at Commencement.

Core SMCR firms should only use this form where an existing CF2 (Non-Executive Director) under APR will be performing the SMF9 (Chair of the Governing Body) role at the firm.

Function	Description of <i>senior management function</i>	UK core SMCR firm	Effective Date
SMF 9	Chair of the Governing Body	<input type="checkbox"/>	

2.03 Provide details of each currently approved person who will perform a *senior management function* following the commencement date in accordance with the Bank of England and Financial Services Act 2016 and SYSC TP 7 of the *FCA Handbook*, and provide details of which *senior management functions* are to be carried out by each such approved person. **If this is an update to a previous conversion notification, please complete Section 3.**

Note that *individuals* may only be mapped from their existing APR controlled function to an appropriate *senior management function (SMF)* as set out in *SUP TP 12*.

Function	Description of <i>senior management function</i>	Name of person to whom allocation of <i>senior management function</i> is proposed	Current <i>controlled function(s)</i> held	IRN
SMF 1	Chief Executive			
SMF 2	Chief Finance			
SMF 3	Executive Director			
SMF 4	Chief Risk			
SMF 5	Head of Internal Audit			
SMF 7	Group Entity Senior Manager			
SMF 9	Chair of the Governing Body			
SMF10	Chair of the Risk Committee			
SMF11	Chair of the Audit Committee			
SMF12	Chair of the Remuneration Committee			
SMF13	Chair of the Nomination Committee			
SMF14	Senior Independent Director			
SMF16	Compliance Oversight			
SMF17	Money Laundering Reporting Officer (MLRO)			
SMF18	Other Overall Responsibility			
SMF24	Chief Operations			
SMF27	Partner			

2.04 If you have submitted any applications for approval of *individuals* to perform one or more *significant influence functions* that are currently subject to determination by the *FCA* and any of these *individuals* will perform a *senior management function* following commencement date in accordance with the Bank of England and Financial Services Act 2016 and SYSC TP 7 of the *FCA Handbook*, provide details below of which *senior management functions* are to be carried out by each such *approved person*.

Function	Description of <i>senior management function</i>	Name of person to whom allocation of <i>senior management function</i> is proposed	<i>Controlled functions</i> applied for	IRN or application reference
SMF 1	Chief Executive			
SMF 2	Chief Finance			
SMF 3	Executive Director			
SMF 4	Chief Risk			
SMF 5	Head of Internal Audit			
SMF 7	Group Entity Senior Manager			
SMF 9	Chair of the Governing Body			
SMF10	Chair of the Risk Committee			
SMF11	Chair of the Audit Committee			
SMF12	Chair of the Remuneration Committee			
SMF13	Chair of the Nomination Committee			
SMF14	Senior Independent Director			
SMF16	Compliance Oversight			
SMF17	Money Laundering Reporting Officer (MLRO)			
SMF18	Other Overall Responsibility			
SMF24	Chief Operations			
SMF27	Partner			

2.05 If there are one or more *individuals* currently approved to perform *significant influence function* CF2, who will remain at the *firm* in the capacity of a *non-executive director* following commencement date, and such *individuals* are not listed above in Section 2.01, please list them below.

IRN	Name of <i>individual</i>

2.06 If you have submitted any applications for approval of *individuals* to *significant influence function* CF2 under the *approved persons* regime that are currently subject to determination by the *FCA*, who will remain at the *firm* in the capacity of a *non-executive director* following commencement date, and such *individuals* are not listed above in Section 2.02, please list them below.

IRN	Name of <i>individual</i>

Update Notification **Section 3**

3.00 If you need to update or correct a previous conversion notification, please provide details of these amendments below.

IRN	Name of <i>individual</i>
Controlled Function	Proposed Senior Management Function(s)
Details of change and reasons for such change.	

IRN	Name of <i>individual</i>
Controlled Function	Proposed Senior Management Function(s)
Details of change and reasons for such change.	

Statements of Responsibilities and Management Responsibilities Map Section 4

4.00 If submitting this form as an *enhanced scope SMCR firm*, please attach a *statement of responsibilities* for each *individual* identified in this form as being converted to perform one or more *senior management functions*. Please also attach the *firm's management responsibilities map*.

A *core SMCR firm* which is completing this form to convert a CF2 to the Chair *senior management function* does not need to attach the *statement of responsibilities* for the Chair.

4.01 How many additional sheets are being submitted?

Declaration

In this declaration, the *firm* making the notification in relation to each *individual* is referred to as the “**applicant**”.

The applicant must ensure that it has the authority of each *individual* in relation to whom it is making a notification for conversion to a *senior management function* to cause the information contained in this form relating to such *individual* to be submitted, and that it has made each such *individual* aware of their prospective regulatory responsibilities as set out in the *FCA’s Code of Conduct (COCOM)*.

It is a criminal offence, knowingly or recklessly, to give the *FCA* information that is materially false, misleading or deceptive (see sections 398 and 400 of the Financial Services and Markets Act 2000 – ‘FSMA’).

The applicant must notify the *FCA* immediately if there is a change to the information in this form and/or if inaccurate information has been provided.

In addition to other regulatory responsibilities, *firms* and *approved persons* have a responsibility to disclose to the *FCA* matters of which it would reasonably expect to be notified. Failure to notify the *FCA* of such information may lead to the *FCA* taking disciplinary or other action against the *firm* and/or *individuals*.

For the purposes of complying with *data protection legislation*, please read the *FCA’s* privacy notice at <https://www.fca.org.uk/data-protection>. This notice will tell you what to expect when the *FCA* collects personal information, including how and why we use your personal information and who to contact if you have any queries or wish to exercise your rights.

The person signing on behalf of the applicant confirms that:

- they have read this declaration in full;
- they have confirmed that the information supplied is accurate and complete to the best of their knowledge, and that each *statement of responsibility* submitted with this form accurately reflects the aspects of the affairs of the applicant which it is intended that the relevant *individual* will be responsible for managing in performing their proposed *senior management functions*.

Name of the *applicant*

Name of *person* signing on behalf of the *applicant*

Position

Signature

Date