

Funeral Plan: Conduct of Business Notification and reporting requirements

Schedule 2 Notification and reporting requirements

Sch 2.1 G

The aim of the *guidance* in the following table is to give the reader a quick overall view of the relevant notification and reporting requirements.

Sch 2.2 G

It is not a complete statement of those requirements and should not be relied on as if it were.

Sch 2.3 G

The relevant *Handbook* references should be consulted to see who is subject to each notification or reporting requirement, and who the notification or report must be made to.

| Handbook reference | Matter to be notified | Contents of notification | Trigger event | Time allowed |
|--|--|--|--|-----------------------------------|
| ATCS 2.1.1R and ATCS 2.1.2R | <i>Relevant closure of designated firm's cash access facility</i> | Details of <i>relevant closure</i> including those set out in ATCS 2.1.2R(3) | <i>Designated firm</i> decision, or being satisfied a <i>relevant closure</i> will happen | As soon as reasonably practicable |
| ATCS 2.1.4R | Where notification given under ATCS 2.1.1R but <i>relevant closure</i> will no longer happen | <i>Relevant closure</i> will no longer happen | <i>Designated firm</i> whose <i>cash access facility</i> was the subject of the <i>relevant closure</i> decides or is satisfied that <i>relevant closure</i> will no longer happen | Promptly |
| ATCS 2.2.1R, ATCS 2.2.2R and ATCS 2.2.3R | <i>Relevant closure of cash access facility of person other than designated firm</i> | Information set out in ATCS 2.2.2R(2) | <i>Designated person</i> aware of <i>relevant closure</i> as a result of publicly available information | As soon as reasonably practicable |
| ATCS 2.2.4R | Where notification given under ATCS 2.2.1R but <i>relevant closure</i> | <i>Relevant closure</i> will no longer happen | <i>Designated person</i> undertaking <i>cash access assessment</i> satis- | Promptly |

| Handbook reference | Matter to be notified | Contents of notification | Trigger event | Time allowed |
|--------------------|--|--|--|--|
| | will no longer happen | | fied on the basis of publicly available information that <i>relevant closure</i> will no longer happen | |
| ATCS 3.2.1R | The matters set out in ATCS 3.1.2R | Information set out in ATCS 3.1.2R | Not specified | Not specified |
| ATCS 3.3.6R | Receipt of <i>cash access request</i> by <i>designated person</i> who undertakes <i>cash access assessments</i> under ATCS 4.1.1R(3) | Copy of <i>cash access request</i> | Receipt of <i>cash access request</i> | Promptly |
| ATCS 3.3.9R | Withdrawal of <i>cash access request</i> | <i>Cash access request</i> has been withdrawn | Clear indication in writing by <i>cash access requester</i> to relevant <i>designated person</i> | Promptly |
| ATCS 4.2.5R | Ceasing to be <i>participating designated firm</i> | Cessation of participation, including when due to take place and reason for it | <i>Participating designated firm</i> aware of cessation of participation | As soon as reasonably practicable in advance |
| ATCS 7.2.2R | Substantial changes to policies and procedures in ATCS 7.1.1R | Description of substantial changes | <i>Designated person</i> proposes to update policies and procedures | When the update is proposed |
| ATCS 8.3.1R | Information from <i>designated firm</i> whose <i>cash access facility</i> is the subject of the <i>relevant closure</i> | Reason why <i>cash access assessment</i> undertaken, outcome regarding additional <i>cash access services</i> , and information set out in ATCS 8.2.2R | Completion of relevant <i>cash access assessment</i> | As soon as reasonably practicable |
| ATCS 8.3.3R | Changes to information notified under ATCS 8.3.1R | Changes to the information | Changes to the information | As soon as reasonably practicable |
| ATCS 9.3.1R(2) | Effect of ATCS 9.3.1R(1) | Change in circumstances and review no longer has to be undertaken (or completed, if already begun) | When ATCS 8.1.11R applies | Promptly |