Instrument reference data

Errors & omissions notification form

**Purpose of this form**

The [Commission Delegated Regulation (EU) 2017/585](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32017R0585&from=EN), the [ESMA Questions and Answers on MiFIR data reporting](https://www.esma.europa.eu/sites/default/files/library/esma70-1861941480-56_qas_mifir_data_reporting.pdf) and Market Watch publications, set out expectations in respect of reporting instrument reference data.

Article 6(2) of the [Commission Delegated Regulation (EU) 2017/585](http://eur-lex.europa.eu/legal-content/EN/TXT/PDF/?uri=CELEX:32017R0585&from=EN) of 14 July 2016 states that where the trading venue or systematic internaliser detects that submitted instrument reference data is incomplete or inaccurate, it shall promptly notify its competent authority of this fact.

Trading venues and systematic internalisers may use this form when complying with their duty to notify FCA of any errors or omissions in their instrument reference data. Notifications should be submitted to the Markets Reporting Team (MRT) at [mrt@fca.org.uk](mailto:mrt@fca.org.uk) as soon as possible.

Use of this form should help ensure the FCA is provided with necessary information for the purposes of handling errors or omissions in instrument reference data.

It is important to complete this form with as much information as possible.

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| 1. **General Details**   1.0 Date   |  | | --- | |  |  * 1. Name of trading venue / systematic internaliser **FRN** (where applicable)  |  |  | | --- | --- | |  |  |   1.2 Type of entity (RM/MTF/OTF or systematic internaliser)   |  | | --- | |  |   1.3 LEI of trading venue / systematic internaliser   |  | | --- | |  |   1.4 Contact’s name and job title   |  | | --- | |  | |  |   1.5 Contact’s email address   |  | | --- | |  |   1.6 Contact’s telephone number   |  | | --- | |  |   **2 Details of Errors or Omissions**  2.1 Relevant section of Regulation in Commission Delegated Regulation (EU) 2017/585 / or ESMA Questions and Answers on MiFIR data reporting - include all that are relevant)   |  | | --- | |  |   2.2 Details of the issue and scope (e.g. inaccurate reporting of instrument reference data for a particular class of instruments)   |  | | --- | |  |   2.3 Field number(s) in the instrument reference data report which contain the error/omission   |  | | --- | |  |   2.4 Root Cause   |  | | --- | |  |   2.5 How issue discovered   |  | | --- | |  |   2.6 Period for which the issue occurred   |  | | --- | |  |   2.7 Total number of instrument reference data records impacted\*   |  | | --- | |  |   \*(If known- if not known please report an estimate of full and final volumes; and also the date by which you expect to be able to provide this information).  **3 Remediation & Correction**  3.1 Who within the trading venue or systematic internaliser has oversight responsibility for the submission of instrument reference data?   |  | | --- | |  |   3.2 Detail the actions taken so far to remediate and the actions that remain outstanding   |  | | --- | |  |  |  |  |  |  |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | | * 1. Total number of instrument reference data records corrected / to be corrected  |  | | --- | |  |   \*(If known- if not known please report an estimate of full and final volumes; and also the date by which you expect to be able to provide this information).   * 1. If already corrected, please provide the date this took place\*  |  | | --- | |  |   \*(If known- if not known please report an estimated date by which you expect to be able to provide this information).   * 1. Please detail any weaknesses in the trading venues /systematic internaliser systems and controls in relation to reporting of instrument reference data  |  | | --- | |  |  * 1. What plans are there to address the issues in 3.5 above  |  | | --- | |  |  * 1. When will the plans be implemented  |  | | --- | |  |  1. **On-Going Monitoring & Governance**   4.1 Please detail any planned audit or compliance monitoring; and the scope of these reviews   |  | | --- | |  |   4.2 Please provide a summary of the findings of your last monitoring activity and the date this took place   |  | | --- | | Date: | | Summary: |   4.3 Internal escalation: Has the relevant internal governance committee been made aware of the issue(s) reported on this notification? (provide details)   |  | | --- | |  |  1. **Other Relevant Information**   5.1 Please include details of any additional information (e.g. Third Party Reviews)   |  | | --- | |  |   If you have any queries in regard of this or any other instrument reference data issue, please contact us at [mrt@fca.org.uk](mailto:mrt@fca.org.uk). |  | |  |