Connect User Guide

<u>Recognition of a qualifying sub fund(s) of an Umbrella Overseas Collective Investment Scheme under the Overseas Funds Regime (OFR)</u>

This user guide will help you:

- Apply for recognition of an additional sub-fund(s) of an Umbrella Collective Investment Scheme that is already recognised in the UK under the **Overseas Funds Regime (OFR)**

Important information to note:

An Umbrella scheme is a scheme that:

- has the intention to establish two or more sub-funds;
- and whose fund rules or instruments of incorporation enable it to have two or more sub-funds.

This application is appropriate for firms that meet the following conditions:

- Operators/ Fund Management Companies who wish to add an additional sub fund(s) to an umbrella scheme that is recognised under the OFR

How to submit the application on Connect for recognition of a qualifying sub fund(s) of an Umbrella Overseas Collective Investment Scheme under OFR

You will need to log into **Connect** to make your application.

We recommend that you use Chrome to access **Connect** when drafting applications as the system has been optimised for this specific browser.

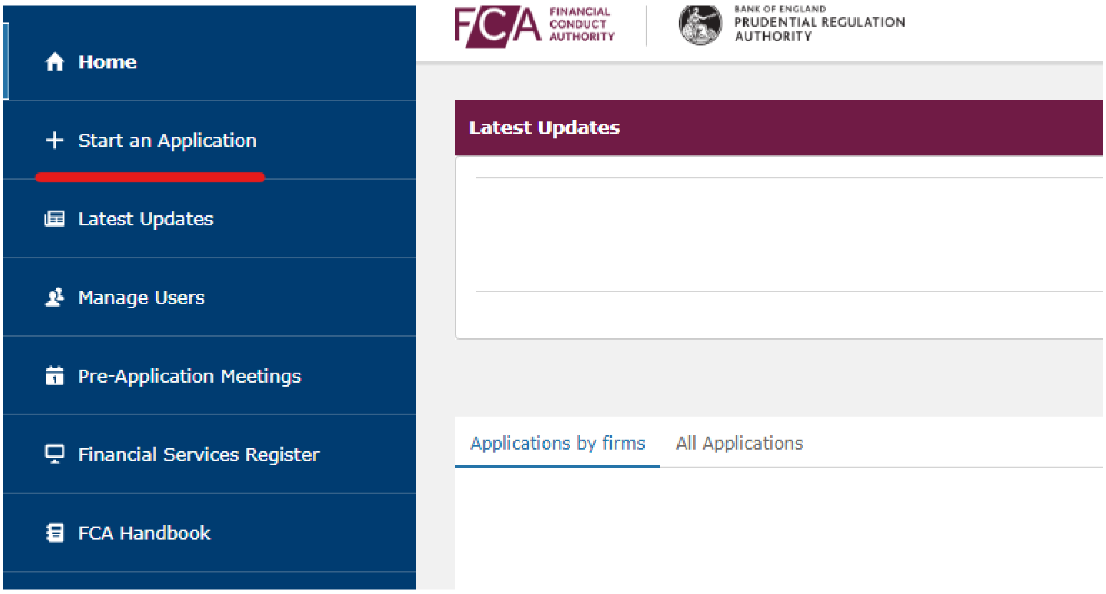
Avoid opening the same application in multiple tabs and ensure you have saved and closed the application before getting other users to review.

Please ensure that the scheme operator has completed an enrolment application. If an enrolment application has not been completed, you will not be able to access the relevant application form. Further details and a how to guide on enrolment, can be found here.

Click here to log into **Connect.**

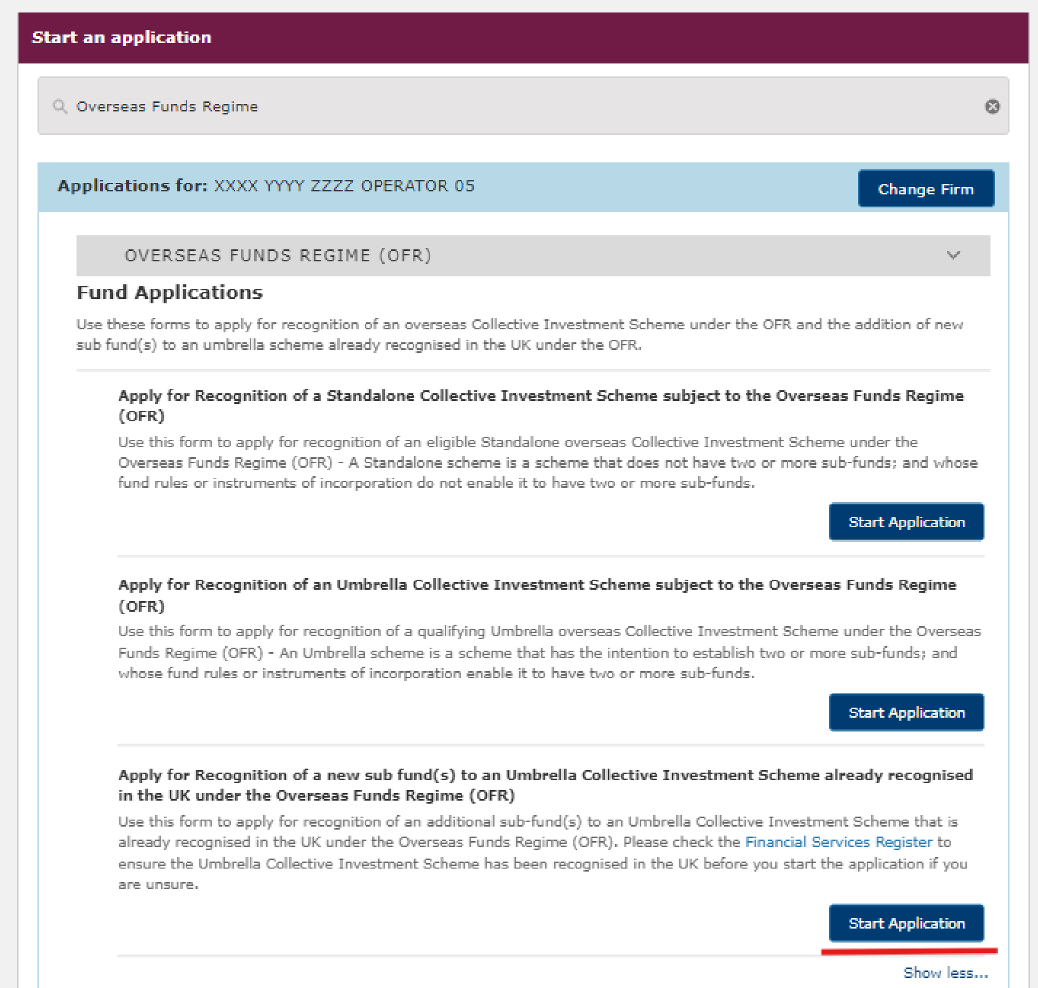
Locating the Form

When you first log into **Connect**, you will start on the Home Screen, click on **"Start an Application"**.

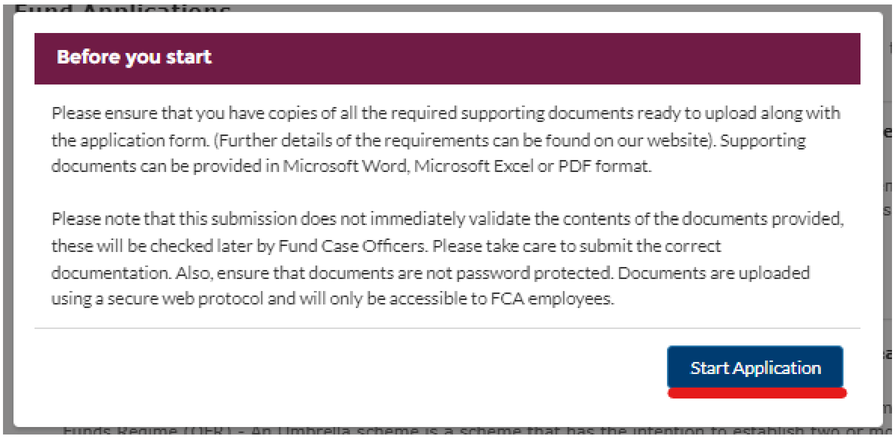


Next, search for **"Overseas Funds Regime"** using the search bar or scroll down the page.

Select **"Start Application"** to display the Sub Fund application form.



A **"Before you start"** pop up window will appear. Please read the information before you proceed.



Then click **"Start Application"** within the pop-up window.

Important information to note:

Before applying for recognition of a new sub fund, please review all of the linked firms on the Financial Services Register first to ensure that you have the **Firm Reference Numbers (FRN)** you will need for the application.

Also check that the address and contact details are correct as firm's details selected with an FRN cannot be updated within the application.

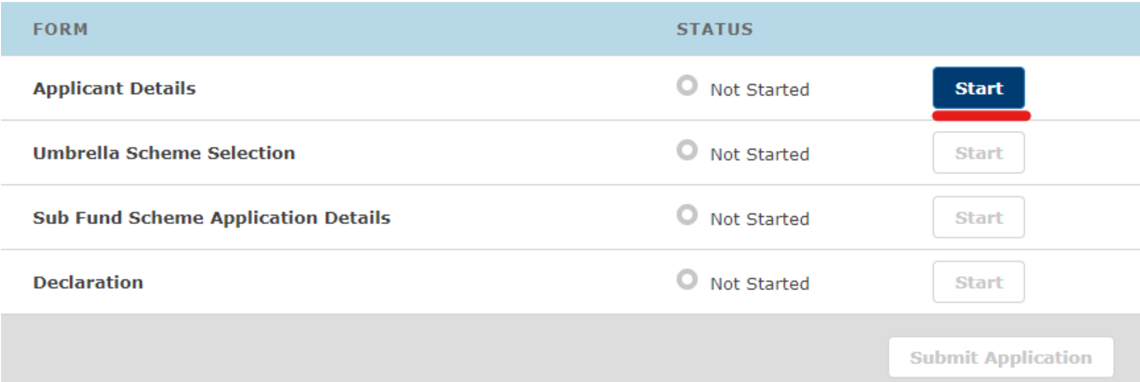
There are **4 sections** within the Recognition Application:

1) **"Applicant Details"**
2) **"Umbrella Scheme Selection"**
3) **"Sub Fund Scheme Application Details"**
4) **"Declaration"**

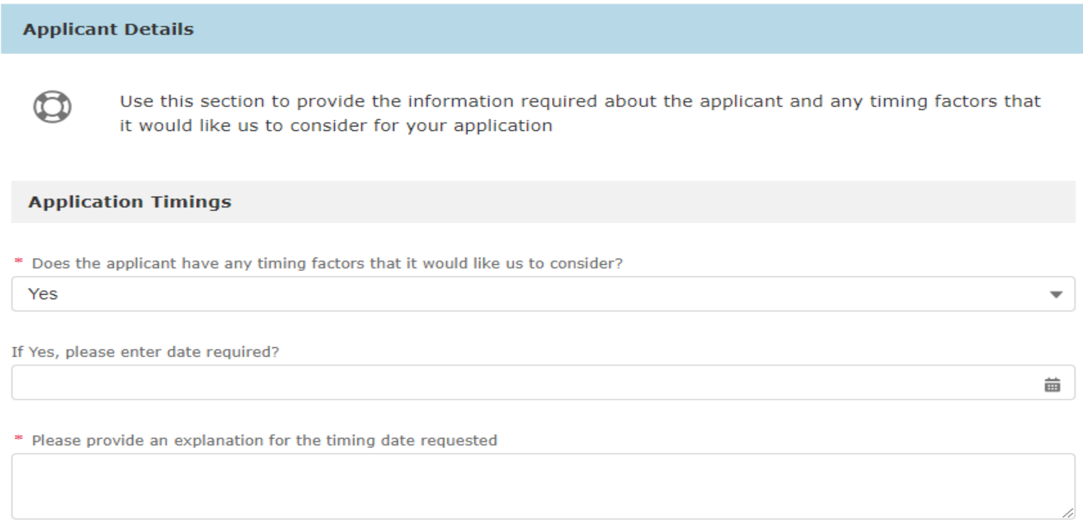
You will see the **"Application Reference Number"** at the top of the application as well as the **"Checklist"** button. The **"Submit Application"** button will be greyed out until all four sections have been marked as **"Complete"**.

1 Applicant Details

Click **"Start"** to enter **"Applicant Details"**.



Within the **"Application Timings"** section, please let us know if there are any timing factors that you would like the **Case Officer** to take into account. For example, if you would like a decision by a certain date, please indicate this here.

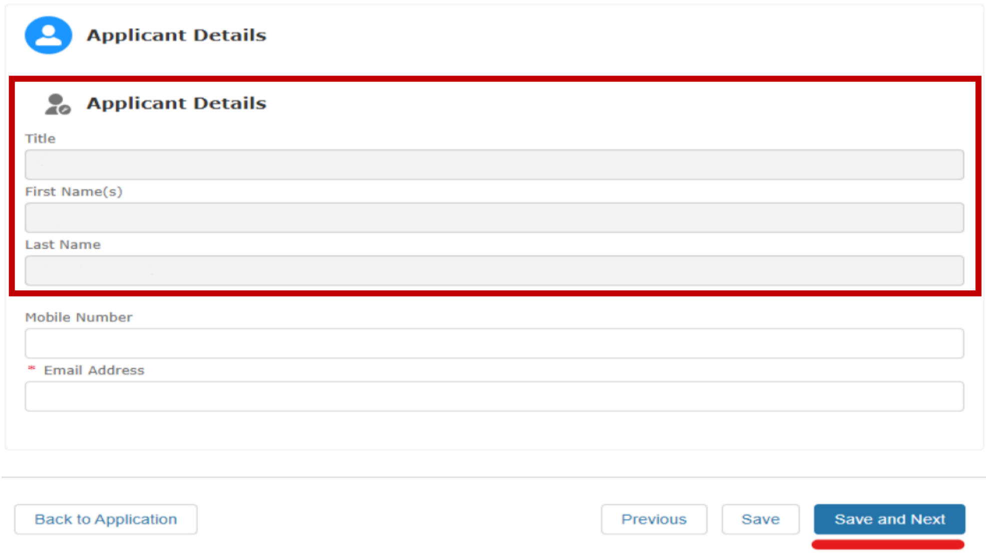


If there are timing factors to consider, select **"Yes"** and enter further information where relevant in the text boxes provided.

Please note that the case officer will review the application within **2 months** and consider any timing factors where possible.

"Applicant Details" will be prepopulated with details from your user profile. The contact detail fields are editable, so you can review and amend where needed.

The grey fields in this section cannot be amended in the form.

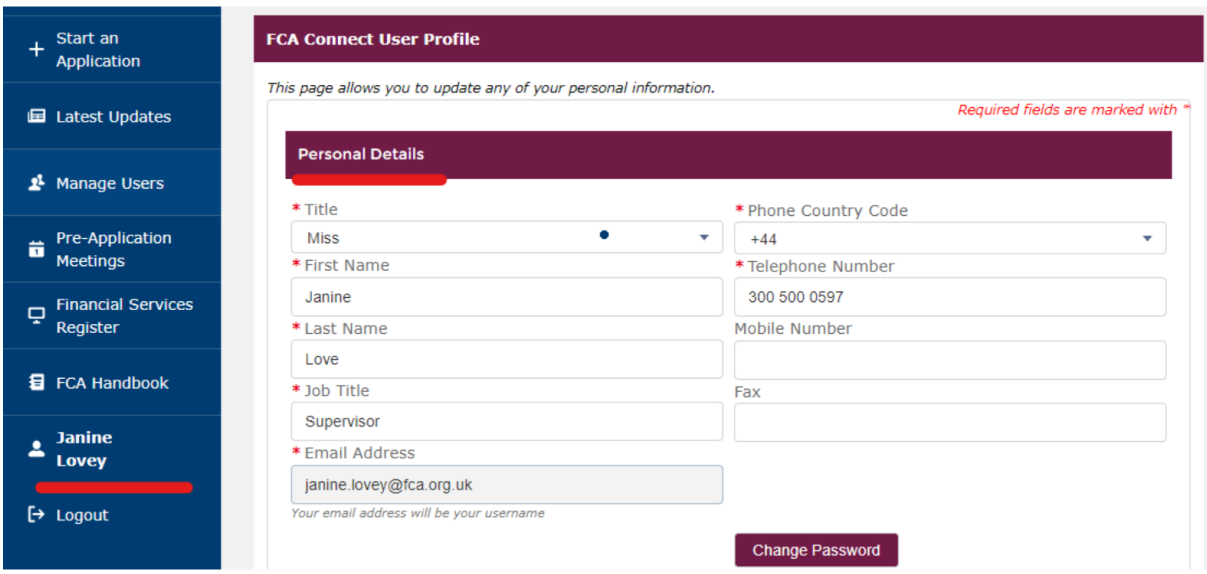


Then click **"Save and Next"**.

To change the information in the grey fields, you will need to select the **personal details** icon from the Connect sidebar to edit the details.

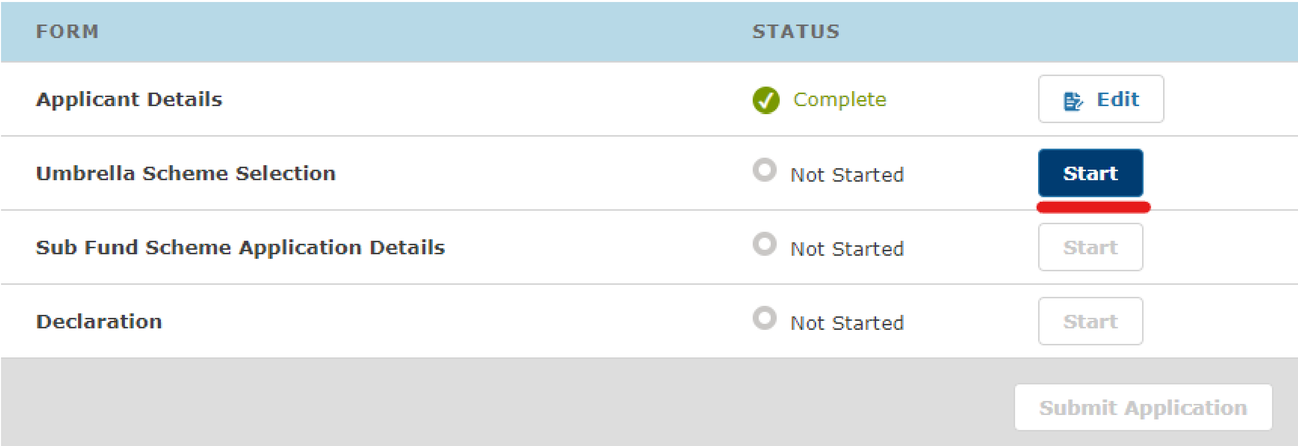
If your email address has changed, you will need to create a new account as this is permanently linked to your account.

- In the event of the above, please ensure that your **Principal User (PU)** removes the old account and adds the new one with the correct email.



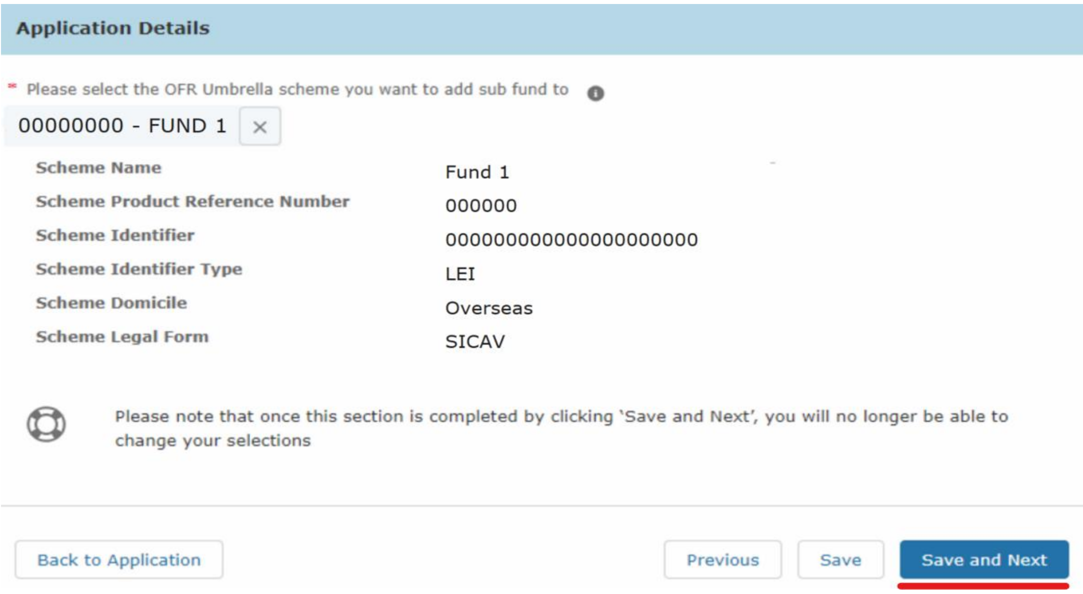
2 Umbrella Scheme Selection

Click **"Start"** to enter **"Umbrella Scheme Selection"**.



FORM	STATUS	
Applicant Details	Complete	Edit
Umbrella Scheme Selection	Not Started	Start
Sub Fund Scheme Application Details	Not Started	Start
Declaration	Not Started	Start
		Submit Application

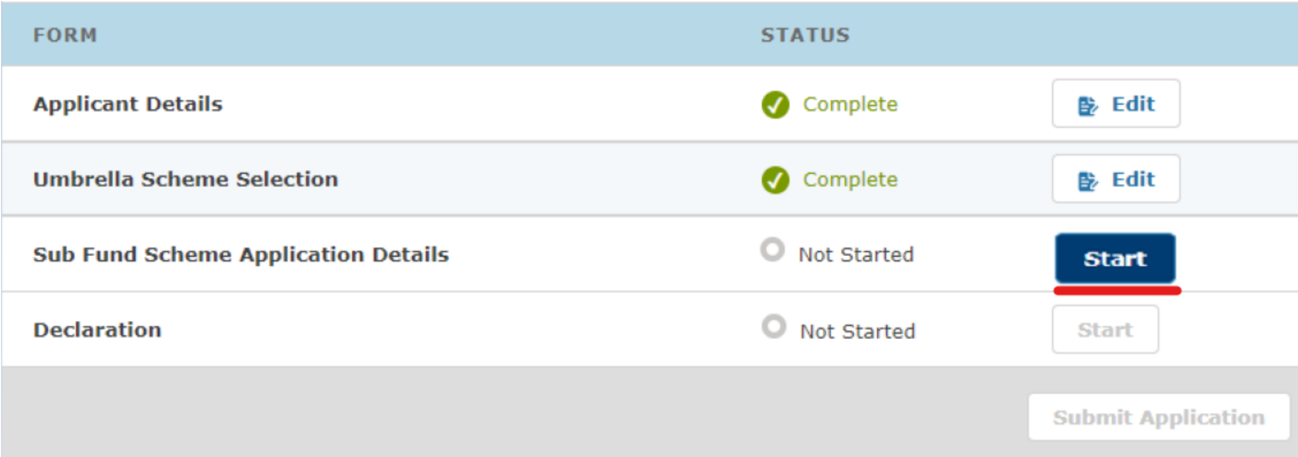
Within **"Application Details"** you will have the option to select the Umbrella currently marketing in the UK under **OFR** from the Drop down which will display the details as below. Click "**Save and Next"**.



Important Note:
Once you click **"Save and Next"** in this section, you cannot go back and make amendments so please ensure all information is accurate.

3 Sub Fund Scheme Application Details

Click **"Start"** to enter **"Sub fund Scheme Application Details"**.



FORM	STATUS	
Applicant Details	Complete	Edit
Umbrella Scheme Selection	Complete	Edit
Sub Fund Scheme Application Details	Not Started	Start
Declaration	Not Started	Start
		Submit Application

There are two pages to complete:

Sub Fund Scheme Information & Sub Fund Information.

<u>Page Status Key:</u>

Completed

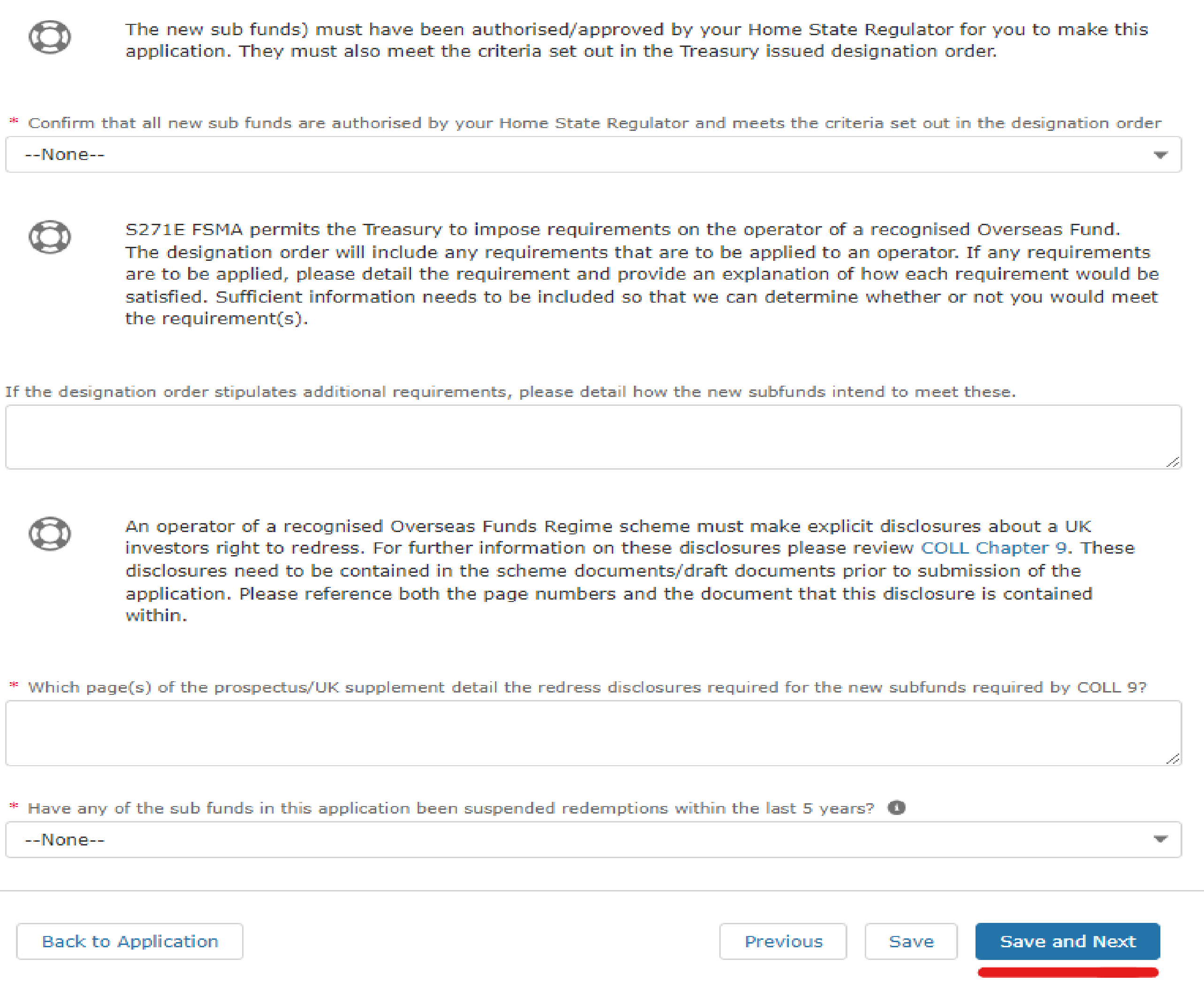
In Progress

Not Started

You can navigate between each page, however, please ensure that you **"Save"** before moving to avoid losing the information entered.

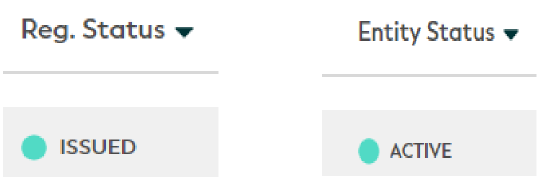
Sub Fund Scheme Information

On this page, you will have drop down options and text fields. Depending on your answers, further mandatory questions may appear. Once completed, click **"Save and Next"**.



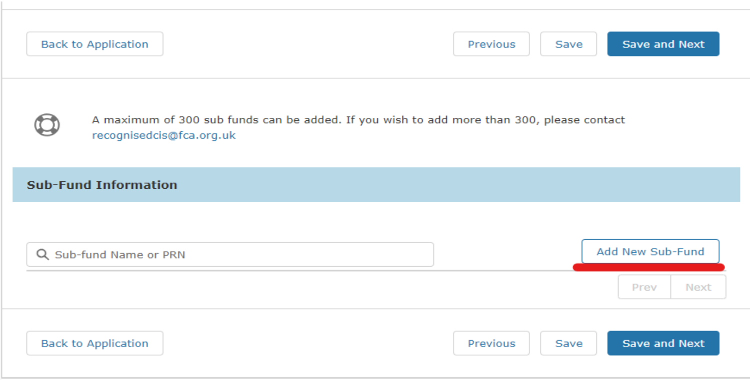
GLEIF

Where a **Legal Entity Identifier (LEI)** is provided, please note that the following sections will cross validate the **LEI** with **GLEIF**. To ensure successful validation, the Entities status must show as "Active" and the Reg. Status as "Issued".



Sub Fund Information

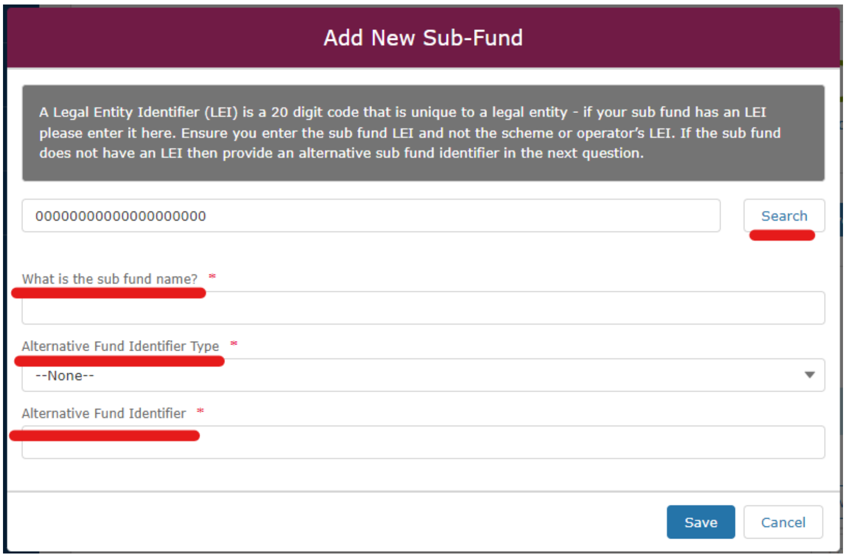
On this page, you will be able to add the **Sub Funds** you want to market in the UK under **OFR**.



Firstly, you will click **"Add New Sub-Fund"** and the following window will pop up.

From there, you can either:

Enter the **LEI** and Click **"Search".** If correct, it will automatically populate the fields from **GLEIF**.

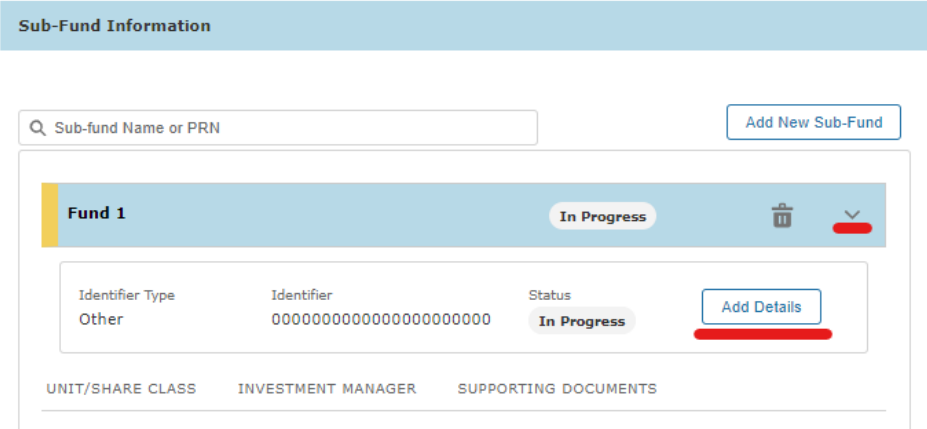


Or you can enter the information manually under **"Sub fund name"**, **"Alternative Fund Identifier Type"** and **"Alternative Fund Identifier".**

You will then see the sub fund added and marked "yellow" to show it is in progress.

If you add more than one Sub Fund, you will be able to collapse and re-open them using the arrow in the blue banner.

Click on **"Add Details"** to open the **"Basic Details"** window.



The **Basic Details** window will have five tabs.

- Basic Details
- Master Fund Details
- Objectives, Policy, and Strategy
- Fund Sponsor
- Latest Fund Valuations

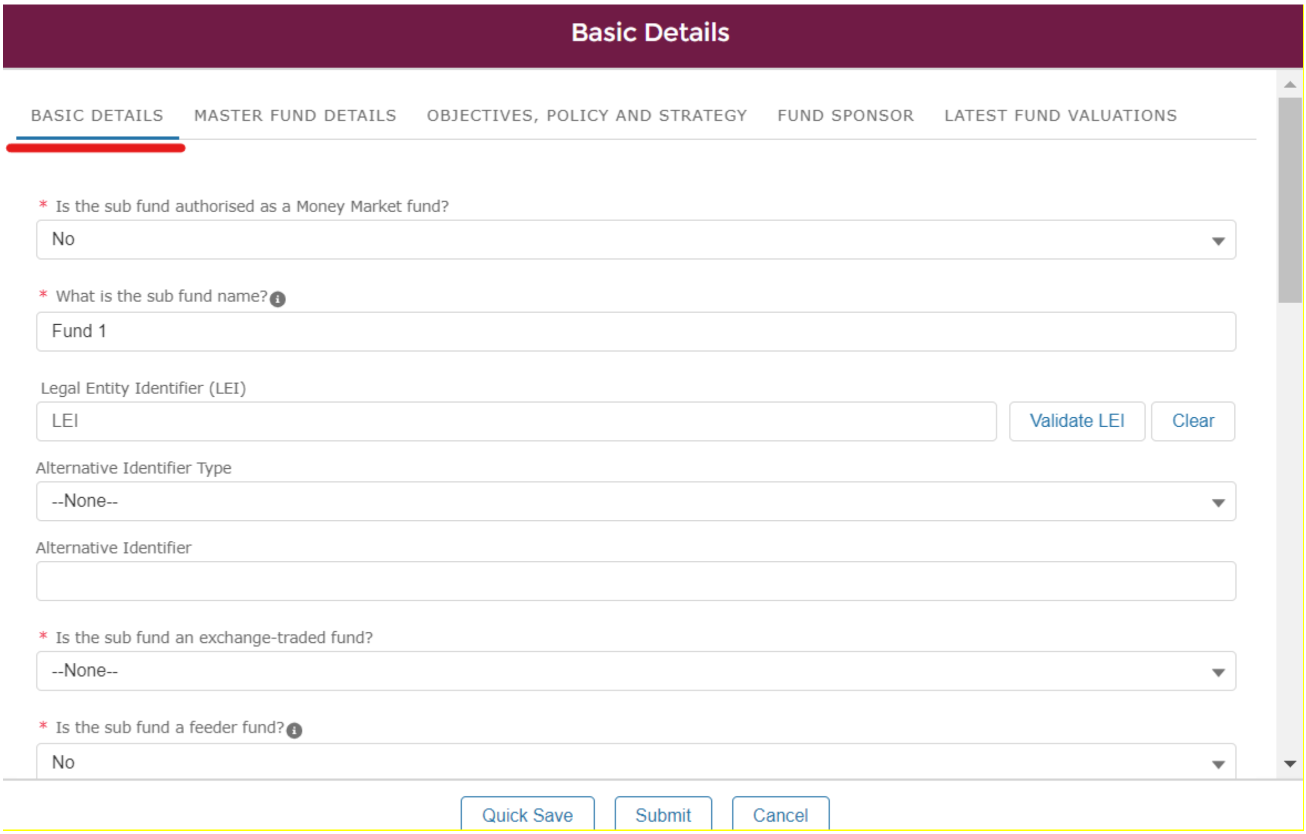
You will be able to click each tab individually and revisit previous sections.

Before exiting the window, please ensure you always hit **"quick save"** to store the information entered. When you have completed all the sections, click "Submit".

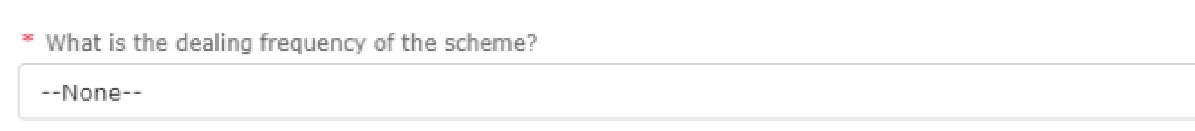
Important information to note:

Money market funds are not currently eligible for OFR.

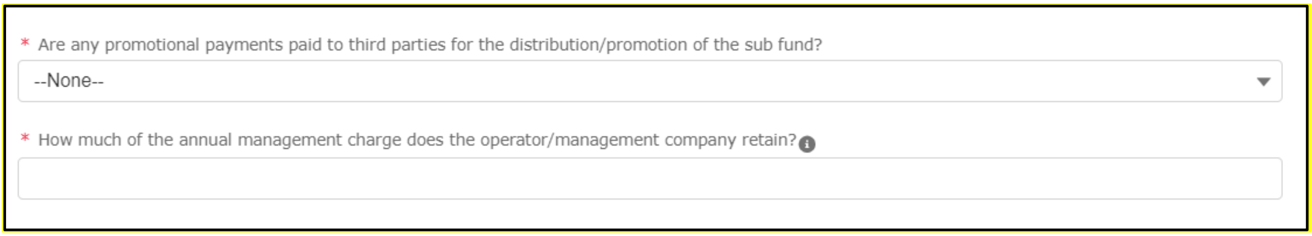
There will be several important fields to complete, please ensure that you review each question with care and review our OFR policy statement to ensure the information entered is correctly captured.



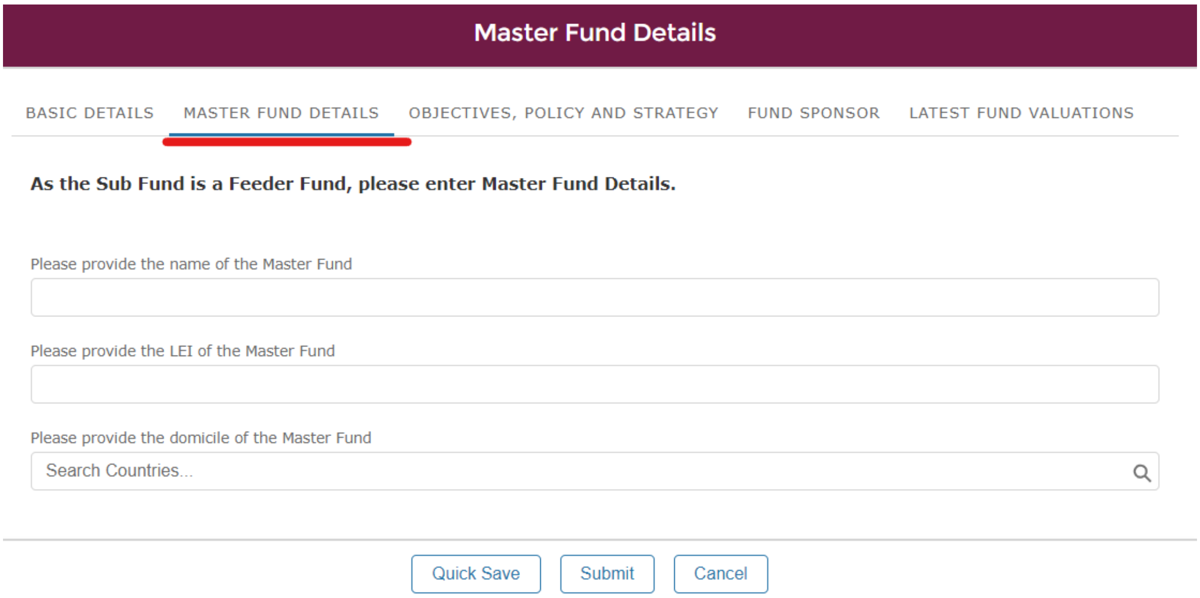
If the sub fund is an Exchange Traded Fund (ETF), for the dealing frequency question, please select daily.



Please ensure that for the question below the annual management charge (AMC) you enter is the percentage of the overall AMC the operator retains. If you pay away part of the AMC to other parties (i.e., 15% of the fee goes to the investment manager), then the AMC = 85%.

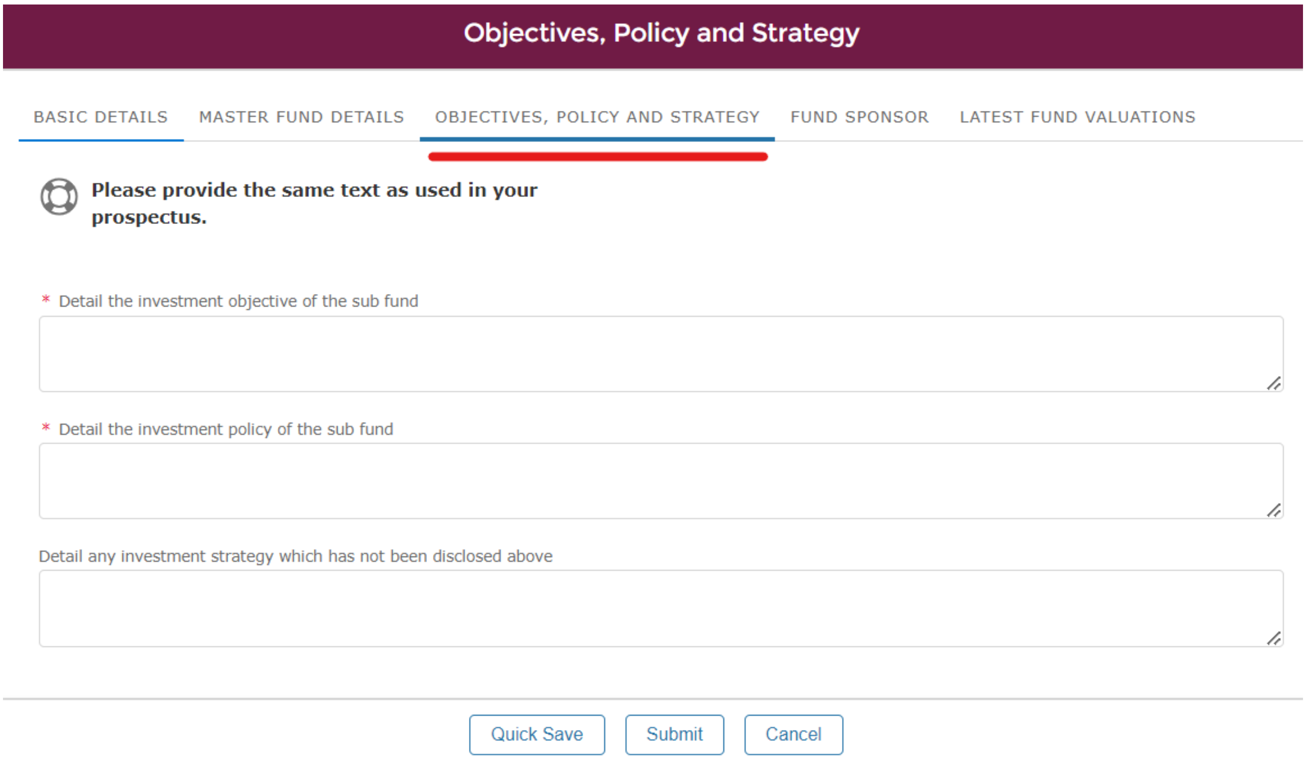


The below **"Master Fund Details"** page is only available if you have confirmed the fund is a **"Feeder Fund"** in **"Basic details".**



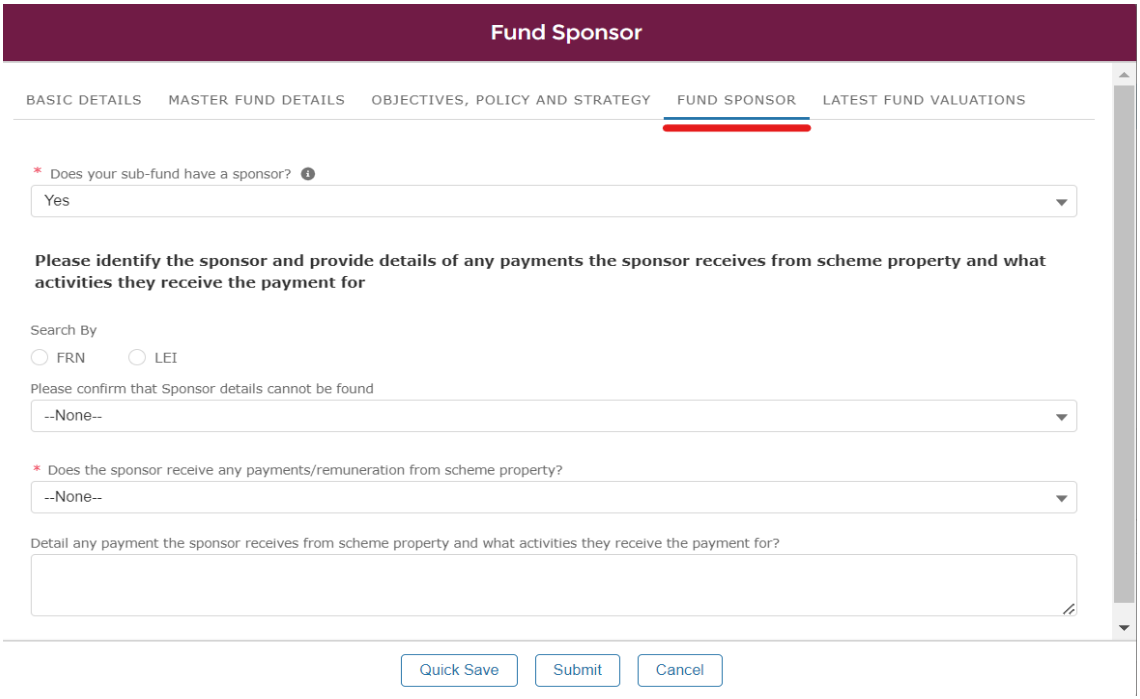
The first two boxes of the **"Objectives, Policy and Strategy"** page are mandatory and have extended word limits, however if this is reached, please detail the page of the **prospectus** where the information is listed.

The information added should be the sub fund's current investment objective, policy, (and strategy if relevant).

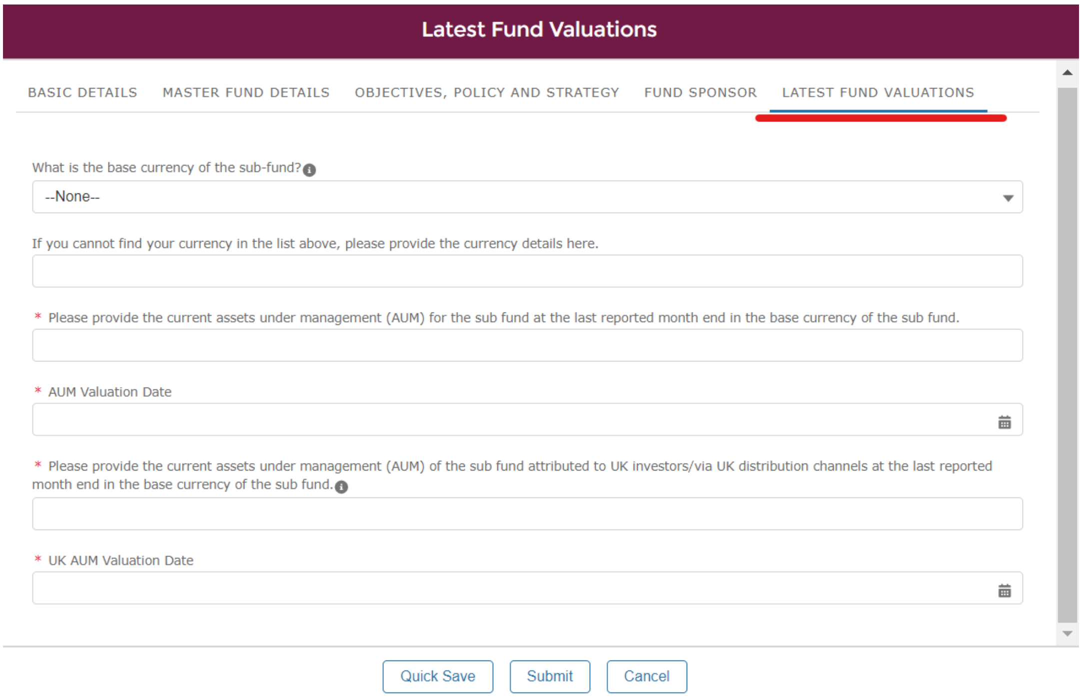


If there is a **Fund Sponsor** associated with the scheme/sub fund, you will be able to search the sponsor with an **FRN** or **LEI** as well as manually entering the details.

A **Fund Sponsor** is an entity that is involved in the manufacturing or formation of the fund and normally promotes/introduces investors to the fund.

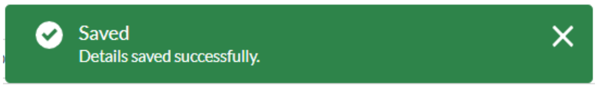


On the **"Latest fund valuations"** page, for the final two questions, please make best-efforts to answer these - if you do not know the exact figure/dates, please put the best-efforts approximate figure/date.



Once completed when you click **"Submit"**, the window will close.

At the top of the application page, the **"Saved"** message will pop up.

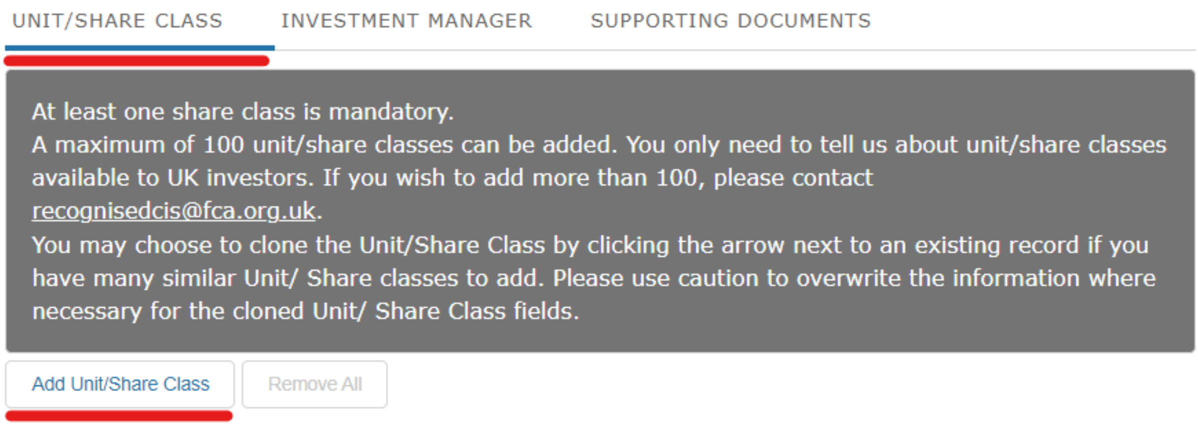


You will also be able to check if the details have been saved as next to **"Add Details"** the status will show **"Completed".**

If any of the sections have been missed or the window does not successfully complete all the validation checks, the relevant tab will be highlighted in **red,** and it will display an **"Error"** message at the top.

Unit/Share Class

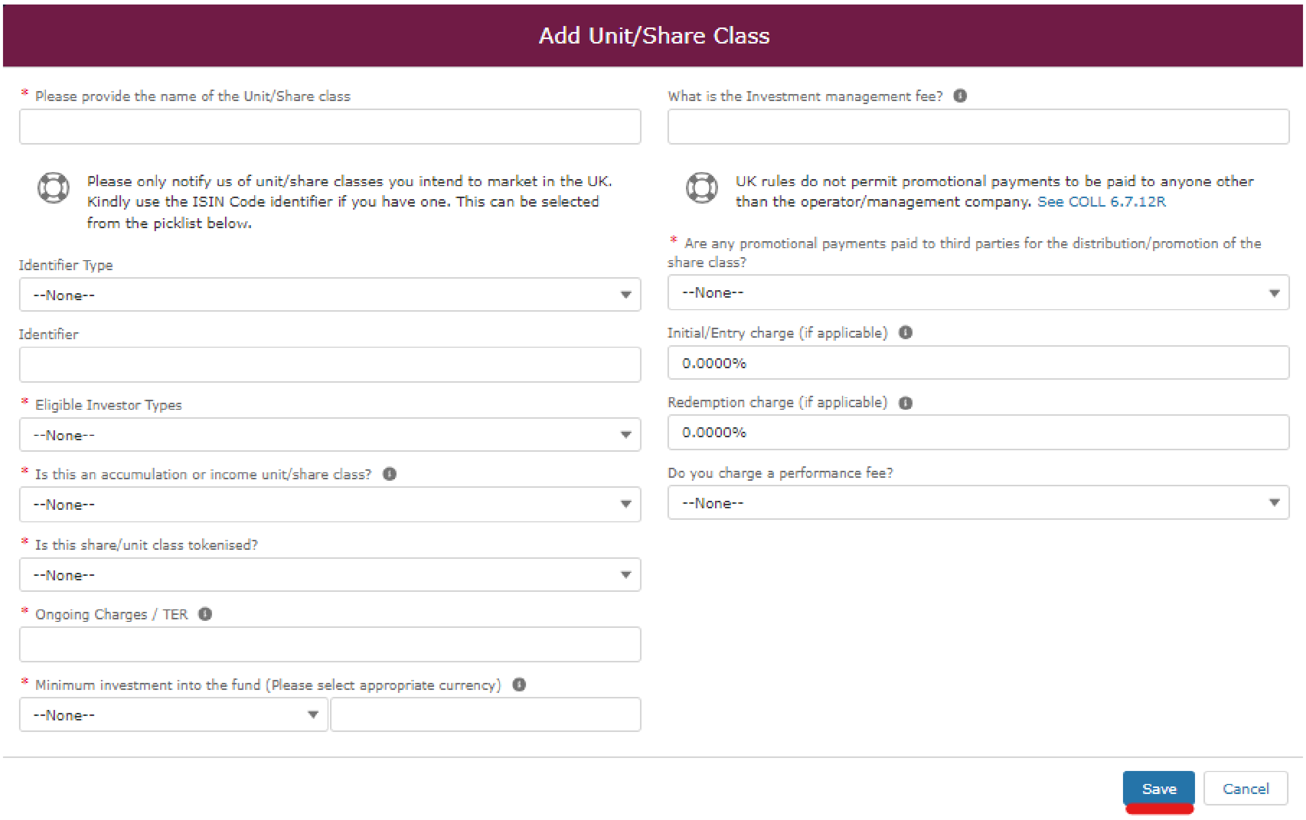
Next, click on the **"Unit/Share Class"** tab and then click on **"Add Unit/Share Class"**.



Please note, you are only required to provide the details of the **Unit/Share classes** that will be marketed to investors in the UK. You do not need to provide the details for **all** the **Unit/Share classes** issued by the sub fund(s).

A window will pop up, enter the relevant information, ensuring all mandatory fields are completed and then click **"Save".**

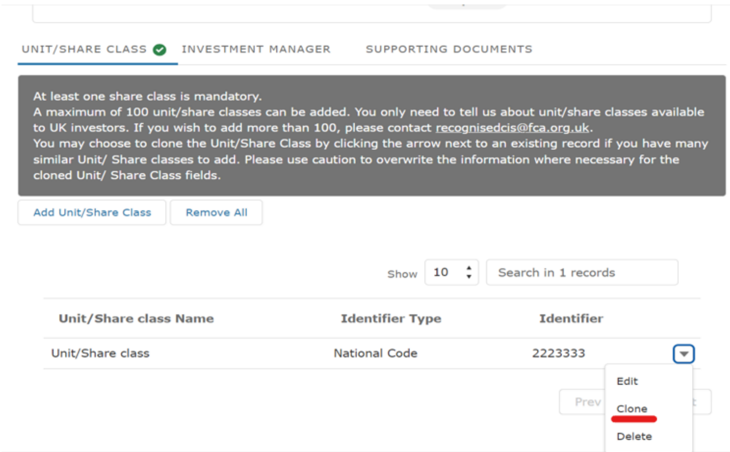
We want to know what costs apply to the end UK investor. Please provide the details that you use on the KIID.



For **ETFs**, If you are aware of any increased charges that UK investors are subject to – please use the increased figure.

To clone an existing **Unit/Share class**, click on the arrow next to the existing share class details to display the drop-down menu. Then select **"clone"** to proceed.

Please note that you can use the **"Clone"** feature to assist you filling in Funds with similar **Unit/ Share Class** details, where applicable. Please use caution to ensure that you overwrite any fields that must be amended to ensure that you are submitting just one correct and accurate version of each share class.



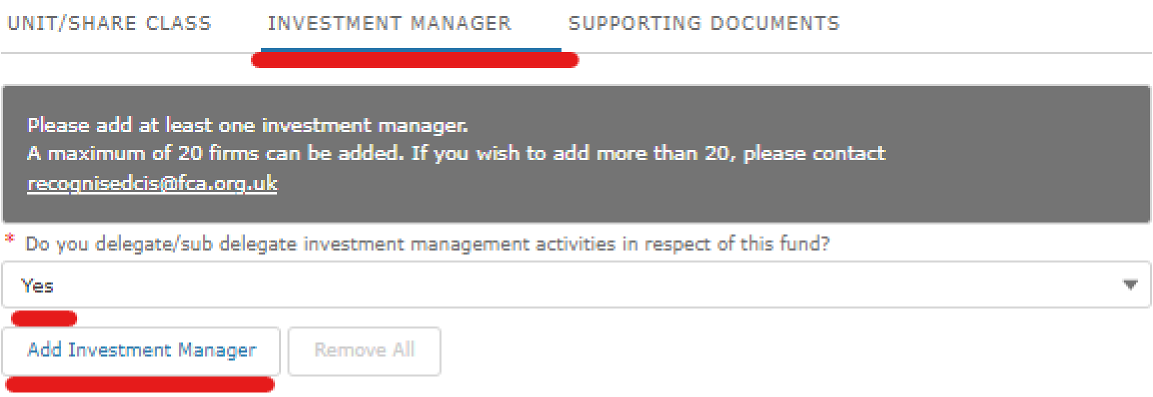
A validation check will run to ensure that **Unit/Share classes** do not have the same name to avoid duplication errors.

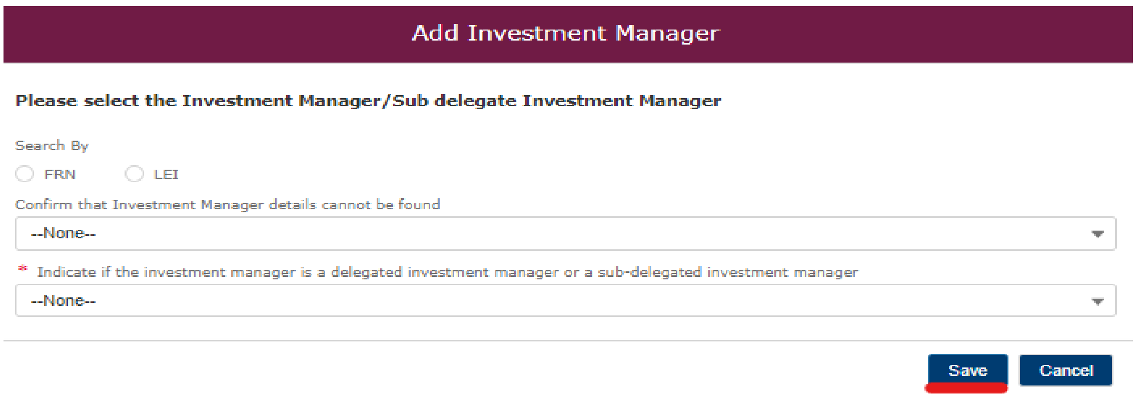
You are also able to search through the **Unit/Share Classes** that you have added using the search box by entering the name and identifier.

When adding the KIIDs for each **Unit/Share Class**, please note you can add them in one document, for example, if there are 20 Unit/ Share Classes, upload **one** word document with all **20** KIIDs copy and pasted into this document.

Investment Manager

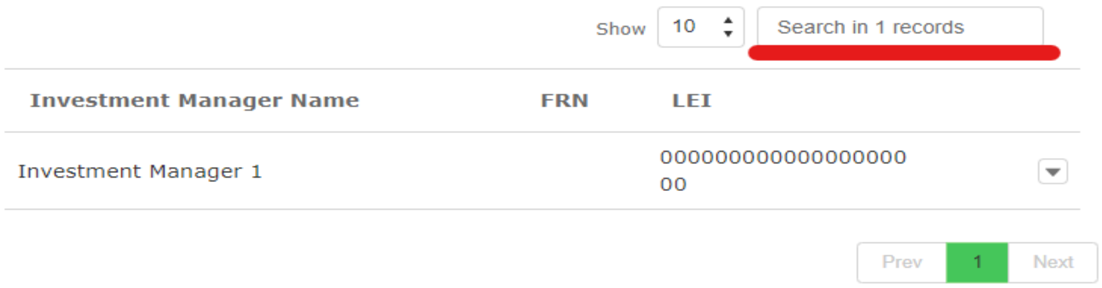
Under **"Investment Manager"**, you will be able to add firms using their LEI and FRN details as well as confirming if they are a delegate/sub delegate in relation to the scheme. No more than 20 firms can be added.





Once Completed, you can exit this window by clicking **"Save".**

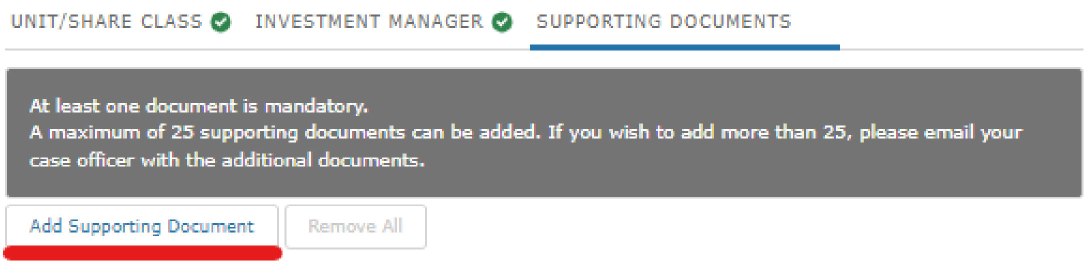
You can add up to 20 firms and you are also able to search through the **Investment Managers** you have added by using the search box and entering the name and or **LEI/FRN.**



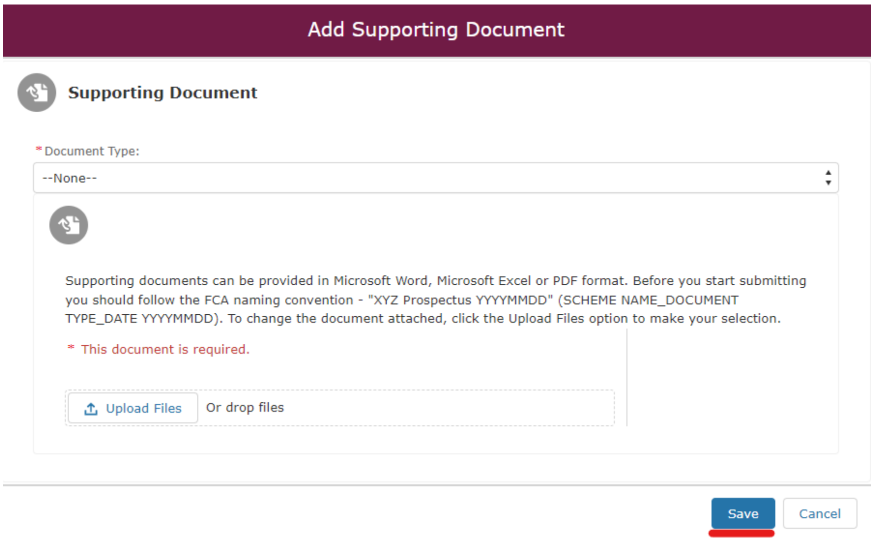
After adding an **Investment Manager**, if you need to edit or delete the firm, you can do so by clicking the arrow and selecting from the drop down.

Supporting Documents

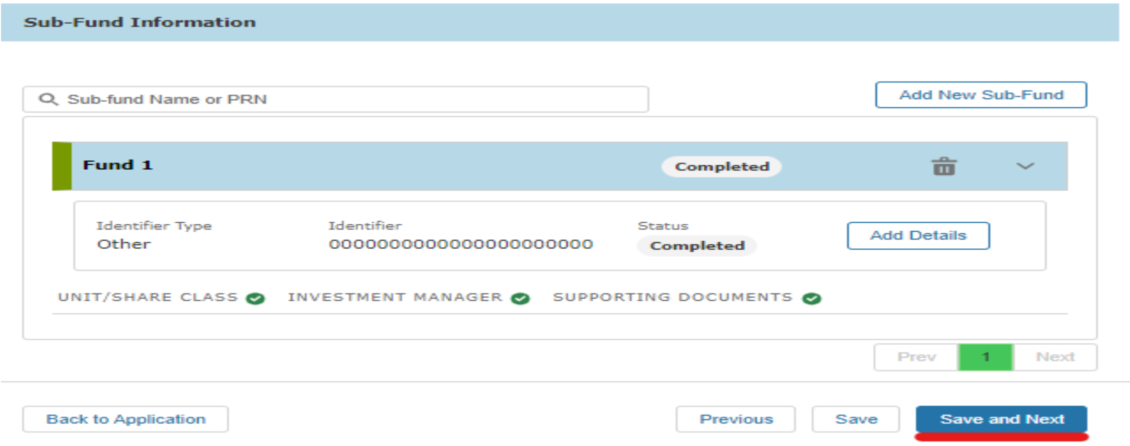
Lastly, you will need to add the **supporting Documents** applicable to the Scheme. You can do so by clicking **"Add Supporting Document".**



Please ensure that all documents uploaded are named in line with the convention as displayed in the pop-up window.



Once all 4 sub-sections have been completed, the indicator will show as **"Green"** against all the completed sub funds, and you can then click **"save and next".**



If at any point, you need to **"delete"** a sub fund from your application, you can do so via clicking the "Bin" icon.

You can restore a deleted sub fund by clicking on the reverse button if removed accidentally.

4 Declaration

Click **"Start"** to enter **"Declaration"**.

FORM	STATUS	
Applicant Details	Complete	Edit
Umbrella Scheme Selection	Complete	Edit
Sub Fund Scheme Application Details	Complete	Edit
Declaration	Not Started	Start
		Submit Application

Ensure you have read and understood the **"Declaration"**.

Declaration

This application or notification must be submitted by a person of appropriate seniority within the notifying firm or on behalf of the notifying firm.
By submitting this application or notification I confirm that:

The information in this application or notification is accurate and complete to the best of my knowledge and belief and that I have taken all reasonable steps to ensure that this is the case. I also certify that any document included or appended to this application is a true copy of the original. I have read any notes that accompanied the form.

I am aware that if I knowingly or recklessly provide information that is false and misleading in a material particular in this application or notification, I will contravene a legislative requirement and may be the subject of enforcement action.

I will notify the FCA immediately if there is a material change to the information provided in this form.
For the purposes of complying with data protection legislation, please read our privacy notices:
FCA's privacy notice https://www.fca.org.uk/data-protection
Bank of England's privacy notice https://www.bankofengland.co.uk/prudential-regulation/authorisations
These notices will tell you what to expect when the FCA and/or the Bank of England 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.

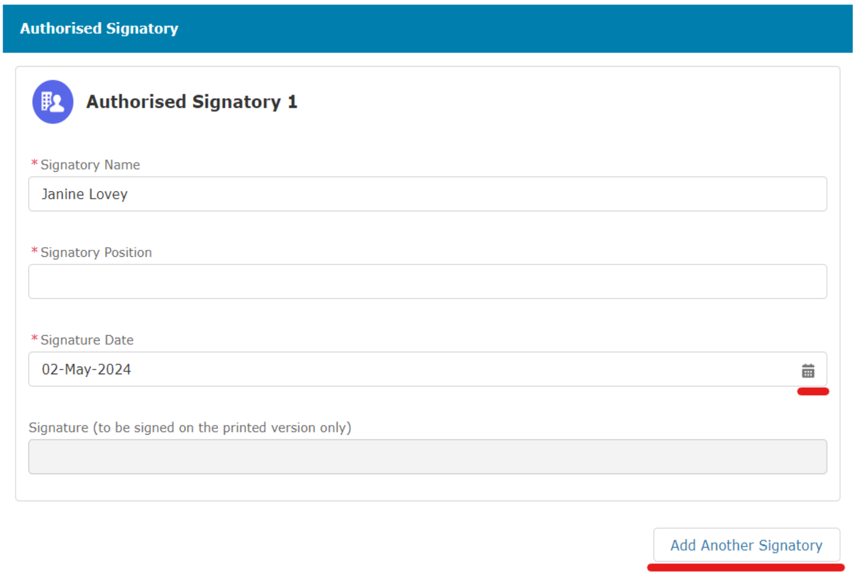
Review & Confirmation

* ☐ I confirm that a permanent copy of this application, signed by myself and the signatories, will be retained for an appropriate period, for inspection at the FCA/PRA's request.

To confirm you have read the **"Declaration"**, tick the box, and add details to the **"Authorised Signatory"** section.

Authorised Signatory

This section will be completed partially within the form and with the expectation that it will be printed, signed by the authorised Signatory, and then stored.

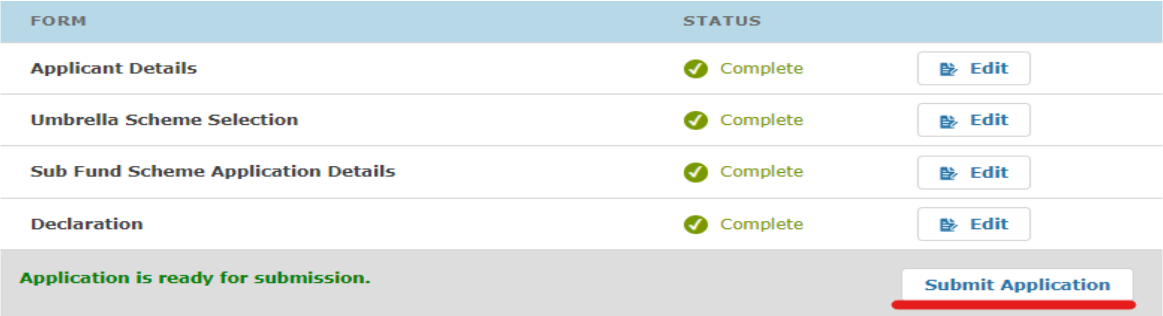


- The **Signature Date** must be the date of submission.
- Additional Signatories can be added by clicking **"Add Another Signatory"**
- An **Authorised Signatory** can be an employee or senior manager at the firm with sufficient authority to submit the application.

Then click **"Save and Next"**.

5 Submission

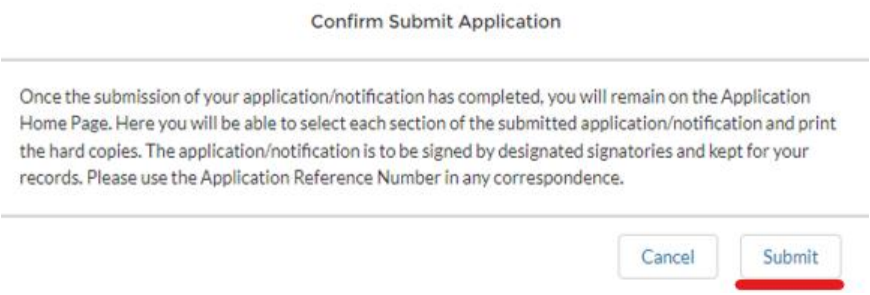
Before you submit your application, check to confirm that all sections are marked as **Complete** in the **"Status"** column.



FORM	STATUS	
Applicant Details	Complete	Edit
Umbrella Scheme Selection	Complete	Edit
Sub Fund Scheme Application Details	Complete	Edit
Declaration	Complete	Edit
Application is ready for submission.		Submit Application

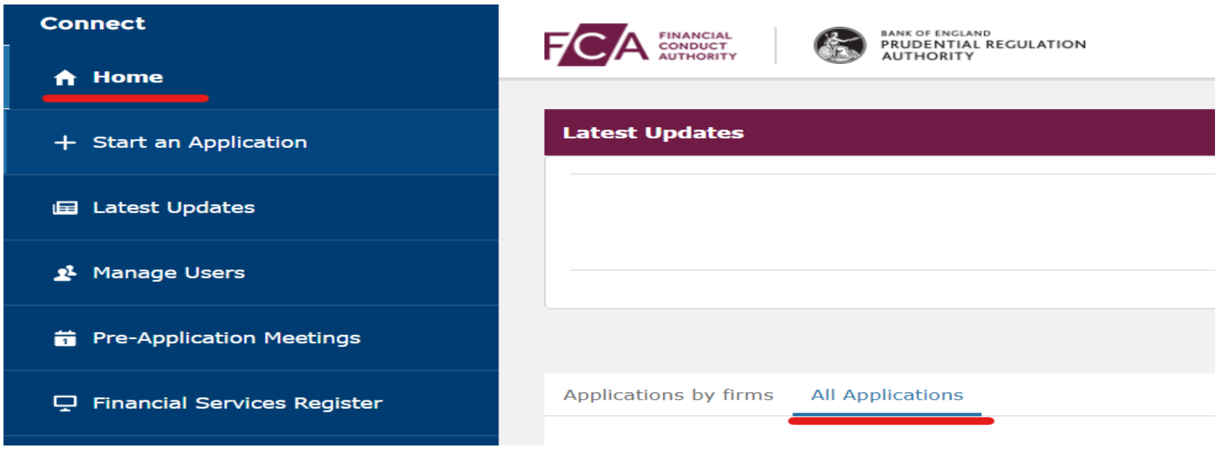
Then click **"Submit Application"**.

A pop-up window will appear. Please read the contents and click **"Submit"**.



A confirmation email will be sent to you to confirm receipt of the application.

If you need to re-visit or download your application, you can do so via the **"Home"** Button and Clicking on the relevant Application under **"Application Number"** and lastly, **"View Application".**



You can then re-open the application by clicking **"View Application"** or **"Download Application"** for a PDF copy.