

# Appendix C – ongoing reporting requirements

## **Sending us your reports**

As an authorised firm, you will need to send us regular reports e.g. annual, quarterly or monthly; this is called Integrated Regulatory Reporting.

## **What is Integrated Regulatory Reporting (IRR)?**

IRR is the way you send us all the regular reports we require from you. Under IRR, your firm will report to the FCA based on the regulated activities it undertakes and the prudential category it has been allocated to.

You must do this reporting online via our central regulatory reporting system GABRIEL (Gathering Better Regulatory Information Electronically). For more information about GABRIEL, please see Appendix D.

For further information on IRR and how it affects you, please see the regular updates which can be found on the 'Reporting Requirements' of our website at [www.fca.org.uk](http://www.fca.org.uk), or call our Customer Contact Centre helpline on 0845 606 9966.

## **What returns do I need to make?**

As a firm active in the retail market, you will be required to submit one or more of the following:

- Retail Mediation Activities Return (RMAR);
- Consumer Credit Return (CCR)
- Complaints Return.

You must submit both these returns, together with the Mortgage Lending and Administration Return (MLAR) if appropriate, via GABRIEL.

Please note that as a newly authorised firm, if your firm has a return due for submission but has not conducted any regulated activities from the date of authorisation to the reporting end date, the firm will still be required to submit the return.

More information for Credit Regulated firms on reporting requirements can be found on the website under Consumer Credit:

<http://fca.org.uk/firms/firm-types/consumer-credit/regulation/reporting-requirements>

## How do I complete these returns?

Guidance on completing these returns is available in the Handbook:

### RMAR

[www.fshandbook.info/FS/html/handbook/SUP/16/Annex18A](http://www.fshandbook.info/FS/html/handbook/SUP/16/Annex18A)  
[www.fshandbook.info/FS/html/handbook/SUP/16/Annex18B](http://www.fshandbook.info/FS/html/handbook/SUP/16/Annex18B)

### CCR:

[www.fshandbook.info/FS/html/FCA/SUP/16/Annex38B](http://www.fshandbook.info/FS/html/FCA/SUP/16/Annex38B)

### Complaints

[www.fshandbook.info/FS/html/handbook/DISP/1/Annex1](http://www.fshandbook.info/FS/html/handbook/DISP/1/Annex1)

## Late returns (LR)

Regulatory reporting is an integral part of the FCA's supervision strategy. Receiving accurate data on time enables us to identify those firms that require a higher level of supervision and so helps us to meet our operational objective of consumer protection.

As soon as your firm is authorised, it must register for GABRIEL. This will enable you to access the system, identify the returns your firm needs to submit and their corresponding due dates, and ensure that you receive reminders about your upcoming reporting requirements.

If your firm then fails to submit its regulatory return(s) by the due date(s), we can charge you an administrative fee of £250 – for further information see the link below to SUP 16.3.14R.

If you still do not complete and submit your return after that, we are also able to take enforcement action. Ultimately, this could result in your firm losing its authorisation.

[www.fshandbook.info/FS/html/handbook/SUP/16/3](http://www.fshandbook.info/FS/html/handbook/SUP/16/3)

## Transaction reporting

### Are you aware of your transaction reporting obligations?

Chapter 17 (Transaction Reporting) of the Handbook Supervision Manual (SUP 17) requires firms entering into reportable transactions to send us transaction reports containing mandatory details about those transactions.

A transaction report is a data set submitted to us. It relates to an individual financial market transaction. Each transaction report contains information relating to a particular trade or trades, including product traded, firm undertaking the trade, trade counterparty(ies), trade characteristics and time and date of trade.

The primary function for which we use transaction reports is to detect and investigate suspected market abuse. So accurate and complete transaction reporting is essential to enable us to meet our strategic objective of ensuring that the relevant markets function well.

## What is reportable?

- **Financial instruments admitted to trading on a regulated market**, whether or not trading is carried out on such a market. We do not require firms to report transactions in non-securities derivatives admitted to trading on regulated markets, such as commodity, foreign exchange and interest rate derivatives. Where regulated derivative markets use an International Securities Identifying Number (ISIN) as the unique identifier for the derivative contract, firms are required to transaction report using the ISIN code for that instrument. Where regulated markets do not use an ISIN (e.g. LIFFE derivatives), an Alternative Instrument Identifier (Aii) would be used to identify the instrument.
- **Financial instruments admitted to trading on a prescribed market (e.g. AIM and PLUS).**
- **Over-the-counter derivatives**, the value of which is derived from or otherwise dependent on an equity or debt-related financial instrument admitted to trading on a regulated market.

## Who must report transactions?

A firm must report its transactions if it is a European Economic Area (EEA) investment firm. Investment management firms may rely on their EEA brokers' own transaction reports under certain conditions (please see SUP 17.2.2. G).

## How to submit reports

Firms need to use one or more of the Approved Reporting Mechanisms (ARMs) available to send transaction reports. Reporting by fax or email is not permissible.

## Find out more

For more information about transaction reporting, see our website, or if you have any queries please contact our Transaction Monitoring Unit on 020 7066 6040 or via email on [tmu@fca.org.uk](mailto:tmu@fca.org.uk).