

Senior Managers and Certification Regime (SM&CR)

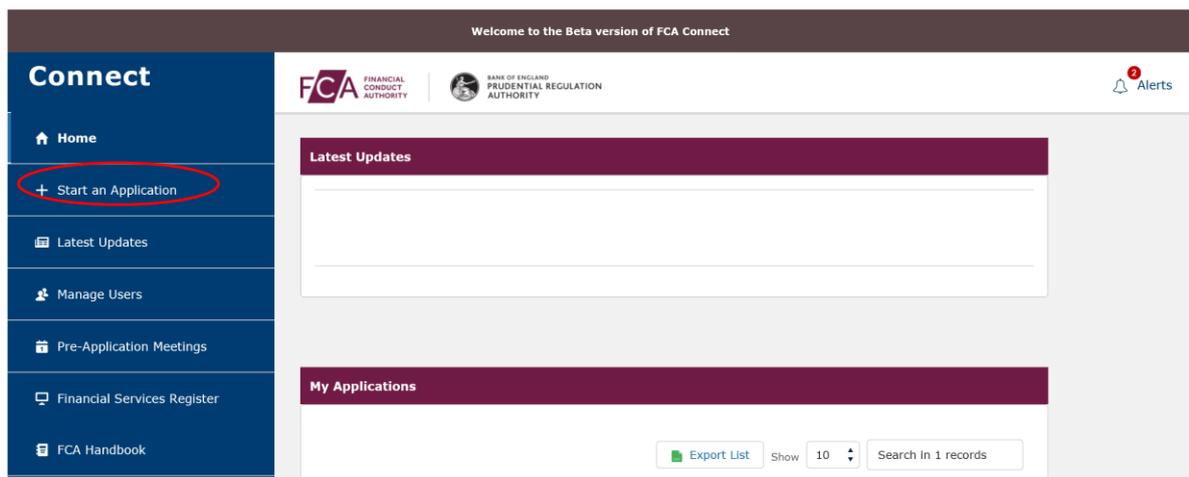
Form K - Step-by-Step User Guide for Enhanced Firms

You must have access to the 'Approved Persons' forms within Connect to be able to access and edit Form K. If you do not have access to these forms, please speak to your Principal User.

If you are the Principal User and need help using Connect, see our [Help](#) section.

Accessing Form K

1. Log into [Connect](#). Once you have logged in, click 'Start an Application'.



2. Click 'Approved Persons'.

Welcome to the Beta version of FCA Connect

Connect

- Home
- + Start an Application**
- Latest Updates
- Manage Users
- Pre-Application Meetings
- Financial Services Register
- FCA Handbook
- Logout

Start an application

Search here to start a new application or notification

Applications for: [Redacted] [Change Firm](#)

- APPOINTED REPRESENTATIVES >
- APPROVED PERSONS >**
- DIRECTORY PERSONS >
- CANCEL YOUR FIRM AUTHORISATION OR REGISTRATION >
- BENCHMARKS >
- E-MONEY (ELECTRONIC MONEY) FIRMS >
- FIRM NOTIFICATIONS >
- PASSPORTING >
- PAYMENT SERVICES FIRMS >
- UPDATE OR ATTEST TO YOUR FIRM DETAILS >

3. Click 'Show more'.

Welcome to the Beta version of FCA Connect

Connect

- Home
- + Start an Application**
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Start an application

Search here to start a new application or notification

Applications for: [Redacted] [Change Firm](#)

- APPOINTED REPRESENTATIVES >
- APPROVED PERSONS ▾**

Approved Person (including CFs/SMFs/SIMFs)

These forms are to be used by an authorised firm if they wish to add or remove controlled functions, as well as notify the FCA and/or PRA of any changes to an approved person's details or fitness and propriety information. Approved Person is an individual who holds a controlled functions under any of the following regimes: Approved Persons Regime, Senior Manager Regime, Senior Insurance Manager Regime.

PSD Individuals

These applications are to be used to update the Persons Responsible for Payment Services records for your firm. You will be able to Add new Individuals, Amend existing individual's details, or Remove Individuals from your firm record. This section contains the following forms: Add PSD Individual, Amend PSD Individual, Remove PSD Individual

EMD Individuals

These applications are to be used to update the Persons Responsible for E-Money. You will be able to Add new Individuals, Amend existing individual's details, or Remove Individuals from your firm record. This section contains the following forms: Add EMD Individual, Amend EMD Individual, Remove EMD Individual

MLD Individuals

The application is for people who are responsible for specific functions at the applicant firm. This includes Director, Beneficial

[Show more...](#)

4. Next, click 'Approved Persons, Controlled and Senior Management Functions'.

Applications for: [redacted] [Change Firm](#)

APPOINTED REPRESENTATIVES >

APPROVED PERSONS v

Approved Person (including CFs/SMFs/SIMFs)

These forms are to be used by an authorised firm if they wish to add or remove controlled functions, as well as notify the FCA and/or PRA of any changes to an approved person's details or fitness and propriety information. Approved Person is an individual who holds a controlled functions under any of the following regimes: Approved Persons Regime, Senior Manager Regime, Senior Insurance Manager Regime.

Changes to Notified Persons

This is Form F referred to in SUP 15.4.1R (2). This form is used to by an overseas firm (excluding an incoming firm) to notify the FCA and/or PRA within 30 business days of any person taking up or ceasing to hold the following positions: The firm's world-wide chief executive if the person is based outside the United Kingdom. The person, if not the world-wide chief executive, within the overseas firm with a purely strategic responsibility for UK operations (see SUP 10A.7.4G). For a bank: the two or more persons who effectively direct its business in accordance with SYSC 4.2.2. For an Insurer, the authorised UK representative. If the person is currently an approved person, a notification giving details of their name and the position to which the notification relates is sufficient SUP 15.4.1R(2)).

[Start Application](#)

Approved Persons, Controlled and Senior Management Functions

Application to perform controlled functions (Form A), Notice of ceasing to perform controlled functions (Form C), Notification of changes to personal information (Form D), Internal transfer of an approved person (Form E), Conversion Notification Form (Form K), Notification of Significant Changes in Responsibilities of a Senior Management Function Manager (Form J), Application for the Variation of a Conditional Approval for the performance of a Senior Management Function (Form I)

[Start Application](#)

[Show less...](#)

PSD Individuals

5. Select 'Conversion Notification Form (Form K)'.

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BANK OF ENGLAND PRUDENTIAL REGULATION AUTHORITY

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Approved Person Application [Cancel](#)

Approved Person Application

Select the Approved Person application

Application to perform controlled functions (Form A)

Notice of ceasing to perform controlled functions including senior management functions (Form C)

Notification of changes to personal information, application details and conduct breaches/disciplinary action related to conduct (Form D)

Internal transfer of an approved person (Form E)

Conversion Notification Form (Form K)

6. Connect will then generate your Form K. All sections will show as 'Not started'.



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Conversion Notification

Firm Name: [REDACTED] FRN : [REDACTED]
 Version Number: 1 Application Reference Number [REDACTED] Modified By: [REDACTED]

[Back to My Applications](#)

Once the application is complete and valid, a button will appear to allow the application to be marked as Ready to Submit (Draft Ready).

Approved Persons	
Form	Form Status
Application Contact Details	Not Started
Firm Details	Not Started
Conversion Notification	Not Started
Firm Declaration	Not Started

Statements of Responsibilities

To complete any Related Applications, the Applicant must first complete all sections of the Conversion Notification (with the exception of the firm declaration).

All SORs should have a status of 'Completed' before a Conversion form can be submitted. A SOR is only 'Complete' when all sections have been filled in.

Where the SMFs for an Individual have been amended as part of a Conversion resubmission, the SOR for that Individual will only move from In Progress to Complete when an updated signature has been added.

Individual Name	Application Outcome	Form Status	Action

Application Contact Details

1. Select 'Application Contact Details' and fill in the relevant information. Once you have provided all relevant information, the form status for the section will change to 'Complete'.

Firm Details

1. Click 'Firm Details' and fill in the relevant information. Once you have provided all relevant information, the form status for the section will change to 'Complete'.
2. Once 'Application Contact Details' and 'Firm Details' have been completed, you will then be able to access the 'Conversion Notification' section.

Conversion Notification

1. Next, you will be asked to upload your Management Responsibilities Map. You cannot submit your Form K without this.

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Convert Controlled Functions

Firm Name: [REDACTED] FRN: [REDACTED]
Form Version Number: [REDACTED] Application Reference Number: [REDACTED] Last Modified By: [REDACTED]

Progress

Current Step 
Step 2 

Legend

-  This field is required
-  Click the icon for help on the item
-  The page has been validated successfully

Management Responsibilities Map

Please attach the firm's management responsibilities map. As part of this notification, you will be able to complete a statement of responsibilities once you have finished identifying the individuals you wish to convert to perform one or more senior management functions

Document Title

Attachment

Save & Exit  Print

2. You will then be presented with a list of Senior Managements Functions (SMFs) that apply to Enhanced firms. You will need to click 'select' against each SMF that is required for your firm, and if you have any currently approved individuals who can map across to that particular SMF you will be able to select 'convert'.

Convert Individuals by CF / SMF

The table below provides a breakdown of possible applicable senior management functions for **enhanced SMCR firms only**. Please select all 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.

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 section SUP10C of the FCA Handbook, and provide details of which senior management functions are to be carried out by each such approved person.

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 the SUP10C 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 Senior Management Function	Allocated		
SMF1	Chief Executive Function			
Note that only individuals in [REDACTED] have been listed below who currently hold a Controlled Function that can be mapped to this Senior Management Function.				
Please select the Individuals to be Converted to this SMF				
IRN	Name	CF's Held	CF's Applied For	Convert
[REDACTED]	[REDACTED]	CF3		<input type="checkbox"/>
Hide Section				
SMF2	Chief Finance			Select
SMF3	Executive Director			Select
SMF4	Chief Risk			Select
SMF5	Head of Internal Audit			Select
SMF7	Group Entity Senior Manager			Select
SMF9	Chair of the Governing Body			Select
SMF10	Chair of the Risk Committee			Select

3. If you do not have any currently approved individuals who can map to a particular SMF, the system will flag this.

SMF9	Chair of the Governing Body	
Note that only individuals in [REDACTED] have been listed below who currently hold a Controlled Function that can be mapped to this Senior Management Function.		
No Individuals can be Converted to this SMF.		
Hide Section		

Page 66 of our [SM&CR Regime Guide](#) outlines which Controlled Functions can be mapped across to the various SMFs.

If you have any individuals pending approval for a Controlled Function, they will appear within your Form K in an 'applied for' status. You must ensure you select the SMF they require. If you do not, they will not hold the SMF once approved.

4. Once you have specified the SMFs that will be held by individuals at your firm, a conversion summary will appear. This shows all the individuals who you have selected to convert from a CF to an SMF.

The screenshot displays a web interface for a conversion summary. On the left, a 'Progress' sidebar shows 'Step 1' as the 'Current Step' with a green checkmark. Below it, a 'Legend' section lists three items: a red exclamation mark for 'This field is required', a grey circle for 'Click the icon for help on the item', and a green checkmark for 'The page has been validated successfully'. The main content area has a top navigation bar with 'Back', 'Save & Exit', 'Continue', and 'Print' buttons. The title is 'Conversion Summary for [redacted]'. The first section, 'Individuals who will be converted', includes a text block: 'The table below shows individuals that will be converted. You must submit an individual statement of responsibility for each individual converted on this application.' Below this is a table with columns 'IRN', 'Name', 'CFs Held', and 'CFs Applied For'. The first row shows IRN [redacted], Name [redacted], CFs Held: CF2, and CFs Applied For: SMF9 Chair of the Governing Body. The second section, 'Individuals who will not be converted', includes a text block: 'The following individuals will automatically be withdrawn. Please note that any decision not to convert an individual due to changes in their fitness and propriety should be accompanied by an Approved Persons Form C detailing the reason why the individual will cease to perform a controlled function at the firm.' Below this is a table with the same columns as the first table. The first row shows IRN [redacted], Name [redacted], CFs Held: CF2, and CFs Applied For: [redacted].

If you have not selected someone to hold an SMF, they will show on this summary page as 'individuals who will not be converted'.

You must ensure this summary page is correct.

If you are not converting an individual to SM&CR due to issues with their fitness and propriety, you must submit a Form C via Connect.

You must also ensure anyone for whom you have applied for regulatory approval under the Approved Persons Regime appears on your Form K in an 'applied for' status.

If you submit an Approved Person Form A, C and/or E after starting Form K, you must select the 'recalculate' button after 24 hours. This will ensure your Form K includes all relevant individuals.

- Once you have completed the Conversion Notification section, you will go back to the main page.

Conversion Notification

Firm Name: [REDACTED] FRN: [REDACTED]
Version Number: 8 Application Reference Number: [REDACTED] Last Modified By: [REDACTED]

[Back to My Applications](#)

Once the application is complete and valid, a button will appear to allow the application to be marked as Ready to Submit (Draft Ready).

Approved Persons

Form	Form Status
Application Contact Details	Complete
Firm Details	Complete
Conversion Notification	Complete
Firm Declaration	Not Started

Statement of Responsibilities

- Once you have completed the Conversion Notification section of Form K by selecting the SMFs that should be held by currently approved individuals, the system will generate out a Statement of Responsibilities (SoR) for each individual who you have indicated will hold an SMF.

Conversion Notification

Firm Name: [REDACTED] FRN: [REDACTED]
Version Number: 8 Application Reference Number: [REDACTED] Last Modified By: [REDACTED]

[Back to My Applications](#)

Once the application is complete and valid, a button will appear to allow the application to be marked as Ready to Submit (Draft Ready).

Approved Persons

Form	Form Status
Application Contact Details	Complete
Firm Details	Complete
Conversion Notification	Complete
Firm Declaration	Not Started

Statements of Responsibilities

To complete any Related Applications, the Applicant must first complete all sections of the Conversion Notification (with the exception of the firm declaration).

All SORs should have a status of 'Completed' before a Conversion form can be submitted. A SOR is only 'Complete' when all sections have been filled in.

Where the SMFs for an Individual have been amended as part of a Conversion resubmission, the SOR for that Individual will only move from In Progress to Complete when an updated signature has been added.

Individual Name	Application Outcome	Form Status	Action
[REDACTED]	SOR	[REDACTED]	Edit

- You will need to click 'Edit' for each SoR.
- Next, click 'Senior Management Function Details'.

Senior Management Functions

Firm Name: [REDACTED] FRN: [REDACTED]
Version Number: 1 Application Reference Number: [REDACTED] Last Modified By: [REDACTED]

[Back to My Applications](#)

Approved Persons	
Form	Form Status
Senior Management Functions Details	In Progress

- You will then need to complete the SoR, including by allocating in the SoR any Prescribed Responsibilities (PRs) that will be held by the SMF holder (where applicable).

To allocate a PR to a Senior Manager, you will need to click 'select' next to the relevant PR in their SoR.

- Once you have clicked 'Select' you are able to provide additional information about that PR if you wish.

FCA/PRA/Dual PR	Ref	Prescribed Responsibility (PR)
c	Compliance with the rules relating to the firm's management responsibilities map	Select
d	Overall responsibility for the firm's policies and procedures for countering the risk that the firm might be used to further financial crime	Select
j	Responsibility for: (a) safeguarding the independence of, and (b) oversight of the performance of, the internal audit function, in accordance with the internal audit requirements for SMCR firms.	Select
j3	Responsibility for taking reasonable steps to ensure that every person involved in the performance of the firm's internal audit function is independent from the persons who perform external audit, including: (a) supervision and management of the work of outsourced internal auditors; and (b) management of potential conflicts of interest between the provision of external audit and internal audit services.	Select
k	Responsibility for: (a) safeguarding the independence of, and (b) oversight of the performance of, the compliance function in accordance with the compliance requirements for SMCR firms.	Select
l	Responsibility for: (a) safeguarding the independence of, and (b) oversight of the performance of, the risk function, in accordance with the risk control requirements for SMCR firms.	Select
s	Responsibility for: (a) managing the firm's internal stress tests; and (b) ensuring the accuracy and timeliness of information provided to the FCA and other regulatory bodies for the purposes of stress testing.	Select
t	Responsibility for the development and maintenance of the firm's business model by the governing body.	Select
z	Responsibility for the firm's compliance with CASS	Select

If necessary, please provide additional information about each prescribed responsibility, including:

- a breakdown of the different components and tasks which the responsibility encompasses; and
- if applicable, details of any sharing arrangements including, if known, the name(s), IRN(s) and/or job title(s) of the individual(s) with whom the candidate or senior manager is or will be sharing this prescribed responsibility. The responsibility should be recorded in the same way in the statements of responsibilities for each individual. Additional information must be relevant, succinct and not dilute or undermine the prescribed responsibility.

We would normally expect each PR to be held by a single individual but in certain circumstances, we recognise that it may be justifiable to share a PR. The Form contains an option to share PRs. You must select this if this reflects your firm's approach to allocating the PR, and provide the justification for this.

Is this prescribed responsibility shared?

Please provide details of any sharing arrangements including, if known, the name(s), IRN(s) and/or job title(s) of the individual(s) you are sharing this prescribed responsibility with. The responsibility should be recorded in the same way in the statements of responsibilities for each individual.

If an SMF holder has an 'Overall Responsibility', you must specify this within their SoR. See pages 5-7 of our [Guidance on SoRs and Maps](#).

Similarly if an SMF holder has an 'Other Responsibility', you must include this within their SoR. See pages 5-7 of our [Guidance on SoRs and Maps](#).

6. Once a SoR has been completed, you will need to click on 'Back to My Applications' button. This will take you back to the main application page and you can complete any further SoRs if required.

Firm Declaration

1. Once all SoRs have been completed, you will be able to access the 'Firm Declaration'.
2. Once you have ensured that all sections are correct and you are ready to submit your notification form, you can click on 'Firm Declaration'.
3. You will need to review the declaration and tick the relevant boxes in order to proceed.

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 (COCON).

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 responsibilities 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.

Review and Submission

The ability to submit this form is given to an appropriate user or users by the firm's principal compliance contact.

- Tick here to confirm that the person submitting this Form on behalf of the Firm and (if applicable) the Individual named below - have read and understood the declaration.

Signature

- 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.

Individual's full name

Individual's signature

Name of firm submitting the application

Name of authorised signatory

Signature (to be signed on the printed version only)

Date [01/08/2019]

- You will then need to select 'Ready for Submission' and then click 'Submit'.

Conversion Notification

Firm Name: [REDACTED]
FRN: [REDACTED]

Version Number: 9
Application Reference Number: [REDACTED]
Last Modified By: [REDACTED]

[Back to My Applications](#)
Ready for Submission
Delete

Once the application is complete and valid, a button will appear to allow the application to be marked as Ready to Submit (Draft Ready).

Approved Persons

Form	Form Status
Application Contact Details	Complete
Firm Details	Complete
Conversion Notification	Complete
Firm Declaration	Complete

Statements of Responsibilities

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Individual Name	Application Outcome	Form Status	Action
[REDACTED]	SOR	Completed	[REDACTED]



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Conversion Notification

Firm Name: [REDACTED]
FRN: [REDACTED]

Version Number: 9
Application Reference Number: [REDACTED]
Modified By: [REDACTED]

[Back to My Applications](#)
Edit Application
Submit
Delete

Once the application is complete and valid, a button will appear to allow the application to be marked as Ready to Submit (Draft Ready).

Approved Persons

Form	Form Status
Application Contact Details	Complete
Firm Details	Complete
Conversion Notification	Complete
Firm Declaration	Complete

Statements of Responsibilities

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Individual Name	Application Outcome	Form Status	Action
[REDACTED]	SOR	Completed	[REDACTED]