

**SECTION A: Balance Sheet**

**Fixed Assets**

- 1 Intangible assets
- 2 Tangible assets
- 3 Investments
- 4 TOTAL FIXED ASSETS

A	B

**Current assets**

- 5 Stocks
- 6 Debtors
- 7 Investments held as current assets
- 8 Cash at bank and in hand
- 9 Other assets
- 10 TOTAL CURRENT ASSETS


**Liabilities: amounts falling due within one year**

- 11 Bank loans and overdrafts
- 12 Other liabilities falling due within one year
- 13 TOTAL AMOUNTS FALLING DUE WITHIN ONE YEAR


**14 Net current assets**

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**15 Total assets less current liabilities**

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**16 Other liabilities falling due after more than one year**

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**17 Provisions for liabilities and charges**

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**18 Net assets**

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**19 Memo: guarantees provided by firm**

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**Capital and reserves**

**Capital account (incorporated businesses)**

- 20 Ordinary share capital
- 21 Preference share capital
- 22 Share premium account
- 23 Profit and Loss account
- 24 Other reserves
- 25 TOTAL CAPITAL AND RESERVES


**Capital account (unincorporated businesses and Limited Liability Partnerships)**

- 26 Sole trader/Partners' capital account
- 27 Other reserves
- 28 TOTAL CAPITAL AND RESERVES


**SECTION B: Profit and Loss account**

**B1: Regulated Business Revenue**

A                      B                      C                      D                      E

	Commissions		Fees	Other income	Regulated business
	Gross	Net		(reg activities)	revenue
1 Regulated mortgage contracts					
2 Non-investment insurance					
3 Retail investments					
4 TOTAL					

**B2: Other P&L**

5 Income from other FSA regulated activities	
6 Other Revenue (income from non-regulated activities)	
7 TOTAL REVENUE	
8 TOTAL EXPENDITURE	
9 Profit/Loss on ordinary activities before taxation	
10 Profit/Loss on extraordinary activities before taxation	
11 Taxation	
12 Profit/(Loss) for the period before dividends and appropriations	
13 Dividends and other appropriations	
14 Retained Profit	

**SECTION C: Client money and assets**

Have any notifiable client money issues been raised, either in the firm's last client assets audit report or elsewhere, that have not previously been notified to the FSA?

1

A B C

Yes / No

How is your client account(s) set up (tick all that apply)?

2 Non-investment insurance

3 Retail investments

Risk Transfer	Segregated Trusts	
	Statutory	Non-Statutory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If not risk transfer:

4 Client money credit total as at reporting date

5 Client money debit total as at reporting date

6 Net client money balance as at reporting date

Non-investment insurance		Retail investments
Statutory	Non-Statutory	Statutory
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Yes / No

7 If non-statutory, has auditor's confirmation of systems and controls been obtained?

8 Is any client money invested (other than on deposit)?

Yes / No

10 Does the firm hold any client assets (other than client money)?

Mortgage	Non-investment	
	insurance	Retail investments
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION D1: Regulatory Capital**

	A	B	C
	Mortgage	Non-investment insurance	Retail investments
1 Is the firm exempt from these capital requirements in relation to any of its retail mediation activities?			

**Mortgage and non-investment insurance**

	Client money	Non-client money
2 Base requirement		
3 5% of annual income (firms holding client money)		
4 2.5% of annual income (firms not holding client money)		
5 <b>Capital resources requirement (higher of above)</b>		
6 Other FSA capital requirements (if applicable)		
7 Additional capital requirements for PII (if applicable)		
8 <b>TOTAL CAPITAL REQUIREMENT</b>		
9 <b>TOTAL CAPITAL RESOURCES</b>		See guidance
10 <b>TOTAL CAPITAL EXCESS/DEFICIT</b>		

**Eligible capital resources (home finance and non-investment insurance)**

**Incorporated firms**

24 Share capital	
25 Reserves	
26 Interim net profits	
27 Revaluation reserves	
28 Eligible subordinated loans	
29 <b>less</b> Investments in own shares	
30 <b>less</b> Intangible assets	
31 <b>less</b> interim net losses	
32 <b>TOTAL CAPITAL RESOURCES</b>	

**IPRU(INV) requirements for personal investment firms (retail investment activities only)**

11 Category of personal investment firm under IPRU(INV)	
12 <b>Own funds requirement</b>	A
13 Additional own funds requirement for PII (if applicable)	
14 Other FSA capital requirements (if applicable)	
15 <b>Total own funds requirement</b>	
16 <b>Own funds</b>	
17 <b>Surplus/deficit of own funds</b>	
18 <b>Adjusted net current assets requirement (if applicable)</b>	D
19 <b>Adjusted net current assets (if applicable)</b>	E
20 <b>Surplus/deficit (if applicable)</b>	F
21 <b>Expenditure based requirement (if applicable)</b>	G
22 <b>Adjusted Capital/liquid capital (if applicable)</b>	H
23 <b>Surplus/deficit (if applicable)</b>	I

**Unincorporated firms and limited liability partnerships**

33 Capital of a sole trader or partnership	
34 Eligible subordinated loans	
35 Personal assets not needed to meet non-business liabilities	
36 <b>less</b> Intangible assets	
37 <b>less</b> interim net losses	
38 <b>less</b> excess of drawings over profits for a sole trader or p'ship	
39 <b>TOTAL CAPITAL RESOURCES</b>	

**SECTION D2: FINANCIAL RESOURCES - NON-MIFID PERSONAL INVESTMENT FIRMS**

OWN FUNDS (TEST 1)		A	ADJUSTED NET CURRENT ASSETS (TEST 1A)		A	EXPENDITURE-BASED REQUIREMENT (TEST 2)		A	B
		£			£			£	£
1	Paid up share capital (excluding preference shares redeemable by shareholders within 2 years)		18	Net current assets (from balance sheet)		25	Total assets less total liabilities (from balance sheet)		
2	Share premium account			less		26	IPRU(INV) Table 13.12.3(1)/13.12.3(2) Part I adjustments required against assets		
3	Audited retained profits		19	Long term assets adjustment		27	IPRU(INV) Table 13.12.3(1)/13.12.3(2) Part II adjustment for subordinated loans		
4	Verified interim profits		20	Connected persons adjustment		28	IPRU(INV) Table 13.12.3(1)/13.12.3(2) Part II adjustment for indemnity commission		
5	Revaluation reserves		21	Investments adjustments		29	IPRU(INV) Table 13.12.3(1)/13.12.3(2) Part II adjustment for deficiencies in subsidiaries		
6	Short term subordinated loans					30	IPRU(INV) Table 13.12.3(1)/13.12.3(2) Part II adjustment for contingent liabilities		
7	Debt capital					31	IPRU(INV) Table 13.12.3(1)/13.12.3(2) Part II adjustment for foreign exchange risk		
8	Balances on proprietors' or partners' capital accounts					32	IPRU(INV) Table 13.12.3(1)/13.12.3(2) Part II adjustment for redeemable preference shares		
9	Balances on proprietors' or partners' current accounts					33	IPRU(INV) Table 13.12.3(1)/13.12.3(2) Part II adjustment for derivatives		
10	Personal assets					34	IPRU(INV) Table 13.12.3(1)/13.12.3(2) Part II other adjustments against liabilities		
11	Less intangible assets								
12	Less material current year losses								
13	Less excess of current year drawings over current year losses								
14	PASS Loan Adjustments								
15	<b>OWN FUNDS (1+2+3+4+5+6+7+8+9+10-11-12-13+14)</b>		22	<b>ADJUSTED NET CURRENT ASSETS (18-19-20-21)</b>		35	<b>ADJUSTED CAPITAL/LIQUID CAPITAL [(25+27)-26-28-29-30-31-32-33-34]</b>		

**SECTION E: PII Self-Certification**

*Professional Indemnity Insurance (PII)*

1 Does your firm hold a comparable guarantee or equivalent cover in lieu of PII, or is it otherwise exempt from holding PII in respect of any regulated activities (select as appropriate)?

H	I	J
Home finance advising/arranging	Non-inv insurance advising/arranging/dealing/assisting	Retail investment advising/arranging

2 If your firm does not hold a comparable guarantee or equivalent cover and is not exempt does the firm currently hold PII?

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3 Has your firm renewed its PII cover since the last reporting date

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**4 Professional Indemnity Insurance Details**

*Please complete the table below if the answer to Question 3 is "Yes". Otherwise, the table must be left blank*

PII policy	PII Basic information							IMD firms should state their indemnity limits in Euros				PII detailed information			
	A	B	C	D	E	F	G	H	I	J	O	K	L	M	N
	Activities covered by the policy			Retroactive start date (if any)	Annualised premium (Sterling)	Insurer (from list)	Start date	End date	Indemnity Limit (Single) in: Euros/Sterling/Unlimited	Limit of Indemnity: Single	Indemnity Limit (Aggregate) in: Euros/Sterling/Unlimited	Limit of Indemnity: Aggregate	Business line	Policy excess (Sterling)	Policy exclusions
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															

5 Annual income as stated on the most recent proposal form

H

6 Amount of additional capital resources required for increased excess(es) (where applicable, total amount for all policies)

7 Total amount of additional own funds required for policy exclusion(s)

8 Total of additional own funds required

9 Total of readily realisable own funds

10 Excess /deficit of readily realisable own funds

**SECTION F: Threshold conditions**

**A**

**Close links**

1 Has there been a notifiable change to the firm's close links?

2 If yes, has the FSA been notified of it?

*(if no notification has been made, please notify us separately of the changes)*

**Controllers**

3 Has there been a notifiable change to the firm's controllers including changes to the percentage of shares or voting power they hold in your firm?

4 If yes, has the FSA been notified?

*(if no notification has been made, please notify us separately of the changes)*

**SECTION G: Training and Competence**

- 1 Total number of all staff  
Of which:
- 2 Number of staff that give advice
- 3 Number of staff that give advice (Full time equivalent)
- 4 Number of staff that supervise others to give advice
- 5 Number of advisers that have been assessed as competent
- 6 Number of advisers that have passed appropriate examinations
- 7 Number of advisers that have left since the last reporting date

**What types of advice were provided?  
(tick all that apply)**

- 8 Independent (whole of market plus option of fee-only)
- 9 Whole of market (without fee-only option)
- 10 On the basis of a fair analysis of the market
- 11 Multi-tie/the products of a limited number of providers
- 12 Single-tie/the products of one provider

**Clawed back commission (retail investment firms only)**

- 13 Clawed back commission by:
- 14

A	B	C	D
Advising on mortgages	Advising on non-investment insurance (retail customers)	Advising on retail investments	Total

Mortgage	Non-Inv Insurance	Retail Investments

Number	
Value	



**SECTION H: COBS Data**

**General COBS data**

**A**

**B**

- 1 Do FSA regulated activities from the core business of the firm?
- 2 If not, specify type of core business:


**Monitoring of Appointed Representatives ('ARs')**

- 3 Number of ARs registered with the firm
- 4 Of which, number of 'secondary' ARs
- 5 Of which, number of introducer ARs
- 6 Number of advisers within ARs


(Only firms that have ARs)

- 7 Does the firm have appropriate systems and procedures to ensure that the activities of its ARs are effectively monitored and controlled?
- 8 Number of ARs that have been subject to monitoring visits by the firm during the reporting period.
- 9 Number of ARs that have been subject to file reviews by the firm during the reporting period.
- 10 Number of ARs that have been subject to financial checks by the firm during the reporting period.
- 11 Has any other monitoring of ARs by the firm taken place?

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**SECTION I: supplementary product sales data**

**(i) non-investment insurance product information**

- 1 Total non-investment insurance premium derived from retail customers (annualised)
- 2 Please indicate in column **A** each product type where the firm has advised or arranged transactions for retail customers during the reporting period
- 3 Please indicate in column **B** where the firm's business with retail customers in the product type formed more than 40% by premium of all of its retail non-investment insurance activities.

**(ii) non-investment insurance chains**

- 4 Of total non-investment insurance premiums derived from retail customers, please indicate in column **D** the products where these sales were passed up a chain and this business was significant\*

\*significant is where premium collected from being in a chain for this product amounts to  
 1) more than 40% of the premium collected for all non-investment insurance activities with retail customers, or  
 2) more than 40% of premium collected for all retail business in this product

**A**

	<b>A</b> y/n	<b>B</b> y/n	<b>D</b> y/n
P1			
P2			
P3			
P4			
P5			
P6			
P7			
P8			
P9			
P10			
P11			
P12			

**SECTION J: data required for calculation of fees**

**Special Instructions**

**This section only needs to be completed once a year, according to your firm's accounting reference date.** It is essential that you read the corresponding help text before completing this section. Where indicated, you are required to report your firm's income in respect of FSA, FOS and FSCS.

**Data required for fees calculations**

*References in italics denote FSA fee block, FOS industry block & FSCS sub-class*

	<b>A</b>		<b>B</b>		<b>C</b>
	<b>FSA</b>		<b>FOS</b>		<b>FSCS</b>
	Annual Income		Relevant Annual		Annual Eligible
	(£s)		Income		Income
			(£s)		(£s)
1 Home Finance Mediation	<i>A. 18</i> <input type="text"/>	<i>1016</i>	<input type="text"/>	<i>SE02</i>	<input type="text"/>
2 Non-investment Insurance Mediation	<i>A. 19</i> <input type="text"/>	<i>1017</i>	<input type="text"/>	<i>SB02</i>	<input type="text"/>
3 Life and Pensions Mediation	<i>A. 12/13</i> <input type="text"/>	<i>1008/9</i>	<input type="text"/>	<i>SC02</i>	<input type="text"/>
4 Investment Mediation	<i>A. 12/13</i> <input type="text"/>	<i>1008/9</i>	<input type="text"/>	<i>SD02</i>	<input type="text"/>