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## Firm Details Reporting to FCA

*Of particular interest to: all authorised firms*

It is a requirement under SUP 16.10 for a firm to check the accuracy of its '**firm details**' within 30 business days of its accounting reference date and to **notify** the FCA if any of these 'firm details' are **incorrect**.

'Firm details' (previously referred to as 'standing data') refers to the information relating to the firm held by the FCA and captures information ranging from name of firm and details of the primary compliance contact to the firm's accounting reference date – see SUP 16 Annex 16A for current list.

The FCA is revising the rules surrounding 'firm details' to require firms to provide **annual attestation when no changes** are required to these details.

To lessen the burden on firms, the FCA is **extending** the time window for this requirement – firms will now have a maximum of **60** business days from the accounting reference date to check the accuracy of their details and make the necessary submissions.

The Handbook changes can be found via the link below. Note that there will also be **changes** to what constitutes 'firm details' by way of **addition** of the following details (as is relevant):

- Head office
- UK branch address (if firm is a branch)
- Name and address of firm's actuary
- Financial year end

These changes have taken a time to come to fruition, having been first proposed in December 2018 (see our Alert of that date on this topic).

The new obligations will apply from **31 January 2020**.

For the avoidance of doubt, in relation to 'firm details', these changes do not replace the current requirements in SUP 15.5 whereby a firm is required to give '**reasonable advance notice**' of a **change** in its:

- Name (or any business name used under which activities are carried out)
- Principal place of business
- Telephone number of that place of business

## Useful Links

[Alert of December 2018](#)

[Handbook Rule Changes](#)

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