

RegData user guide

Requesting a resubmission

This user guide explains how to:

- search for a data item you have previously submitted
- request a resubmission for a previously submitted data item

A 'data item' is each individual form you need to fill in, eg CCR007, FSA001.

A 'return' is all data items due for the same reporting period, due on the same due date.

For all data items initially submitted after 31 December 2016, you can request a resubmission online via RegData.

1. Navigating to your Submission History

Select **Submission History** at the top of the screen:

FCA EINA CON	ANCIAL IDUCT HORITY	ENGLAND NTIAL REGULATION DRITY		Firm Use	er 🧧	•	CYMRAEG	G Log Out
Change Firm	Reporting Schedule	Submission History	Upload Data 🗸	Product Sales Data 🗸	AIFMD 🗸	Firm & I	User Adminis	tration 🗸

To find a data item:

- scroll through the list of returns and click on the + symbol for the relevant return, or
- use the Search Returns option at the top of the screen

Scroll to the bottom of the page where you will find a list of submitted returns.

Expand returns by either by clicking on the + symbol for the appropriate return, or clicking on **Expand All Returns**:

Start Date 🕈	End Date \$		Due Date
02/06/2014	01/06/2014		01/07/2014
Data Items		Completion Status	Attachments
REP001 Close Link Report		Submitted	Save PD
PSD007 Product Sales Data - Mortgage Perform	ance i	Submitted	Save PD
PSD007 Product Sales Data		Submitted	Save PD
REP008 Notification of Disciplinary Action		Satisfied for group	Save PD
02/06/2014	01/06/2014		01/07/2014
Data Items		Completion Status	Attachments
REP006a Recovery Plans Notification		Previous Version	Save PD
REP007a Resolution Plans Notification		Submitted	Save PD
REP010 List of Overseas Regulators and Organo	igram i	Previous Version	Save PD
REP015 Retirement Income Flow Data		Satisfied for group	Save PD
02/06/2014	09/06/2014		05/07/2014
02/06/2014	01/06/2018		31/01/2019

Click on the data item you are looking for.

2. Using the search functionality to find a submitted data item

At the top of the Submission History screen, you'll find the search functionality.

You can search with multiple criteria:

- the Handbook Reference for the data item, eg CCR007, FSA001
- the data items completion status, eg Submitted, Resubmission
- Reporting Basis, eg Unconsolidated, Solo-Consolidated
- the reporting period start and end dates for the data item
- the submission due date for the data item
- when the data item was submitted

Enter the criteria which you wish to use to search, then click on find:

Handbook Reference		Completion Status		Reportin	Reporting Basis		
		Select Completion Status		Select Reporting Basis			
Reporting Period Start Date	Reporti	ng Period End Date	Submission Due Da	te	Submitted Date		
From DD/MM/YYYY	From	DD/MM/YYYY	From 01/06/201	4 🗰	From DD/MM/YYYY		
DD/MM/YYYY	То	DD/MM/YYYY	To 09/06/201	4 🗰	To DD/MM/YYYY		

You will see the results at the bottom of the screen. Scroll down and click on the required data item.

3. Requesting a resubmission

Once you've found the appropriate data item, select it:

Start D	ate 🕈	End Date 🕈
01/06/20	14	02/06/2014
	Completion Status	Attachments
	Submitted	Save PDF
rmance 1	Submitted	Save PDF
	Submitted	Save PDF
	Satisfied for group	Save PDF
	Start Da 01/06/20	Start Date \$ O1/06/2014 Completion Status Submitted Submitted Submitted Submitted Satisfied for group

Click on request resubmission:

•	01/	01/07/2014		014	02/06/2014	
		Data Items		Completion Status	Attachments	
	~	REP001 Close Link Report		Submitted	Save PDF	
		Last Updated By	Last Updated	Cross Validate With	Version	×
		PSD007 Product Sales Data - Mortg	age Performance 🚺	Submitted	Save PDF	
		PSD007 Product Sales Data		Submitted	Save PDF	
		REP008 Notification of Disciplinary #	Action 1	Satisfied for group	Save PDF	
		REQUEST RESUBMISSION	ADD TO SUBMISSI	ON GROUP		

In the pop-up box, select a reason for the resubmission. You can include optional further details in the Further Details text box.

When ready, click on **confirm**:

Reason for	Resubmission
* Mandatory field(s)	
Reason for Resubmise	sion *
Please select a rea	ason for resubmission 🔹
If 'Other' is selected, you may include further deta	u must enter the reason in 'Further Details'. For all other reasons, you ills regarding your reason for the request.
Further Details	
Enter details	
Max. 200 characters	
	CANCEL

You will now be able to find the data item(s) you wish to resubmit in your **Reporting Schedule**.

4. Requesting a resubmission for a data item initially submitted before 31 December 2016

For data items initially submitted before 31 December 2016, please complete a SUP15 form with the details of the resubmission and send it to our Contact Centre: <u>firm.queries@fca.org.uk</u>.

The following data items can be resubmitted on RegData without restriction:

- AIF
- PSD
- FSA056
- FSA057
- REP017
- REP017a
- REP017b
- REP018
- REP020
- PS Complaints
- XBRL