

 **CLASS 8(2)(a) / 8(4) QUARTERLY RETURN**

In relation to rule 2.36 of the Financial Services Rule Book 2016 (“the Rule Book”):

“A licenceholder licensed to carry on activities falling within Class 8(2)(a) or 8 (4) must submit a Quarterly Return as at the annual reporting date and every three months thereafter. The Quarterly Return must be in the format and contain the information specified by the Authority. The Quarterly Return must be submitted to the Authority within one month after the date to which it relates.”

**Format of Return**

A standard excel template for the return has been provided by the Authority. This form is to be completed and delivered electronically to the Authority. Where appropriate, further information and explanations may be submitted by email.

**Frequency of Return**

Returns should be completed and submitted each quarter, based on information at 31 March, 30 June, 30 September and 31 December. The returns should be submitted by the end of the following month (April, July, October and January). A late submission will be subject to a Civil Penalty.

**Notes for completion of the Return**

* Reporting date

The reporting date is the final date of the quarter for which the information is being provided.

* Segregated payment account details (PS1 to PS3)

Details of each segregated payment account held by the licenceholder and active at any point during the financial year should be reported on the return.

The form provides space for inputting details of 25 accounts. Should this be insufficient, an additional form should be submitted. A separate line should be completed for each account.

The reporting requirements apply to ***all*** transactions through and held in the segregated payment accounts during the quarter.

* Currency and transaction data (PS4 to PS10)

The currency of the account should be specified using standard industry abbreviations (e.g. GBP, USD, EUR).

* Balance first day of quarter
* Total number of credits in quarter
* Total value of credits
* Total number of debits in quarter
* Total value of debits
* Balance last day of quarter

Monetary values should be reported in whole numbers (to the nearest integer) using the currency of the account. E.g. for Euros, the figure should not include cents.

* Turnover for period in sterling equivalent (£) (PS11)

The turnover through each account during the quarter should be converted to sterling using the mid-market rates for the reporting date of the return. The resulting sterling figure should be reported in whole pounds. For this purpose, ‘turnover’ means the value of all payments made through the segregated payment account.

* Average period monies remained in account before payment made[[1]](#footnote-1) (PS12)

For each individual credit received during the quarter (or held in the account at the start of the quarter), the number of days that the monies remained in the segregated account before they were fully paid away should be identified. The day of receipt should be included in the figure. The number of such days should be aggregated, and the total divided by the number of credits received.

The individual credits to be identified should include those where funds have not been paid away as at the reporting date.

* Longest period that monies remained before a payment was made (PS13)
* Value of monies held for the longest period (PS14)

As above, for each individual credit received, the number of days that the monies remained in the segregated account before they were fully paid away should be identified. The day of receipt should be included in the figure. ***Details of the credit received that was not fully paid away for the longest period should be reported***.

The individual credits to be identified should include those where funds have not been paid away as at the reporting date.

* Number of active payment users during the quarter (PS15)

The number of active payment users during the quarter should be reported.

* Cumulative annual turnover related to regulated activity (PS16)

The cumulative annual turnover should be the sum of each quarter’s turnover during the financial year to date, converted to sterling and reported in whole pounds. E.g. for entities with a year end of 31 December, when reporting for 30 June, the cumulative annual turnover would be the sum of the first and second quarters’ turnover.

**Enquiries**

Portfolio Supervision Division

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1. The figure is not based on the value of a credit. [↑](#footnote-ref-1)