

## **Improving Form A**

### **Voiceover:**

Here at the FCA, we're redesigning our authorisations forms accessed via Connect to make it quicker and easier for firms to fill out applications.

In this video, we'll be talking about the improvements we're making to Form A.

Form A is used for Senior Management Function and Controlled Function applications. It's one of our longest and most used forms at the FCA, with over 15,000 applications received each year.

After listening to feedback from the industry, we've made the following changes to the form.

Before you start, you'll be presented with a checklist of information required. This will ensure you know what you'll need to hand to complete your application.

We've improved accessibility and the overall look and feel of the form to make it easier to navigate and to track your progress.

To make it easier to fill in your application, we've improved the help and guidance text throughout. You can find this in a panel on the right hand side of your screen or underneath the question.

To help you fill in your application quicker, certain data we already hold will be filled in automatically.

All information fields that have not been automatically filled in are mandatory unless they are marked as optional.

If a mandatory field has been left blank, you'll be presented with error messages. If you click on the error message at the top of the page, you'll be taken to the section which needs addressing.

Any issues with the way information has been inputted on the form will be highlighted straightaway. This can be corrected before you progress with your application.

To provide added security, files that are uploaded will be automatically scanned for viruses. You can submit your application once the scan is complete.

The statement of responsibilities is now integrated into Form A. This means you don't need to leave Form A to complete this application.

We've removed duplication and the employment history section, and most firms will no longer need to attach a CV. Where employment history is needed, we've extended the requirement to 10 years to capture the information we need.

Finally, the Send Later function has been removed to ensure all information we need about your application is submitted at the same time. This will reduce the need for us to ask you additional questions and improve the efficiency of our assessments. If you haven't completed all of the sections required, you can save your application as a draft and come back to it later.

Form A is the first form to be updated. When we've completed the rollout of improvements to Form A, we intend to make changes to other authorisation forms, so that the application experience is more straightforward, efficient, and accessible.

If you want to find out more information about the changes we're making, please see our website.