



## Jersey Financial Services Commission

### **PERSONAL QUESTIONNAIRE PROJECT - Q&As FROM ST. PAUL'S CENTRE PRESENTATION - 27 MARCH 2012**

- 1 Will the Registered Person be advised when my letter of 'no objection' is issued?
- 2 Can notification of 'no objection' be sent to a third party other than my employer, e.g. Personal Assistant?
- 3 Will information currently held about me by the Commission be automatically added to my electronic PQ?
- 4 If I partially complete a PQ for the P/K Person will I log on using their details?
- 5 If I partially complete a PQ on behalf of a P/K Person will I be able to see it following submission?
- 6 If I partially complete a PQ on behalf of a P/K Person will I be advised when they submit their PQ?
- 7 If I partially complete a PQ on behalf of a P/K Person will I be advised when they make future changes (i.e. add additional appointments)?
- 8 If I partially complete a PQ on behalf of the P/K Person can I complete the review stage before transfer?
- 9 Once a partially completed PQ has been transferred to the P/K Person do they need to complete and submit immediately?
- 10 Can I assist the P/K Person with subsequent changes to their PQ data?
- 11 How do I attach my certified passport copy and proof of qualifications to the PQ?
- 12 Can I submit the PQ without providing a certified passport copy?
- 13 Do I need to submit a paper copy of the PQ following electronic submission?
- 14 Will the 'Ceasing to Act' process become part of the new electronic process?
- 15 Where the Commission is notified by the Registered Person that a P/K Person has ceased to act, will the relevant positions be automatically removed from their previously submitted PQ?
- 16 If you already hold a paper PQ for me do I need to complete an electronic PQ?
- 17 Do we have to wait for a trigger event to submit an electronic PQ?
- 18 Will the PQ include a list of qualifications to select?
- 19 Can I print or save a PDF copy of my PQ, post submission?
- 20 Can I save a partially completed PQ?
- 21 How will the new PQ process impact on the Registered Person approval process?
- 22 If a P/K Person is unsure of the information required to complete a particular mandatory field (e.g. membership lapse date) can they leave the field blank and submit their PQ?
- 23 Will a Compliance Officer, from a particular Registered Person, be able to access PQs submitted by P/K Persons related to that entity?

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**1 Will the Registered Person be advised when my letter of ‘no objection’ is issued?**

*The Principal/Key Person (“P/K Person”) can request, by ticking a box in the PQ form, that notification be sent to the Registered Person. Following the presentation on Tuesday 27 March, a request was made from Industry that the Registered Person also be notified when a PQ is initially submitted. The Commission will consider this functionality, most likely as a future enhancement.*

**2 Can notification of ‘no objection’ be sent to a third party other than my employer, e.g. Personal Assistant?**

*Currently third party notification can only be sent to the Registered Person. The Commission will consider allowing other third parties, authorised by the P/K Person, to be notified as a future enhancement.*

**3 Will information currently held about me by the Commission be automatically added to my electronic PQ?**

*No, in order to create an electronic record the P/K Person will need to complete and submit a new record.*

**4 If I partially complete a PQ for the P/K Person will I log on using their details?**

*No, you will register and log in using your own details. The P/K Person will be advised by email, once the PQ has been transferred to them, and will be required to register their own account at that stage.*

**5 If I partially complete a PQ on behalf of a P/K Person will I be able to see it following submission?**

*On transfer the PQ becomes the property of the P/K Person and will only be viewable by them. However the P/K Person can transfer the form back, for corrections etc., to the originator. This can occur as many times as is deemed necessary up until the point where the P/K Person submits their PQ.*

**6 If I partially complete a PQ on behalf of a P/K Person will I be advised when they submit their PQ?**

*Future enhancements will permit a P/K Person to enter a third party email address so that they can receive notifications.*

**7 If I partially complete a PQ on behalf of a P/K Person will I be advised when they make future changes (i.e. add additional appointments)?**

*Future enhancements will permit a P/K Person to enter a third party email address so that they can receive notifications.*

**8 If I partially complete a PQ on behalf of the P/K Person can I complete the review stage before transfer?**

*Currently only the P/K Person can complete the review stage. The Commission will consider including an initial review stage, for use by the third party prior to transfer, as a future enhancement.*

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**9 Once a partially completed PQ has been transferred to the P/K Person do they need to complete and submit immediately?**

*No, the PQ will remain in their portal until such time as it needs to be submitted.*

**10 Can I assist the P/K Person with subsequent changes to their PQ data?**

*Assistance can be provided during completion of the initial PQ but only the P/K Person can effect updates to their personal data.*

**11 How do I attach my certified passport copy and proof of qualifications to the PQ?**

*You are no longer required to provide proof of qualifications as these are verified independently. Your certified passport copy should be posted to the Commission along with your signed declaration (which will act as the covering page to the passport copy).*

**12 Can I submit the PQ without providing a certified passport copy?**

*Yes, but the 'No Objection' process cannot be completed until the passport copy and declaration are received by the Commission.*

**13 Do I need to submit a paper copy of the PQ following electronic submission?**

*No, only the declaration page and a certified passport copy are required to complete the submission process.*

**14 Will the 'Ceasing to Act' process become part of the new electronic process?**

*At this stage, Ceasing to Act will continue in its existing format. Incorporating this process into the system is being considered as a future enhancement.*

**15 Where the Commission is notified by the Registered Person that a P/K Person has ceased to act, will the relevant positions be automatically removed from their previously submitted PQ?**

*Not currently, however this will be included as a future enhancement as part of incorporating Ceasing to Act into the process.*

**16 If you already hold a paper PQ for me do I need to complete an electronic PQ?**

*You will need to complete an electronic PQ on a trigger event (e.g. an additional appointment) and only once the three month grace period for this project has lapsed.*

**17 Do we have to wait for a trigger event to submit an electronic PQ?**

*No, you can submit an electronic PQ at any time to the Commission.*

**18 Will the PQ include a list of qualifications to select?**

*A list of pre-populated qualifications will be included in the PQ, including those listed in the various Codes of Practice. A free format field will allow P/K Persons to add other relevant qualifications.*

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**19 Can I print or save a PDF copy of my PQ, post submission?**

*Yes, you will also be able to view or print any previously submitted PQs via the web portal.*

**20 Can I save a partially completed PQ?**

*Yes, you can save at any stage and will be taken back to that screen when you re-open the PQ. You will also be prompted to save should you try and close the PQ without doing so.*

**21 How will the new PQ process impact on the Registered Person approval process?**

*The new PQ process will, in time, speed up the time taken to issue 'no objection' notification to P/K Persons and therefore speed up the Registered Person approval process.*

**22 If a P/K Person is unsure of the information required to complete a particular mandatory field (e.g. membership lapse date) can they leave the field blank and submit their PQ?**

*No, all mandatory fields will have to be completed prior to submission. The P/K Person should provide a 'best estimate' in these instances and then add an explanation in the additional information field.*

**23 Will a Compliance Officer, from a particular Registered Person, be able to access PQs submitted by P/K Persons related to that entity?**

*No. The PQ record will remain confidential and will only be shared with a third party on the express permission by the P/K Person. This permission must be provided to the Commission in writing. The Commission is working on a number of projects that will give Compliance Officers wider access to Commissions records, so that information on each Registered Person can be viewed (and in some cases updated). This information will include the names and positions of the P/K Persons associated with the Registered Person, which the Commission hopes will be of some use to Compliance Officers.*