**Goodstanding Letters Check List and Format of Information submission:**

**All fields in the checklist are mandatory and must have ‘yes’ against them for us to process the request. Please complete a separate checklist for each individual and firm you are enquiring about.**

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Request for** *Insert firm’s or individual’s name here* |  |  |
|  | **Have you:** | **Insert Yes**  | **Insert No** |
| 1. | Checked the [Financial Services Register](https://register.fca.org.uk/ShPo_HomePage) for the firm(s) and/or individual(s) and included individual and firm reference numbers from the [Financial Services Register](https://register.fca.org.uk/ShPo_HomePage)?  |  |  |
| 2. | Checked if we have [published a notice](https://www.bankofengland.co.uk/prudential-regulation/pra-statutory-powers)? (It may help you if you are aware there may be adverse information on the subject of the request) |  |  |
| 3. | Explained the rationale for submitting the request?  |  |  |
| 4. | Provided dates of birth/other names for individuals?\* |  |  |
| 5. | Given us the date you would need us to service the request?  |  |  |
| 6. | Our internal service timeline is 42 days to respond to the request. If your requested date is urgent, have you given us the reason on the urgency of the request? ***Please note, unless you provide us with a reason, we will deal with the request per the internal service timeline.*** |  |  |
| 7. | If the firm/individual is not on the register, explained why you still need a goodstanding letter? ***Please note, we will not be able to deal with the request without a response.*** |  |  |

\* For more information about how we use personal data, please see our privacy notice [here](https://www.bankofengland.co.uk/legal/privacy).

**Other comments if the response to a field is ‘no’ and you still wish to send the request:**

**Documents to be submitted with the email/letter:**

1. Checklist
2. Supplementary document including the responses to the checklist
3. Any other information/documents