****

**Goodstanding Letters Check List**

**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 firm and individual.**

|  |  |  |
| --- | --- | --- |
|  | **Request for** *Insert firm’s or individual’s name here* |  |
|  | **Please confirm:** | **Provide answer here** |
| 1. | The firm or individual’s reference number on the [Financial Services Register](https://register.fca.org.uk/ShPo_HomePage)  |  |
| 2. | If you have checked if we have [published a notice](https://www.bankofengland.co.uk/prudential-regulation/pra-statutory-powers). (It may help if you know there may be adverse information) |  |
| 3. | The rationale for submitting the request  |  |
| 4. | Dates of birth/other names for individuals\* |  |
| 5. | The date you need an answer  |  |
| 6. | Our internal service timeline is 20 business days to answer the request. If your requested date is urgent, what is the reason for this? ***We may not be able to process the request quickly without a reason.*** |  |
| 7. | If the firm/individual is not on the register, why do you still need a goodstanding letter? ***We cannot deal with the request without a reason.*** |  |

\* For more information about how we use personal data, please see our [privacy notice](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 information if needed