Bank of England PRA

PRA Firm Engagement Portal

TRANSACTION PROCESS GUIDE

Febuary 2026 – V1.0

Bank of England PRA

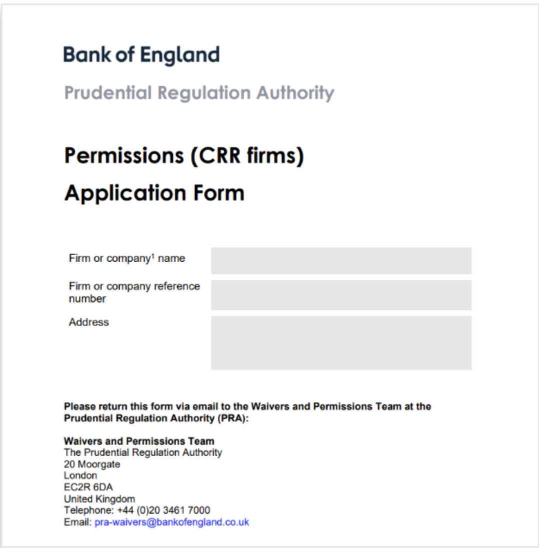
Contents:

Introduction:

The PRA's Firm Engagement Portal (‘the Portal’) is for PRA authorised firms or PRA Approved Bank Holding Companies to apply for CRR Permissions under The Capital Requirements Regulation (CRR); or section 144G or section 192XC of the Financial Services and Markets Act 2000 (FSMA).

Following consultation (CP8/25), the Portal was developed to enhance the efficiency of application submissions which are currently hosted on Permissions (CRR firms) | Bank of England, downloaded and returned by firms to the PRA via email. It is designed to streamline the submission of various applications through a secure, digital platform.

Over time the Portal will be expanded to include a greater variety of transaction types and business needs. Currently, the Portal supports applications for CRR Permissions:



Bank of England

Prudential Regulation Authority

Permissions (CRR firms)

Application Form

Firm or company[1] name

Firm or company reference number

Address

Please return this form via email to the Waivers and Permissions Team at the Prudential Regulation Authority (PRA):

Waivers and Permissions Team
The Prudential Regulation Authority
20 Moorgate
London
EC2R 6DA
United Kingdom
Telephone: +44 (0)20 3461 7000
Email: pra-waivers@bankofengland.co.uk

FCA FINANCIAL CONDUCT AUTHORITY Bank of England PRA

Waiver - Application Form (SUP 8 Ann 2D)

Waiver Application number (for FCA / PRA use only)

Firm Name

Firm Reference Number (FRN)

Address

Please tick if this firm has a PRA firm within its immediate group

Before completing this form, you may find it helpful to discuss your application with your appropriate supervisory contact at the Financial Conduct Authority or the Prudential Regulation Authority. However, you must still ensure you include all relevant information in this form. If you do not, your application will be delayed while you answer further questions from us.

Before completing this application form please read the notes at the end of the form as they explain or give help for many of the questions.

The FCA and Bank of England process personal data in line with the requirements of The General Data Protection Regulation (EU) 2016/679 and the Data Protection Act 2018. For further information about the way we use the personal data collected in this form, please read our privacy notices available on our websites:

- FCA: www.fca.org.uk/privacy
- Bank of England: https://www.bankofengland.co.uk/prudential-regulation/authorisations

If you need more space you must use a separate sheet of paper. If you have used separate sheets of paper you must indicate how many and label them clearly.

Bank of England PRA

Application and Supplementary forms will continue to be available on the webpage to allow firms to understand the format and content of the supporting documentation we expect to receive for certain types of applications, **but you are strongly encouraged to use the Portal (where applicable) for submissions.**

Where the Portal is unavailable for a significant duration, firms may continue their submissions via email using the forms hosted on **Permissions (CRR firms) | Bank of England**.

1 Onboarding and User Profiles

1.1 Onboarding

For guidance on onboarding, access requests and setting up multi-factor authentication, please refer to ***Firm Engagement Portal: External Access User Guide.***

1.2 Principal and Standard users

The Portal operates with two different user levels. All users are either Principal or Standard Users.

Portal *Principal User*:

- Primary account holder for the legal entities within the group structure.
- Creates and deletes *Standard User* accounts including managing access rights of other (*Standard*) users.
- Acts as the main point of contact for resolving user queries and issues.

Portal *Standard User*:

- User granted access by their *Principal User*.
- Has more restricted permissions, focused on submitting transactions rather than managing the entities account.

The table below summarises the key differences in functionality between Portal Principal Users and Secondary Users:

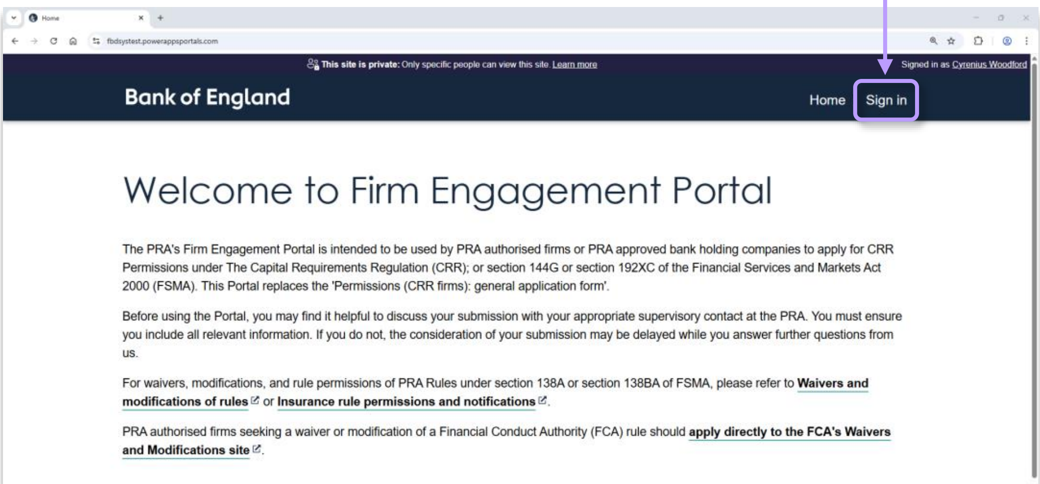
Functionality	Principal User	Standard User
Add/remove Portal users:	✓	✗
Approve/manage user access requests for the organisation	✓	✗
Draft/submit transactions	✓	✓

All user types should refer to this guide when submitting transactions.

2 Getting Started

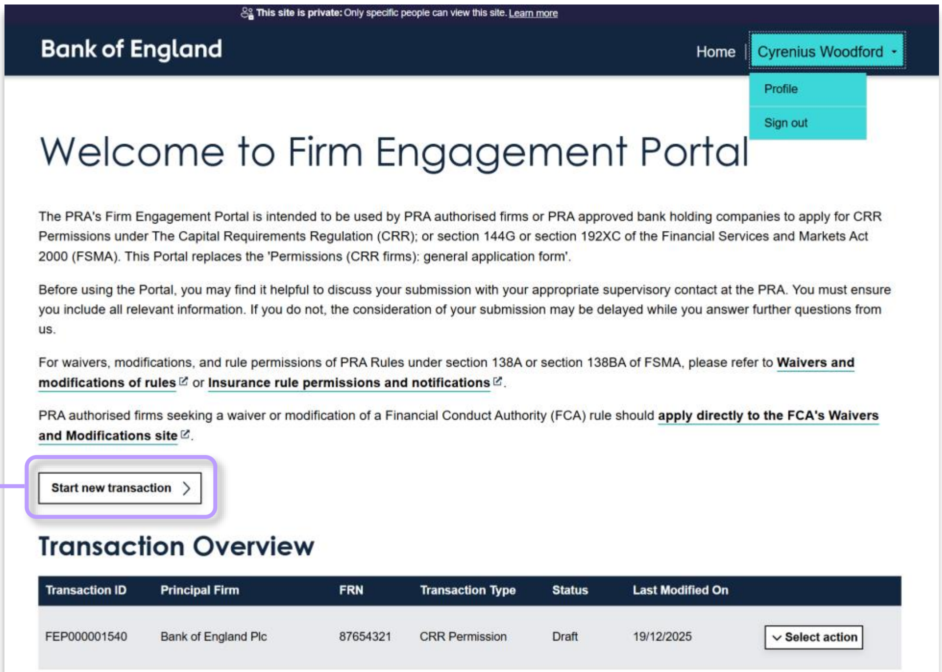
2.1 Logging in:

Welcome to the PRA's Firm Engagement Portal. Once you have onboarded, press **Sign in** to start.

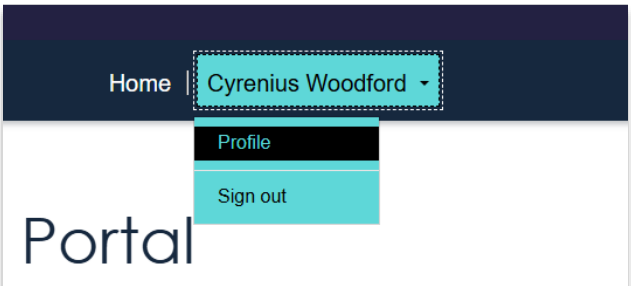


2.2 Home:

This is the Portal's landing page.



Within the global header, select your name to **Sign out** or review your **Profile**.

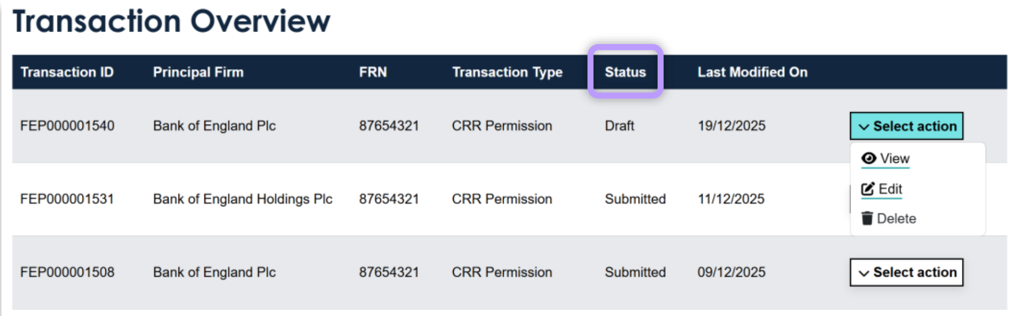


Within the content area, press **Start new transaction** to begin a new application.

2.3 Transaction Overview:

Past transactions, whether submitted or in draft, can be viewed under ‘Transaction Overview.’ Each transaction will have a ‘Transaction ID’ (*FEP00000xxxx*), ‘Principal Firm’, ‘FRN’, ‘Transaction Type’, ‘Status’ and ‘Last Modified On’ date.

The ‘Status’ column indicates the current stage of your application.



Transaction Overview

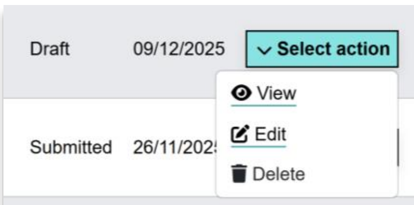
Transaction ID	Principal Firm	FRN	Transaction Type	Status	Last Modified On	
FEP000001540	Bank of England Plc	87654321	CRR Permission	Draft	19/12/2025	Select action View Edit Delete
FEP000001531	Bank of England Holdings Plc	87654321	CRR Permission	Submitted	11/12/2025	
FEP000001508	Bank of England Plc	87654321	CRR Permission	Submitted	09/12/2025	Select action

Possible values include:

- **‘Draft’**: The application has been started but not yet submitted.
- **‘Submitted’**: The application has been sent to the PRA.
- **‘Approved’**: The application has been approved by the PRA.
- **‘Withdrawn’**: After submission, the application was withdrawn by request.
- **‘Rejected’**: The application was received, reviewed and rejected.

Select action provides options for managing your application based on its current status:

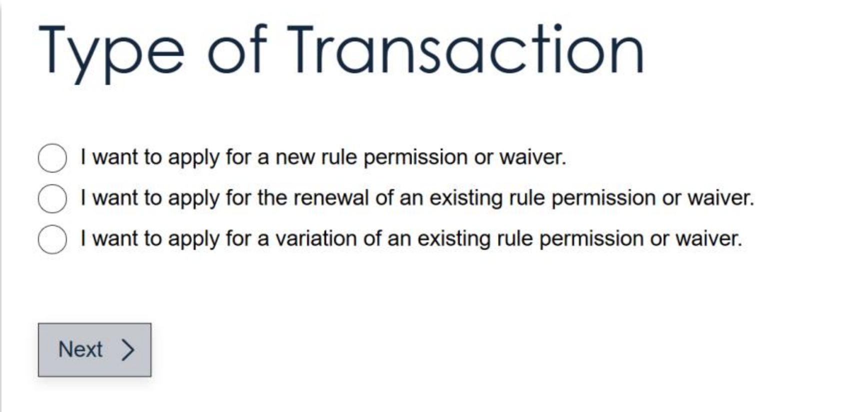
- **Draft** applications: You can **View**, **Edit** or **Delete**.
- **Submitted** applications: You can **View** the application only (once submitted, applications cannot be edited or deleted via the Portal).



3 Starting a New Transaction

3.1 Type of Transaction

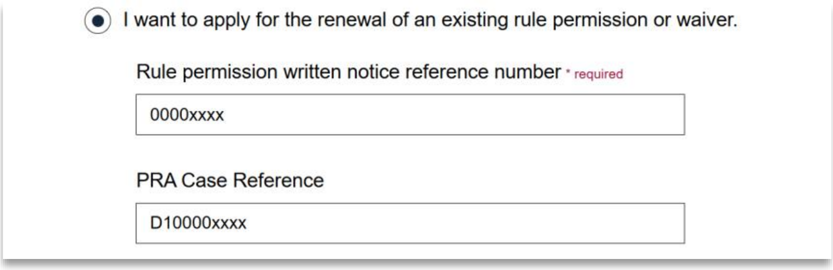
After selecting **Start new transaction**, pick which ‘Type of Transaction’ you are seeking.



This determines the nature of the application being submitted and ensures that the correct journey is followed:

1. **I want to apply for a new rule permission or waiver:** select this option when submitting a completely new application. It should also be used for renewing a previously approved permission that was granted via email and not through the Portal.
2. **I want to apply for the renewal of an existing rule permission or waiver:** select this option to renew permissions previously granted. Note: the functionality to Renew is currently being developed and will only apply to applications submitted via the Portal and not those submitted outside via email.
3. **I want to apply for a variation of an existing rule permission or waiver:** select this option to request changes to an existing permission previously granted.

Where you are seeking a **renewal** or a **variation** of an existing Permission which has previously been granted, you must provide the Written Notice reference number. Note that the ‘PRA Case Reference’ is not mandatory.


I want to apply for the renewal of an existing rule permission or waiver.

Rule permission written notice reference number * required

0000xxxx

PRA Case Reference

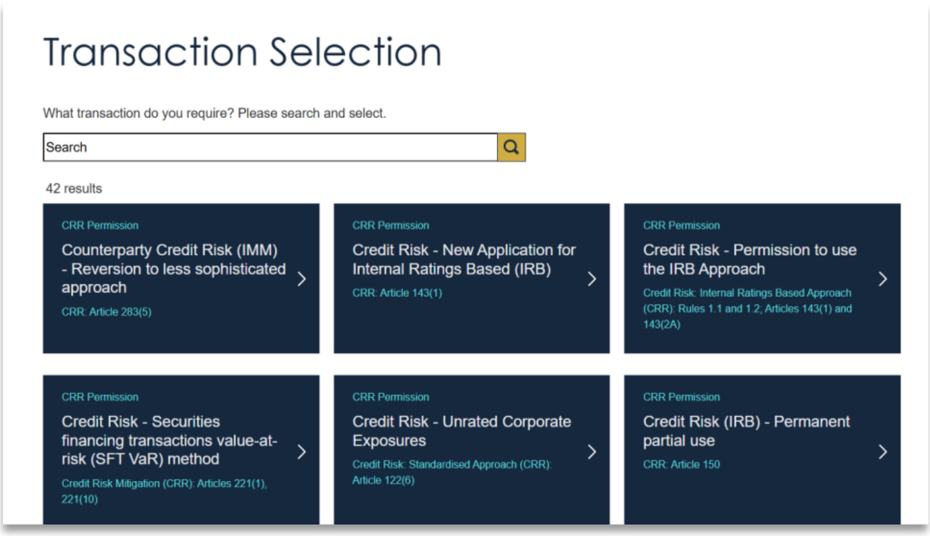
D10000xxxx

You can find the rule permission reference number (000xxxx or A000xxxxP) on the Written Notice we send you.

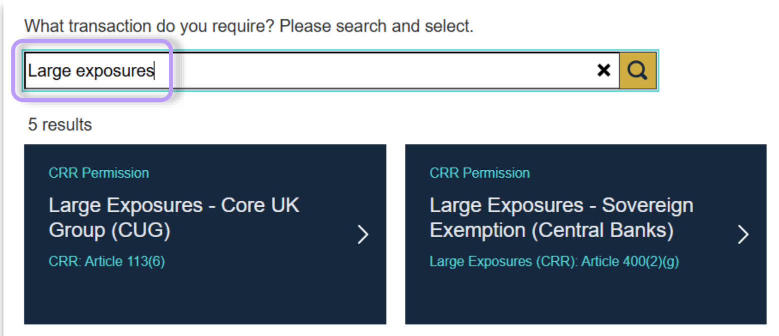
Note that the option to acknowledge precedent cases is covered in Section 4.4 of this user guide.

3.2 Transaction Selection

'Transaction Selection' allows you to search for a specific transaction using the search bar. Alternatively, you can scroll and choose from the full list of available transaction tiles.



When using the search function, you can enter keywords to refine your search, such as: [Rulebook Part](), [Prudential and Resolution Policy Index]() categorisation, Article/Rule number(s) and transaction names or abbreviations.

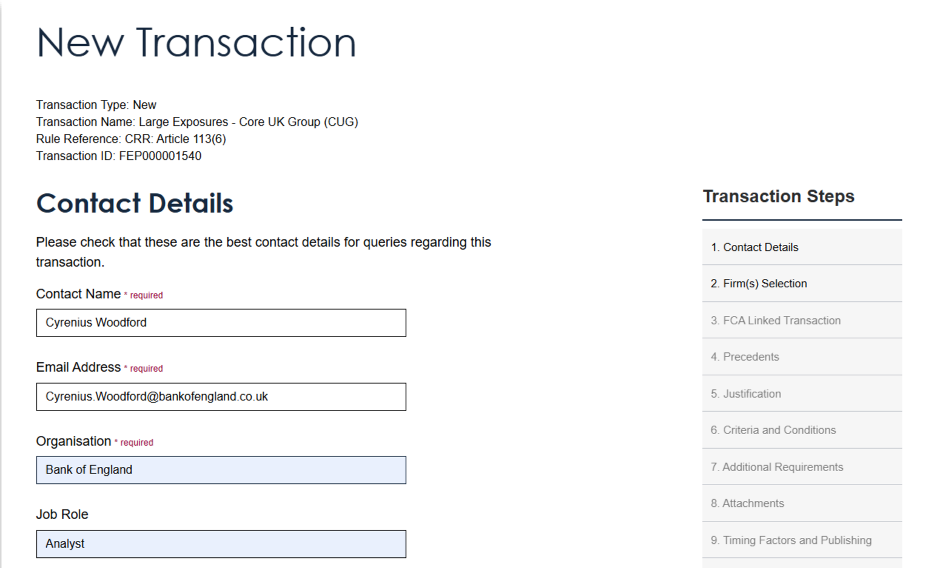


Note that once a transaction has been selected, this cannot be changed, and you will need to create a new draft submission.

4 New Transaction

4.1 Contact Details

Transaction Step 1 captures the contact details of the individual we should contact in respect of the transaction. The fields will be defaulted to the user who is completing the transaction process, but all fields can be overwritten where appropriate. For example, you may wish to input a shared mailbox within the 'Email Address' field should you prefer that queries are directed to a team rather than an individual


New Transaction

Transaction Type: New
Transaction Name: Large Exposures - Core UK Group (CUG)
Rule Reference: CRR: Article 113(6)
Transaction ID: FEP000001540

Contact Details

Please check that these are the best contact details for queries regarding this transaction.

Contact Name * required
Cyrenius Woodford

Email Address * required
Cyrenius.Woodford@bankofengland.co.uk

Organisation * required
Bank of England

Job Role
Analyst

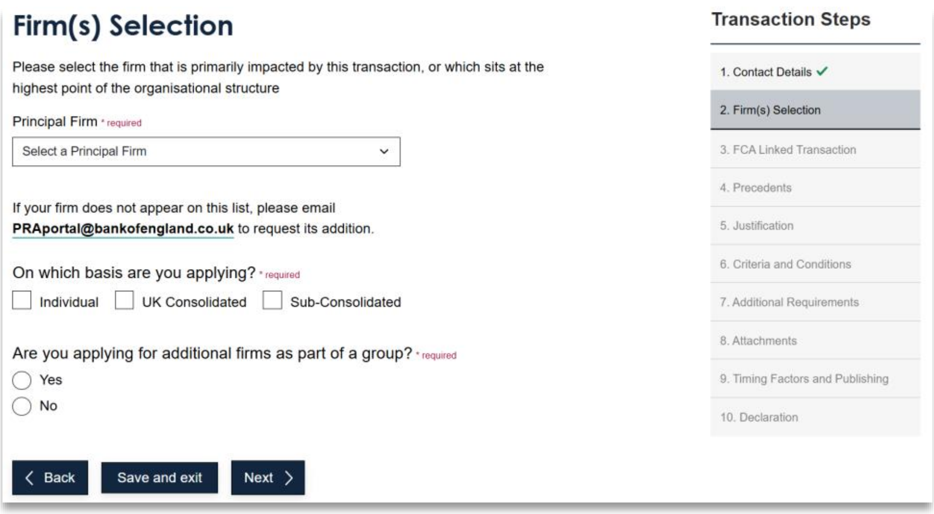
Transaction Steps

1. Contact Details
2. Firm(s) Selection
3. FCA Linked Transaction
4. Precedents
5. Justification
6. Criteria and Conditions
7. Additional Requirements
8. Attachments
9. Timing Factors and Publishing

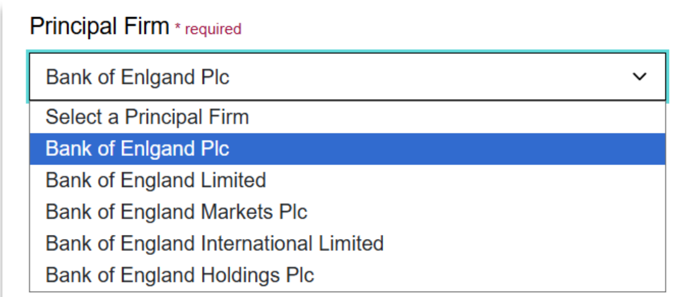
We will contact the designated individual about the application, and you may have responsibility for an application for more than one applicant if you have the authority to do so.

4.2 Firm(s) Selection

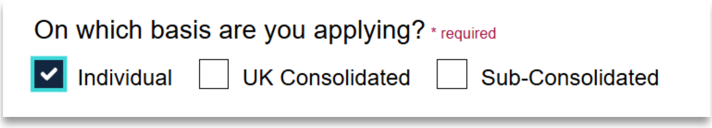
Transaction Step 2 covers the firm(s) and or company the application relates to.



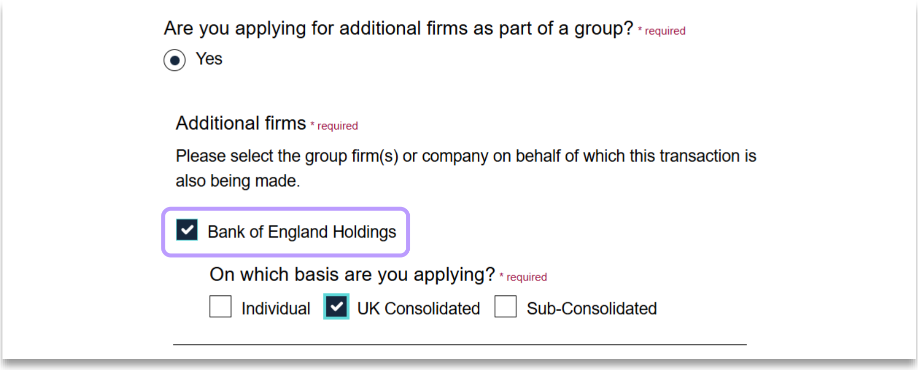
Using the dropdown, identify the ‘Principal Firm’. This will either be the firm most impacted by the transaction, or which sits at the highest point of the organisational structure.



Using the checkboxes specify the basis on which the application is being made.

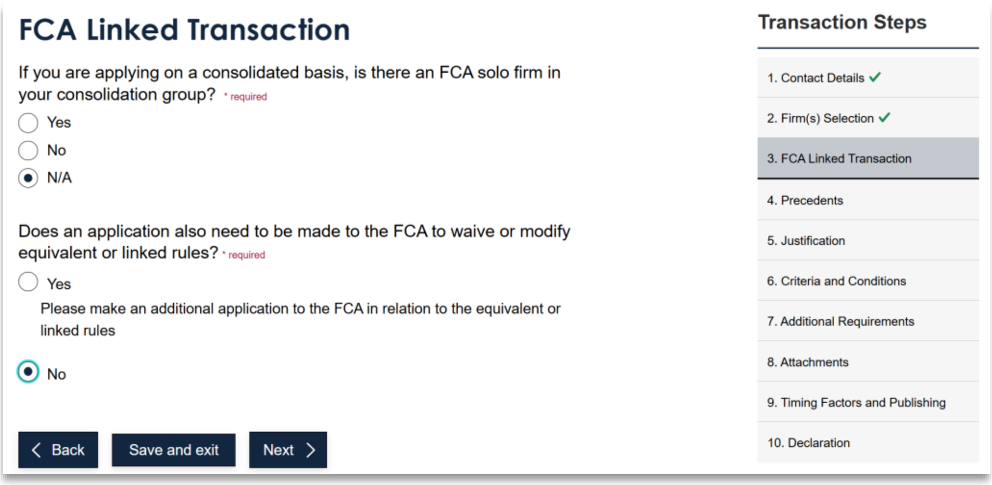


Where you are applying on behalf of additional firms as part of a group, tick **Yes**, select the firm/company and check what basis the institution is applying.



4.3 FCA Linked Transactions

Transaction Step 3 asks whether the transaction has any involvement with the Financial Conduct Authority (FCA).

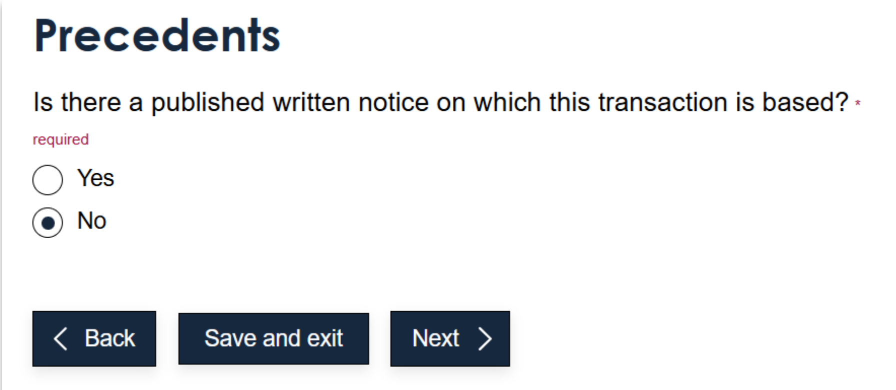


Use this section to flag to the PRA whether your application relates to any firms regulated only by the Financial Conduct Authority (FCA) and or whether a parallel or linked application must also be submitted to the FCA.

Apply directly to the FCA's Waivers and Modifications site where applicable.

4.4 Precedents

Transaction Step 4 asks you to identify if the sought application is based on an existing published precedent.


Precedents

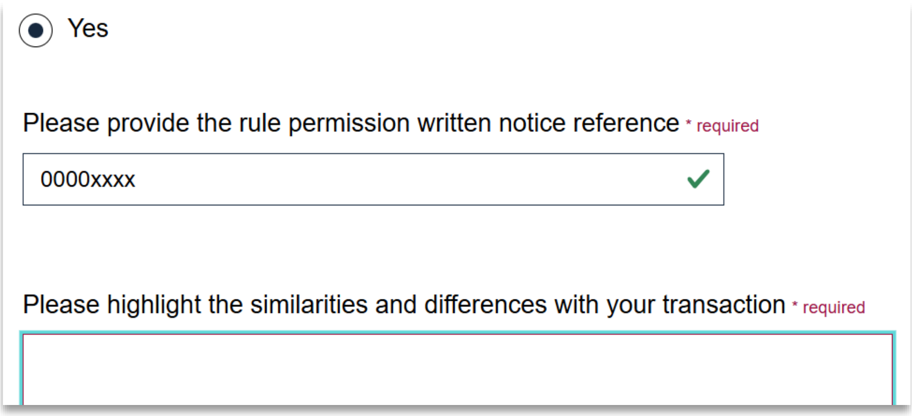
Is there a published written notice on which this transaction is based? * required

Yes

No

Back | Save and exit | Next

If a relevant precedent case exists, provide the Written Notice reference number (000xxxx or A000xxxxP) and using the free-text box, outline how the precedent approval applies to your application.


Yes

Please provide the rule permission written notice reference * required

0000xxxx

Please highlight the similarities and differences with your transaction * required

You can check for published Written Notices on https://register.fca.org.uk/s/ or Bank Holding Companies.

4.5 Justification

Transaction Step 5 requires you to provide a brief description of the nature of the firm's business, and a clear explanation of why the rule permission is sought.

Justification

Please give a brief description of the nature of your business * required

> The Bank of England (The Bank) is the central bank of the United Kingdom. We promote the good of the people by maintaining monetary policy and financial stability

If your answer exceeds 500 words, please indicate this in the box and provide your answer as an attachment instead.

Please provide a clear explanation of why you are applying for this rule permission * required

> The Bank is seeking the permission to facilitate further growth.

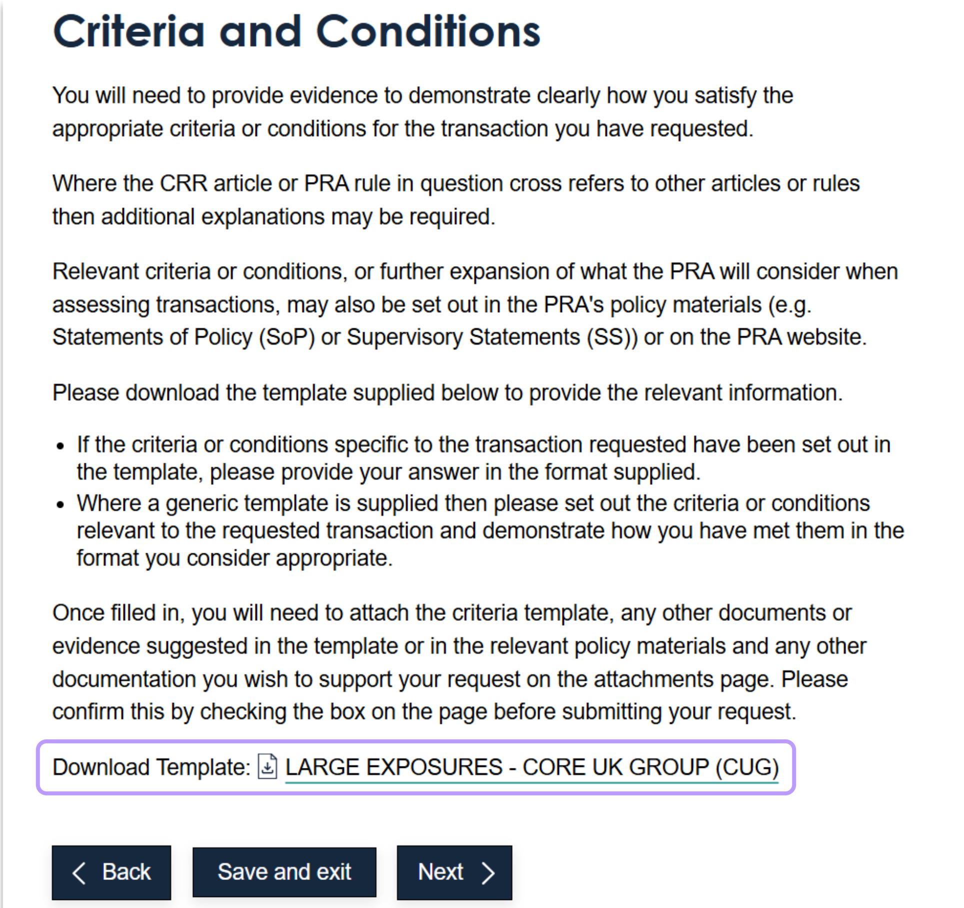
We expect you to provide:

- Relevant background information about the firm or company and the context in which you are applying for the rule permission.
- Details of any relevant correspondence.
- Details of any changes in circumstances; or market conditions that have promoted your application.

If the explanation exceeds 500 words, you should note this in the free-text box and upload the full description in the 'Attachments' section (Transaction Step 8) instead.

4.6 Criteria and Conditions

Transaction Step 6 provides the relevant criteria template that applicants must complete to demonstrate how they meet the PRA's requirements. The Portal selects this form automatically; if no bespoke template exists, a generic form is provided.



Criteria and Conditions

You will need to provide evidence to demonstrate clearly how you satisfy the appropriate criteria or conditions for the transaction you have requested.

Where the CRR article or PRA rule in question cross refers to other articles or rules then additional explanations may be required.

Relevant criteria or conditions, or further expansion of what the PRA will consider when assessing transactions, may also be set out in the PRA's policy materials (e.g. Statements of Policy (SoP) or Supervisory Statements (SS)) or on the PRA website.

Please download the template supplied below to provide the relevant information.

- If the criteria or conditions specific to the transaction requested have been set out in the template, please provide your answer in the format supplied.
- Where a generic template is supplied then please set out the criteria or conditions relevant to the requested transaction and demonstrate how you have met them in the format you consider appropriate.

Once filled in, you will need to attach the criteria template, any other documents or evidence suggested in the template or in the relevant policy materials and any other documentation you wish to support your request on the attachments page. Please confirm this by checking the box on the page before submitting your request.

Download Template: LARGE EXPOSURES - CORE UK GROUP (CUG)

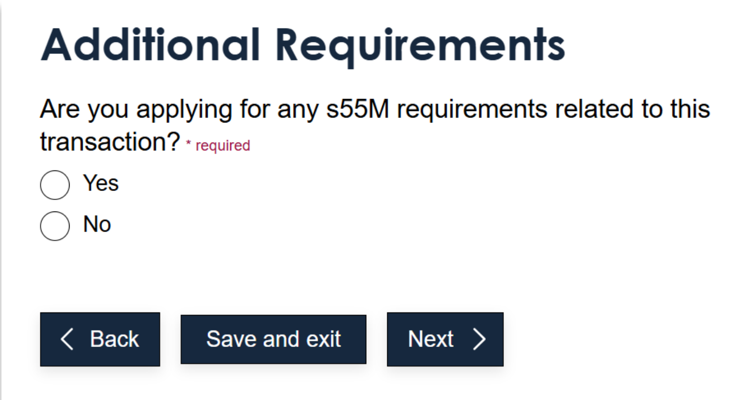
Back | Save and exit | Next

Where previously, the relevant Supplementary Application Form would need to be downloaded from **Permissions (CRR firms) | Bank of England**, Step 6 provides the relevant template based on the transaction type selected earlier in the Portal. After you have completed the form, ensure it is uploaded in 'Attachments' (see Section 4.8).

4.7 Additional Requirements

Transaction Step 7 asks whether the applicant is seeking any additional requirements under section 55M of FSMA.

A requirement (which will usually be linked to bank capital model permissions) may come about because either you request one or the PRA decides to impose one. In general, requirements are placed upon a firm to take or not take a specified action.



In some cases, the approval of a CRR Permission may mean certain conditions need to be imposed under section 55M. These requirements will be set out in the Written Notice, for example "The firm must inform the PRA of any event that may have a significant impact on its CRR Permission."

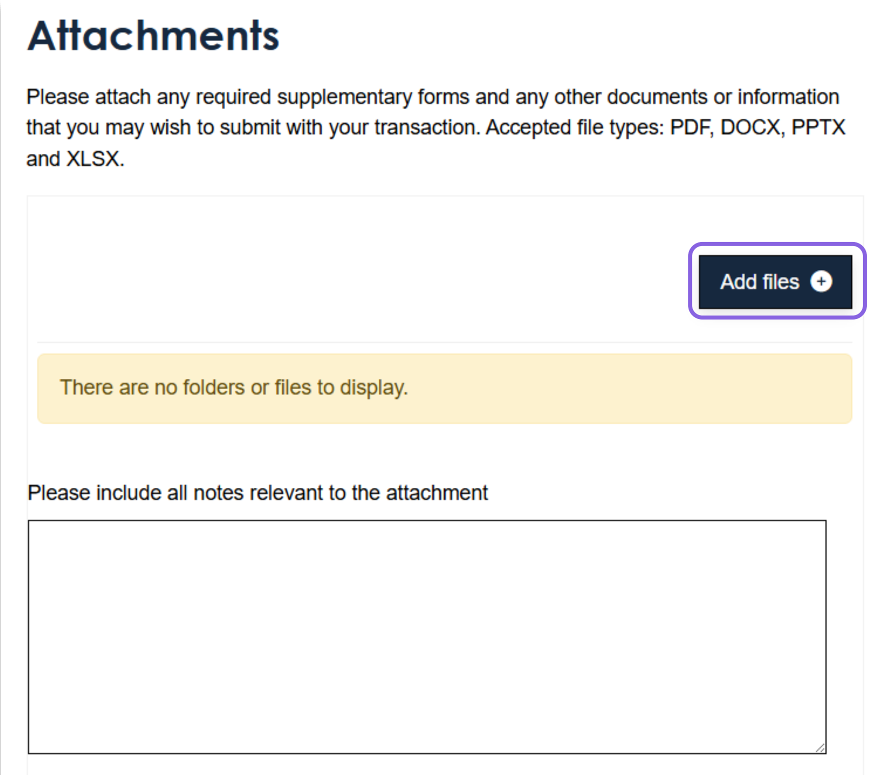
Section 55Y Exercise of own-initiative power: procedure of the Act sets out the procedure that we are required to follow in order to implement a decision in relation to requirements to be imposed under 55M of the Act. Alternatively, in accordance with section 55M(5) of the Act you may wish to apply by selecting **Yes**, noting that the PRA will discuss the precise requirements with you to agree during the course of processing the application.

Similar requirements may be placed on PRA approved or designated parent holding companies that are qualifying parent undertakings using the power set out in s192C of FSMA. Note that the PRA will consult with the FCA before imposing requirements.

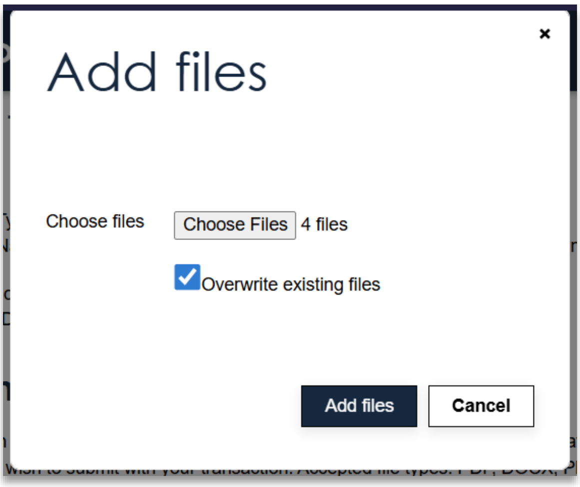
4.8 Attachments

Transaction Step 8 asks you to upload any required Criteria and Conditions (see section 4.6) forms and additional supporting documents relevant to the transaction.

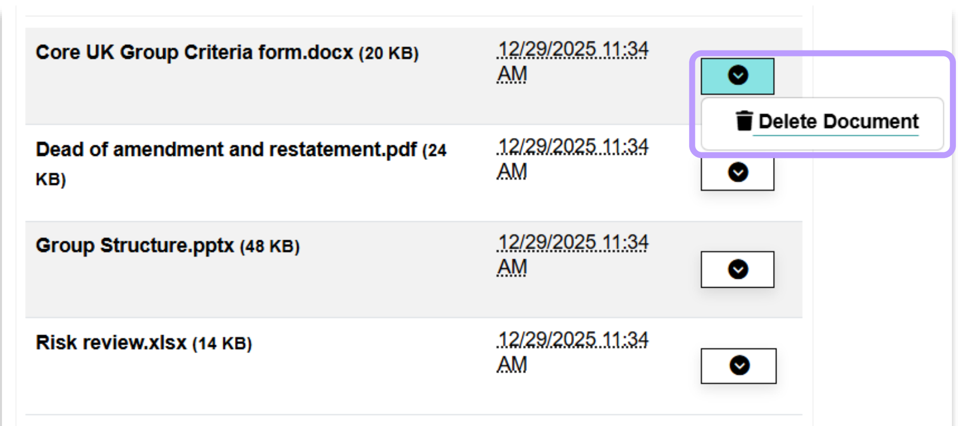
Press **Add files**, to attach locally saved documents.



Accepted file types are PDF, DOCX, PPTX, and XLSX.



Each file uploaded will appear in the list with its file name, size, and the date and time it was uploaded. Ensure documents are clearly labelled and avoid generic file names such as ‘document1.pdf’ or ‘scan.pdf.’



If a document is uploaded in error, remove it using the dropdown button beside each file and select **Delete Document**.

You should (where necessary) use the free-text notes field to:

- Explain the purpose of each attachment.
- Note documents linked to earlier questions with character limits.
- Indicate when a required document is not yet available and will follow later.

Please include all notes relevant to the attachment

- 'Justification.docx' relates to Transaction Step 5

- Note: Bank Legal Opinion document to follow separately - expected in February

4.9 Timing Factors and Publication

Transaction Step 9 asks if there are any timing factors that need to be considered and if the applicant is content for the Written Notice to be published.

Timing Factors and Publishing

Are there any timing factors that you would like us to consider? * required

- ◯ Yes
- ◯ No

Are you content for us to publish the rule permission written notice straight away if the rule permission is granted? * required

- ◯ Yes
- ◯ No

If you have ticked **Yes** regarding timing factors, you will need to explain why and include the date requested for the PRA to either come to a decision or the Written Notice to be effective from.

Our starting assumption is all rule permissions are published. However if you believe you have good grounds for non-publication, abridged publication, or delayed publication, tick **No** and set out clear and substantive reasons and refer to the relevant statutory provision (for example under Regulation 43 of the Capital Requirements Regulations 2013).

Note that The PRA has a statutory duty to publish details of rule permissions it grants unless it is satisfied that it is inappropriate or unnecessary to do so, taking into account factors such as UK financial stability, unreasonable prejudice to the firm(s) commercial interests and UK international obligations.

4.10 Declaration

Transaction Step 10 is the final step of the application journey. It requires you to formally confirm the accuracy of the information provided, acknowledge the legal responsibilities attached to the submission, and identify the individuals authorised to make the declaration on behalf of the firm.

Declaration

Warning

Knowingly or recklessly giving the PRA information, which is false or misleading in a material particular, may be a criminal offence (sections 398 and 400 of the Financial Services and Markets Act 2000)

Data Protection

Personal information collected in the form will be used by the PRA to discharge its statutory functions under the Financial Services and Markets Act 2000 and other relevant legislation. It will not be disclosed for any other purposes without the permission of the applicant. For more information, please refer to the privacy notice on the **Authorisations webpage.**

☐ I confirm I have uploaded the required supplementary form(s). * required

Declaration

By submitting this transaction/notification form:

☐ I/we confirm that this information is accurate and complete to the best of my knowledge and belief and that I have taken all reasonable steps to ensure that this is the case.
I/we will notify the PRA immediately if there is a significant change to the information given in the form. If I/we fail to do so, this may result in a delay in the transaction process or enforcement action.
I am/we are aware that it is a criminal offence knowingly or recklessly to give the PRA information that is false or misleading. * required

Tick each box to attest that you have read the statements and agree to the declarations outlined.

Authorised Persons

Name of the first authorised person * required

Name of the second authorised person

☐ If the Permission notice will name a third party, please check the box to confirm that you have the agreement of the third party and enter the third party's name below.

☐ I confirm the information in this form that concerns my circumstances is accurate and complete to the best of my knowledge and belief. I also confirm that I am happy for the Permission to be published, unless otherwise indicated. * required

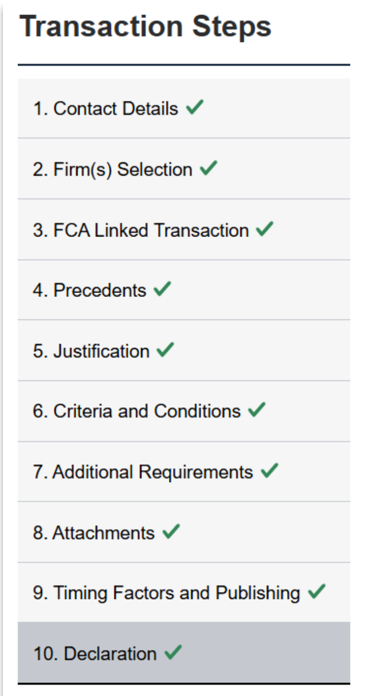
Note that this section will be ‘read only’ if previous steps have not been completed.

This section is read only. Please complete the previous step.

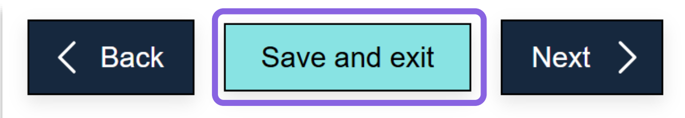
5 Review and Submission

5.1 Review

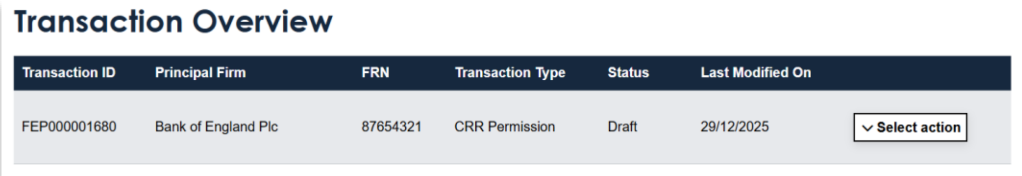
You can review and edit the details in each transaction step within the 'Transaction Steps' navigation panel.



You can **Save and exit** the transaction submission at any time, and your progress will be saved.



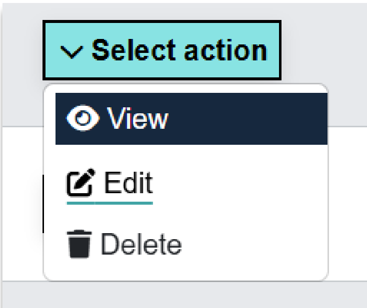
The draft transaction will be listed under ‘Transaction Overview’ with the status as ‘Draft’.



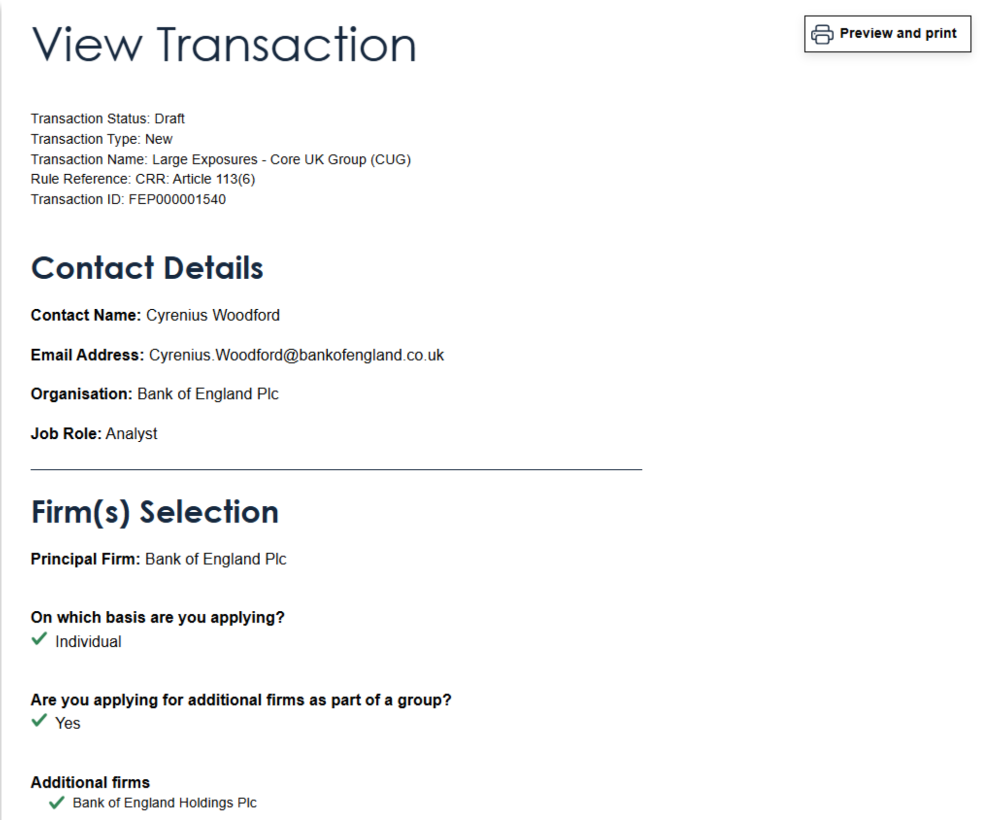
Transaction Overview

Transaction ID	Principal Firm	FRN	Transaction Type	Status	Last Modified On	
FEP000001680	Bank of England Plc	87654321	CRR Permission	Draft	29/12/2025	Select action

Use **Select action** (see section 2.3) to continue your submission. You might find it useful to **View** your application at this stage before submission.



'View Transaction' allows you to review all the information you have entered throughout the application journey in a single, read-only format.



View Transaction

Preview and print

Transaction Status: Draft
Transaction Type: New
Transaction Name: Large Exposures - Core UK Group (CUG)
Rule Reference: CRR: Article 113(6)
Transaction ID: FEP000001540

Contact Details

Contact Name: Cyrenius Woodford

Email Address: Cyrenius.Woodford@bankofengland.co.uk

Organisation: Bank of England Plc

Job Role: Analyst

Firm(s) Selection

Principal Firm: Bank of England Plc

On which basis are you applying?
✓ Individual

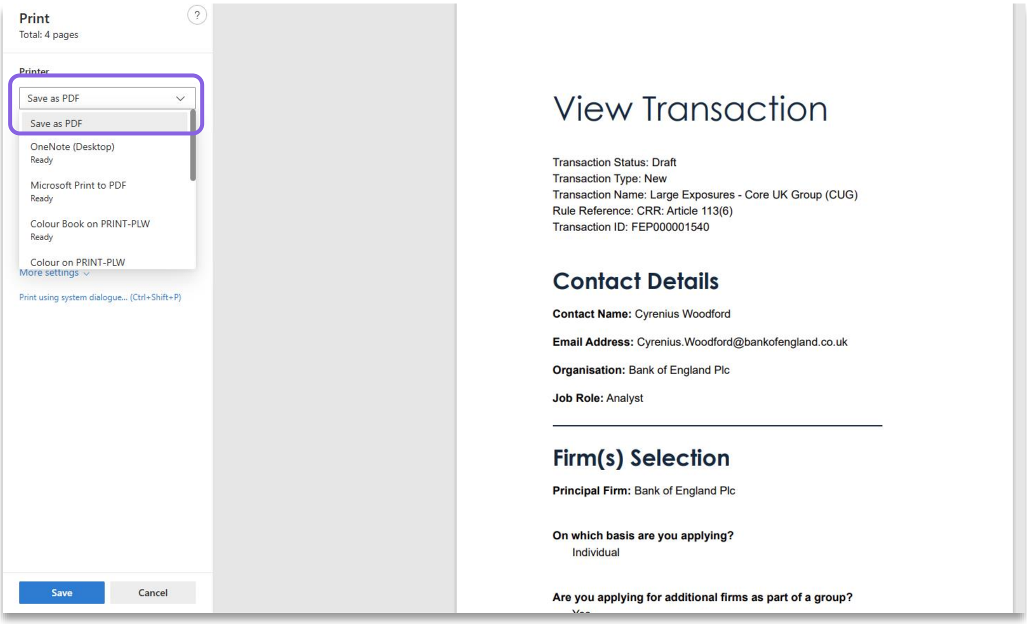
Are you applying for additional firms as part of a group?
✓ Yes

Additional firms
✓ Bank of England Holdings Plc

Bank of England PRA

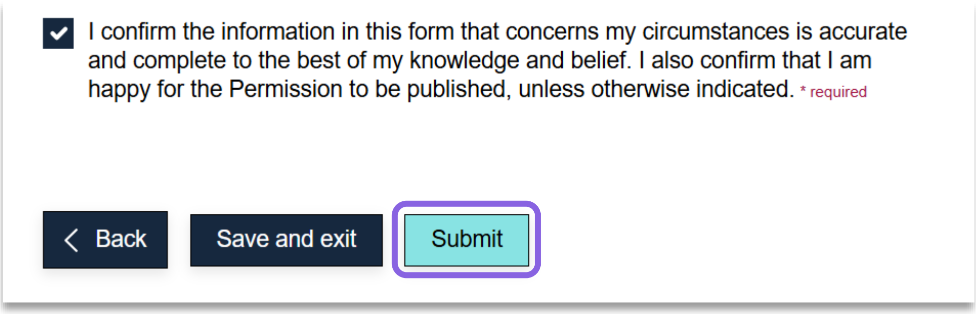
Use **Preview and print** to generate a formatted version of your full transaction.

Within the print menu, select 'Save as PDF' to download a complete copy of the draft transaction for circulation.

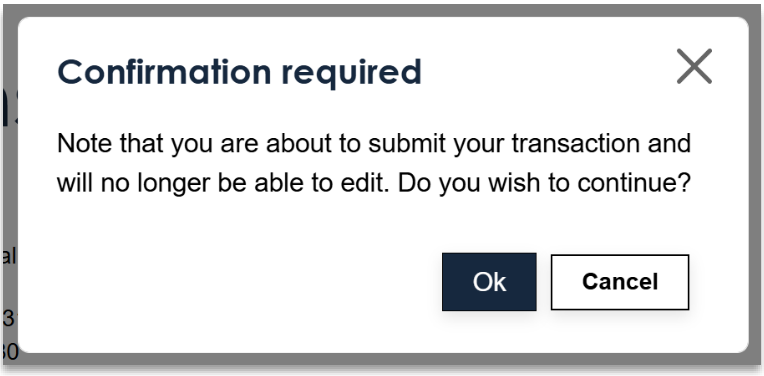


5.2 Submit

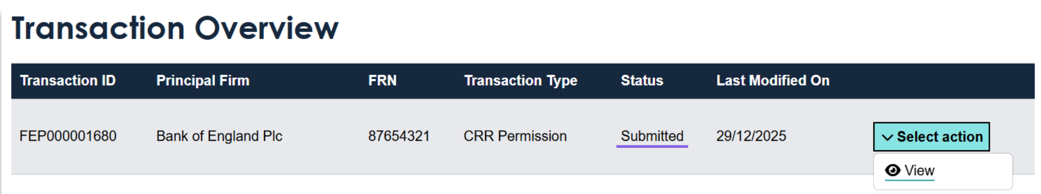
Press **Submit** to send your completed transaction to the PRA.



Once the transaction is submitted, no further edits can be made via the Portal. Ensure you are satisfied that the submission is final and press **Ok**.



After submission, the status of the transaction will update from 'Draft' to 'Submitted' under 'Transaction Overview'. See [Section 2.3](#) for further details on Status values.



Bank of England PRA

Support

If you have any questions or require technical support, please contact **PortalMarketOutreach@bankofengland.co.uk**.

Bank of England PRA

Version Control:

Version	V1.0
Issued	February 2026
Produced by	Cyrenius Woodford
Approved by	Colin Horley