ADGM

FSRA Connect for FSP Applications

User Manual

Version 1.0 dated 25/05/2023.

Contents

ABOUT FSRA CONNECT

FSRA Connect is the Financial Services Regulatory Authority's (FSRA) online regulatory services system. The platform is being developed and will be launched in phases. The first phase of the FSRA Connect will relate to basic firm information, together with the portal for submission of the Non-EPRS Regulatory Reports.

Future updates will add additional firm related data, such as FSP conditions/restrictions and approved persons and recognised individuals as will additional functionality relating to FSRA related applications, notifications, and processes.

1. INTRODUCTION

This manual applies to entities submitting their Regulatory Business Plan (RBP).

Please contact your FSRA primary contact if you have any questions or difficulty accessing the system.

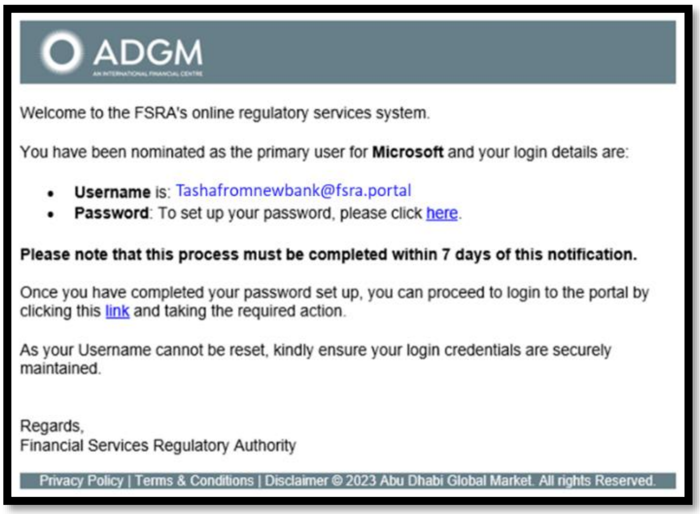
2. LOGIN TO FSRA CONNECT

2.1 First Login

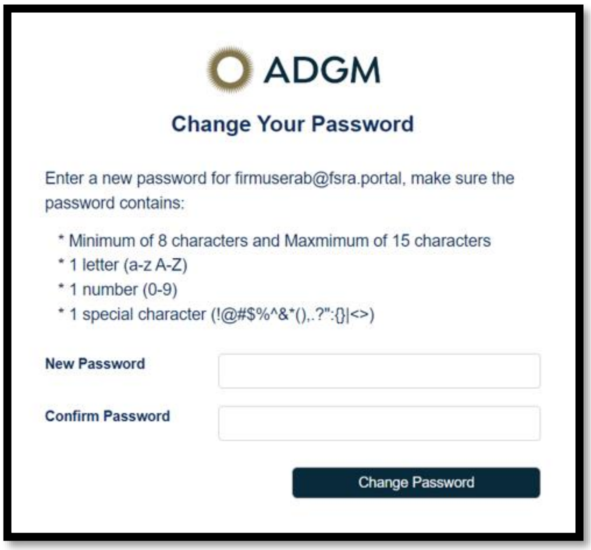
Portal Users (previously nominated by the Entity during the Authorisation process) will receive an email request to setup their account for FSRA Connect once FSRA has set up the Portal Users access for the entity.

1. Click on the link to setup your password in the email you received from FSRA Connect.

Note: *The password must be set up within 7 days of receiving the email.*

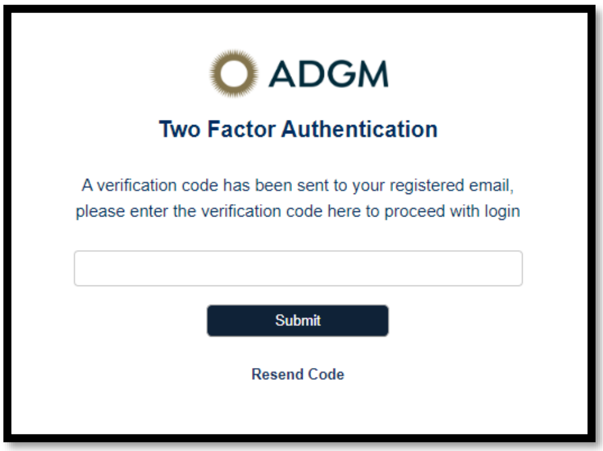


2. Once you click the link, you will be asked to set up a new password. You will be guided on the password requirements. Once you have provided a password that satisfies the password requirements, click on the **Change Password** button.



3. After setting your new password, you will then be redirected to the two-factor verification page on FSRA Connect. You will receive a verification code by email and SMS (if your mobile number has been registered). Enter the verification code and then click the **Submit** button.

Note: The two-factor verification will be required every time you attempt to login to FSRA Connect.



4. After you have set a new password, you will be redirected to FSRA Connect Home page.
5. Portal Users are requested to note the login credentials safely in order to access FSRA Connect at all times.

   Note: *The username will be derived from your email address and be appended with @fsra.portal*

2.2 Access FSRA Connect

You can access FSRA Connect Portal via the ADGM website or directly using the FSRA Connect URL: https://fsraconnect.adgm.com

Once on the ADGM website - URL: https://adgm.com/,

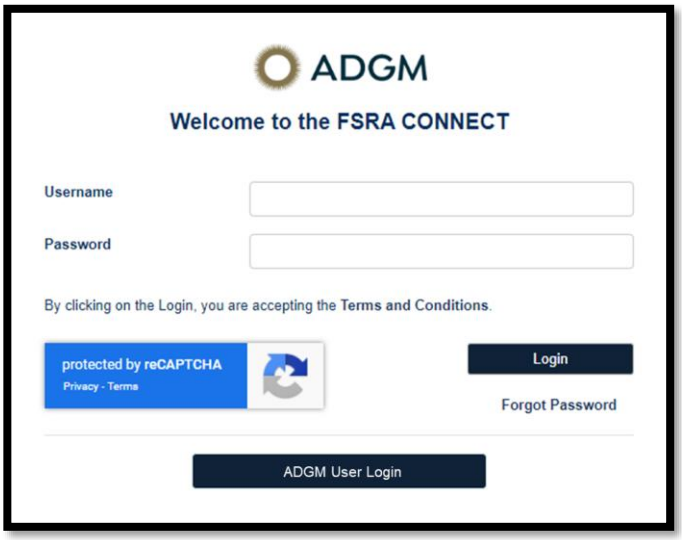
1. Click on the **eServices** link.
2. Then, from the list of services section click on FSRA Connect.
3. Click on the Access FSRA Connect portal button.

2.3 Login to FSRA Connect

Please refer to section – Access FSRA Connect for instructions on how to access the portal.

1. Please enter your username and password and then click on the **Login** button on FSRA Connect login page.

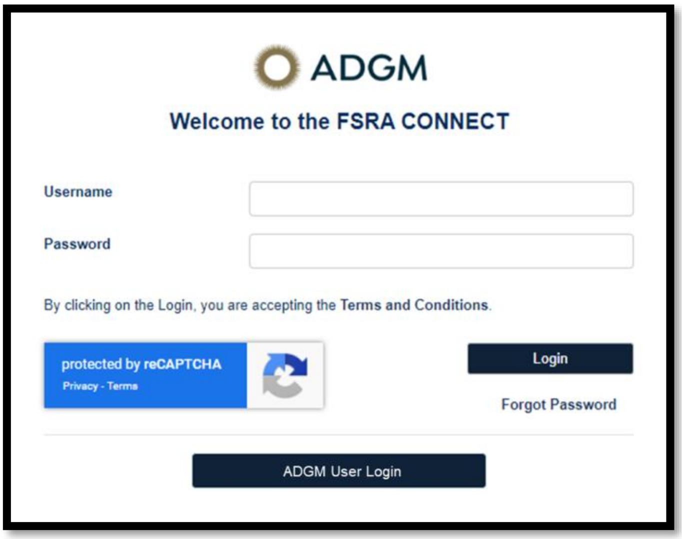
Note: By clicking on the Login, you are accepting the Terms and Conditions. Also please note that *FSRA Connect login is protected by reCAPTCHA verification*.



2.4 Forgot Password

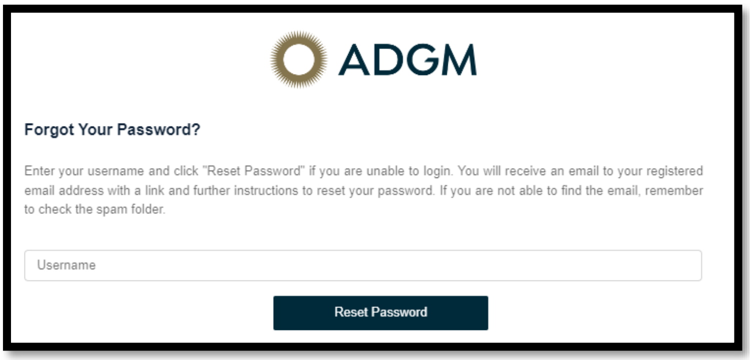
In the case you have forgotten your password, complete the following steps to recover access to FSRA Connect by setting up a new password.

1. On the FSRA Connect login page, click on **Forgot Password.**



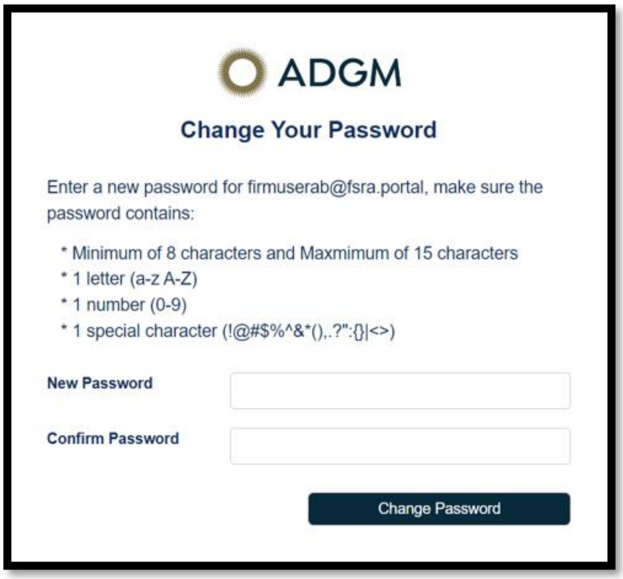
2. On the Forgot Password page, provide your FSRA Connect username and click the **Reset Password** button**.**

Note: *Your FSRA Connect username is required to recover the password.*



3. You will receive an email to your registered email address with a link to reset your password.

4. Once you click the link, you will be asked to set up a new password. You will be guided on the password requirements. Once you have provided a password that satisfies the password requirements, click on the **Change Password** button.



5. After setting your new password, you will then be redirected to the FSRA connect home page.

3. PORTAL NAVIGATION

3.1 Home Page

Once you have logged in to FSRA Connect you will be directed to the **Home page.**

1. **News & Announcements** displays recent announcements made by the FSRA.

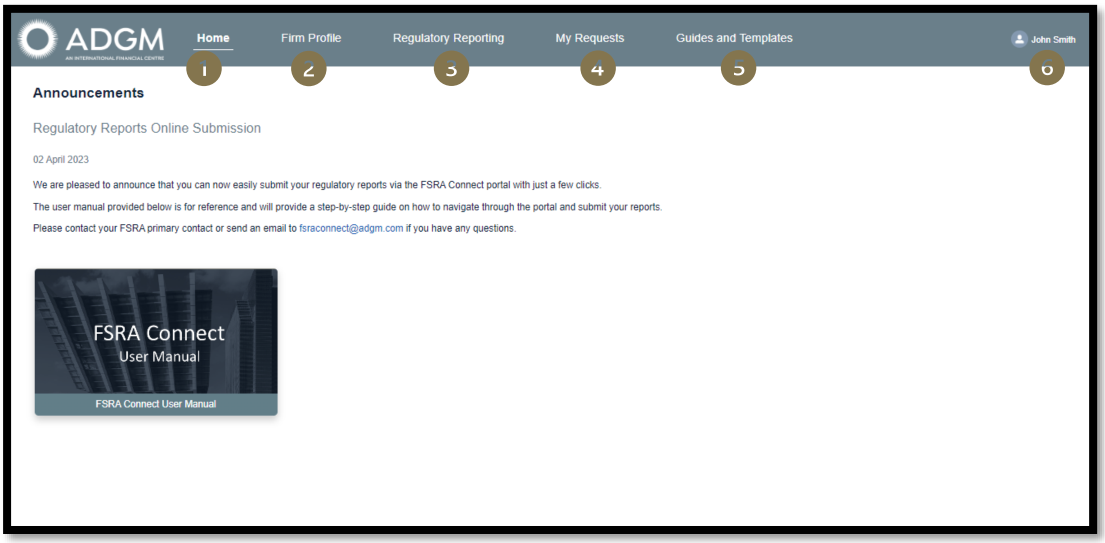
2. Navigate to the **Firm Profile** to view the firm details such as FSP number, prudential category, regulated activities etc (only visible once the entity has been licensed).

3. Under **Regulatory Reporting,** the portal user will be able to submit a Regulatory report and view the lists of returns or reports submitted.

4. From **My Requests**, the portal users will be able to submit and track their requests, i.e., Draft RBP.

5. **Guides & Templates** page will provide a repository of all FSRA - Authorisation related guides and templates.

6. Navigate to **Primary Username** to logout of the portal.



3.2 Firm Profile

To access the firm profile, from the home page click on the **Firm Profile** link. You will then be redirected to the firm profile page and the following sections will be displayed:

1. **General**, this section shows the general information of the firm such as address, legal status in addition to the assigned Prudential category.

2. **Authorisation** section displays the Firm's FSP licenses number and authorization date.

3. The portal user will be able to view the list of all users provided access under the **Portal user(s)** section.

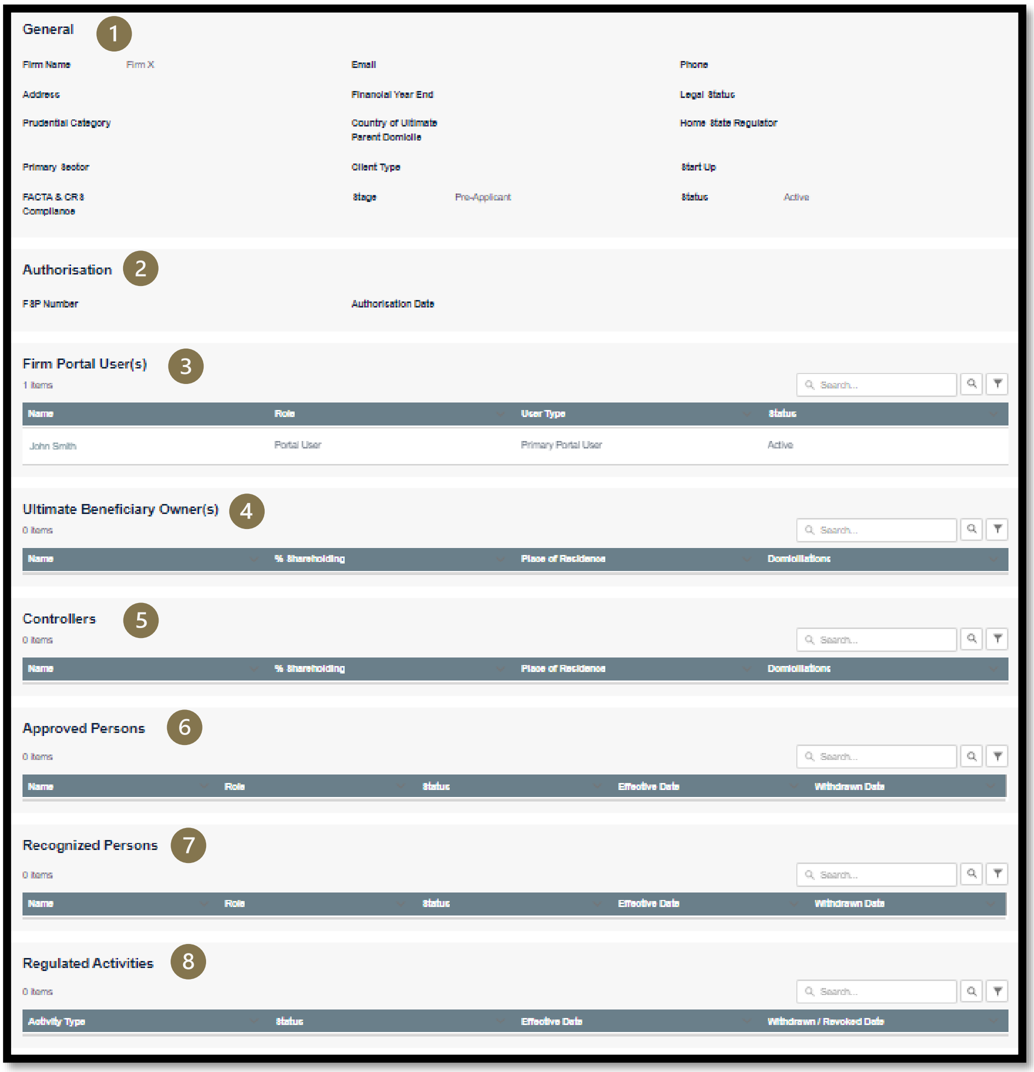
4. **Ultimate Beneficiary Owner(s)** section outlines the list of confirmed beneficiary owners and their percentage of shares.

5. **Controllers** section will list all the confirmed controllers for this firm and their percentage of shares.

6. The portal user will be able to view the list of current and past approved persons under the **Approved persons** section.

7. **Recognised persons** section will list all the firm's recognised persons and their status.

8. **Regulated Activities** section lists the Firm's authorised regulated activities.



4. My Requests

To raise a request to FSRA, click on **My Requests** link present on the portal main menu, you will then be redirected to **My Requests** page and the following sections will be displayed:

1. **Submit a New Request**, this section displays the request form, whereby the user can select the request type, fill the form, and submit.

2. **Saved Requests** section displays all the requests that have been saved for further editing later. These requests will not be visible to the FSRA and will remain with the user until they are submitted.

3. The portal user will be able to view all his submitted and under review requests under the **Submitted Requests** section.

4. **Closed Requests** section lists all closed requests.

4.1 Submit a Draft Regulatory Business Plan (RBP)

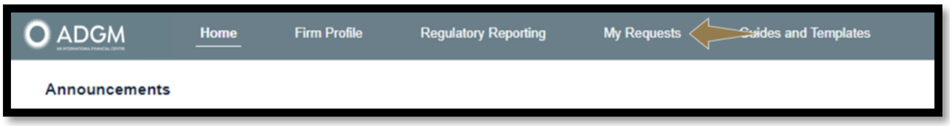
As part of applying for an Financial Services Permission (FSP), Entities are required to submit a **draft Regulatory Business Plan (RBP)**. A draft RBP enables the FSRA to consider a potential applicant's readiness, willingness, and ability to meet threshold conditions for obtaining an FSP.

The FSRA will provide initial feedback on the draft RBP through FSRA Connect for the entity's consideration in advance of completing the FSP application form(s).

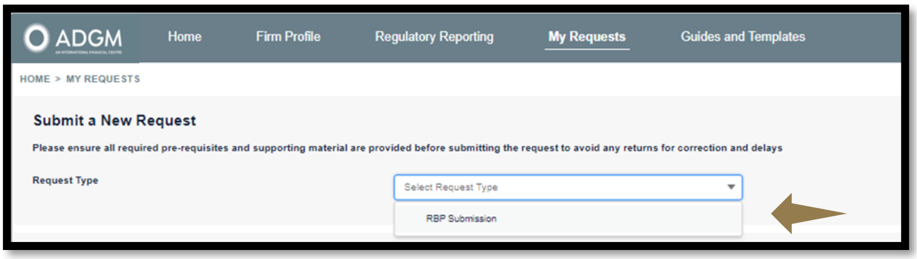
You can submit a draft RBP as follows:

1. Login to the FSRA Connect Portal - please refer to section – **Access FSRA Connect** for instructions on how to access the portal.

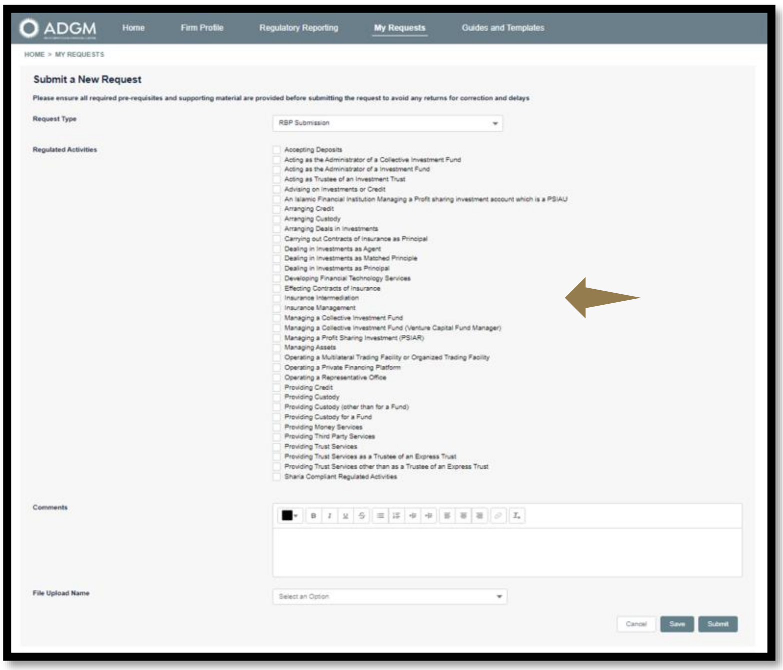
2. From the home page, click on My **Requests** link.



3. Expand the **Request Type** drop down and select **RBP Submission.**

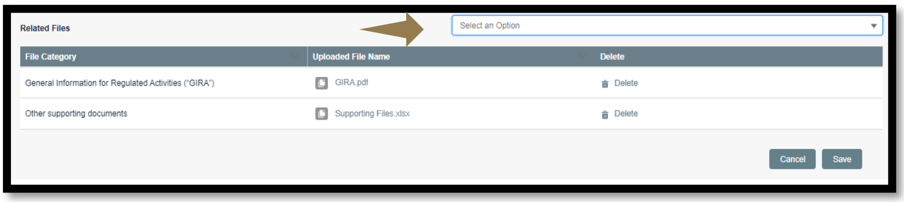


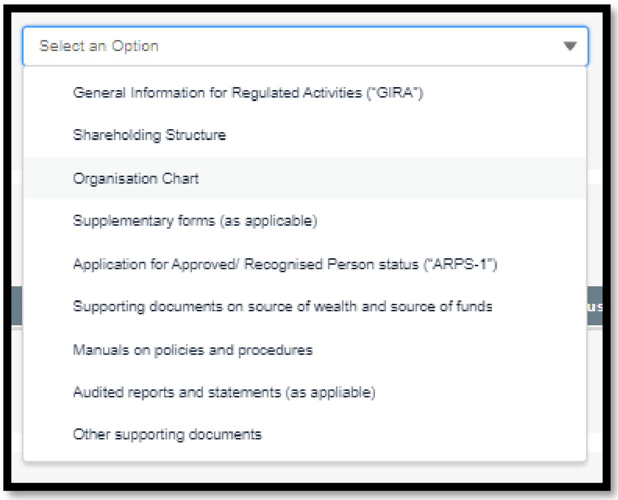
4. Select the required **Regulated Activities**, one or multiple selections can be made.



5. Add **Comments** if any – Optional.

6. Expand the File Upload drop down to select the relevant file type (i.e GIRA, Shareholding Structure …), then click Upload File button.





You can only upload these file types: doc, docx, odt, pdf, rtf, txt, csv, ods, xls, xlsx, bmp, jpg, png, ppt, pptx & Zip Files.

7. Take the required action needed:

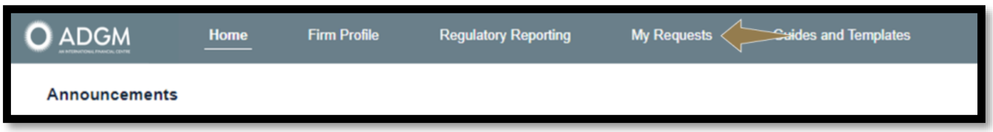
   a. Click **Submit** button to forward the request to the FSRA Authorisation team.

   b. Click **Save** button, to complete the form at a later time.

4.2 Update Draft Regulatory Business Plan (RBP) Submission

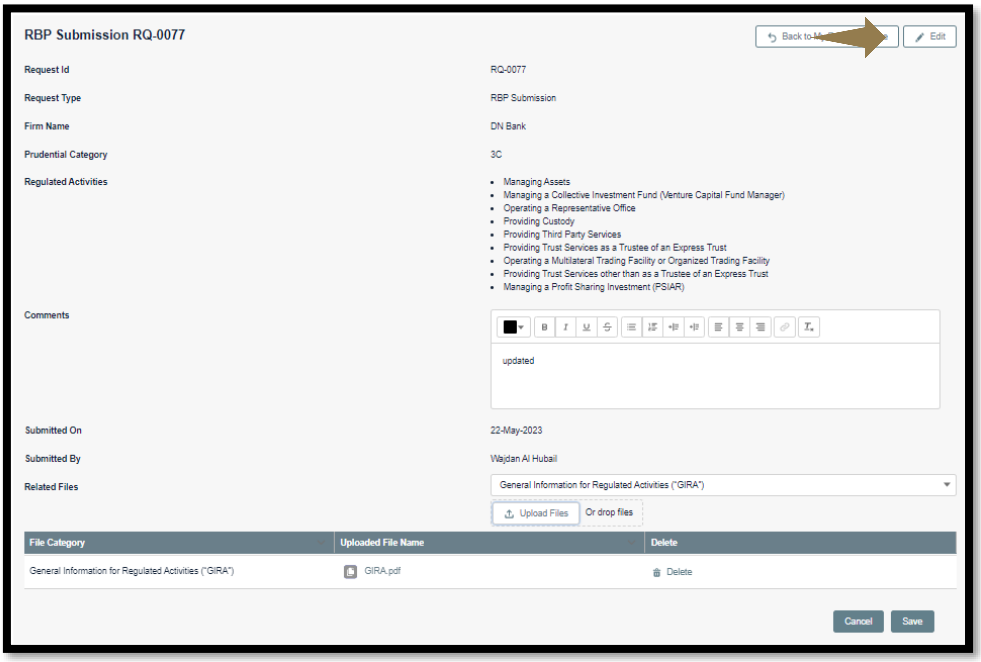
1. Login to the FSRA Connect Portal - please refer to section – **Access FSRA Connect** for instructions on how to access the portal.

2. From the home page, click on My **Requests** link.



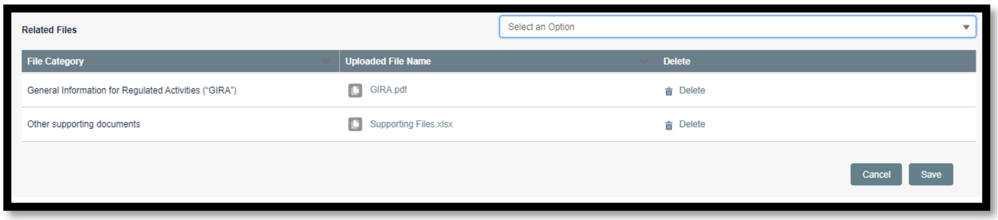
3. Locate the **Open Requests** section and click on the **Request ID** (**RG- XXX**)

4. Click the **Edit** button present on the top right corner of the Submission form.



5. Amend the **Comments** if needed.

6. To upload additional files, expand the Related Files drop down to select the relevant file type (i.e GIRA, Financial Statements …), then click Upload File button.



You can only upload these file types: doc, docx, odt, pdf, rtf, txt, csv, ods, xls, xlsx, bmp, jpg, png, ppt, pptx.

7. Click **Save** button to save all changes.

Note: All changes will be recorded and displayed under the Request history Log.