



New firm authorisation - supporting documents required for credit union applications

This document is for firms applying to set up as a credit union and should be read alongside the information provided in the [New firm authorisation](#) section of the PRA website.

Below outlines the supporting documents that must be attached to a firm's application.

Responsibilities map

Applicant credit unions must submit a Responsibilities Map setting out their governance arrangements. The map should clearly show the proposed management structure and reporting lines. The map should also confirm which individuals at the credit union hold designated Senior Management Functions and which individuals have been allocated the mandatory regulatory responsibilities that apply to credit unions.

Regulatory business plan

Supporting information required to answer questions on the following subjects:

- background to the applicant;
- location;
- members;
- target markets and marketing plan;
- personnel and internal controls;
- a financial plan; and
- outsourcing with third parties.

Financial projections

Financial projections should include:

- membership figures;
- income and expenditure account;
- balance sheets;
- capital and liquidity ratios; and
- detailed assumptions used.

Policies and Procedures manual

Policies and Procedures Manual that covers the following:

- committee of management;
- internal audit;
- money laundering;
- training;
- membership;
- members' savings;
- lending;
- provisioning;
- financial risk management;
- deferred shares;
- arrears management;
- cash handling and disbursement;
- Information technology (IT);



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- business continuity;
- record keeping;
- complaints;
- single customer view; and
- liquidity.

Evidence of insurance provider

An example of evidence would be a letter from the insurer or trade association confirming the arrangement.

Confirmation of initial funding

An example of evidence would be a letter confirming the arrangement and provision of a grant or an undertaking from a third party to provide a subordinated loan or take out deferred shares upon authorisation.

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