



Updating AFA details

A registered individual FSP may choose to apply to be an authorised financial adviser (AFA) at any time.

If you have started your application to register as a financial service provider (FSP) and now wish to apply for authorisation you can update your FSP registration online.

The application for authorisation is then forwarded to the [Financial Markets Authority](#) for processing.

How to update AFA details

1. Log on with your [igovt username and password](#).
2. **Search the register** for the registered FSP you wish to maintain.
3. Once you have found the correct FSP, select the **Change request to FSP** button at the top of the FSP details page.

Please note | If you cannot see the change request button, you may not be logged on or you may not have the authority to update that FSP.

4. You will now be taken to the Review page for the FSP, which shows the sections for you to access and update as required.
5. Update existing AFA details on the Financial Markets Authority page either through the tabs at the top of your screen, or by clicking on the **Change Details** button within the Financial Markets Authority section on the review page.

If you are not registered to provide financial adviser services at all, update this option through the **Financial Services** tab.

6. Once you have updated the required details, continue by returning to the 'Review' page and selecting the **Submit** button. Your changes will not be saved until you have submitted them.
7. The FSPR will notify you by email confirming your changes have been submitted. If you have applied for authorisation an item will appear in **My Unfinished Business** on your [personalised dashboard](#), for you to view the status of your application.