

Filing an annual confirmation

Every registered FSP must file an annual confirmation in its allocated month each year, to maintain its registration. The annual confirmation is to confirm that the FSP is still in business and legally able to operate, as well as to confirm the information we hold about the FSP is correct.

To file your annual confirmation you will need:

1. To be registered to use the website. [Read more...](#)
2. To have authority over that FSP. [Read more...](#)

Note | More details about the online service for filing annual confirmations will be released shortly.

The first annual confirmation for an FSP is not due until the calendar year following registration (for example, if your FSP is registered in 2010, its first annual confirmation will not be due until sometime in 2011).

Before the annual confirmation is due the Registrar will send the FSP an email letting them know it's time to file the annual confirmation.

- [View the fees for annual confirmations.](#)

Annual confirmations due between February and May 2011

Financial Service Providers who have an annual confirmation filing month between (and including) February and May will now file their first annual confirmation later in 2011.

If you were identified as having an annual confirmation due during this period, the Registrar will change your annual confirmation month to allow you to file after June 2011. Your month will be amended as outlined below:

- If you opted to file in February 2011 you will now file in August 2011.
- If you opted to file in March 2011 you will now file in September 2011.
- If you opted to file in April 2011 you will now file in October 2011.
- If you opted to file in May 2011 you will now file in November 2011.

A reminder email will be sent to you on the first working day of the month in which your annual confirmation is due.

When filing your annual confirmation you will have the option to change the month back to the original month you selected, or any month of your choice between, and including, February and November.

Changing the filing month

The filing month for each FSP may be changed by selecting a new annual confirmation filing month in the FSP's general details (as long as the annual confirmation is not already outstanding). Refer to [Updating FSP details](#) for more information on this process.

Filing FSP annual confirmations is a simple, online process. Check back for further information in the coming months.

[Filing your annual confirmation online](#)

When an annual confirmation is due the Registrar will send the FSP an email reminding them it's time to file their annual confirmation.