



## **Maintain a registered FSP**

Registered financial service providers (FSPs) should ensure information kept about them on the register is up to date.

In addition to any updates, FSPs are required to file an annual confirmation every year.

To make any changes to an FSP, users must be logged in using their igovt logon, and have the correct authority to make changes for that FSP.

### **Filing an annual confirmation**

Every year, all registered financial service providers must submit an annual confirmation to the Registrar, confirming their registered details and that they are still carrying on business as an FSP.

### **Why can't you change these details?**

### **Updating FSP details and financial services**

How to notify the Registrar of changes to the FSP general details, contact details and roles. All FSPs are also required to notify the Registrar of changes to the financial services they provide, or offer to provide.

### **Qualification changes**

In the situation where changes relating to a financial service provider (FSP) occur, section 17 of the Financial Service Providers (Registration and Dispute Resolution) Act 2008 sets out the duty for certain persons to notify the Registrar of the change.

### **Leaving your organisation**

When leaving an organisation, the registered FSP is responsible for updating their details with the Registrar to maintain their registration.