



## Information for Goodstanding Letter Requests

### What is a goodstanding letter?

A goodstanding letter provides information about a firm or individual whom is, or has been, regulated by the Prudential Regulation Authority.

### Before making your request

Check if the firm or individual has ever been authorised, registered or approved by us.

Find this information on the [Financial Services Register](#). You can check if a firm is authorised by the PRA by clicking on the 'Regulators' tab underneath the 'Basic Details' section.

For a goodstanding letter, we would only provide information in relation to firms and individuals that have been authorised, registered or approved by us.

Please let us know if you believe the subject of your enquiry is a controller. Controllers are not on the register, as only firms carrying out regulated activities and individuals performing a role under the Senior Managers and Certification Regime are on it. See Part XII and section 422 of FSMA for the meaning of 'controller'.

### Submitting a request

We need to ensure the request is valid. To enable this, when submitting the request, please include a complete [checklist](#) together with supplementary information for each firm and individual you are asking about with the following details:

- Individual and/or firm reference number(s) where relevant so we can find the correct details quickly.

You can find reference numbers on our [Financial Services Register](#). A firm's reference number is a six digit reference comprising numbers only and an individual's reference number is an eight digit reference that starts with three letters then has five numbers for the remainder.

Find out more about [how to use the Register](#).

- Details if we have published a notice. *(It may help you if you are aware there may be adverse information on the subject of the request)*
- Rationale for submission of request.
- Dates of birth for individuals, together with any other names you have for them. For information about how we use personal data, please see our privacy notice [here](#).
- Exact date you need an answer if this is inside our anticipated response time for non-urgent cases of 42 days.



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- The risk of not meeting your deadline if your request is urgent.
- If the firm/individual is not on the register, why you still need a goodstanding letter.
- If you have confirmed that the firm or individual is authorised or approved and you have completed the checklist, please attach it to your request together with supporting documentation and email it to: [PRAGoodstanding.Letters@bankofengland.co.uk](mailto:PRAGoodstanding.Letters@bankofengland.co.uk)

We would remind you that goodstanding letters from us must be treated as confidential.

If you want to discuss your request over the telephone, you can ring us on + 44 20 3461 7000 between 10 am and 12 noon Monday to Friday.