# Sample Business Plan

The aim of this document is to help firms meet our expectations on being ready, willing and organised. Please note this is not an exhaustive list and there may be additional information that needs to be considered based on your firm type and the permissions you apply for.

#### **Company Details**

In this section, we require as much detail as possible relating to the company. For example:

- the firm's principal place of business and legal status
- whether the business is incorporated
- · how long the firm has been trading for
- what the firm's website address is
- what the firm's control structure is (please provide full details of this)
- whether you are a sole trader, please note a sole trader generally;
  - a. has the right to make all decisions affecting the business;
  - b. owns all the assets of the business
  - is responsible for paying income tax on profits of the business.
  - d. is responsible for the debts and obligations of the business without any limit

#### Governance

In this section, we require information on the key personnel of the firm. Please provide detailed information on each individual's role and the management responsibilities they will have. For example:

- who will be carrying out the day to day running of the business.
- who are the Director(s)/Proprietor(s) of the firm, and key persons
- what senior management functions will each individual hold
- who will be responsible for compliance oversight
- what experience the firm's governing body or senior management has of the regulated activities the firm wishes to carry out
- what the background and experience is of everyone performing senior management functions (including their employment)

#### Treating Customers Fairly

All firms must be able to show consistently that fair treatment of customers is at the heart of the business model. Please refer to the following link for further information; https://www.fca.org.uk/firms/fair-treatment-customers

#### **Business Model Overview**

Please provide an in-depth explanation of what the firm does and the activities your firm will be carrying out. For example:

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Siddappa N.Byrareddy

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