## LIK Local Authority Client Ont-Up P

UK Local Authority Client Opt-Up Process		
STAGES	TIMELINE	GUIDANCE
Preparatory Stage Finalise standard opt-up process	End July 2017	<ul> <li>(i) Finalise industry standard quantitative and qualitative questionnaire;</li> <li>(ii) Finalise request and consent letter from Local Authority to be opted-up; and</li> <li>(iii) Finalise response letter from investment firms agreeing to the opt-up.</li> </ul>
Stage 1 Local authorities to complete letter and questionnaire and send to investment firms	August – September 2017	Local authorities to complete and send investment firms:  (i) request and consent letter to be opted-up to professional client status; and  (ii) completed quantitative and qualitative questionnaire (to allow investment firms to satisfy themselves that the local authority passes the qualitative test).
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Stage 2 Investment Firms to validate the information and run the client status assessment	September – October 2017	Investment firms to validate information received from local authorities to determine information is (i) sufficient; and (ii) appropriate.  Assess the information received by the local authority and confirm that it:  (i) has provided the request and consent letter to be treated as a professional client; and  (ii) passes (i) the quantitative test and (ii) the qualitative test  Log and store the local authority information and the results of the internal assessment.
Stage 3 Dispatch the confirmation letter to LA clients confirming professional client status	October 2017	If a local authority has provided the request and consent letter and has satisfied the requirements for both:  (i) the quantitative test; and  (ii) the qualitative test, send a letter confirming the classification of the client as a professional client.
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Stage 4 Client re-	3 January 2018	Once the steps above are complete, as of 3 January 2018, the firm may continue to treat the local authority as a professional client.

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