FAQ's – how to use the Regzone platform (standard users)

General

Browser

RegZone works with Chrome, Internet Explorer 8 and above; however the website will *not* function with Internet Explorer 7 or below.

Country filter

The RegZone navigation bar includes a drop-down menu allowing you to filter content by country (the 'country filter'). This will affect content on the main homepage, topic pages, and report pages. It will not affect content on individual app pages: these have their own, separate content country filters under the 'advanced search' options.

The navigation bar country filter will display all content relevant for the country selected: e.g. if the filter is set for Germany, it will display all relevant German, EU-level and international-level material.

Search function

General comments on searching

There is a simple search bar in the top-right-hand corner of every page. Searching for a term in this box will take you to a page of results showing RegZone articles and reports only. To see relevant news items or topic pages, click on 'all matches' or one of the other options beside it.

You can also conduct an advanced search, either from the results page or by clicking on 'advanced search' under the simple search bar. This will allow you to search within particular topics, countries, languages or content types.

When the search is returned there is an option to view 'All' material, 'Reports' (which includes articles), 'News' and 'topic pages'. This may assist you in refining a search and moving between items.

Please note that the search function distinguishes between singular and plural terms: e.g. a search for "bank" will display results that contain the word "bank", but *not* results that include the plural "bank**s**"; and vice-versa.

An asterisk can be used to match any character of the same word: bank* = banks, banking. Question mark can be used to match a single character of the same word: bank? = banks.

Search results are not 'weighted', but are displayed simply in chronological order (by date descending).

Digests/eAlerts/emails from regzone

How can I subscribe/unsubscribe to the digest/eAlerts?

RegZone can send you two different kind of emails: Digests and/or eAlerts. EAlerts are sent as soon as they are published. Digests, which sweep relevant content for the period, contain news items and links to eAlerts published during the relevant period.

When you first subscribe, you are able to choose if you want to receive a digest (there are two different ones; weekly and daily) and if you want to receive eAlerts.

You are also asked to choose topics (areas and countries) relevant to you – these dictate the selection of material for your digest and the alerts to be sent to you.

You can change any of the above preferences by going to the 'Manage my RegZone' section of the website (displays in the top left hand corner when you are logged in).

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Update topics

Click on 'update topics', to change your topic and county selection.

MAILING AND EVENTS

My existing preferences

e-Alerts:
Other RegZone newsletters:
Language preference:
Events:

Edit my preference

Click on 'edit my preferences' to subscribe/unsubscribe from digests or eAlerts.

YOUR CONTACT DETAI

First name:
Last name:
Organisation:
Job title:
Role:
Country location:
Industry sector:
Email:

Edit my contact details

Click 'edit my contact details' to change your contacts details.

Please note that you cannot change your email address. If you want to change your email address you will have to send an email to regzonesupport@cmslegal.com.

I am not receiving any eAlerts/digests or I am not receiving the eAlerts/ digests I want.

Please visit the 'Manage my RegZone' page and check your subscription setting. Make sure that you have ticked the correct boxes to receive daily and/or weekly digests and eAlerts; please also check you have selected the appropriate topics and countries for digests and eAlerts. For further information see 'How can I unsubscribe/subscribe to the digest/eAlerts/FT summaries?' above.

If you are still experiencing problems or issues please contact the Regzone helpline (+44 (0)20 7367 3333) or email us.

Some users have had problems with receiving RegZone emails to AOL email accounts. We are currently working to resolve this problem, and in the meantime would recommend registering with an alternative email address.

<u>RZ e-mail communications</u>

Anyone will be able to visit the website, but to receive emails from the RegZone, a user will need to register by clicking the 'sign up...' button (in top-left-hand corner of the page); this is also necessary in order to see any bespoke content a user may be eligible to view.

Once you have registered, the 'sign up...' button will change to 'manage my RegZone'; click here to change your settings and preferences as and when required.

New reports and articles are published to the site every day. Some of these are published as e-Alerts. All e-Alerts are filtered according to a user's country and topic preferences.

We also issue digests (a daily one at about 5.45 pm and/or a weekly one at about 11.00 am on Monday) which provide users with the items of news posted to the site during the relevant period. The digests also include links to the published e-Alerts. The contents of each user's digest are filtered according to their country and topic preferences.

The digests can therefore be used in conjunction with e-Alerts or as an alternative. You can minimise the number of emails you receive by choosing a weekly digest without e-Alerts – but remember that if you have a broad topic selection, the weekly digest will contain quite a large number of news items (listed in date order). If you want to get news and reports as soon as possible, you should receive e-Alerts and a daily digest (and some users have asked to be able to receive a weekly digest as well – in case they overlook emails when they are busy on client work).

Staying logged in

When a user logs in for the first time from a device, a cookie will be saved on their computer so that when they return to the RegZone on this device, the user will remain logged in. We suggest that you do not log off, that way you will automatically be logged in again when you return to the site.

<u>RegZone APPs (the RegZone toolkit)</u>

Apps are another key feature of the new RegZone: these display information relevant to a particular topic or article at the bottom of that page; click the **'access the full database' or 'go'** button on an app to view it full-screen with additional search and filtering options.

You can find the following apps on RegZone:

- The jargon buster
- The agency database
- The news wizard
- Training and Seminars
- Reform tracker
- Future dates

Each one of these is a sophisticated, **searchable database**, allowing for quick queries and detailed analysis of data.

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RegZone toolkit

New to RegZone is a selection of customised research tools designed for CMS lawyers. Each of these is a sophisticated, searchable database, allowing for quick queries and detailed analysis of data on recent regulatory decisions, timetables, jargon, and more. Mobile users are also able to download 'app'-style icons to their device desktops allowing for easy access to each of the tools.

REGZONE TOOLKIT

JARGON BUSTER
Glossary of acronyms, jargon & other technical terms

GO

AGENCY DATABASE
Regulators & other FS agencies – country by country

GO

NEWS WIZARD
Daily news of regulatory developments

GO

FUTURE DATES
Timeline of key dates for regulatory reform

GO

USEFUL LINKS
Links to primary legislation & other relevant, external material

TRAINING & SEMINARS
Material from CMS seminars & training events

GO

REFORM TRACKER
Status & overview of major regulatory reforms

GO

JARGON BUSTER

Don't recognise an acronym or term? Simply search for it!

Access the full database

AGENCY DATABASE

> Financial Conduct Authority (FCA)
> Financial Market Authority
> Financial Supervision Commission
> National Bank of Netherlands
> Polish Financial Supervision Authority
> Prudential Regulation Authority (PRA)
> Swiss Financial Market Supervisory Authority
> Netherlands Authority for the Financial Markets

Access full app

USEFUL LINKS

FCA GABRIEL system

FCA/PRA Handbooks ('Combined Version')

FCA Consultation Papers

FCA homepage

FCA Policy Statements

FCA Online Notifications and Applications (ONA) System

Financial Services Register

FUTURE DATES

2014   ** Estimated date*
The EBA will conduct an EU-wide bank stress test

Summer 2014
FCA expected to publish the interim findings from its market study into annuities

Q3 2014
FCA Policy Statement on proposed amendments to the Listing Rules in relation to sponsor competence expected (following C14/2)

Access full app

The Jargon Buster

The jargon buster is designed to give you a short explanation for key terms that you might encounter when reading reports on RegZone or when dealing with financial services regulation.
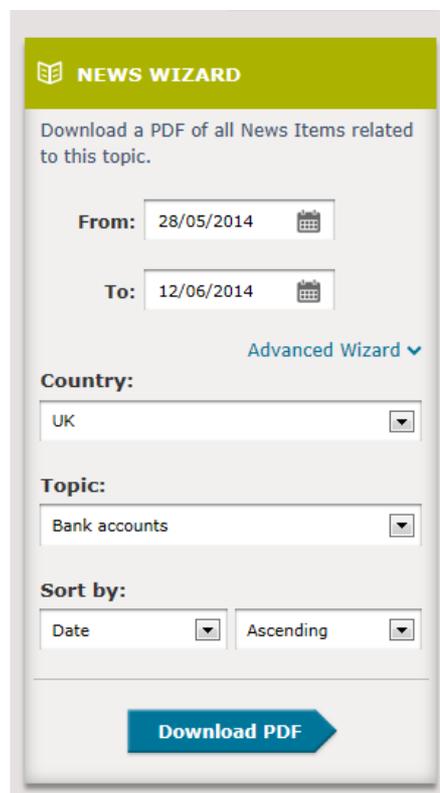
The agency database

This is a searchable index of regulators, trade associations, and other industry bodies across different countries and sectors. Although the Agency App records alternative names for agencies (including the original, non-English-language names for non-UK agencies), these are not searchable at present.

Therefore, when searching for an agency, always search for that agency's name in English.

News Wizard

On RegZone you can extract and download news relevant to particular topics. If you click on any topic page and scroll down you can see the News Wizard App on the right and side. Click on 'advanced wizard', select your topic, and the country for which you would like to see news for (please note that currently most news are for UK and EU only). You can then set the date range, click on 'download PDF' and you will get a document with only those news published within the specified date range and relevant to your specified topic.

Training and Seminars app

This app contains all of our training and seminar material.

Reform tracker

The Reform Take gives you and overview of the major changes planned in financial services regulation. Entries are colour-coded to reflect their current status: from blue-sky consultations to imminent implementation.

Future dates

This gathers into one place the most up-to-date information from the RegZone on deadlines, implementation dates, scheduled publications, planned votes, expected statements, and other upcoming events. Use the advanced search option to filter by country and sector.