



Implement Compliance  
Solutions & Resources

## Start-Up Support Services

ICSR is an advisory firm serving primarily the insurance sector which specialises in compliance, risk and corporate governance including company secretarial. We assist firms in developing, implementing, operating, reviewing and changing their control and operating frameworks and environments.

We offer these services flexibly through advisory, co-sourcing and outsourcing models and have a Talent Pool of experienced individuals available to support our clients' needs. Due to client demand we have developed a capability to provide risk, compliance and company secretarial services for clients at an early stage in their life and need support services to help them get going. Often this involves businesses which have not got to the stage of having their license to operate in the insurance market or are not sure whether they require one.

Once that decision is made it is then a question of helping to ensure they have the licenses they require and helping to meet their regulatory obligations. Where early in their lifecycle that may mean it does not make sense to manage the day to day activities expected of such functions. While firms cannot abrogate their responsibilities, firms are able to outsource the day to day activities of these functions and we have the experience and expertise to provide that support.

Some of the typical activities we can offer new businesses are shown on the reverse of this document.

Please contact one of us if you would like to discuss your requirements in complete confidence.



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# Start-Up Support Services

## Typical Activities

### Starting Up

- General advice on the insurance market including advice on:
  - Business models
  - Product offerings
  - Distribution strategy
  - Regulatory and compliance issues
- Setting up a company
- FCA Authorisation or PRA Authorisation application
- Creation of required risk and compliance framework(s)
- Creation of risk register
- Creation of all Compliance and other policies
- Creation of governance framework including requirements to meet SMCR

### Outsourced Services

- **Risk and Compliance**
  - Maintenance of framework including policies and compliance risk register
  - Annual planning
  - Day to day advisory on issues such as ICOBS, perimeter guidance, financial crime, sanctions, data protection etc
  - Maintenance of SMCR documentation including Responsibilities Map
  - Monitoring and control reviews
  - Training
  - Board and Committee reporting and attendance
- **Company Secretarial**
  - Maintenance of registers
  - Companies House filings
  - Preparation for Board and Committee meetings including scheduling, preparation and circulation of packs
  - Annual board and committee planning
  - Annual reviews of Governance Manual, terms of reference, matters reserved etc
  - Maintenance of conflicts of interest register
  - Maintenance of SMCR documentation including Responsibilities Map
  - Board induction management
  - Meeting minute and resolution taking and finalisation
  - Follow-up on meetings including Action Item follow-up

