

Compliance calendar

Key review, testing and reporting dates, with due-soon and overdue flags.

Extra tool for financial advice firms

● What it is for

A calendar of the dates your obligations create. Each date has an owner and shows as due soon or overdue. Nothing is submitted to anyone for you. Extra tool for financial advice firms.

● How to use it

- 1 **Open a section**
Open the calendar from your dashboard. The dates are in sections: select a section heading to open it.
- 2 **Say what applies**
Some entries only apply to some firms. Where an entry asks **Applies to us?**, choose Yes or No. Until you decide, it shows as **Applies to you?**
- 3 **Name the owner**
Set the **Action owner** for each date.
- 4 **Enter the date**
Depending on the entry, enter **Last done** or **Next due**, or override the date we have worked out. Everything saves as you go.
- 5 **Watch the flags**
Each entry shows Overdue, Due soon, Current or No date set. An entry marked with a flag has a source date to confirm before you rely on it.
- 6 **See your risk dates**
Risk Register dates shows reviews and action dates from your risk register, nearest first. Change them in the risk register.

● Before you start

- Know which obligations apply to your firm.
- Decide who will own each date.

● Good habits

- Review the calendar at the start of every month.
- Confirm any date flagged to verify before you rely on it.
- The calendar is our reading of the source documents, not legal advice.

● How you sign in

Opens with your private link. No password to manage.

Verfapp supports your compliance. It does not certify it, and it is not legal advice. Screens shown use sample data.

Need a hand?

We are happy to walk you through it.

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