Women in Finance Charter

Annual update guidance

July 2026

Contents

Welcome

This guide has been produced for signatories, to help with accessing the digital portal and submitting the mandatory annual update for their organisation, as well as answering frequently asked questions about the annual update.

The guide provides:

- Instructions on how to log in, manage and submit your organisation's annual update using the portal;
- Guidance for completing the annual update; and
- How to find out further information about the Charter, including previous Annual Reviews.

Key Charter terms and contact details used throughout this guidance are defined below to help users navigate the portal and understand the annual data submission process.

Term	Definition
WIFC	**Women in Finance Charter** – A Treasury-led initiative designed to improve gender balance at senior levels across the UK financial services sector.
HM Treasury	**His Majesty's Treasury.** For questions relating to the Charter, please contact: womeninfinancecharter@hmtreasury.gov.uk
New Financial	**HM Treasury's data partner,** who are responsible for analysing the data and lead on producing the Annual Review. For enquiries, please contact: wifc@newfinancial.org
AE	**Accountable Executive.**
OTP	**One time passkey.** A unique security code sent to the primary contact's email address to verify identity and access the portal.
Annual Review	**HM Treasury's yearly report**, produced by New Financial, that assesses how Charter signatories are progressing against their gender diversity targets, highlights areas for improvement, and showcases examples of best practice across the financial services sector.

New digital portal for Charter Annual Update

This year, HM Treasury have launched a new digital portal for the Annual Update submissions.

The designated Primary Contact at each signatory will be eligible to access the portal, which will allow signatories to view contact details for themselves, any additional contacts and their Accountable Executive(s), and submit their annual update. Signatories will also be able to save a PDF of the completed form and review their organisation's previous years' submission forms (from 2026 onward) in the portal.

Primary Contact

- The Primary Contact is the person who has been designated by their organisation to manage the annual update submission process for their organisation. This is the first point of contact that HM Treasury or New Financial will engage with if there are queries.
- Only the named Primary Contact has permissions to fill out and submit their organisation's annual update, as well as update contact information.
- All Primary Contacts have received a link to the portal via email.
- If the Primary Contact that received the sign-up link is no longer the correct Primary Contact for the Charter or for the purposes of submitting the annual update on the portal, please get in touch with the team at HM treasury at womeninfinance@hmtreasury.gov.uk.
- Please note, it is essential that signatories keep contact information for the Primary Contact up to date.
- If you have any issues with this after reviewing the guidance, please email: womeninfinance@hmtreasury.gov.uk

Accountable Executives

- All Charter signatories must have a named Accountable Executive; this is one of the four Charter principles.
- HM Treasury will contact the Accountable Executives to issues invites for events or when we are unable to reach the primary or additional contacts.
- Accountable Executives will not be able to submit or view their organisation's annual update forms, unless they are also the primary contact.

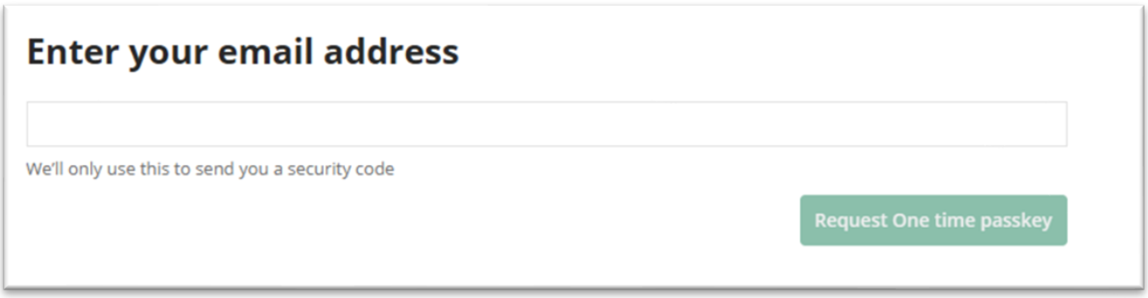
Additional contacts

- HM Treasury uses the additional contacts listed who are not the Accountable Executive to ensure the annual update reaches the signatory organisation and to share updates on Charter news and events.
- Additional contacts will not be able to submit or view their organisation's annual update forms.

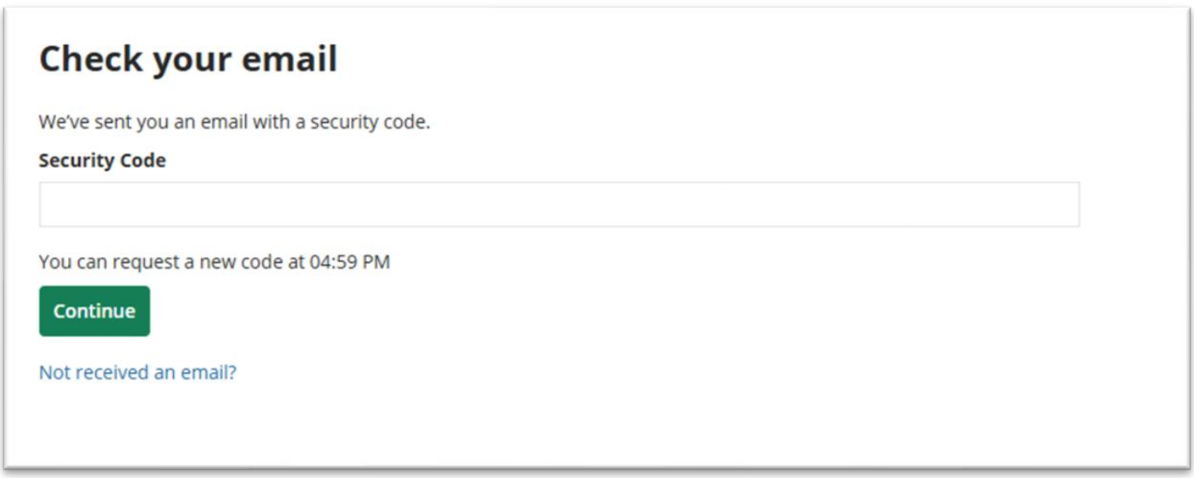
Portal log-in

The named Primary Contact for each signatory will receive an email invitation to access the portal. The invitation will direct you to the sign-in page, where you can securely access the portal.

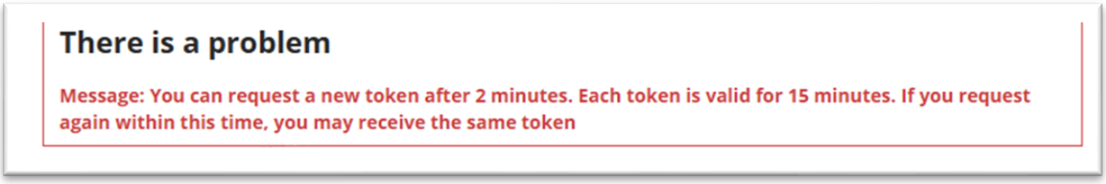
1. Enter your email and select request one time passkey (OTP).



2. This will generate an OTP which will be sent to your email address, enter this into the box once received and select "Continue". When accessing the portal for the first time, the OTP may take up to 15 minutes to arrive. **Please don't close the window or navigate away from this screen until you get the OTP to enter it.** Once you have accessed the portal once, the OTP should come through much faster in future.



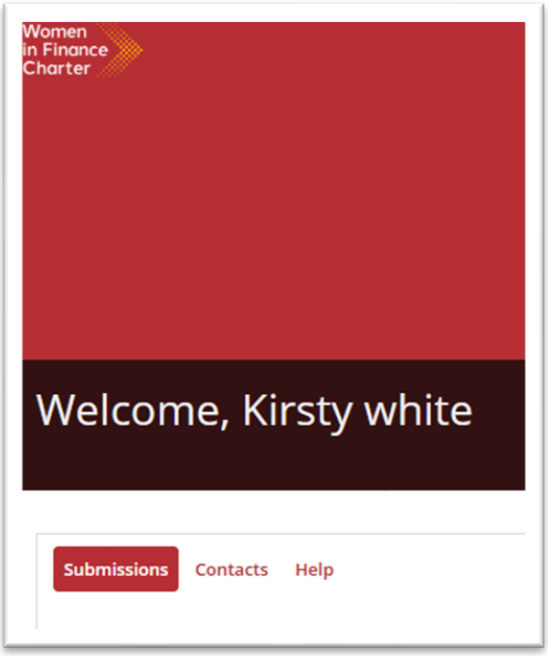
- Should there be any issues with logging in, we recommend refreshing your internet browser which may solve the problem. If you refresh the page, you will be taken back to the initial log in screen and be asked again to request an OTP.
- If you request an OTP within 2 minutes of requesting one, you will see the "There is a problem" error message below. You will be able to generate a new OTP after 2 minutes, and each code is valid for 15 minutes.



- If you are struggling with logging in, please email womeninfinance@hmtreasury.gov.uk for additional support.

The portal pages

After logging in, the portal will open and you will be able to see the following tabs for Annual Submissions, Contacts and a Help page.



- Submissions: This tab will take you to the Annual Submission form. Only the current year's form will be available to start.
- Contacts: This tab will show you your Accountable Executive (s), primary contact (s) and additional contact(s). You can update these in Section B of the Annual Submission or by emailing womeninfinance@hmtreasury.gov.uk
- Help: This tab provides a link to the New Financial WIFC submissions page, which contains several useful documents including: data privacy notice, Word versions of the annual update form, recordings of the webinars to help signatories navigate the Annual Submission & portal, and access to the new Charter logo.

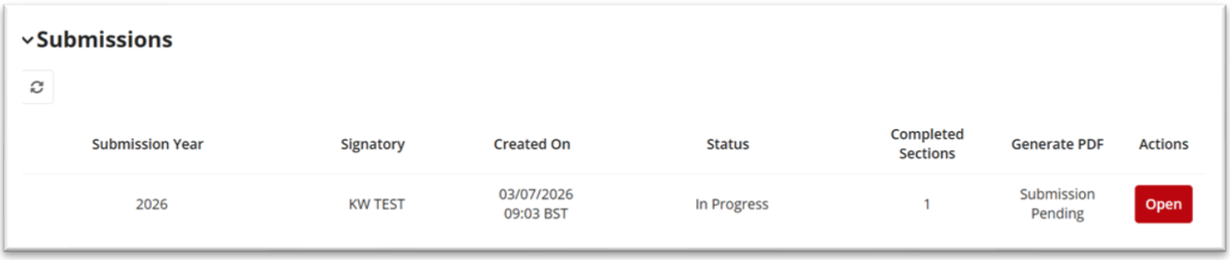
Completing the annual update

Each year, the named Primary Contact will receive an email notification that the portal is ready to accept annual update data. Please use the link in this email to log into the portal.

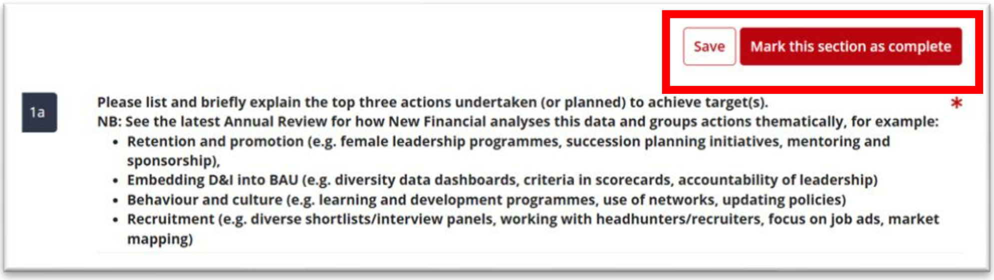
The online annual update form can be found on the home page. You can download Word templates to support you in completing your annual update: https://www.newfinancial.org/wifc-submission-form. Please note, you **must use the portal** to submit your annual update.

Accessing the annual update form

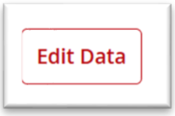
- The annual update form will be visible under the Submissions tab on the homepage. Select "Start submission" to open the form.
- To go back and edit the form, select "Open" under the Actions column.
- The annual update form has nine sections, labelled A to I. Mandatory questions are marked with an asterisk. You will not be able to mark this section as complete until the mandatory questions are complete.



- Once your submission is complete, you can download a PDF of the responses by clicking on "Generate PDF" then "Download PDF".
- The first two sections will request that you review your organisation's core information, as well as the WIFC contacts on file for your organisation.
- You will not be able to progress to the next section of the annual update form until you have checked the Contact Details in Section B. This includes confirming your Accountable Executive's contact information (name, job title, and email). You must confirm this information is correct before progressing. If you do not provide your Accountable Executive's details, your submission cannot be processed until this information has been added.
- When you have completed each section, you must save your data as the form will not save unless the 'Save' button has been clicked. To complete a section, select "Mark this section as complete". You can save and return to complete your form at any time before 30 September before submitting it.


Save Mark this section as complete

1a Please list and briefly explain the top three actions undertaken (or planned) to achieve target(s). *
NB: See the latest Annual Review for how New Financial analyses this data and groups actions thematically, for example:
- Retention and promotion (e.g. female leadership programmes, succession planning initiatives, mentoring and sponsorship),
- Embedding D&I into BAU (e.g. diversity data dashboards, criteria in scorecards, accountability of leadership)
- Behaviour and culture (e.g. learning and development programmes, use of networks, updating policies)
- Recruitment (e.g. diverse shortlists/interview panels, working with headhunters/recruiters, focus on job ads, market mapping)



- You can go back to edit this data before final submission by selecting the “edit data” button. Please note you will not be able to do this once you have submitted.
- You can return to the previous section by clicking on the menu on the sidebar.
- **After 30 September, you will not be able to submit your form on the portal, so please ensure you have completed the form by this deadline.**

Designate a new Primary Contact

- If you are no longer the named Primary Contact, please contact the HMT team at womeninfinance@hmtreasury.gov.uk.

General guidance for the annual update form

If you have any queries regarding your submission, please refer to this guidance document before contacting us.

Submissions should be completed and submitted via the portal by **30 September each year**. If you can submit your form earlier, we encourage you to do so.

To support you in preparing your organisation’s annual update, you can download Word templates for large (more than 250 employees) and SME (250 employees or less) organisations here: https://www.newfinancial.org/wifc-submission-form. You may find it useful to draft your organisation’s responses in the Word document and copy them across to the online form.

Please note, we will not accept forms submitted by email.

Please complete all relevant questions as fully as possible. We ask that you undertake reasonable checks to ensure the data submitted is correct before submitting it via the portal. Please note, not all signatories will see all questions, as the online form uses logic paths dependent on responses provided.

Compulsory responses are marked with an asterisk.

The information provided in your response will be aggregated, anonymised and presented in the Annual Review of Charter signatories, to be compiled by our data partner New Financial and published in Spring 2027 (TBC). No information will be attributed without the express permission of the relevant signatory. If we do seek this permission, we will contact you in good time ahead of publication. To read HM Treasury's and New Financial's data privacy statements, please click here.

The Annual Review will highlight progress and share best practice in a constructive, positive way (click here to see the most recent Annual Review). No information will be attributed without the express permission of the relevant signatory. Signatories will be contacted in good time ahead of publication if we do seek this permission.

If after reviewing this guidance you are experiencing any difficulties in using the portal, in the first instance please join us live for a "how to" webinar on **11 August 2026 or 8 September 2026 from 12-1pm.** In these sessions, we will show signatories how to use the portal and answer attendees' questions live. You do not need to register for either event, please just join on the day, and feel free to share these links with colleagues. If you have specific questions you would like to raise at the webinars, please email them in advance to wifc@newfinancial.org. If you are unable to join these sessions live, you will be able to view recordings of these webinars here.

If you have any outstanding queries, please contact us: womeninfinance@hmtreasury.gov.uk

Frequently Asked Questions

In what format should the data be submitted?

The submission form must be completed via the Women in Finance portal. HMT cannot accept handwritten forms, or forms submitted via email.

Is this form different to submissions forms from previous years?

The form is not substantially different. The data request is the same, the only new questions are in Section E, **Q2a, 2b, 2c** and Section G, **Q4, 4a, 5, 5a.** These are voluntary and ask about technology roles and AI.

We have already filled in the old form and signed it off internally, can we submit that?

No, a 2026 submission form must be completed on the portal.

How do we change our senior management definition?

Please enter the new definition in **Section D Q1a**, and complete **Q2** and **Q2a**. Please note, any firms seeking to change their senior management definition in their target deadline year will be held accountable to their previous senior management definition and will need to provide senior management data in section E as per their previous definition.

How do we change our target and/or deadline and/or region to which the target applies?

Please enter the new target information in **Section F Q1, 2, and 3**. You can change the region to which the target applies in **Section F Q2g**. Please note, any firms seeking to change their target or deadline in the deadline year of their original target will be held accountable in the Annual Review against their original target and deadline.

Narrative reporting – what does good look like?

HMT asks that you think carefully about the content of your narrative reporting so that it accurately conveys how your company is fulfilling its commitments to the Charter. We are not prescriptive regarding length. Some signatories may choose to submit a couple of sentences, others several hundred words. In terms of what we publish in the Annual Review, we look for clear connection to strategy, innovation, and measurement of impact.

Why do some of the questions in the form seem to be missing?

Please note, not all signatories will see all questions, as the online form uses logic paths dependent on responses provided.

What kind of data is included in the Annual Review?

All data from the annual update forms is anonymised and aggregated. Data is not attributed to a signatory without their express permission. To better understand how the data you provide will be used, see the most recent HM Treasury WIFC Annual Review [here.]

Our company has undergone a significant change (e.g. M&A, restructuring) since we last submitted data to HMT. What should we do?

Please can you flag this in your form in **Section E Q7** ‘If there is any further information relating to this section that you would like to submit to HM Treasury, please do so here’, as it may impact your answers to several parts of the form.

When should the form be submitted?

Completed submission forms should be submitted before midnight on 30 September each year.

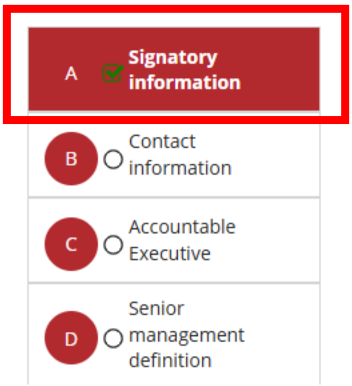
Is it possible to update the annual update form after it has been submitted?

It is not possible to edit the submitted form via the portal. Any updates/errors need to be communicated via email to womeninfinance@hmtreasury.gov.uk.

What should I do if I have a question about the annual update submission form?

In the first instance, please read this guidance carefully. If you have any outstanding queries, please contact womeninfinance@hmtreasury.gov.uk.

Guidance on specific sections of the portal form



- There are nine sections in the Annual Submission, labelled from Section A- I. Each section can be navigated using the panel on the left-hand side of the portal. Please remember to save and mark as complete each section before moving to the next.
- If you want to start a section again, leave it without saving and open a different section. When you return, the section will be blank and ready to complete again. This only works before the section has been saved.
- Once you have completed a section it will show by the green tick as shown on the image above.
- If you are inactive on the portal for too long, you will see an error message and need to log in again.
- Please follow the questions in order, as questions will appear or be hidden depending on your answer.

Section A – Signatory information

- In this section, **you will be asked to confirm the total number of employees and other information about your organisation.**
- The SME form (250 employees or less) is shorter than the larger signatory form, so **please ensure you have selected the correct organisation size.** This is essential to ensure you receive the correct data submission form.

Section B – Contact information

- This section requires you to **confirm the existing contact information** held for your organisation. It is a requirement of the Charter to ensure that your Accountable Executive is up to date for this section.
- To review the contact information, click into the contacts tab on the top left of the portal. If the details are correct, enter “no changes needed” into the box. If updates are needed, detail them in the box including the type of contact, name, role title, email address and phone number.

Section C – Accountable Executive

- This section requests **information related to the Accountable Executive.**

- As a reminder, firms must appoint one member of the senior executive team responsible and accountable for gender diversity and inclusion.
- **For Q7**: We ask that you confirm that the information in this submission has been seen and approved by the Accountable Executive (AE).
- If you would like to draft the annual update responses in Word to share with the Accountable Executive, you can download the appropriate template for your organisation size (either 251+ employees or 250 or less) here.
- If your Accountable Executive has changed, please ensure you update their details in **Section B.**

Section D – Senior Management Definition

- This section requests **information on the senior management definition**.
- For **Q1a**, please note that the definition of senior management provided must be the same as the senior management population to which your target refers in Section F, and to the senior management data provided in Section E.
- It may be that your answer to Q**1a** and **1b** are the same. The purpose of 1b is to help us categorise your definition appropriately in the analysis.
- For **Q2** (as applicable): The WIFC Annual Review lists all signatories that have changed their senior management definition and summarises why (see appendix of the latest Annual Review). Any firms seeking to change their senior management definition in their target deadline year will need to provide senior management data in section E as per their previous definition.
- If you wish to make a change to your senior management definition, you can do so in your responses to **Q1a, 2** and **2a.**

Section E – Senior Management Data

- This section requests **senior management data**.
- Questions on the left-hand side which are referred to as “as per last year’s submission” is the data your firm submitted to HM Treasury in the previous year. Questions on the right-hand side referred to as “in current reporting year” refers to the new data you are submitting this year.
- **Please note:** When entering data for the current reporting year, you may need to double click inside the boxes on the right-hand side before typing. If you single click, the cursor may move out of the box.
- The data in this section should correspond to the senior management population to which your target refers in Section F and to the definition used in Section D.
- If your organisation has undergone a change in senior management definition and/or structural change since your last submission, please provide the corresponding data to

reflect the change for both this reporting year and the previous year for comparison purposes.

- Any organisations seeking to change their senior management definition in their target deadline year will need to provide senior management data in section E as per the previous definition.
- **If your organisation has undergone a change, please note this in question 7 of this section**, as it may impact the comparability of this data to previous or future years.
- For **Q4**, 'date to which the data in this data relates': organisations have the flexibility to choose a date that aligns with their organisation's reporting cycles and is consistent year-on-year. Ideally this should give 12 months' data since the original target submission or the last update.
- Senior management data provided by WIFC signatories to HM Treasury and data partner New Financial are securely stored. We ask signatories to provide senior management data for previous years so that New Financial can check for year-on-year consistency and account for any changes in the data e.g. changes in the population to which the target applies.

Section F – Headline Senior Management Targets

- This section requests **headline senior management targets**.
- **For Q1a-1d:** The target should be the same as your previous year's submission, and must be based on the same senior management population in Section D and the senior management data provided in Section E.
- If your target has changed since your previous submission, please respond 'Yes' to **Q1** and fill out the answers to **Q2-2g.**
- The WIFC Annual Review lists all signatories that have changed their target, including listing the previous and new targets (see appendix of the latest Annual Review here).
- Any signatories seeking to change their target or deadline in the deadline year of their original target will be held accountable in the Annual Review against their original target and deadline.
- Please note, while it is not a requirement for a signatory that has reached its target to then increase its target, HMT encourages all signatories to carefully consider how genuinely challenging their target is. HMT will not accept less than 30% as a 'maintenance' target and encourages all signatories to set a target of at least 40%.
- **For Q1b or Q2b:** All targets must have a deadline. If no deadline is specified, your organisation will be held accountable against the target every year in the Annual Review.
- **For Q3, Q3a, and Q3b**: If 2026 is your target deadline year, please select 'yes' for Q3. If you have met your target, please select 'yes' in Q3a. If you have not met your target, please explain clearly and robustly why in Q3b, including your future plans to achieve the target. It is important that HM Treasury understands these reasons.

- The WIFC Annual Review lists all signatories that have hit their target (see p8-9 of the latest Annual Review here).
- The WIFC Annual Review lists all signatories that have missed their target and why (see appendix of the latest Annual Review here).
- If you accidentally select “No” for **Q3** and then complete **Q4, Q4a** and **Q4b** may still appear after you change your answer. To fix this, leave Section F without saving, then return to it. The page will reset automatically.
- **If you have answered ‘no’ to Q3, you will be guided to Q4. If you answer ‘yes’ to having met your target early in Q4, this means you have met your target ahead of your deadline year.** Please note, HM Treasury has no expectations that signatories should meet their targets early, this question is to capture those that have.
- **If you have answered “No” to Q3 and no to Q4, please use Q4c to explain clearly and robustly why you are not on track to meet your target, and your future plans to achieve the target**. It is important that HM Treasury understands these reasons.

Section G – Actions to Achieve Targets

- This section requests **actions to achieve targets**.
- **In Q1a,** please focus on the actions that are most important to your organisation. For those signatories who have provided several annual updates over the years, we do not expect you to only state new actions, it may be reiterating/reporting incremental developments to the actions your organisation reported in previous years.
- Please note, content will not be attributed to a signatory without their express permission.
- **SME signatories** do not have to respond to this section so will not see any questions. Please click ‘Mark as complete’ to move to the next section.

Section H – Linking Executive Pay to Targets

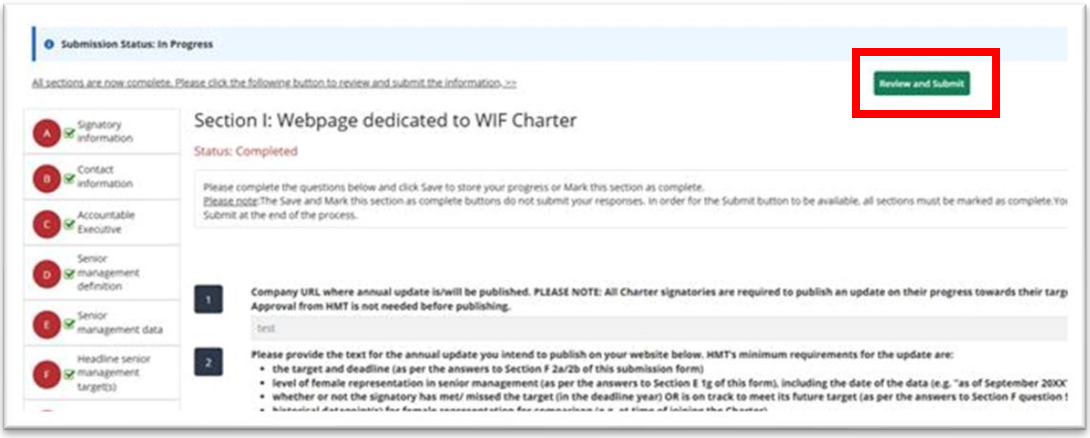
- This section requests details of **linking the pay for the senior executive team to Charter targets.**
- **In Q2**, please explain the mechanism of the link to pay clearly and robustly. t is important that HM Treasury understands how targets are linked to pay. For the purposes of the Annual Review, the data will be aggregated and anonymised so no individual firm is identifiable, and no detail will be attributed to a signatory without their express permission (see ”Link to pay” section of the latest Annual Review here).
- **For Q5, 5a and 5b:** The effectiveness of the link to pay does not simply mean that there is a negative impact on pay if targets are not met. HM Treasury expects signatories to understand what “effective” means for them and accepts that this may be different for different companies.

Section I – Webpage dedicated to Women in Finance Charter

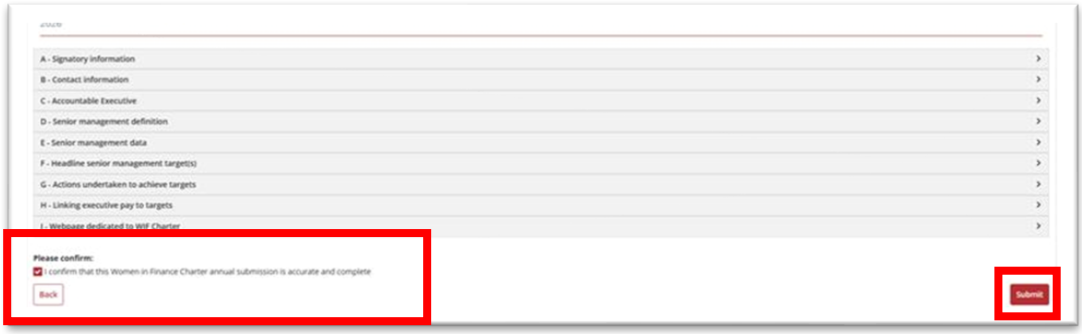
- **PLEASE NOTE: This is the last section of the annual update.**
- This section requests a link to your **organisation's webpage dedicated to the WIFC.**
- **For Q1:** This is the URL where your annual update is/will be published. HM Treasury will publish this link on their website [here](#).
- **For Q2:** This response is the minimum public annual update HM Treasury expects signatories to publish. Signatories must publish this annual update statement by 31 December each year. Please note, signatories do not require approval from HM Treasury to upload their annual update to their website or for publishing further information.
- The annual update **must** state the target and deadline, whether the signatory has met/is on track to meet the target, and this must correspond with your answers to Section F. HMT suggests best practice is to publish a statement in the format "When we signed up to the Charter in X DATE, we had XX% female representation. As of X DATE we have XX% female representation in senior management. We believe we are/are not on track to meet our Charter target of XX% by our deadline of X." We also encourage you to include a brief narrative statement explaining progress over the past year and expectations for the coming year.
- **PLEASE NOTE: There is a new WIFC logo, which can be downloaded from the brand hub** [on this page.](#) **Please use this logo moving forward for website updates and refer to the brand guidelines on how this should be used.**
- Signatories are welcome to provide more detail on their website should they wish. Additional information may or may not include information submitted to HMT in their annual update but should not contradict the data in the annual update.

Submitting your Annual Update

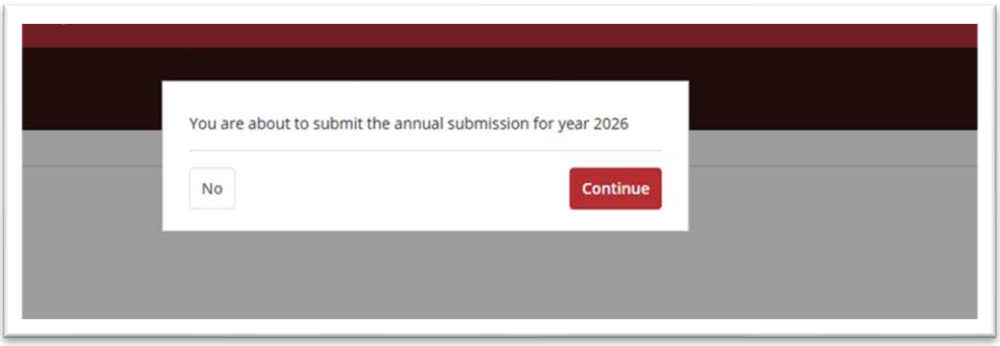
- To submit your Annual Update, click the "Review and submit" button at the top of the Section I.



- After selecting Review and Submit, you will see the screen below and will have the opportunity to have a final review of your submission. If you need to amend any of your data, select the "Back" button at the bottom left on this page. If your submission is final, tick the box at the bottom left of the page then select the "Submit" button at the bottom right.

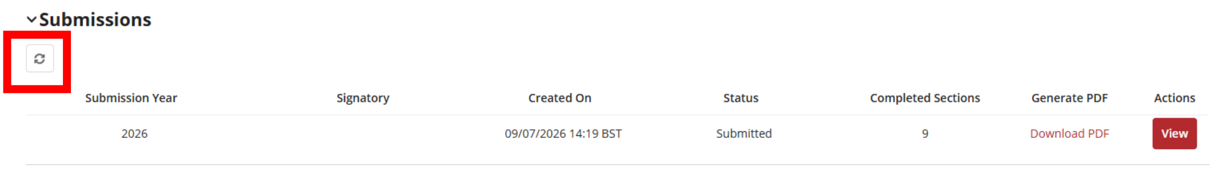


- You will see the message below, select "Continue" to submit.



After the form has been submitted

- Once the form has been submitted, it is not possible to edit the form via the portal. Should you need to make any updates to the data provided, please contact us via email: womeninfinance@hmtreasury.gov.uk.
- **You have the option to view your organisation's responses and to download a PDF of your responses.** This is accessed via the "Submissions" tab. Click on "Generate PDF" then "Download PDF" for the submission you would like to download. You can also view your answers using the "View" button.
- Once the "Download PDF" option is available then your submission has been received by HM Treasury. If you have completed your submission and this option isn't available yet, click on the refresh button below. It may take a short while for this to update.



- HM Treasury will send a confirmation email once your submission has been received. Please note, this may take several days to arrive.

- Once we have your data, our data partner New Financial will begin checking and analysing the data which will be used to produce the Annual Review. The New Financial team may correspond with you regarding queries relating to the data provided and any instances where data will be attributed to individual signatories.