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| **Ref.** | **Topic** | **Guidance / Requirement** | **Task /**  **How will this be met?** | **Action** | **Dependencies** | **Owner** | **Status** | **Comments** | **Completion Date (DD/MM/YY)** |
| *1* | *Consumer Duty Rules and Final Guidance* | *Review and understand the requirements within the final guidance document including timescales* | *Create a table that captures the different elements of the duty and agree actions and owners with deadline dates* | *Read each chapter and pull out the key requirements* | *Resource* |  | *Not Started*  *In Progress*  *Completed*  *Overdue*  *Risk Accepted* |  |  |
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