

**Investment Services and Activities and Regulated Markets Law of  
2007**

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**Notification, issued in accordance with article 56, for the  
certification of employees of Cyprus Investment Firms (CIFs) and  
Credit Institutions licensed to operate in the Republic.**

*The present English text is for information purposes only and is not legally  
binding*

144(I)/2007

The Minister of Finance, acting in accordance with the powers vested in him by article 56 of the Investment Services and Activities and Regulated Markets Law of 2007 (L. 144(I)/2007), after having taken into consideration the views of the competent Supervisory Authorities, issues the following Ministerial Order:

**PART I  
INTRODUCTORY PROVISIONS**

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|---------------|---|
| Summary title | <b>1.</b> This Ministerial Order may be cited as the Order for Certification of persons employed by a Cypriot Investment Firm (CIF) and credit institutions licensed to operate in the Republic.  |
| Purpose       | <b>2.</b> This Ministerial Order specifies the qualifications required by a person to take the exams provided under article 53(1) of the Law, the way such exams will be held, the type and content of the exams, the duties the persons that hold certificates of professional competency as issued pursuant to Ministerial Order 220/2003 may perform, the organisation |

and operation of the examination board, as well as any other relevant matter.

Scope of application of this Order

**3.** This Ministerial Order applies to persons that wish to be certified in order to provide the investment services and/or to perform the investment activities mentioned below when they are employed by an Investment firm (IF) or credit institution, authorised in the Republic, or by a connected representative established in the Republic:

(1) reception and transmission of orders in relation to one or more financial instruments;

(2) execution of orders on behalf of clients;

(3) dealing on own account;

(4) portfolio management;

(5) investment advice;

(6) underwriting of financial instruments and/or placing of financial instruments whether on a firm commitment basis or not;

Interpretation

**4.** In the present Ministerial Order, unless it is otherwise defined by the text:

"Public register" means the public register as stated in article 53 of the Investment Services and Activities and Regulated Markets Law of 2007

"Examinations" means the examinations as stated in article 53 (1) of the Investment Services and Activities and

Regulated Markets Law, which are conducted in accordance with Part IV of the present Order.

"Member" means the member and its alternate member of the Examination Board as stated in article 53 and 54 of the Investment Services and Activities and Regulated Markets Law.

144(I)/2007

"Law" means the Investment Services and Activities and Regulated Markets Law.

"Certified persons" means the persons that are successful in exams, as stated in Part IV, and are registered in the public register, including the persons specified in paragraph 29 that may perform / provide at least one of the investment services / activities as stated in paragraph 3.

"Person" means natural person.

Without prejudice of the above provisions, terms employed in this Ministerial Order and not otherwise defined, will bear the meaning attributed to them by the Law.

Wherever in this Ministerial Order, any reference is made to the Law, it shall be construed that such reference includes, the regulations or administrative acts that are issued pursuant to this Law.

## **PART II**

### **CERTIFICATION OF PERSONS**

Certification of persons and public register

- 5.** The persons of paragraph 3 are considered certified persons if they:
  - (a) Have succeeded in the examinations of the General and Special Part, as provided for in paragraph 17, and subject to the provisions of paragraphs 20, 21(2) και 21(4) and

(b) have been registered in the public register in accordance with the procedure specified in the directive issued by Cyprus Securities and Exchange Commission, pursuant to subsection (2) of article 53 of the Law .

Possibility of providing additional investment services from certified persons

**6. The certified persons:**

(1) For the provision of investment services of paragraph 3(2), may additionally provide the investment services of paragraph 3(1).

(2) For the exercise of investment activities of paragraph 3(3), may additionally provide the investment services of paragraphs 3(1) and 3(4).

(3) For the provision of investment services of paragraph 3(4), may additionally provide the investment services of paragraphs 3(1) and 3(5).

(4) For the provision of investment services of paragraph 3(5), may additionally provide the investment service of paragraph 3(1).

**PART III**

**QUALIFICATIONS FOR PARTICIPATING IN THE EXAMINATIONS**

Qualifications for participating in the examinations

**7. Persons, who hereafter will be referred to as “applicants”, may participate in the examinations if they possess the following qualifications, depending on the investment service/activity they wish to provide/perform:**

(1) For the reception and transmission of orders in relation to one or more financial instruments and the execution of orders on behalf of clients:

- (a) a secondary education leaving certificate or any other diploma or certificate equivalent to it and
- (b) (i) a post-secondary education diploma based on at least two years of academic studies at a public or private school, in a field related to economics and finance, including banking and finance, or business administration or accounting or management information systems or any combination of the above, or  
(ii) a university or postgraduate degree or any other qualification equivalent to it, or be members of the Cyprus Association of Professionally Qualified Accountants, or any other recognized by the Examination Board, association in related subject.

Applicants who can prove to have been employed in the past, on a full time, professional basis, for a period of at least one year (1) in the field of finance, are exempted from the requirement of the present subparagraph above.

- (c) Very good knowledge of the Greek or English language.

(2) For dealing on own account, portfolio management, investment advice and underwriting of financial instruments and/or placing of financial instruments whether on a firm commitment basis or not:

- (a) University or postgraduate degree or any other qualification equivalent to a field related to

economics and finance, including banking and finance, or business administration or accounting, or be members of the Cyprus Association of Professionally Qualified Accountants, or any other, recognized by the Examination Board, association representing a related subject. Any other University or postgraduate degree or any other equivalent qualification is acceptable, if the applicant can prove to have been employed in the past, on a full time, professional basis, for a period of at least three years (3) in the field of finance.

Applicants who can prove to have been employed in the past, on a full time, professional basis, for a period of at least fifteen years (15) in the field of finance, are exempted from the requirement of the present subparagraph.

(b) Very good knowledge of the Greek or English language.

Degree or diploma **8.** Wherever in paragraph 7 a degree or diploma or other equivalent qualification is required, the Examination Board may accept the said degree or diploma or other equivalent qualification, where this is recognized by the Cyprus Council for the Recognition of Higher Education Qualifications (KY.S.A.T.S), or, in case it has not been assessed by KY.S.A.T.S, is bestowed, according to the judgment of the Examination Board, by an acceptable and reliable institution, which conforms to adequate levels of operational and quality standards.

Professional Experience **9.** Wherever in paragraph 7 professional experience is

required, it is verified by the applicant:

- (a) By a detailed verification of his/her work experience, issued by his/her employer stating, *inter alia*, the duration of employment, the positions that the applicant held and the scope of his/her responsibilities and
- (b) By verification from the pension fund or the social insurance fund where the applicant was insured, or from the competent taxation authority with respect to the declared income of the applicant deriving from the activity mentioned in the paragraph above. With the exception of the self-employed the Examining Board may alternatively accept verification issued by the ISF or by the credit institution or by any other employer with whom the applicant was employed at the relevant period of time, indicating the income and fees paid to the applicant, as long as it is persuaded as to the veracity and accuracy of its contents.

Very good knowledge of Greek or English language

- 10.** Wherever in paragraph 7 a very good knowledge of the Greek or English language is required, this shall be verified by the applicant's possession of a certificate of proficiency in the relevant language, subject to the judgment of the Examination Board as to its acceptability.

#### **PART IV EXAMINATIONS**

Announcement of the examinations

- 11.** (1) The examinations take place after a relevant announcement of the Examination Board, published in the Official Gazette of the Republic and in at least four (4) nationwide circulation newspapers; and made public on the

web sites of the Ministry of Finance, of the Cyprus Securities and Exchange Commission, of the Central Bank of Cyprus and of the Authority for the Supervision and Development of Cooperative Societies (ASDCS).

(2) The announcement of subparagraph (1) is published at least ninety (90) days prior to the date set for the Examinations.

(3) The announcement of subparagraph (1) determines:

(a) the exact date and place where the examinations shall be carried out;

(b) deadline of submission of applications and

(c) any other issue that is related to the examinations.

Submission of applications and attachment of documents required

**12.** (1) An applicant, submits, either by mail or in person, within the deadline determined in the announcement of the examinations as stated in paragraph 11, a fully completed application, to the offices of the Special Secretarial Support Department of the Examination Board at the Ministry of Finance, attaching to such application the documentation required by subparagraph (2).

(2) In accordance with the provisions of subparagraph (3), the application of subparagraph (1) should be accompanied by the following documents:

(a) copies verified by the Public Information Office of degrees, diplomas or certificates required by Part III;

Provided that in the case where copies of diplomas, or certificates are submitted, which are not

verified as noted above, such copies must be accompanied by the originals of the certificates, which shall be returned immediately to the applicant, after the authenticity of the copies is confirmed;

(b) verifying documentation of his/her professional work experience as stated in paragraph 9;

(c) receipt indicating the payment of the fees of paragraph 13.

(3) In cases where the documents of points (a) and (b) of subparagraph (2) are not in the Greek or English language, then these documents must be accompanied by an accurate translation from the Public Information Office.

(4) The Examination Board may request clarifications or and verify the information contained in the application of subparagraph (1) and of documents of subparagraphs (2) and (3).

Examination fees **13.** Interested applicants are obliged to pay to the accounting office of the Ministry of Finance, examination fees of three hundred and forty (€340) Euros for each examination. In case an applicant wishes to participate in more than one examination, the examination fees shall, for every additional examination applied for in excess of one, be two hundred and forty (€240) Euros.

Preparation prior to the examinations **14.** The Examination Board, at the latest thirty (30) days prior to the date set for the Examinations:

(a) Prepares a list with the details of the applicants who meet the requirements set out in the provisions of Part III and in paragraph 12, which is made public

on the web site of the Ministry of Finance and is made available to the applicants at the office of the Special Department of Secretarial Support of the Examination Board in the Ministry of Finance.

(b) informs, by registered letter, each applicant whose application, submitted in accordance with the provisions of paragraph 12, is rejected, referring to the reasons for the rejection of his/her application for participation in the examinations

(c) examines and takes final decision on the objections submitted according to paragraph 15. The final irrevocable decision on the objections is announced, by registered letter, to each applicant that has submitted an objection.

(d) prepares and makes public a new list, in accordance with subparagraph (a), adding the details of the applicants whose objections have been accepted as provided for in subparagraph (c).

Objections of applicants

**15.** Where the applicant disagrees with the reasons for rejection, he/she may submit his/her objections to the Examination Board within fifteen (15) days from the date of dispatch of the letter, by which the applicant is informed of the reasons for rejection of the application, as defined in subparagraph 14(b).

Επιστροφή τελών

**16.** (1) An applicant, whose details were not included on the list of applicants of paragraph 14(a) and has not submitted an objection according to paragraph 15, shall receive by transfer payment or cheque, without any action by the applicant, half of the amount paid by him/her as examination fees according to paragraph 13, within thirty (30) days from

the day of the posting of the list of names of applicants on the web-site of the Ministry of Finance.

(2) Where the applicant has submitted an objection according to paragraph 15 and was rejected, he/she shall receive by transfer payment or by cheque, without any action by the said applicant, half of the amount paid by him/her as examination fees according to paragraph 13, within thirty (30) days from the date of dispatch of the letter, by which the applicant is informed of the final decision according to paragraph 14(c).

Examinations structure and syllabus

**17.** (1) Taking into consideration the services and activities of paragraph 3, six (6) examination categories have been determined.

(2) Each examination of subparagraph (1) consists of a written test with two independent parts:

(a) The General Part and

(b) the Special Part.

It is understood that the General Part shall be common for all six (6) examination categories of subparagraph (1).

(3) The examinations of subparagraph (1) cover the examination syllabus set out in the First Annex.

(4) The Examination Board may, by a Decision, further specify the topics contained in the syllabus referred to in subparagraph (3).

Examinations language

**18.** Examinations are carried out in the Greek and/or English language, according to the applicant's choice.

Cooperation of the Examination Board with third parties

**19.** The Examination Board may cooperate with universities, educational institutions or specialists and delegate to them, on a case by case basis, specific duties regarding the conduct of the examinations, such as the preparation of the

examination topics, the assessment of the papers and in general the provision of support in the preparation and the carrying out of the examinations.

Applicants who possess recognized professional certificates or are registered in recognized registers

**20.** Applicants who possess recognized professional certificates or are registered in recognized registers may participate in the examinations related only to the General Part of paragraph 17(2)(a) provided that:

(a) applicants submit to the Examination Board sufficient documentation in order to satisfy the Examination Board that the requirements met in obtaining the above professional certificates or for registration, are equivalent with those provided for in this Ministerial Order.

(b) the provisions of Part III and of paragraph 12 are met.

Examination success

**21.** (1) The Examination Board by a Decision, may regulate the marking scales, the system of marking and any other matter regarding the marking and the success of the applicants in the examinations.

(2) In accordance with the provisions of subparagraph (1), in the case of an applicant being successful in the General Part of the Examinations, which was carried out in accordance with this Notification or Notification 220/2003, that applicant may participate in the examinations for the Special Part to be held in the immediately following two examination periods, without being required to sit and pass anew the General Part.

It is understood that, subject to the provisions of Part

III, the above mentioned applicant shall submit a new application according to paragraph 12 for participation in the Special Part of the examination of the following examination periods, paying examination fees of two hundred and forty (€240) Euros for each Special Part.

(3) Applicants who for whatever reason did not attend the written tests are deemed to have failed and unless the Examination Board by a justified decision determines differently, the applicants shall not be entitled to the return of fees as provided for in paragraph 13.

(4) Where an applicant is de-listed from the public register, he/she may register in the public register anew, provided that, after de-listing he/she succeeds in the examinations of the General Part of paragraph 17(2)(a) and pays examination fees of two hundred and forty (€240) Euros, according with the provisions of Part III and of paragraph 12.

- Examination results **22.** (1) The Examination Board prepares minutes indicating the results with a detailed scores for each applicant.
- (2) The Examination Board prepares and makes public on the web site of the Ministry of Finance a detailed table of successful applicants.
- (3) The table of successful applicants of subparagraph (2) is dispatched to the Cyprus Securities and Exchange Commission  
in order to update the public register.

## **PART V EXAMINATION BOARD**

- Examination Board **23.** According to article 53 of the Law, the examinations of paragraph 5(α) are conducted as stated in article 54 of the Law by an Examination Board.
- Term of the Examination Board **24.** The members of the Examination Board are appointed, for a two year term of office, by a Decision of the Minister of Finance, published in the Official Gazette of the Republic.
- Replacement, resignation and dismissal of the Examination Board members **25.** (1) The Minister of Finance may dismiss a member of the Examination Board or his/her alternate after a recommendation by the body that proposed them.
- (2) If a member of the Examination Board, or his/her alternate, die or resign or are dismissed according to subparagraph (1), the body that proposed them, shall, within a reasonable period of time and in no case later than fifteen (15) days from the ascertainment of their death or resignation or dismissal, propose a substitute, who shall be appointed by the Minister of Finance as provided for in article 54 of the Law.
- (3) Without prejudice to subparagraph (1), any culpable act or omission that could reasonably put in question the recognized standing of a member or alternate member, shall constitute reason for dismissal by Decision of the Minister of Finance published in the Official Gazette of the Republic.
- The verification of the above is made by the Minister of Finance or by the other members of the Examination Board or by the body proposing the member or alternate member. The procedure of subparagraph (2) shall be followed for the replacement of a dismissed member or alternate member.
- Meeting convergence and Examination Board decision-making **26.** (1) The Examination Board shall convene upon an invitation sent, by its Chairman or the alternate to the Chairman, to its members at least four (4) business days prior to the

scheduled day of the meeting.

(2) A quorum is achieved when the Chairman of the Examination Board or his/her alternate and three other members are presented either in person or through their alternates, in the meeting.

(3) The decisions of the Examination Board are taken by majority vote and in case of a tied vote, the Chairman casting vote prevails.

(4) The decisions of the Examination Board are entered in the minutes, which are the Chairman's responsibility.

Members remuneration and coverage of the Examination Board expenses

**27.** (1) The members and alternate members of the Examination Board are entitled to a lump sum remuneration for each examination carried out by them during their term of office, the amount of which shall be determined by a Decision of the Minister of Finance.

(2) Any issue relating to the expenses of the Examination Board, including the expenses incurred as a result of any delegation to any third parties of its powers is regulated by a Decision of the Minister of Finance as provided for in paragraph 19.

Special Secretarial Support Department of the Examination Board

**28.** (1) Each time that an Examination Board is appointed by the Minister of Finance, in accordance with paragraph 24, a Special Secretarial Support Department for the Examination Board is formed at the Ministry of Finance, by an internal decision of the Director General of the Ministry of Finance.

(2) The issues of staffing of the Special Secretarial Support Department of the Examination Board, the duties and the special remuneration of the persons that will staff the department, as well as any other issue that is related to its operation, shall be regulated by the above decision of the

Director General, mentioned previously.

**PART VI**  
**PERSONS WHO POSSESS A CERTIFICATE OF**  
**PROFESSIONAL COMPETENCE IN ACCORDANCE**  
**WITH MINISTERIAL ORDER 220/2003**

Persons who possess a certificate of professional competence in accordance with the Ministerial Order 220/2003

- 29.** Persons who possess a certificate of professional competence in accordance with the Ministerial Order 220/2003 may perform the tasks set out in the Second Annex, subject to the provisions of paragraph 6.

**PART VII**  
**FINAL AND TRANSITIONAL PROVISIONS**

Decisions of the Examination Board

- 30.** (1) Without prejudice of the remaining provisions of the present Ministerial Order which provide the issuance of Decisions, the Examination Board may regulate by its Decisions any issue or detail relating to the present Ministerial Order.

(2) The Decisions of subparagraph (1) are published in the Official Gazette of the Republic and are valid for the following examination periods, until they are replaced

Repeal of the Ministerial Order 220/2003

- 31.** The Ministerial Order 220/2003 is repealed and replaced by this Order.

Entry into force

- 32.** The present Ministerial Order comes into effect from the date of its publication in the Official Gazette of the Republic.

**FIRST ANNEX**  
**Examination syllabus**  
**(Paragraph 17)**

- A.** The examination syllabus for the General Part includes the institutional framework for the financial sector.
- B.** The examination syllabus for the Special Part is differentiated according to the investment services/activities to be provided/exercised and includes:
- 1.** For the reception and transmission of orders in relation to one or more financial instruments:
    - (i) The meaning and content of the investment service of reception and transmission of orders and its differentiation regarding the other investment and non-core services and investment activities.
    - (ii) Characteristics of financial instruments.
    - (iii) Structure and organization of markets (e.g. regulated markets, multilateral trading facilities, systematic internalisers, OTC markets).
    - (iv) The meaning and types of stock exchange transactions.
    - (v) The listing, the suspension of dealing and the de-listing of financial instruments.
    - (vi) The organization and operation rules for the department of reception and transmission of orders.
    - (vii) The Code of Professional Conduct with respect to the service of reception and transmission of orders.
  - 2.** For the execution of orders on behalf of clients:

- (i) The meaning and content of the investment service of reception, transmission and execution of orders and its differentiation regarding the other investment and non-core services and investment activities.
- (ii) Characteristics of financial instruments.
- (iii) Structure and organization of markets (e.g. regulated markets, multilateral trading facilities, systematic internalisers, OTC markets).
- (iv) The meaning of and types of stock exchange transactions and the methods of their execution.
- (v) Procedure and mechanisms of transactions (e.g. clearing and settlement transactions, custodianship of instruments).
- (vi) The listing, the suspension of dealing and the de-listing of financial instruments.
- (vii) The transparency of stock exchange transactions.
- (viii) The organization and operation rules for the department of reception, transmission and execution of orders.
- (ix) The Code of Professional Conduct with respect to the service of the reception, transmission and execution of orders.

**3. For dealing on own account:**

- (i) The meaning and content of the investment activity of dealing on own account and of the investment activities of portfolio management and reception and transmission of orders and their differentiation regarding the other investment and non-core services.
- (ii) Characteristics of financial instruments.
- (iii) Structure and organization of markets (e.g. regulated markets, multilateral trading facilities, systematic internalizers, OTC markets).

- (iv) The meaning of and types of stock exchange transactions and the methods of their execution.
- (v) Procedure and mechanisms of transactions (e.g. clearing and settlement transactions, custodianship of instruments).
- (vi) The listing, the suspension of dealing and the de-listing of financial instruments.
- (vii) The transparency of stock exchange transactions.
- (viii) Mergers and acquisitions of companies (basic meanings and procedures)
- (ix) Transparency and governance obligations of listed companies (e.g. requirements for a public offer, corporate governance rules and obligations of the members of the board of directors, obligations of continuous financial information, obligations of sensitive (ad hoc) information).
- (x) The organization and operation rules for the department providing dealing on own account, portfolio management and reception and transmission of orders.
- (xi) The Code of Professional Conduct with respect to the investment activity of dealing on own account and the investment activities of portfolio management reception and transmission of orders.
- (xii) Economic and financial analysis and particularly:
  - economic and statistical analysis, microeconomic and macroeconomic analysis.
  - money and capital markets.
  - types of investment policy.
- (xiii) Valuation and assessment of financial instruments.
- (xiv) The methods of calculating investment yields.
- (xv) The types of investment risks and their characteristics.
- (xvi) The methods of determining and calculating investment risks.
- (xvii) The methods of spreading investment risks and achieving a spread of investment portfolio yields.

- (xviii) Analysis of the financial statements and reports of companies.
- (xix) Analysis and management of portfolios, particularly with respect:
  - To the relationship between investment yield and risk,
  - To the theories of portfolio valuation and risk analysis,
  - To investment strategies.
- (xx) Evaluation and analysis of financial information.

4. For portfolio management:

- (i) The meaning and content of the investment service of portfolio management, of investment advice and the reception and transmission of orders and their differentiation regarding the other investment and non-core services and investment activities.
- (ii) Characteristics of financial instruments.
- (iii) Structure and organization of markets (e.g. regulated markets, multilateral trading facilities, systematic internalizers, OTC markets).
- (iv) The meaning and types of stock exchange transactions and methods of execution.
- (v) Procedure and mechanisms of transactions (e.g. clearing and settlement transactions, custodianship of instruments).
- (vi) The listing, the suspension of dealing and the de-listing of financial instruments.
- (vii) Mergers and acquisitions of companies (basic meanings and procedures)
- (viii) Transparency and governance obligations of listed companies (e.g. requirements for a public offer, corporate governance rules and obligations of the members of the board of directors, obligations of continuous financial information, obligations of sensitive (ad hoc) information).

- (ix) The organization and operation rules for the department providing portfolio management, investment advice and reception and transmission of orders.
- (x) The Code of Professional Conduct with respect to the investment service of portfolio management, of investment advice and reception and transmission of orders.
- (xi) Economic and financial analysis and particularly:
  - economic and statistical analysis, microeconomic and macroeconomic analysis.
  - money and capital markets.
  - types of investment policy.
- (xii) Valuation and assessment of financial instruments.
- (xiii) The methods of calculating investment yields.
- (xiv) The types of investment risks and their characteristics.
- (xv) The methods of determining and calculating investment risks.
- (xvi) The methods of spreading investment risks and achieving a spread of investment portfolio yields.
- (xvii) Analysis of the financial statements and reports of companies.
- (xviii) Analysis and management of portfolios and particularly with respect:
  - To the relationship between investment yield and risk,
  - To the theories of portfolio valuation and risk analysis,
  - To investment strategies..
- (xix) Evaluation and analysis of financial information.

**5. For investment advice:**

- (i) The meaning and content of the investment services of investment advice and reception and transmission of orders and their differentiation regarding the other investment and non-core services and/or investment activities.

- (ii) Characteristics of financial instruments.
- (iii) Structure and organization of markets (e.g. regulated markets, multilateral trading facilities, systematic internalizers, OTC markets).
- (iv) The meaning and types of stock exchange transactions.
- (v) The listing, the suspension of dealing and the de-listing of financial instruments.
- (vi) Mergers and acquisitions of companies (basic meanings and procedures)
- (vii) Transparency and governance obligations of listed companies (e.g. requirements for a public offer, corporate governance rules and obligations of the members of the board of directors, obligations of continuous financial information, obligations of sensitive (ad hoc) information).
- (viii) The organization and operation rules for the departments providing the investment services of investment advice and the reception and transmission of orders.
- (ix) The Code of Professional Conduct with respect to the investment service of investment advice and the reception and transmission of orders.
- (x) Economic and financial analysis and particularly:
  - economic and statistical analysis, microeconomic and macroeconomic analysis.
  - money and capital markets.
  - types of investment policy.
- (xi) Valuation and assessment of financial instruments and in general, financial information.
- (xii) The methods of calculating investment yields.
- (xiii) The types of investment risks and their characteristics.
- (xiv) The methods of determining and calculating investment risks.

- (xv) The methods of spreading investment risks and achieving a spread of investment portfolio yields.
- (xvi) Analysis of the financial statements and reports of companies.

**6.** For underwriting of financial instruments and/or placing of financial instruments whether on a firm commitment basis or not:

- (i) The meaning and content of the investment service of underwriting of financial instruments and/or placing of financial instruments whether on a firm commitment basis or not and its differentiation regarding the other investment and non-core services.
- (ii) Characteristics of financial instruments.
- (iii) Structure and organization of markets (e.g. regulated markets, multilateral trading facilities, systematic internalisers, OTC markets).
- (iv) The listing, the suspension of dealing and the de-listing of financial instruments.
- (v) Mergers and acquisitions of companies (basic meanings and procedures)
- (vi) Transparency and governance obligations of listed companies (e.g. requirements for a public offer, corporate governance rules and obligations of the members of the board of directors, obligations of continuous financial information, obligations of sensitive (ad hoc) information).
- (vii) The organization and operation rules for the department providing underwriting of financial instruments and/or placing of financial instruments whether on a firm commitment basis or not.
- (viii) The Code of Professional Conduct with respect to the investment service of underwriting of financial instruments and/or placing of financial instruments whether on a firm commitment basis or not.

- (ix) Economic and financial analysis and particularly:
  - economic and statistical analysis, microeconomic and macroeconomic analysis.
  - money and capital markets.
  - types of investment policy.
- (x) Valuation and assessment of financial instruments.
- (xi) The types of investment risks and their characteristics.
- (xii) The methods of determining and calculating investment risks.
- (xiii) Analysis of the financial statements and reports and valuation of companies.
- (xiv) Evaluation and analysis of financial information.
- (xv) The responsibilities of underwriters.
- (xvi) Capital adequacy requirements for ISFs and for credit institutions.

## SECOND ANNEX

### Duties that may be performed by the persons that hold Certificates of Professional Competency as issued pursuant to Ministerial Order 220/2003 (paragraph 29)

<b>Certificates of Professional Competency as issued pursuant to Ministerial Order 220/2003</b>	<b>Exercise of duties in relation to the provision, exercise of investment services and activities of paragraph 3</b>
(a) Certificate of Professional Competence for the provision by an IF of the investment service of reception and transmission of orders for the carrying out of transactions in financial instruments.	(1) reception and transmission of orders in relation to one or more financial instruments.
(b) Certificate of Professional Competence for the provision by an IF of the investment service of execution of orders in financial instruments.	(2) execution of orders on behalf of clients.
(c) Certificate of Professional Competence for the provision by an IF of advice for investments in financial instruments.	(5) investment advice.

<p align="center"><b>Certificates of Professional Competency as issued pursuant to Ministerial Order 220/2003</b></p>	<p align="center"><b>Exercise of duties in relation to the provision, exercise of investment services and activities of paragraph 3</b></p>
<p>(d) Certificate of Professional Competence for the provision by an IF of the investment service of portfolio management of IF's customers.</p>	<p>(4) portfolio management.</p>
<p>(e) Certificate of Professional Competence of head of the underwriter section or department of an IF.</p>	<p>(6) underwriting of financial instruments and/or placing of financial instruments whether on a firm commitment basis or not.</p>
<p>(f) Certificate of Professional Competence of the head of section or department responsible for the provision of advice on the issue of financial instruments.</p>	<p>(6) underwriting of financial instruments and/or placing of financial instruments whether on a firm commitment basis or not.</p>
<p>(g) Certificate of Professional Competence of the head of the IF's section or department for the carrying out of transactions for own account.</p>	<p>(3) dealing on own account; (4) portfolio management.</p>
<p>(h) Certificate of Professional Competence of the head of the section or department for IF customer portfolio management.</p>	<p>(4) portfolio management; (5) investment advice.</p>

<p align="center"><b>Certificates of Professional Competency as issued pursuant to Ministerial Order 220/2003</b></p>	<p align="center"><b>Exercise of duties in relation to the provision, exercise of investment services and activities of paragraph 3</b></p>
<p>(i) Certificate of Professional Competence of the head of the IF's section or department the object of which is the dealing in financial instruments.</p>	<p>(1) reception and transmission of orders in relation to one or more financial instruments.  (2) execution of orders on behalf of clients.  (3) dealing on own account.</p>
<p>(j) Certificate of Professional Competence of the head of the section or department of the IF's internal audit.</p>	<p>(1) reception and transmission of orders with respect to one or more financial instruments.  (2) execution of orders on behalf of clients.  (3) dealing for own account.</p>