
TO : **Administrative Services Providers**

FROM : **Cyprus Securities and Exchange Commission**

DATE : **October 3, 2022**

CIRCULAR NO. : **C533**

SUBJECT : **Procedure for updating details**

The Cyprus Securities and Exchange Commission ('CySEC') wishes to inform the licensed Administrative Services Providers ('the ASPs') that it uploaded on its website the Form: [F196-2012-03A](#), for the notification of changes to the public Register of licensed ASPs.

The Form must be completed only by licensed ASPs in electronic format and be submitted electronically via the CySEC portal (<https://portal.cysec.gov.cy>).

The information must reflect the changes on the data published on the website of CySEC.

In the process of the submission, select the option: 'Notification of changes to the Public Register of Licensed Administrative Services Providers' from the drop down list. The submission as free text will be rejected.

For any clarifications required to complete the Form, please use the email address authorisations@cysec.gov.cy.

Regards,



Dr. George Theocharides
Chairman
Cyprus Securities and Exchange Commission