
FOR : Issuers whose securities are admitted to trading on a regulated Market

FROM : Cyprus Securities and Exchange Commission

DATE : April 06, 2017

CIRCULAR No. : C200

SUBJECT : Submission of Issuers Documents via CySEC Portal

The Cyprus Securities and Exchange Commission (CySEC) expands its Web Portal (Portal) to include the Issuers whose securities are admitted to trading on a regulated market (the 'Issuers') through which they can submit digitally signed documents/letters to CySEC.

Through use of the Portal, CySEC aims not only to cut down on paperwork through an automated document submission procedure, but mainly to ensure the safety and integrity of its correspondence with Regulated Entities. Moreover, this will eliminate printing and storage costs as physical documents will no longer need to be submitted.

The Issuers are asked to follow CySEC's directions below in order to correctly use the Portal:

1. Access to the System

Via the link 'Portal' which is located in the CySEC's website [main page](#) or via the electronic address:

<https://portal.cysec.gov.cy>

2. Credentials

The username and password can be requested by email at information.technology@cysec.gov.cy. The credentials will be activated the next working day.

The categories (3-6) shown below require successful connection to the Portal System.

3. User Guide

Before submitting any documents, the Issuers are asked to carefully study the Portal User Guide which is located in the relevant section. The guide explains all the steps and procedures for successful submission of the documents to CySEC.

4. Documents/letters available for digital submission

The Issuers should choose the kind of document/form from the drop-down list which is located in the 'Reference Documents' section.

If the kind of document/form cannot be found in the drop-down list, the capability exists that this can be submitted as a 'Free Text'. Exception are the applications for approval of Prospectuses as explained in Paragraph 7 of this Circular.

The Issuers are urged to frequently visit this section so as to be informed accordingly as the list of acceptable documents will be updated/expanded.

It is noted that the Annual Financial Report is included on the above which will now be submitted only via the Portal instead of the email which was mentioned on Circular C124 dated 08 April 2016 which is replaced with this Circular.

5. Digital Signature

(a) Valid Certificate

To be able to submit a document, a valid and approved digital certificate is required. The use of the same digital certificate for OAM purposes at Cyprus Stock Exchange (CSE) is accepted.

The Issuers that already have a digital certificate are asked to renew on time and at least seven (7) working days before its expiration the annual digital certificate as CySEC will not grant any extension on the time specified by the legislation for the submission of documents on the ground of non-timely renewal of the digital certificate.

The Issuers attention is drawn to the fact that, the non-timely submission of documents to the Commission within the deadline set by the legislation, can result into administrative sanctions.

The Issuers, via the digital certificate provider's [website](#), can ensure that their certificate is valid. The specific page also provides the expiration date. As a result, no excuse will be accepted for its non-timely renewal.

(b) Digital Signature Procedure

The procedure for signing the documents submitted via the Portal is similar to one that is performed under the OAM system of the CSE and is clearly explained in the User Guide.

6. Submission of Documents

In section 'Documents History' the Issuer can be informed of the status of its document. The User Guide explains in detail how a successful submission is achieved as well as the meaning of probable errors.

7. Alternative Submission Ways

CySEC expects that all the forms/documents/letters of Issuers, except the applications for approval of Prospectuses, will now be submitted via the Portal. As a result, these will not be accepted with alternative submission ways (i.e. fax, email, post, messenger) unless explicitly asked by CySEC.

8. Technical Assistance

The Issuers are urged to study the User Guide and relevant documentation in the Portal. If further clarifications and/or other necessary support is needed, the Issuers are asked to use the email address information.technology@cysec.gov.cy stating the Issuer's name on the subject as well as attach print screens with the issue they face.

Sincerely

Andreas Andreou
Vice-chairman, Cyprus Securities and Exchange Commission