
TO : **Cypriot Investment Firms**
FROM : **Cyprus Securities and Exchange Commission**
DATE : **29 April 2011**
CIRCULAR No : **CI144-2011-08**
FILE No : **E.K. 6.1.14**
SUBJECT : **Submission of Forms 144-05-06.1 and 144-06-08**

The Cyprus Securities and Exchange Commission ('the Commission'), following the Circulars CI144-2011-04 and CI144-2011-07, reminds the Cypriot Investment Firms ('the CIFs') of the following:

1. Submission of Form 144-05-06.1:

The above form is submitted to the Commission, **only electronically, through the TRS System, and not in any other format**. CIF which does not submit electronically via the TRS System the Form 144-05-06.1, will be considered as not submitted and therefore in violation of the provisions of paragraph 39(2) of the Directive DI144-2007-05 regarding submission of information.

The technical details regarding login into the TRS System are mentioned in Circular CI144-2011-04.

2. Submission of Form 144-06-08:

The above form is not submitted, at the present, electronically via the TRS System, but through the normal procedure, which is to be sent to the electronic address crdsubmission@cysec.gov.cy and delivered in hard copy at the Commission's offices.

Furthermore, the following should be noted:

- i. The Form 144-06-08 (word document) is always submitted to the Commission regardless if large exposures exist or not.
- ii. The first summary sheet of the sub-forms 144-06-08.1 and 144-06-08.2 (excel files) is completed and submitted to the Commission even in cases when there is nothing to be declared.

- iii. The detailed reports of the sub-forms 144-06-08.1 and 144-06-08.2 are submitted to the Commission only in cases when information to be declared exists.

3. Other Information

For the information that accompany the above forms (reference to Circular CI144-2008-16, dated 10 September 2008), the existing procedure is in effect, which is the dispatching to the electronic address crdsubmission@cysec.gov.cy and delivered in hard copy at the Commission's offices.

4. Frequent mistakes or omissions

During the electronic submission of Form 144-05-06.1, through the TRS, for 28 February 2011, mistakes and omissions have been noted, which result into failure of successful submission of the Form. To avoid, in the future, similar mistakes and omissions, in the Annex which follows this Circular, the most frequent of them are presented.

5. Successful submission of Form 144-05-06.1

The sole proof that the Form 144-05-06.1 was successfully submitted, through the TRS system, is the feedback file with the indication 'OK'. No receipt of file or receipt of a file with error(s) should be considered that the Form was not submitted.

6. Queries / Information

For information regarding capital adequacy as well as technical matters regarding the Commission's TRS System, the CIFs are advised to visit frequently the Commission's Web Site and specifically the CRD webpage on http://www.cysec.gov.cy/crd_en.aspx. For further clarifications on technical matters regarding TRS, the CIFs are asked to use the electronic address crd@cysec.gov.cy.

Sincerely

Christina Christou
Vice-Chairman, Cyprus Securities and Exchange Commission

ANNEX

1. File format which is sent to the Commission's System (Transaction Reporting System – TRS)

The system is now updated to also accept the new Excel Format 2007-2010, and specifically the .xlsx

2. Spaces at file name

XX_20110228_Form061.xls – Any spaces will result in the rejection of the file. A frequent mistake is the space at the beginning of the file name (before the double-digit CIF codification).

It is noted that XX is the double-digit codification (in Capital) which is given to each CIF and is located at the Commission's Web Site on page:

http://www.cysec.gov.cy/Downloads/Trem/CIF%20Coding_EN.pdf.

3. 'File Name' field

XX_20110228_Form061 – The same is true with the point 2 above. Any spaces will not be accepted by the system. The specific field should not contain the file extension (.xls or .xlsx).

4. 'Identification Code of CIF' field

The correct completion of this field is to insert the double-digit of the CIF codification. Full CIF name will be rejected by the system.

5. 'Reporting Date & Submission Date' fields

The date fields should be completed with the following format: dd/mm/yyyy, example 31/03/2011

6. General Information regarding completion of Form 144-05-06.1

All the fields in 'Summary Tab' of the Form should be completed. Non completion of any field will result into the automatic rejection of the file.

7. General Technical Issues

In cases where technical problems exist during the transmission of the file, the CIFs should make sure that:

- i. The username and password is inserted exactly as given by the Commission. It is noted that all the username and password characters are in lower case.
- ii. In cases where a firewall is installed in the CIF's internal network, the system should be configured in order to accept the file to be transmitted.

This unofficial English text is for information purposes only. The official text is in the Greek language.

- iii. The file is uploaded in the Incoming Folder. The feedback file is sent from the System into the Outgoing Folder. It is noted that, at the present, the feedback file **is not sent automatically** but after the file is being processed by the system. The CIFs are asked to check their Outgoing Folder at least three (3) hours after the file is being dispatched.