

TO : Cypriot Investment Firms (CIFs)

FROM : Cyprus Securities and Exchange Commission

DATE : 18 September 2013

CIRCULAR No. : CI144-2013-25

FILE No. : E.K. 6.1.14

SUBJECT : Digital Signature for TRS usage

Page | 1

The Cyprus Securities and Exchange Commission ('the Commission') in its effort to improve its procedures with the purpose of secure transmission of the electronic data via the TRS system, which will result in improve time and resources, decides to alter its policy regarding the submission of specific forms, as specified below, so that they include a certified digital signature according to the Law regulated legal framework of electronic signatures and related matters Law of 2004 [N.34(I)/2009] and [N.86(I)/2012].

1. Forms to be submitted digital signed

The digital signature will be an integral part of the following forms/documents which are submitted via the TRS system as they are applicable at the date of this Circular (and later amendments):

- Forms (Microsoft® Excel) 6.1, 8.1 & 8.2 regarding capital adequacy and large exposures of CIFs.
 - Related Circulars¹ from the Commission

CI144-2008-16	CI144-2011-07	CI144-2011-09
CI144-2008-21	CI144-2011-08	CI144-2011-10
CI144-2011-04		

- The XML form regarding transaction reporting.
 - Related Circulars from the Commission

IF2007-09	CI144-2008-04
IF2007-10	CI144-2008-20

- The XML form regarding CIFs Electronic Record.

¹ All Circulars are also posted on the Commission's Web [Site](#).

- Related Circulars from the Commission

CI144-2012-01	CI144-2012-22
-------------------------------	-------------------------------

2. Receipt and activation of the usb token

Page | 2

The process of digitally signing the forms includes the receipt, during the period 23 September 2013 until 04 October 2013, at the Commission's offices between 9am – 12 noon, and activation of the usb token according to the instructions described in Appendix A.

CIF which are members of the Stock Exchange and have already received a usb token in accordance with the procedures of the CSE, can also use it for submitting the described forms, using the Commission's TRS system.

3. Process of digitally signing the forms

The XML forms (transaction reporting and the CIF electronic record) will be signed using a software prepared by the Commission and which is available on its website.

The Microsoft® Excel forms (Forms 6.1, 8.1 & 8.2) contain an embedded electronic signature. These updated Microsoft® Excel forms which include the digital signatures files are in format .xlsx (2007 version onwards) only and are available on the Commission's [website](#).

The instructions for the use of the above software can be found on the related [webpage](#) as described in Part 5 below.

4. Submission commencement of the digitally signed forms

As of September 30, 2013 the CIFs can submit to the TRS system digitally signed forms. On 25 October 2013 and onwards the system will not accept forms which are not digitally signed.

5. General Information

The Commission has prepared a specialized webpage (http://www.cysec.gov.cy/digitalsignature_en.aspx) which includes all the information regarding the digital signature and therefore the CIFs are urged to visit it frequently so as to be informed of the latest changes/additions.

In addition, and for more effective technical support, the Information Technology and Operations Department of the Commission gathers all email communication to a single address, information.technology@cysec.gov.cy, and cancels the email addresses

trem@cysec.gov.cy and crd@cysec.gov.cy. As a result, the regulated entities are encouraged to use only the valid email address for all technical questions.

Finally, the Commission informs that the inclusion of digital signatures is the first step towards complete digital operation of the Commission. At a future step, the Commission will launch its, under construction, web portal in order to receive all the forms / documents etc. in digital form with the purpose of more efficient operation and better service of the regulated entities.

Sincerely,

Demetra Kalogerou
Chairman, Cyprus Securities and Exchange Commission

Instructions for Acquiring a Digital Signature

Applying for a Digital Signature

Any person may obtain a qualified digital certificate and secure signature creation device (SSCD) with his presence at the Cyprus Securities and Exchange Commission offices where he will need:

Page | 4

- A. to present his Identity card (ID), which will be photocopied.
- B. to complete and sign the "Application Form for qualified certificate in Secure Signature Creation Device (DL2)" (Appendix A.1).
- C. to submit the "Authorization Form for use of the Electronic Signature" (Appendix A.2) filled and stamped by the Company.

In the presence of authorized representatives on behalf of the physical person at the offices of the Cyprus Securities and Exchange Commission, the authorized representative should provide:

- A. the "Application Form for qualified certificate in Secure Signature Creation Device (DL2)" (Appendix A.1), signed by the applicant and certified by Certifying Officer.
- B. a certified copy of the identity card of the applicant.
- C. to submit the "Authorization Form for use of the Electronic Signature" (Appendix A.2) filled and stamped by the Company.
- D. a written authorization signed by the applicant and certified by a Certifying Officer, for the submission of the above documents and the receipt of SSCD by the authorized person (Appendix A.3).

Cost of acquisition / Payment

Buying a Secure Signature Creation Device (SSCD) costs €90. The issuance of a qualified digital certificate valid for one year, it costs €120.

Payments should be made to our offices or by deposit to Cyprus Securities & Exchange Commission bank account no IBAN CY57 0020 0118 0000 0005 0088 5900 at Bank of Cyprus. In cases of transfer or deposit to the bank account you are kindly requested to bring the relevant document with you.

Issuing a Digital Signature

The procedure for issuing a digital signature requires (a) the installation of the necessary software, (b) submitting an electronic application and (c) receipt of the certificate via the internet. When submitting the online application and picking up the id, users must **use only Internet Explorer**.

To issue your digital signature please follow the steps below:

A. Middleware Installation

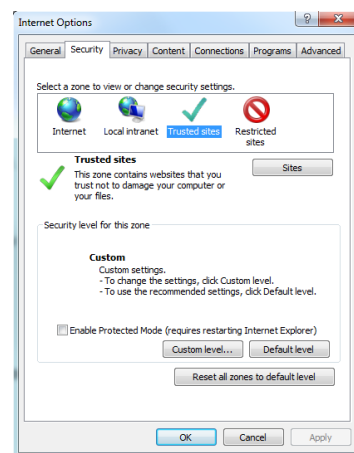
Page | 5

All necessary software for managing your SSCD (USB Token) and changing the to PIN is available on the CySEC web page(http://www.cysec.gov.cy/digitalsignature_en.aspx).

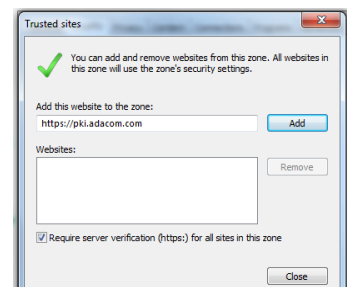
1. Select from the list entitled Middleware the version that corresponds to your Operating System (32 or 64 bit) and download the Middleware.
2. Double click the downloaded file in order to start the installation of the Middleware.
3. Answer Yes/ OK/ Next to all questions and install the software.
4. After installation you will have to reboot your PC.

B. Enrollment

1. Connect your SSCD (usb token) on your PC.
2. Using **Internet Explorer**, visit the url <https://pki.adacom.com/xak/gr> (greek) or <https://pki.adacom.com/xak/en> (english).
3. In order to successfully complete the registration procedure you will have to add the url <https://pki.adacom.com> to the Trusted Sites list of Internet Explorer. Click on the “Tools” menu and select “Internet Options” (If the menu bar is not visible press Alt).
4. Click the “Security” tab.
5. From “Select a zone to view or change security settings” select “Trusted Sites”
6. Click on the “Sites” button.

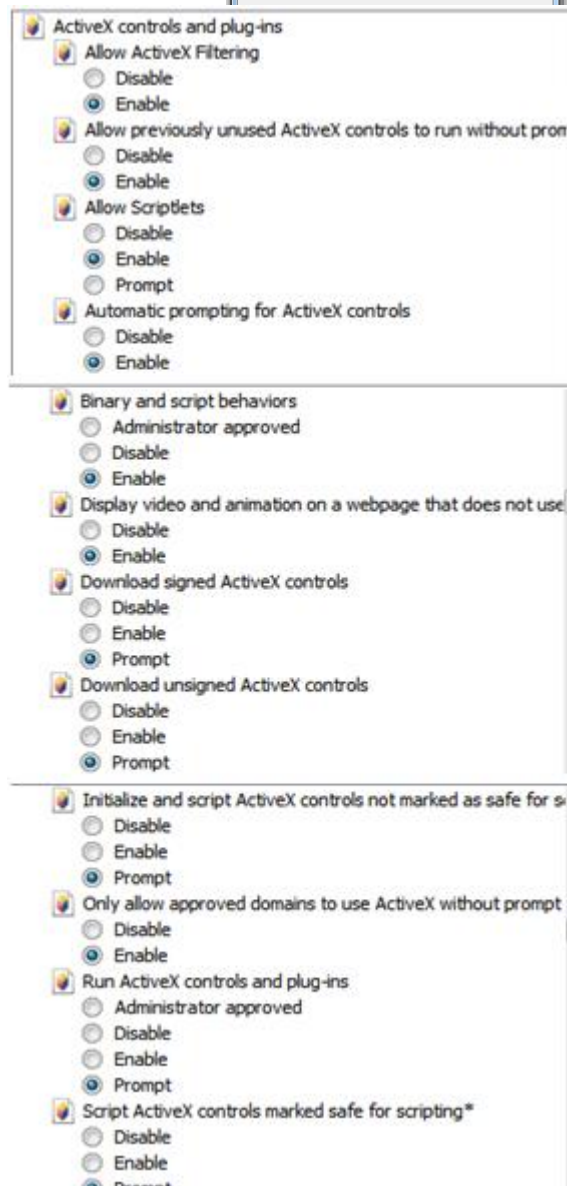


7. In the “Trusted Sites” dialog, type in the “Add this website to the zone” field the url <https://pki.adacom.com> and press the “Add” button.
8. Press “Close” to close the “Trusted Sites” dialog.
9. Make sure you are on the “Security” tab and “Trusted Sites” are selected. Click on the “Custom Level...” button.



ge | 6

10. In the window “Security Settings – Trusted Site Zone” change the settings under the ActiveX section to match the settings of the image on the right.
11. Press “OK” to save the changes.
12. Press “OK” to close the “Internet Options” window and return to the Digital ID Center website.

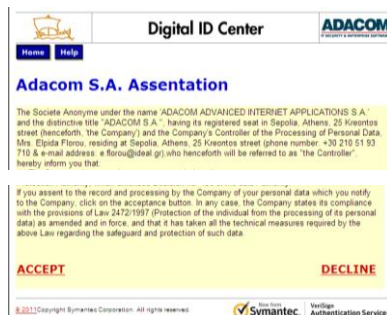


13. Select Enroll from the menu.



Page | 7

14. On the next page click on ACCEPT at the bottom of the screen.



15. In case you get any ActiveX warnings please allow them to run.

16. On the page "Complete Enrollment Form" fill the fields "First Name" and "Last Name" as they appear on your national id or passport (whichever you used when you submitted your Application form).

17. Fill the field "Your e-mail address" using the e-mail address that you submitted with your application form.

18. Fill the fields "Title", "Company Name" and "Country".

19. In the "Enter Challenge Phrase" field enter a password. The password will be used in case of revocation or renewal of your certificate.

The screenshot shows the 'Complete Enrollment Form' page. At the top, there is a navigation bar with 'Help with this Page' and 'Enrollment' links. Below this, the title 'Complete Enrollment Form' is displayed. The main content area contains a section titled 'Enter your Digital ID information' with a list of fields: 'First Name', 'Last Name', 'Your E-mail Address', 'Title', 'Company Name', and 'Country'. Each field has a text input box. Below this, there is a section titled 'Challenge Phrase' with a text input box. At the bottom of the page, there is a footer with copyright information and logos for Symantec and VeriSign.

20. Click “Submit” on the bottom of the page.

Digital ID Subscriber Agreement
By applying for, submitting, or using a Digital ID, you are agreeing to the terms of the Adacom Subscriber Agreement.

Qualified Certificate Client ID Subscriber Agreement
ADACOM'S PUBLIC CERTIFICATION SERVICES

YOU MUST READ THIS SUBSCRIBER AGREEMENT BEFORE APPLYING FOR,

Additional Terms and Conditions: Your Certificate shall be issued

If all the information above is correct, click **Submit** to continue.

Submit **Cancel**

© 2011 Copyright Symantec Corporation. All rights reserved. Now from Symantec. VeriSign Authentication Services

Page | 8

21. A message will be shown asking to confirm your email address. After checking your email address press “OK” to continue.

22. A dialog informing you about the digital certificate operation will be shown. Select “Yes” to continue.

23. In the dialog asking for your PIN type your PIN (the default PIN is 9999). Press “OK” to continue.

24. Wait until the completion of the process.

Message from webpage

Confirm your e-mail address:
knousias@adacom.com

If your e-mail address is correct, click OK. If not, click CANCEL and correct it in the enrollment form.

If the e-mail address is not correct, you will not be able to use your Digital ID.

Web Access Confirmation

This Web site is attempting to perform a digital certificate operation on your behalf:

https://onsite-test.adacom.com/services/PilotPublicLite/client/userEnrollment.htm

Cardholder Verification

OBERTHUR TECHNOLOGIES

Pin code:

Number of tries left: 3

OK **Cancel**

25. After the process is completed a message is shown informing you about the successful completion.

Digital ID Services

Your Digital Certificate request has been submitted for approval

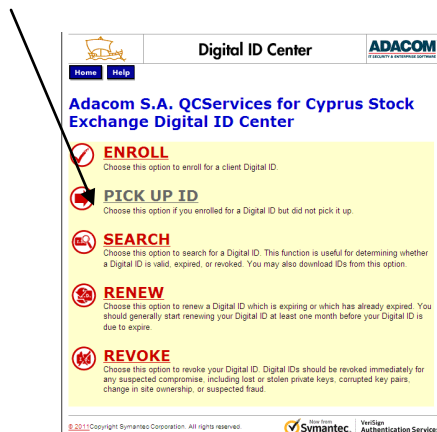
Once your digital certificate request has been approved, you will receive an email with instructions for installing your digital certificate. If you do not receive it shortly, contact your administrator.

© 2011 Copyright Symantec Corporation. All rights reserved. Now from Symantec. VeriSign Authentication Services

26. You will receive an email informing you about your enrollment.

C. Pick up ID

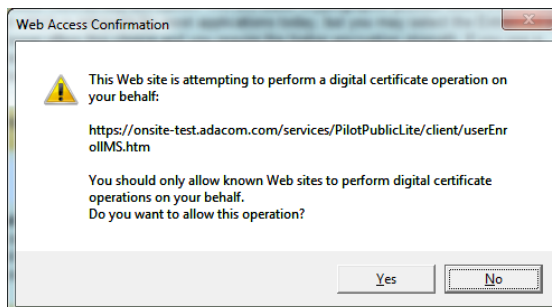
1. Connect your SSCD (USB Token) on your PC.
2. You will receive an email informing you that your digital id is ready.
3. The email will contain a PIN that you will use during the Pick Up Process..
4. Use **Internet Explorer** and visit <https://pki.adacom.com/xak/gr> (Greek) or <https://pki.adacom.com/xak/en> (English).
5. Select “PICK UP ID”



6. On the next page type the PIN contained in the email you received and click on “Submit”.

A screenshot of the 'Pick Up Digital ID' form. The header includes the 'ADACOM' logo and 'Digital ID Services'. The title is 'Pick Up Digital ID'. The main text states: 'Important: To complete this step, you must use the same computer you used to submit the enrollment form. You need the Personal Identification Number (PIN) to complete this step. You received it in an e-mail message that was sent immediately after you submitted the enrollment form. This was sent by the administrator to the e-mail address entered in the enrollment form.' Below this, it says: 'Copy (Ctrl + c) the PIN number from the e-mail, paste (Ctrl + v) it into the box below, and click SUBMIT.' After you submit the PIN, it will take up to three minutes to generate the Digital ID. Do not interrupt the browser until there is a response. At the bottom, there is a text input field labeled 'Enter the Personal Identification Number (PIN):' and a green 'Submit' button.

7. Make sure that your SSCD (USB Token) is connected to your PC. On the dialog asking you to allow the operation click “Yes” in order to store your Digital ID on your token.



8. Congratulations, your digital certificate is stored on your security device.

APPENDIX A.1 OF CIRCULAR CI144-2013-25

APPLICATION FORM FOR QUALIFIED CERTIFICATE



APPLICATION FORM FOR QUALIFIED CERTIFICATE IN SECURE SIGNATURE CREATION DEVICE (DL2)

Page | 10

Fill in all the fields only with Latin characters
(1) Fields are filled in by ADACOM S.A.

Date:

⁽¹⁾ Application Number:

APPLICANTS DATA

First Name:

Last Name:

E-mail address:

Title:

Locality:

Country:

National ID or Passport Number:

DEVICE DELIVERY

From the central offices of Cyprus Stock Exchange (LRA). (by presenting the National Identification Card)

☐

From the central offices of Cyprus Stock Exchange (LRA). (by submitting an authorization with certified signature authenticity)

☐

Send by Courier at the following address:

(Delivery upon presenting the National ID Card)

☐

This application form for Qualified Certificates is submitted, along with the submission of the attested copy of the Identification Card or Passport (attested before a public notary - required for the authentication procedure). It is required by the applicant the following:

1. Submission of electronic application, within 10 days:
 - <https://pki.adacom.com/xak/gr> (for Greek)
 - <https://pki.adacom.com/xak/en> (for English)
2. Acceptance of the Subscriber's Agreement, located at the above electronic address, and the following terms of use:
 - You declare that you are legally eligible to submit this Application Form for Qualified Certificate.
 - Data included in this Application for Qualified Certificate are true and valid and may be asked during the submission of the electronic application for the Digital Certificate.
 - Digital Certificates are used only for approved and legal scopes, according to the ADACOM Certification Practice Statement (CPS) (located at <https://www.adacom.com/repository/CPS>).
 - According to the relative legislation, the USB Token (Oberthur ID One Token) that will be given to you by the Cyprus Stock Exchange (LRA) is a Secure Signature Creation Device (henceforth "SSCD"), it is strictly personal, as well as the Digital Certificates that will be issued and stored in this SSCD by you, and you are solely responsible for their usage. You have to treat the SSCD as any object containing private data (for example a credit card).
 - Under no circumstances are you supposed to leave the SSCD exposed, not even in your own office. Additionally, after its use you must place it in a secure location.
 - You are recommended not to lend your SSCD or disclose its Access ID PIN to anyone.
 - No unauthorized person should ever have access to your signature private keys. Upon facing a problem or upon having suspicions that your private key has been compromised or your SSCD has been misplaced, stolen or destroyed, contact the Cyprus Stock Exchange (LRA) Customer Support at once (+ 357 22 712300) or ADACOM Customer Support (+30 210 95 77 255).
 - You are bound to use exclusively the above mentioned SSCD which will be provided to you by ADACOM S.A. through the Cyprus Stock Exchange (LRA). Otherwise, ADACOM S.A. disclaims any responsibility and warranty regarding the appropriateness and compliance of the SSCD with the requirements of the applicable law.

Customer Signature

Name: _____

Surname: _____

Signature: _____

⁽¹⁾ Validation Representative

Name: _____

Surname: _____

Page | 11

Signature: _____

⁽²⁾ Approval Representative

Name: _____

Surname: _____

Signature: _____

AUTHORIZATION FORM FOR USE OF THE ELECTRONIC SIGNATURE

To: Cyprus Securities and Exchange Commission

The ('Company') authorizes the following persons for the receipt of secure signature creation devices to be used for the creation of electronic signatures. These individuals will bind the Company with their electronic signature with regard to any information submitted to the Cyprus Securities and Exchange Commission by the Company.

Name/Surname	Identification Number	Email Address
1.		
2.		
3.		

The Company by a written notice to the Cyprus Securities and Exchange Commission, may authorize additional persons for use of electronic signatures or withdraw the authorization of the above mentioned persons.

.....

Signature/position of the signatory
Company's Stamp

Date.....

AUTHORIZATION FORM

To: The Cyprus Securities and Exchange Commission

I the undersigned who has applied for the issuance of Qualified Certificate to Secure Signature Creation Device (SSCD), I authorize of ID..... to receive on my behalf the SSCD to which my electronic signature will be created and stored. I certify that I understand that the SSCD is strictly personal and I bear full responsibility deriving from the proper and lawful use of my electronic signature which will be produced and stored in specific SSCD, which according to the law is legally equivalent to a handwritten signature.

.....
Authorizer of Signature

Date.....