TO	:	**Cyprus Investment Firms ('CIFs')**
FROM	:	**Cyprus Securities and Exchange Commission**
DATE	:	**April 2, 2021**
CIRCULAR No	:	**C440**
FILE No	:	**E.K. 02.03.001, E.K. 01.03.001 and E.K. 01.13.001.002.002**
SUBJECT	:	**CIFs Quarterly Statistics (Form QST-CIF) – Revised Form (for Q1 2021 submission and onwards)**

The present Circular is issued pursuant to section 25(1)(c)(ii) & (iii) of the Cyprus Securities and Exchange Commission Law ('the CySEC Law').

The Cyprus Securities and Exchange Commission ('the CySEC') wishes to inform all CIFs about the following:

1. Information Requested by CySEC

1.1 A new version of the **Form QST-CIF** ('the Form'), **Version 6**, found in the **Appendix**, is issued. The Form must be completed and submitted to CySEC by **all CIFs that were authorised by March 31, 2021.** In this respect, CIFs that were authorised by March 31, 2021, but have not made use of their authorisation **must also submit the Form**.

1.2 The steps that CIFs will have to follow, for the successful submission of the Form to the TRS, can be found here. Upon submission, CIFs are responsible to ensure that they have received a **feedback file**, i.e. an official submission confirmation dispatched by the TRS in the Outgoing directory.

1.3 The feedback file will either contain a NO ERROR indication or, in case that an error(s) has occurred during submission, the description of that error(s). In case of any errors detected during submission of the Form, CIFs must review the Form and ensure that all errors are addressed and corrected, before they digitally sign (only applicable for the Excel files) and re-submit the Form. **The Form is regarded as being successfully submitted to CySEC only when a NO ERROR indication feedback file is received.** This feedback file is dispatched during CySEC regular hours only.

2. Deadline for the submission of the Form

2.1. The Form must be successfully submitted electronically via the CySEC's Transaction Reporting System ('TRS') **by 15:00 hrs, Friday, April 30, 2021, at the latest**.

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Τηλ: +357 (22506600), Φαξ: (+357) 22506700
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2.2. CySEC wishes to emphasise the importance of meeting the deadline set for successful submission of the Form. **Extension to the above deadline, i.e. Friday, April 30, 2021, will not be granted.**

2.3. **Failure to promptly and duly comply with the above will bear the administrative penalties of section 37(5) of the CySEC Law. It is further noted that CySEC will not send any reminders to those who fail to promptly and duly comply.**

2.4. Kind reminder that the Form must be completed and submitted to CySEC, on **a quarterly basis**, as follows:

Quarter	Reference Date	Submission Date
Q1	31 March 20XX	30 April 20XX
Q2	30 June 20XX	31 July 20XX
Q3	30 September 20XX	31 October 20XX
Q4	31 December 20XX	31 January 20XX+1

3. Additional information Requested

No additional information is requested on version 6 of the Form in relation to version 5 of the Form. Only two validation tests in rows 116 and 118 of the 'Validation Tests' section have been amended.

4. General Comments for the Form

4.1. The Form will be available **only** in the **English language.**

4.2. CIFs are required to report data in **Euro**, rounded to the nearest unit.

4.3. Please always ensure that you have the latest version of the Form, i.e. **Version 6**.

4.4. Instructions on the completion of the Form can be found in the **'Instructions'** worksheet of the Form.

4.5. **Before submitting the Form, please ensure that all validation tests that are contained in the Form (Sections General Info, A, B, C, Reconciliation, D1, D2, E, F, G, H, I, J, K and Validation Tests Worksheet) are TRUE (Green Colour).**

5. Method of creating, signing and submitting the Form to the CySEC

After populating the required Excel fields in the Form, CIFs should name their Excel file in accordance to the following naming convention:

Username_yyyymmdd_QST-CIF

<u>The information below explains the naming convention:</u>

(1) **Username** – is the username of the TRS credentials, which should already be in the possession of CIFs, which have previously submitted any electronic file to the TRS system. This codification should be entered in capital letters.
CIFs, that have not previously requested the TRS credentials, can do so by referring **here**, where further information is provided about the TRS.

(2) **yyyymmdd** – this denotes the end of the reporting period of the Form. In this case, the Form should have a 20210331 format. Future forms will have different reporting periods.

(3) **QST-CIF** – this is the coding of the Form that it remains unchanged and should be inserted exactly as it appears.

(4) **The Excel® must be of 2007 version and onwards**. Excel will add the extension .xlsx as soon as it is saved. This extension should not under any circumstances be inserted manually.

The fully completed excel form, which is named based on the above paragraph, must be submitted only electronically through the Transaction Reporting System ('TRS System'), within the timeframes set.

6. Support

6.1. **Queries on how to complete the fields of the Form**

Should you have any queries on the completion of Form QST-CIF, please submit them **only** in writing, any day **PRIOR** to **Friday, April 16, 2021**, by sending an email to the address riskstatistics.cifs@cysec.gov.cy.

6.2. **Technical Queries on digitally signing and submitting the Form**

For technical matters on digitally signing and submitting the Form, CIFs are advised to frequently visit the CySEC's website, at the specified section. For further clarifications, CIFs are requested to use the electronic address information.technology@cysec.gov.cy.

All email communication with CySEC should include in the subject, the CIFs' full name and the TRS coding.

Yours sincerely,

Demetra Kalogerou
Chairman, Cyprus Securities and Exchange Commission

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