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**FOR** : Cyprus Investment Firms

**FROM** : Cyprus Securities and Exchange Commission

**DATE** : July 14, 2016

**CIRCULAR No.** : C147

**SUBJECT** : Commencement of CySEC Portal

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The Cyprus Securities and Exchange Commission (the 'Commission') commences its Web Portal (Portal) through which the Regulated Entities can submit digitally signed documents/forms/letters to the Commission. It is expected that the cost of printing and storing the physical documents will be eliminated since it will no longer be required to be submitted using this format. The purpose of the Portal is not only to decrease the bureaucracy via the automated document submission procedure but also to ensure the safety and integrity of the correspondence in total.

The Portal does not replace TRS system which will continue to function properly (the forms that can be submitted via TRS are stated in other Circulars). In future, the TRS will be incorporated in the Portal so that the Regulated Entities be connected in one system for all their document submissions.

In the current phase the Portal is addressed to the Cyprus Investment Firms (the 'CIFs', the 'Regulated Entities') and soon will be expanded to the other Regulated Entities. As a result, the CIFs are asked to follow the Commission's directions below which are divided per category:

1. Access to the System

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

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

2. Credentials

Username: cif###  
(###=the CIF license number before the hush)  
For example: cif048, cif104

Password: the code which is used by the CIFs to login into the TRS system

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

3. User Guide

Before submitting any documents, the CIFs 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 the Commission.

4. Forms/Documents available for digital submission

The list of the forms/documents available for submission via the TRS is located in the section 'Reference Documents'. The Regulated Entities are urged to frequently visit the section so as to be informed accordingly as the list of acceptable forms/documents will be updated.

The Commission provides the capability to the Regulated Entities to submit forms/documents which do not belong to the acceptable documents list. This is possible by selecting 'Free Text' which prerequisites that the submitted document is not in the pre-determined list. In different case this will be rejected.

5. Digital Signature

To be able to submit a document, a valid digital certificate accepted from the Commission is required. The Regulated Entities are asked to renew on time and at least seven (7) working days before its expiration the annual digital certificate as the Commission will not grant any extensions on the time specified by the legislation for the submission of documents on the ground of non-timely renewal of the digital certificate.

The Regulated Entities' 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 Regulated Entities, 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.

6. Submission of Documents

In section 'Documents History' the Regulated Entity 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

The Commission expects that all the forms/documents/letters of CIFs will now be submitted via the Portal or via the TRS system (where this is applicable). As a result, these will not be accepted

with alternative submission ways (i.e. fax, email, post, messenger) unless explicitly asked by the Commission.

8. Technical Assistance

The Information Technology Department is available for any clarifications and/or other necessary support. For faster processing of the queries the Regulated Entities are asked to use the email address [information.technology@cysec.gov.cy](mailto:information.technology@cysec.gov.cy) and state the name and license number on the subject as well as attach print screens with the issue they face.

Sincerely

Demetra Kalogerou  
Chairman, Cyprus Securities and Exchange Commission