
TO : Cyprus Investment Firms (CIFs)

FROM : Cyprus Securities and Exchange Commission

DATE : 19 May 2017

CIRCULAR NO. : C211

SUBJECT : Expansion of CySEC Portal to include CIF Record Content

With the present Circular, the Cyprus Securities and Exchange Commission ('the CySEC') wishes to inform the CIFs of the new CIF Record Content which replaces the existing one that was submitted using XML files via the TRS System.

The present Circular replaces the following Cyprus Securities and Exchange Commission ('the Commission') circulars that are no longer in effect:

Circular No.	Date
CI144-2012-01	30 January 2012
CI144-2012-22	14 December 2012
CI144-2013-26	03 October 2013

The new CIF Record Content will now be part of the CySEC Portal giving the CIFs a user-friendly interface resulting in an efficient data input and submission. Furthermore, the CIFs will be able to view all of their reported data and perform immediate any additions/changes.

The new CIF Record Content is a Form based system divided in various sections so that the information reported to CySEC is increased. As a result, the CIFs should exercise caution in correctly complete all the sections that are relevant to them.

In order to comply with the requirement of the new CIF Record Content, the CIFs must follow the steps below:

1. Successful connection to CySEC Portal. The credentials are already in the possession of the CIFs. In case of a new CIF, these credentials can be obtained by email to information.technology@cysec.gov.cy stating the CIF name and the CySEC license number.

2. The dedicated section (CIF Record Content) in the Portal shows all the sections, with the relevant forms, which must be completed by the CIFs.
3. Some of the information in the Forms is automatically completed by CySEC IT Department, from the data currently available in the Commission's official archives.
4. The above information must be reviewed and updated by **June 16, 2017**.
5. The CIFs must make any new changes/additions to their relevant information immediately.
6. The data which is contained in each Form is Save and Submitted by clicking on 'Save'. During the Form Submission the use of the digital certificate is not needed.

The Commission draws the attention of CIFs to the following important dates:

19 May 2017	end of submission of XML file, XX_KPDATA_CY_000000_00.XML. The TRS System will reject submissions of this kind.
19 May 2017	launch of the new CIF Record Content at CySEC Portal.
until 16 June 2017	all existing data in the new CIF Record Content Forms must be reviewed and updated.
Continuous Reporting	all new/changed data in all relevant Sections must be immediately submitted to CySEC via the Portal using the new CIF Record Content Forms.
Continuous Monitoring	the CIFs must continuously review the reporting data in all relevant Sections and immediately correct any errors.

The CIFs are urged to study the relevant User Guides and other documentation posted in CySEC Portal.

For queries and/or other technical support, the CIFs are asked to communicate at the email address information.technology@cysec.gov.cy stating the name and license number on the subject as well as attach print screens with the issue they face.

Sincerely,

Demetra Kalogerou
Chairman of Cyprus Securities and Exchange Commission