
TO : **Cyprus Investment Firms ('CIFs')**
FROM : **Cyprus Securities and Exchange Commission**
DATE : **May 20, 2022**
CIRCULAR No : **C514**
FILE No : **E.K. 02.03.001, E.K. 01.03.001 and E.K. 01.13.001.002.002**
SUBJECT : **New Form CA-CIF ('Country Analysis' Form), for the provision of Investment Services and Activities per country**

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 CySEC wishes to inform CIFs that a new Form, **Form CA-CIF** (the 'Form'), **Version 1**, found in the [Appendix](#), is issued for the collection of data on the CIFs' provision of Investment Services and Activities per country. CySEC will use this information, for the purposes of conducting statistical analyses, risk management and other purposes.
- 1.2 This Form will be issued on a quarterly basis. Please note that there will be **two submissions of the Form CA-CIF required, one for Q4 2021 and one for Q1 2022, on the same deadline as set below (point 2.1)**. For upcoming submissions of the Form, only one submission of the Form for the current quarter, will be required.
- 1.3 The first submission of the Form for **Q4 2021** must be completed and submitted to CySEC by **all CIFs that were authorised by December 31, 2021**. The second submission of the Form for **Q1 2022** must be completed and submitted to CySEC by **all CIFs that were authorised by March 31, 2022**. In this respect, CIFs that were authorised by December 31, 2021 and by March 31, 2022, respectively, but have not made use of their authorisation **must also submit the Form**.
- 1.4 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.

1.5 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 the 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, only during CySEC regular hours.

2. Deadline for the submission of the Form

2.1 The Form, both for Q4 2021 and for Q1 2022, must be **successfully submitted electronically** via the CySEC's Transaction Reporting System ('TRS') **by 15:00 hrs, Friday, July 8, 2022, the latest**. CySEC wishes to emphasise the importance of meeting the deadline set, for successful submission of the Form.

2.2 The deadline for the submission of the Form for Q4 2021 and for Q1 2022, will be 7 weeks after the issuance of the present Circular. In general, the deadline for upcoming submissions of the Form to TRS, will be 6 weeks after the quarter end. Please refer to the table below for submission deadlines of Q4 2021 and for all quarters of 2022:

Quarter	Reporting Period	Submission Deadline
Q4 2021	01/10/2021-31/12/2021	08/07/22
Q1 2022	01/01/2022-31/03/2022	08/07/22
Q2 2022	01/04/2022-30/06/2022	11/08/22
Q3 2022	01/07/2022-30/09/2022	11/11/22
Q4 2022	01/10/2022-31/12/2022	13/02/23

2.3 **Failure to promptly and duly comply with the above, may 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 CIFs, which fail to promptly and duly comply.**

3. Sections of the Form

3.1 Section 'Instructions':

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

3.2 Section 'General Info' – General Information:

In this Section, please provide some general information for the CIF. In this respect, all yellow cells must be completed by the CIF.

3.3 Section A – Clients' Information per Country:

In this Section various information for clients is requested to be completed as follows:

- 3.3.1 In **Columns C-AI**, please analyse the number of **retail clients** to whom any of the investment services and/or ancillary services were provided, **during the cumulative reporting period**, by the country of their residence. For each of the investment and/or ancillary services provided, please analyse the number of retail clients by those to whom the services were provided exclusively on CFDs, exclusively on non CFDs and/or a combination of CFDs and another Financial Instrument. **Please note that in case a retail client receives more than one service, this client may appear more than once in the Columns C-AI.**
- 3.3.2 In **Columns AJ-AX**, please report the number of clients, the net turnover, the amount of deposits, the amount of withdrawals and the percentage (%) of withdrawal cancellations (cancelled by the client), out of the total number of withdrawal requests, by client categorisation, to whom **at least one service was provided, during the cumulative reporting period.**
- 3.3.3 Finally please note, that for this Section, information on **ALL Countries, including Cyprus**, must be provided, where the CIF is actually providing investment services and activities, **during the cumulative reporting period.**

3.4 Section B – Methods of Solicitation of new Clients:

In this Section, please analyse the number of **new clients** of the CIF, by the country of their residence and by the client categorisation, **during the reporting period**, for each of the methods of solicitation provided.

- 3.4.1 "**New clients**" refers to clients, to whom any of the investment services and/or ancillary services, **were provided** during the reporting period and to whom **no services were provided during previous reporting periods.**
- 3.4.2 **For Columns D-AA**, please report the number of new clients, their number of deposits and the respective amount of deposits, under the applicable method of solicitation of the new clients, per country of clients' residence. In case a client has been solicited by more than one of the methods provided, please report this client **in one of the methods** provided, to avoid duplications.
- 3.4.3 **For Column C**, please choose the client categorization that is applicable.
- 3.4.4 For the whole Section, please provide information on **ALL Countries, including Cyprus**, regarding the number of new clients and the method of solicitation, where applicable.

3.5 Section C – Marketing Strategy:

In this Section, please complete the table provided, **only if** the entity uses a specific marketing strategy for the provision of investment services and activities and/or in case the entity has a branch/representative office/tied agent in a specific country, **during the reporting period.** In the case **that no specific marketing strategy is used for each country**, then please leave this Section empty.

- 3.5.1 In **Columns C-E**, please report the number of branches, representative offices or tied agents per country, where applicable.

- 3.5.2 In **Columns F-I**, please provide information on the marketing strategy that the entity uses in the country selected. Choose 'YES/NO' between the methods of marketing strategy provided. Please note that a CIF can report 'YES' to more than one of the methods provided.
- 3.5.3 For **Columns J-N**, regarding the languages used in each country reported, please select all the applicable languages that are used for marketing/promotion of services through telephone calls, marketing material, website etc.
- 3.5.4 In this Section, please provide information on **ALL Countries, including Cyprus**, that the entity uses a specific marketing strategy for the provision of investment services and activities and/or in case the entity has a branch/representative office/tied agent in a specific country, where applicable.

3.6 Section D – Top 5 Remunerated Employees:

In this Section, please analyse the **top 5 remunerated employees** relating to marketing, promotion services and customer support, for the **top 5 countries** in terms of the number of retail clients reported in Section A, Column AJ. The analysis should be based on the ***cumulative reporting period***.

- 3.6.1 Please note that "**employees**" refers to employees working directly for the company, i.e. employees of the company/branch/representative office/related entities and/or employees working on behalf of the company, i.e. employees of tied agents/introducing brokers/affiliates/outsourced service providers.
- 3.6.2 **For the cells B22-K22**, please report the top 5 countries in terms of number of retail clients.
- 3.6.3 **For Columns C, E, G, I and K**, for each specific country, please report the percentage (%) of the variable remuneration to the total remuneration of each employee, along with the soliciting party related to this employee, **Columns B, D, F, H and J**, respectively.
- 3.6.4 In case that the company does not use employees for marketing, promotion services and customer support, or the company does not have retail clients, please leave this Section empty.

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 1**.
- 4.4 Instructions on the completion of the Form can be found in the '**Instructions**' worksheet of the Form.

4.5 Please refer to the table below, regarding the **reporting period (cell D16, Section General Info)** and the **cumulative reporting period (cell D17, Section General Info)** in each quarterly submission of the Form.

Quarter	Reporting Period		Cumulative Reporting Period	
	Period	Time Span	Period	Time Span
Q1	1 January 20XX-31 March 20XX	3 months	1 January 20XX-31 March 20XX	3 months
Q2	1 April 20XX-30 June 20XX	3 months	1 January 20XX-30 June 20XX	6 months
Q3	1 July 20XX-30 September 20XX	3 months	1 January 20XX-30 September 20XX	9 months
Q4	1 October 20XX-31 December 20XX	3 months	1 January 20XX-31 December 20XX	12 months

4.6 **Before submitting the Form, please ensure that all validation tests that are included in the Form (Sections General Info, A, B, C, D 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_CA-CIF

The information below explains the naming convention:

- (1) **Username** – is the username of the TRS credentials, which should already be in the possession of the 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) **yyymmdd** – this denotes the end of the reporting period of the Form. In this case, the Form should have a 20211231 format. Future forms will have different reporting periods.
- (3) **CA-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'), 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 CA-CIF, please submit them **only** in writing, any day **PRIOR to Friday, June 24, 2022**, 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, the 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 CIF's full name and the TRS coding.

Yours sincerely,

Dr George Theocharides
Chairman, Cyprus Securities and Exchange Commission