

Η πιο κάτω ανακοίνωση επανεκδίδεται ως Εγκύκλιος Ε010 για σκοπούς ορθής αρχειοθέτησης

## ANNOUNCEMENT

The Cyprus Securities and Exchange Commission (the ‘Commission’) notes that according to article 3(2) of the Law regulating Companies providing Administrative Services and Related Matters of 2012 - 2013 (‘the Law’) natural persons employed by exempted persons, are exempted from the provisions of the Law only when they provide administrative services in the course of exercising the work assigned to them by their employer.

In line with the above, Administrative Services Providers (ASPs) must submit to the Commission, the Form F196-12-04 for Natural persons who offer administrative services and are employed by ASPs (attached below for ease of reference). The said form is also on the Commissions website under the ASPS forms.

The Commission kindly asks all interested parties to comply with the above.

Companies who have already applied for an ASP authorisation or already got their ASP authorisation, MUST make sure to send the said form. The obligation is ongoing and whenever there is a change on the information provided an UPDATED form should be submitted immediately to the Commission.

In these cases only the form shall be submitted to the Commission only in electronic form at the address [apetrou@cysec.gov.cy](mailto:apetrou@cysec.gov.cy)

Interested parties who have not filed an application yet should include the said form in their application and NOT via email.

The information provided (name of employee, address, IDs or Passports (if one does not have a Cypriot ID)) will, at this stage, be kept internally and, following an upcoming amendment of the Law, will be published in the registry of article 25 of the Law.

ASPs and companies who have already filed an application for an ASP authorisation, must keep the original Form in their offices. The Commission reserves the right to inspect the original form, at any time.

October 18 2013

FORM F196-2012-04

NOTIFICATION OF NATURAL PERSONS EMPLOYEED IN AN ASP

In accordance with articles 3(2) and 25 of the Law regulating Companies providing Administrative Services and Related Matters of 2012 - 2013

NAME OF THE ASP: .....				
S/N	Name of employee	ID Number	Passport Number (if an employee does not hold an ID of the Cyprus Republic)	Address

Declaration:

Declaration:

*I hereby declare and confirm that I am a person authorized to sign the said Form on behalf of the company and to the best of my knowledge and belief the information included in the said Form is correct and complete at the time of submission. I understand that a new and updated form should be submitted every time there is any change in the above provided information.*

..... Full name

..... Post/Capacity

..... Signature

..... Date