
TO : **Cypriot Investment Firms**
FROM : **Cyprus Securities and Exchange Commission**
DATE : **14 December 2012**
CIRCULAR No. : **CI144-2012-22**
FILE No. : **E.K. 6.1.14**
SUBJECT : **CIF Electronic Record Content _ New Version**

The Cyprus Securities and Exchange Commission ('the Commission'), taking into account the need to simplify its procedures and to exercise effective supervision, and in continuance of Circular CI144-2012-01, informs of the following:

1. New Version of CIF Electronic Record Content

The Commission has created a new version (version 2.0) of the CIF electronic record in order to enhance the understanding and functionality of the electronic archiving of data, enriching the range of information that should be submitted electronically.

2. Submission of file with new version

CIFs must complete **all** sections of the XML file, where applicable, and submit the completed file to the TRS system. The file coding should be unique in relation to any other XML files which were previously submitted to the TRS system.

3. XML technical characteristics and relevant Web Site

The technical specifications of the new version can be found at http://www.cysec.gov.cy/epeydb_en.aspx and the CIFs are urged to study the characteristics of the mandatory and optional fields prior to submitting the new file. Furthermore, the Web Site offers an easy step by step procedure in order to understand the new requirements. Some of the features are stated in the following paragraphs.

4. Reporting Software Tool

The Commission has developed a reporting software tool which can generate in an understandable and user friendly way the data which the CIFs have included in their XML file.

This software is available for download on the abovementioned Web Site, which clearly describes the necessary steps required for its installation.

5. XML File Validation

The tool also offers an easy way to validate the XML file before submitting it to the Commission. The validation is a mandatory step and will detect any errors and also help to accelerate the correct submission.

6. Signed Report

The CIFs are required to keep in their offices in the Republic, the above report in hard copy which must be signed by the Compliance Officer or one of the two CIF's Senior Managers ("4-Eyes"). The Commission reserves the right to inspect the said signed report at any time.

7. Commencement of the new version

The commencement of the new version of the electronic record will be on the **31st of January 2013** and the CIFs must submit within two weeks, i.e. until 14th of February 2013, the new completed file.

Note that:

- (i) all information included in the XML file should be completed from the beginning.
- (ii) as of 31st January 2013 and thereafter the old version will not be valid.
- (iii) the CIFs cannot submit the new version prior to 31st January 2013.

8. Queries/Information

For information regarding the CIF electronic record, as well as technical matters regarding the Commission's TRS system, the CIFs are advised to visit frequently the Commission's Web Site and specifically the webpage mentioned in paragraph 3 above. For further clarifications on technical matters regarding TRS system, the CIFs are asked to use the electronic address information.technology@cysec.gov.cy.

Yours sincerely

Demetra Kalogerou
Chairman of the Cyprus Securities and Exchange Commission

This unofficial English text is for information purposes only. The official text is in the Greek language.