**Instructions for completing IPU template**

In relation to CySEC’s Circular [C620](https://www.cysec.gov.cy/CMSPages/GetFile.aspx?guid=b67532b3-0909-4ed1-9d56-d1efe1ef535c) relating to the IPU threshold monitoring, please note the following points that should be considered during the completion of the template.

1. The information for the IPU threshold monitoring should be included in tab U\_01.00 οf the IPU template **ONLY**. No information should be included in tab U\_02.00.
2. Please see below table for summarised information/guidance that should be included in each cell in tab U\_01.00.

|  |  |  |
| --- | --- | --- |
|  | **Column** | **Contents** |
| Supervised entity: | Code (0100) | LEI code of CIF |
| Third-country group owning the EU entity (ultimate parent undertaking) as per Art 3(64) CRD | 0010 – Name | Name of ultimate holding company of the group |
| 0020 – Country | Country of ultimate holding company of the group (from drop down menu) |
| 0030 – LEI | LEI code of ultimate holding company of the group. If the ultimate holding company does not have a LEI code then state its national registration code. |
| 0040 – IPU requirement timeline | Only to be completed if IPU requirement exists – otherwise keep empty |
| 0050 – If a request for 2 IPUs has been filed, indicate under which article (21b(2)(a) or (b) CRD) | Select option from drop down menu |
|  |  |  |
| Supervised entity | 0090 – Name | Full name of CIF |
| 0107 – National code | Registration number of the CIF as per the Registrar of Companies |
| 0110 – Type of entity | Select option from drop down menu |
| 0120 – Member state of establishment | Country of CIF (from drop down menu) |
| 0130 – Competent authority | Select option from drop down menu |
| 0140 - Is the supervised entity an EU parent institution? (Y/N) | Answer ‘1’ for YES and ‘0’ for NO |
| 0150 – Total value of assets | Total value of assets of the group held in the EU, reported in **actual figures, not in thousands, in EURO**. |
| 0160 - If entity is a branch of a credit institution (field 0110='TCBCI'): | Answer ‘1’ for YES and ‘0’ for NO |
| 0170 - Is this entity an IPU ? (Y/N) | Answer ‘1’ for YES and ‘0’ for NO |
| 0180 - If entity is a TCB:  Types of activities that the branch is authorised to carry out under CRD | Only to be completed if entity is a TCB – otherwise keep empty |
| 0190 - If entity is a TCB:  Types of services and activities that the branch is authorised to carry out under MiFID | Only to be completed if entity is a TCB – otherwise keep empty |