

ANNOUNCEMENT

In the context of continuous upgrading and modernization of its operation, the Cyprus Securities and Exchange Commission (“CySEC”) has proceeded with issuing the Circulars [C193](#), [C211](#) and [C254](#) regarding the submission of documents via the CySEC portal.

In this context, the procedure for the submission of incoming correspondence that relates to the Authorisations Department has also been reviewed. Therefore, the CySEC announcement dated 2 August 2018 for the submission of incoming correspondence that relates to the Authorisations Department is **withdrawn** and **replaced** by the present announcement.

CySEC invites interested parties to follow the instructions of this announcement for the submission of documents to the Authorisations Department.

This Announcement concerns the following:

1. The submission of applications for the granting of authorisation as well as the submission of additional documents required for the completion of the examination of an application, and
2. Review of the procedure for the submission of documents relating to material changes and/or other actions relating to the Authorisations Department.

1. Submission of applications for the granting of authorization and submission of additional documents required for the completion of the examination of the application

1.1. In case of submission of a new application for the granting of authorization as well as the submission of additional documents required during the examination of an application, the following apply:

- The submission of applications should be made in printed form and accompanied by a USB flash drive, which should contain **one** pdf file with all documents accompanying the application as well as a relevant certificate in the form attached hereto as [Appendix I](#) certifying that the content of the USB flash drive is the same as the original documents submitted to CySEC. The pdf file should **NOT** be locked.
- A prerequisite for accepting the application is the payment of the applicable fees to the Accounting Department of CySEC, «**AIAS**» **Building, Diagorou Str. 19, 1097 Nicosia, on the 1st Floor** and the presentation of the relevant receipt. Therefore, interested parties should first go to the Accounting Department of CySEC, on the 1st floor for the relevant payment of the fees and collect the

receipt and **afterwards** go to the point of receipt of the documents located at 'the ground floor of the Building.

- In order for a receipt to be issued by the Accounting Department, the application for granting authorisation or a copy of its first page will be need to be presented.
 - Additional documents required during the examination of the application should be submitted in printed form and accompanied by a USB flash drive, which should contain only **one** pdf file with all additional documents as well as a relevant confirmation in the form attached hereto as **Appendix I** certifying that the content of the USB flash drive is the same as the original documents submitted to CySEC.
- 1.2. Upon obtaining the authorisation and the posting of the company's name on the CySEC website, the company should apply to the Information Technology Department (to the email address information.technology@cysec.gov.cy, with reference «**TRS Credentials – company name – authorization number**») to obtain its credentials for the CySEC Portal in order to submit electronically the information regarding its contact details, personnel, activities, operation and be able to submit electronically any documents pursuant to the relevant Circulars of CySEC.

Applicants' failure to comply with the instructions referred to in paragraph (1) hereinabove, or the absence of any of the information required in paragraph (1.1) hereinabove will result in the application not being accepted and the documents will be returned to the sender. A responsible CySEC employee will check the application on the spot and immediately inform the person authorised to deliver such documents that the application cannot be accepted.

- 1.3. With regard to the External Managers¹ of Undertakings in Collective Investments that already have credentials to the CySEC Portal, in case of submission of an application for the granting of authorisation to a new AIF or AIFLNP by them, the following apply:
- Applications should be submitted in printed form as well as via the CySEC Portal as **one** pdf file under the option "free text" with reference to the subject the kind of the application concerned.
 - The application file should include the receipt of the payment regarding the fees for the examination of the application and a relevant confirmation in the form attached hereto as **Appendix II** certifying that the application has been submitted via the CySEC Portal and that the content of the file is the same.

¹ AIFMs, UCITS Management Companies, CIFs managing AIF or AIFLNP

2. Submission of documents regarding material changes and/or other actions that relate to the Authorisations Department.

As a general rule, the submission of documents is accepted **ONLY** via the CySEC Portal pursuant to the instructions of Circulars [C193](#), [C211](#) and [C254](#) regarding the submission of documents via the CySEC Portal.

If the submission of documents relates to a request for which examination fees should be paid, payment of such fees should be made in advance to the CySEC Accounting Department and the relevant receipt of payment should be submitted together with the request via the Portal.

If the payment of the fees is made through bank transfer, the CySEC Accounting Department should be notified at the email address: accounts@cysec.gov.cy making reference to the relevant request² for the issue of the receipt. The first page of the Application form and the receipt of the bank transfer should be attached to the email. It is pointed out that, in these cases, the Accounting Department will send the receipt to the applicant via email once the transaction is settled to the CySEC account.

In the case of submission of applications, which require the submission of original documents and/or duly certified copies of original documents³ (such as e.g. certified copy of passport or identity card) the following shall apply:

- Applications should be submitted in printed form **and** electronically via the CySEC Portal as **one** pdf file.
- The application file should contain the receipt of payment of the fees for the examination of the application and a relevant confirmation in the form attached hereto as [Appendix II](#) certifying that the application has been submitted via the CySEC Portal and that the content of the file is the same as the information already submitted via the CySEC Portal. In case the receipt is not submitted via the Portal, a relevant reference should be made in the confirmation form.

3. General Instructions

The **Accounts Department** accepts payments from Monday to Friday from **8:00 – 15:00**. However, the **submission of physical documents regarding the Authorisations Department** will take place from Monday to Friday from **09:00 - 14:00** to the ground floor of «AIAS» Bulding, Diagorou Str. 19, 1097 Nicosia. The difference in the hours of the Accounting Department and those for the submission of physical documents is due to the correspondence handling procedures of the Central Archive. Compliance with

² Indicative request description: «**Notification for change in the share structure of the company [name of applicant company] under article [insert the relevant article] of the [insert the relevant Law]**».

³ We indicatively refer to requests pertaining to changes in the share and organisational structure of the supervised organisation and notifications for the designation of affiliated representatives and branches in case they entail appointment of new persons for whom assessment is required pursuant to the provisions of the law governing them.

these hours contributes to the smooth carrying out of the operation of the CySEC Central Archive.

Please note that Annex I and Annex II ***should always*** be submitted with the physical documents.

The person submitting the relevant correspondence will not leave unless the submission procedure is completed. If the submission of the application requires the use of a USB flash drive, this will be returned to the applicant at the same time, or it may be picked up by the CySEC offices on the next day.

Nicosia, 30 September 2019



APPENDIX I

CERTIFICATE OF DELIVERY AND RECEIPT

(Submission of Application for the Granting of Authorisation /Submission of Additional Documents⁴)

I, Position of the
company hereby certify that the content
of the **USB Flash Drive** submitted to the Cyprus Securities and Exchange Commission ('CySEC') in
the context of submission/examination of the application of the company
.....{*Name of the applicant*} for
the granting of an authorisation{*insert the type of the
application*} is the same as the original documents contained in the Application File submitted to
CySEC.

Person authorised to deliver the documents

.....

(Signature)

.....

(Full Name)

Position

Date

Tel.

The absence of any of the information required (receipt of payment, USB Flash Drive or the file with the original documents), will result in the request not being accepted and its return to the sender. A responsible CySEC employee will check the content of the application and inform the

⁴ Delete as applicable. It pertains to the submission of applications referred to in Paragraph 1.1 of the Announcement.

person authorised to deliver the documents that the application cannot be accepted and will be returned.

For Internal Use

Recipient

(Signature)

Full Name

Date

CONFIRMATION OF DELIVERY AND RECEIPT

(Submission of applications by persons already having credentials to the CySEC Portal⁵)

I, Position of the
company hereby certify that the original
documents submitted to the Cyprus Securities and Exchange Commission ("CySEC) in the context
of the submission/examination⁶ of the application of the company
.....{*Name of Company*} for
.....{*insert the type of the application*} have been also
submitted electronically via the **CySEC Portal** and the content of the file is the same as the
information already submitted.

Person authorised to deliver the documents

Internal Use

(Full Name)

(Signature)

Position

Date

Tel

Recipient (Signature)

Full Name

Date

⁵ It pertains to the submission of applications referred to in Paragraphs 1.3 and 2 of the CySEC Announcement.

⁶ Delete as applicable.