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TO : **Administrative Services Providers ('ASPs')**  
FROM : **Cyprus Securities and Exchange Commission**  
DATE : **March 24, 2020**  
CIRCULAR No : **C368**  
FILE No : **E.K. 02.03.001, E.K. 01.03.004 and E.K. 01.13.001.002.002**  
SUBJECT : **ASPs Quarterly Statistics (Form QST-ASP) – Revised Form and Change of Deadline**

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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 ASPs about the following:

### 1. Information Requested by CySEC

- 1.1 A new version of the form, **QST-ASP Version 3** ('the Form'), found in the [Appendix](#), is issued. The Form must be completed and submitted to CySEC by **all ASPs that were authorised by March 31, 2020**. In this respect, ASPs that were authorised by March 31, 2020, but have not made use of their authorisation **must also submit the Form**.
- 1.2 The steps that ASPs will have to follow, for the successful submission of the Form to the TRS, can be found [here](#). Upon submission, ASPs 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.
- 1.3 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 submission of the Form, ASPs 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.**

### 2. Deadline for the submission of the Form

- 2.1. The Cyprus Securities and Exchange Commission ('the CySEC'), following the developments related to the Coronavirus disease 2019 (COVID-19), wishes to inform ASPs, that the deadline of the submission of the Form QST-ASP, **is extended by two months later**. In this respect:
- 2.2. The Form must be successfully submitted electronically via the CySEC's Transaction Reporting System ('TRS') **by 15:00 hrs, Tuesday, June 30, 2020, at the latest.**

### 3. General Comments for the Form

- 3.1. The Form will be available **only** in the **English language**.
- 3.2. ASPs are required to report data in **Euro**, rounded to the nearest unit.
- 3.3. Please always ensure that you have the latest version of the Form, i.e. **Version 3**.
- 3.4. Instructions on the completion of the Form can be found in the 'instructions' worksheet of the Form.
- 3.5. **Before submitting the Form, please ensure that all validation tests that are contained in the Form (Sections General Info, A, B, C, D, E, F and Validation Tests Worksheet) are TRUE (Green Colour).**

### 4. Method of creating, signing and submitting the Form to the CySEC

After populating the required Excel fields in the Form, ASPs should name their Excel file in accordance to the following naming convention:

Username\_yyyymmdd\_QST-ASP

The information below explains the naming convention:

- (1) **Username** – is the username of the TRS credentials, which should already be in the possession of ASPs, that have previously submitted any electronic file to the TRS system. This codification should be entered in capital letters. ASPs, 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 20200331 format. Future forms will have different reporting periods.
- (3) **QST-ASP** – 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.

### 5. Support

#### 5.1. Queries on how to complete the fields of the Form

Should you have any queries on the completion of Form QST-ASP, please submit them **only** in writing, any day **PRIOR to Friday, June 19, 2020**, by sending an email to the address [riskstatistics.asps@cysec.gov.cy](mailto:riskstatistics.asps@cysec.gov.cy). All email communication should include in the subject, the Regulated Entity full name and the TRS coding.

#### 5.2. Technical Queries on digitally signing and submitting the Form

For technical matters on digitally signing and submitting the Form, ASPs are advised to frequently visit the CySEC's website at the specified [section](#). For further clarifications, ASPs are requested to use the electronic address [information.technology@cysec.gov.cy](mailto:information.technology@cysec.gov.cy).

All email communication with CySEC should include, in the subject, the ASPs full name and the TRS coding.

Yours sincerely,

Demetra Kalogerou  
Chairman, Cyprus Securities and Exchange Commission