
TO : **Regulated Entities:**

- i. **Alternative Investment Fund Managers ('AIFMs')**
- ii. **UCITS Management Companies ('UCITS MC')**
- iii. **Self-Managed Alternative Investment Funds ('SM AIFs')**
- iv. **Self-Managed Alternative Investment Funds with Limited Number of Persons ('SM AIFLNP')**
- v. **Companies with sole purpose the management of AIFLNPs**

FROM : **Cyprus Securities and Exchange Commission**

DATE : **April 20, 2018**

CIRCULAR No : **C264**

FILE No : **01.13.001.002.002**

SUBJECT : **Management Companies and Self-Managed Funds Quarterly Statistics - Request for the electronic submission of information**

The Cyprus Securities and Exchange Commission ('the CySEC') wishes to inform the Regulated Entities¹ that a **new Form** is issued for the collection of various statistical information, **on a quarterly basis**. More specifically:

1. Information requested by CySEC for the first submission

1.1. Form QST-MC ('the Form') in the [Appendix](#), will have to be completed and submitted to CySEC **on a quarterly basis**.

1.2. First Time Submission - Since this will be the first submission of the Form, the Regulated Entities are requested to complete and submit the Form **for two different dates**, as described below.

1.2.1. Regulated Entities, that, were authorised and operated² **by December 31, 2017** inclusive, are requested to complete the Form for 31 December 2017 reference date, and submit it only electronically via the CySEC's Transaction Reporting System ('TRS') **between Thursday, 19 April 2018 and Friday 25 May 2018**.

¹ Regulated Entities for the purpose of this Circular are: i. Alternative Investment Fund Managers ('AIFMs'), ii. UCITS Management Companies ('UCITS MC'), iii. Self-Managed Alternative Investments Funds ('SM AIFs'), iv. Self-Managed Alternative Investment Funds with Limited Number of Persons ('SM AIFLNP') and v. Companies with sole purpose the management of AIFLNPs.

² Regulated entities that were authorised by 31 December 2017, but did not make use of their authorisation will not be obliged to complete and submit the Form.

1.2.2. Additionally, Regulated Entities that were authorised and operated³ **by March 31, 2018** inclusive, to complete the Form for 31 March 2018 reference date and submit it only electronically via the CySEC's Transaction Reporting System ('TRS') **between Thursday 19 April 2018 and Friday 25 May 2018.**

2. General Comments for the Form

2.1 The Form will be available **only** in the **English language.**

2.2 Following the submission of the Form for the first time (as described above in paragraph 1.2.) the Form must be completed and submitted to CySEC, **on a quarterly basis** as follows:

Reference Quarter	Reference Date	Submission Date
Q1	31 March 20XX	30 April 20XX
Q2	30 June 20XX	31 July 20XX
Q3	30 September 20XX	30 October 20XX
Q4	31 December 20XX	31 January 20XX+1

2.3 The Regulated Entities should start submitting the Form, for the reference quarter during which they commence operations and they should select the appropriate reference date in **General Info Section (Cell D13)** of the Form.

2.4 CySEC wishes to emphasise the importance of meeting the deadlines set. **Extension to the above deadlines, will not be granted.**

2.5 **CySEC would like to stress that, for all Regulated Entities that will fail to submit the requested information within the abovementioned deadline, it will examine the possibility of enforcement of actions against them (e.g. administrative fines).**

2.6 Reporting Information

2.6.1 All requested information, except from the Income Statement (Section B.1.) must be completed **as at the last day of the reporting period.**

2.6.2 For the **Income Statement** Regulated Entities should complete the results accumulated from **1 January 20XX until the last day of the reporting period.** For example:

Reference Quarter	Reference Date	Period covered
Q1	31 March 20XX	1 January 20XX-31 March 20XX
Q2	30 June 20XX	1 January 20XX-30 June 20XX
Q3	30 September 20XX	1 January 20XX-30 September 20XX
Q4	31 December 20XX	1 January 20XX-31 December 20XX

³ Regulated entities that were authorised by 31 March 2018, but did not make use of their authorisation will not be obliged to complete and submit the Form.

- 2.6.3** The data to be reported, can be based on non-audited financial statements, if audited financial statements are not available.
- 2.6.4** Reporting entities are required to report data in Euro, rounded to the nearest unit.
- 2.6.5** Please always ensure that you have the latest version of the Form, i.e. **Version 1**.
- 2.6.6** Instructions on the completion of the Form can be found in the 'Instructions' Worksheet of the Form.
- 2.6.7** Before submitting the Form, please ensure that all validation tests that are contained in the Form (General Info, Section A, B and C at the Bottom of the page and Validation Tests Worksheet) are **TRUE** (Green Colour).
- 2.6.8** Any data and information provided to CySEC are treated on a strictly confidential basis.

3. Method of creating, signing and submitting the Form to the Commission

After populating the required Excel fields in the Form found in the [Appendix](#), the Regulated Entities should name their Excel file in accordance to the following naming convention:

Username_yyyymmdd_QST-MC

The information below explains the naming convention:

- (1) **username**– is the username of the TRS credentials which should already be in the possession of the Regulated Entities that have previously submitted any electronic file to the TRS system. This codification should be entered in capital letters.
For Regulated Entities that have not previously requested the TRS credentials they can do so by referring [here](#) where further information are provided about TRS.
- (2) **yyymmdd** – this denotes the end of the reporting period of the Form. In this case the Form should have a 20171231 and 20180331 format. Future forms will have different reporting periods.
- (3) **QST-MC** – this is the coding of the Form QST-MC 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.

The fully completed excel form, which is named based on the above paragraph, must be submitted only electronically through the Transaction Reporting System ('TRS System'), within the timeframes set.

The steps that will have to be followed for the successful submission of the Form can be found [here](#).

4. First Submission - Important Dates Summarised

Reporting Date: 31 December 2017	
Dates	Task
19 April 2018	The Regulated Entities can start submitting the digitally signed Form to the CySEC's TRS system for the reporting date 31 December 2017.
From 19 April until 20 May 2018	The Regulated Entities can submit any queries that they have for this Circular and the Appendix attached.
25 May 2018	Deadline for submitting the Form duly completed.

Reporting Date: 31 March 2018	
Dates	Task
19 April 2018	The Regulated Entities can start submitting the digitally signed Form to the CySEC's TRS system for the reporting date 31 March 2018.
From 19 April until 20 May 2018	The Regulated Entities can submit any queries that they have for this Circular and the Appendix attached.
25 May 2018	Deadline for submitting the Form duly completed.

5. Support

5.1. Queries on how to complete the fields

Should you have any queries on the completion of Form QST-MC, please submit them **only** in writing by sending an email to the address riskstatistics.fundmgrs@cysec.gov.cy.

5.2. Technical Queries on digitally signing and submitting the Form

For technical matters on digitally signing and submitting the Regulated Entities are advised to frequently visit the CySEC's specified [section](#). For further clarifications, the Regulated Entities are asked to use the electronic address information.technology@cysec.gov.cy.

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

Yours sincerely,

Demetra Kalogerou
Chairman, Cyprus Securities and Exchange Commission