

TO : **Listed Companies:**

- i. Companies that have securities listed on the regulated market of the Cyprus Stock Exchange and whose home member state is Cyprus and**
- ii. Companies that have securities listed on a regulated market of an EEA Country and whose home member state is Cyprus.**

FROM : **Cyprus Securities and Exchange Commission**

DATE : **May 13, 2019**

CIRCULAR No : **C316**

FILE No : **01.13.001.002.002**

SUBJECT : **Risk Based Supervision Framework ('RBS-F') – Electronic submission of Information for the year 2018**

The present Circular is issued pursuant to section 25(1)(c)(ii) & (iii) of the Cyprus Securities and Exchange Commission Law ('the CySEC Law').

Further to Circular C203, issued on April 26, 2017, regarding the Implementation of the Risk Based Supervision Framework ('the RBS-F') and the collection of data for this purpose, the Cyprus Securities and Exchange Commission ('the CySEC') wishes to inform Listed Companies about the following:

1. Information requested by CySEC

1.1. CySEC requests from all Companies that have securities listed on the regulated market of the Cyprus Stock Exchange and whose Cyprus is the home member state ('Local Listed Companies') and all Companies that have securities listed on a regulated market on a European Economic Area Country (EEA) and whose Cyprus is the home member state ('International Listed Companies'), to complete **Form RBSF-LLC and Form RBSF-ILC respectively** ('the Form (s)') in the Appendix ([here](#)), regarding the electronic submission of information for the year 2018 and submit it only electronically via the CySEC's Transaction Reporting System ('TRS') **between Monday May 13 and Friday, May 31, 2019.**

1.2. For the successful implementation of the RBS-F it is imperative that all the information requested from the Listed Companies stated above, to be completed and submitted within the timeframes set. CySEC wishes to emphasise the importance of meeting the deadline set. **Extension to the above deadline, i.e. Friday, May 31, 2019, will not be granted.**

2. Additional information

The Form, Version 2, has been updated in order to include the following additional information:

	Form RBSF-LLC	Form RBSF-ILC
Question 5.6.1: Number of Issuer's employees, located in Cyprus	Section C	Section D

At this point, we emphasize that if the Listed Company, in General Info Section (Cell D11) selected "Consolidated", then the number of employees (question 5.6 and 5.6.1) must be reported on a Consolidated basis as well.

3. General Comments for Form RBSF-LLC and RBSF-ILC

3.1. The Form (s) will be available **only** in the **English language**.

3.2. The Form (s) should be completed based on the **Audited Financial Statements** of the Listed Company for the reporting period **1/1/2018 – 31/12/2018 and using 31/12/2018 as a reference date**. In case that the Listed Company's Audited Financial Statements have **a different reporting period and thus a different reference date**, please send an email to riskstatistics.listedcos@cysec.gov.cy, informing about the Listed Company's reporting period, in order to assist you on how the Form (s) should be completed.

3.3. Amounts should be reported in Euro (€) (this is also indicated as the reporting currency in 'General Info' of the Form (s)). If the Issuer's Financial Statements are prepared in a currency other than Euro, please use the exchange rate provided at the following link, in order to translate the results in Euro:
www.ecb.int/stats/exchange/eurofxref/html/index.en.html#downloads under 'All bilateral exchange rates times series' with the frequency 'Daily', as at the reference date.

The table below provides the actual exchange rates that should be used in case that the Audited Financial Statements are prepared in the following currencies:

1Euro to (Exchange rate as at 31/12/20XX)

Currency used in F.S	2018	2017
GBP –Pound Sterlin	0,89453	0,88723
USD- US dollar	1.1450	1,1993

- 3.4.** Amounts **should not** be reported in abbreviations i.e. in thousands ('000) or in millions ('000.000).
- 3.5.** The Form (s) have to be submitted to CySEC as described in Section 6 below, **from Monday, May 13 until Friday May 31, 2019.**

4. Method of creating, signing and submitting the Form (s) to CySEC

After populating the required Excel fields in the Form (s), the Listed Companies should name their Excel file in accordance to the following naming convention:

Local Listed Companies:	TRS username_yyyymmdd_RBSF-LLC
International Listed Companies:	TRS username_yyyymmdd_RBSF-ILC

The information below explains the naming convention:

- 1. TRS username.** This codification should be entered in capital letters and it is exactly the same as the CySEC Portal Username (See Circular C200 for explanation).
- 2. yyyymmdd** – this denotes the end of the reporting period of the Form (s). In this case the Form(s) should have a 20181231 format. Future Forms will have different reporting periods. In case of different reporting period, please refer to Section 3.2 above.
- 3. RBSF-LLC** – this is the coding of the Form RBSF-LLC that remains unchanged and should be inserted exactly as it appears. Your attention is drawn to the fact that coding is a bit different from the name of the Form.
RBSF-ILC – this is the coding of the Form RBSF-ILC that remains unchanged and should be inserted exactly as it appears. Your attention is drawn to the fact that coding is a bit different from the name of the Form.
- 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 (s) can be found [here](#).

5. Successful submission

- 5.1.** Successful submission, is considered only if Listed Companies submit successfully the Form through the TRS System and receive the positive feedback file, that is dispatched on the Outgoing folder of the TRS System.
- 5.2.** CySEC emphasises the importance of meeting the deadline of **31 May 2019, and stresses that NO extension will be granted.**

5.3. Failure to promptly and duly comply with the above will bear the administrative penalties of section 37(5) of the CySEC Law.

6. Important Dates Summarised

Dates	Task
May 13 2019	The Listed Companies can start submitting the digitally signed Form (s) to the CySEC's TRS system.
From May 13 until May 29, 2019	The Listed Companies can submit any queries that they have for this Circular and the Appendices attached.
31 May 2019	Deadline for submitting the Form (s) duly completed.

7. Support

7.1. Queries on how to complete the fields

Should you have any queries on the completion of the fields of **Form RBSF-LLC and RBSF-ILC**, please submit them **primarily** in writing by sending an email to the address riskstatistics.listedcos@cysec.gov.cy until **May 29, 2019** with subject '**RBS-F Listed companies 2018**' or by calling us on 22506600 and then selecting the option 6 and then 2.

7.2. Technical Queries on digitally signing and submitting the Form (s)

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

All email communication with the CySEC should include, in the subject, the Listed Company's full name and the TRS username.

Yours sincerely,

Demetra Kalogrou
Chairman of the Cyprus Securities and Exchange Commission