

---

TO : **Crypto Asset Services Providers ('CASPs')**  
FROM : **Cyprus Securities and Exchange Commission**  
DATE : **February 12, 2025**  
CIRCULAR No : **C682**  
FILE No : **E.K. 02.03.001, E.K. 01.03.004 and E.K. 01.13.001.002.002**  
SUBJECT : **Risk Based Supervision Framework (the 'RBS-F') – Electronic submission of information for the year 2024 (Form RBSF-CASP)**

---

The present Circular is issued pursuant to section 25(1)(c)(ii) & (iii) of the Cyprus Securities and Exchange Commission Law of 2009 (the 'CySEC Law'), as amended.

The Cyprus Securities and Exchange Commission (the 'CySEC') wishes to inform Crypto Asset Services Providers (CASPs) registered with CySEC, providing services in or from Cyprus about the following:

### **1. Information Requested by CySEC**

- 1.1.** A new version of the **Form RBSF-CASP** (the 'Form'), **Version 2**, found in the [Appendix](#), is now issued and its scope is the collection of various statistical information. This Form is issued on an annual basis. CySEC will use this information, for the purposes of conducting statistical analysis, risk management and other purposes.
- 1.2.** The Form must be completed and **successfully submitted** to CySEC, by **all CASPs that were registered with CySEC and were operational as of 31<sup>st</sup> December 2024**. In this respect, CASPs registered with CySEC, but not operational as of 31<sup>st</sup> December 2024, must also submit the Form.
- 1.3.** The Form must be **successfully submitted electronically** via CySEC's Transaction Reporting System ('TRS') **by Wednesday, March 19, 2025, the latest.**
- 1.4.** The steps that CASPs will have to follow, for the successful submission of the Form to the TRS, can be found [here](#). Upon submission, CASPs 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.
- 1.5.** The feedback file will either contain a NO ERROR indication or, in case that an error(s) has occurred during submission, it will state the description of that error(s). In case of any errors detected during submission of the Form, CASPs must review the Form and ensure that all errors are addressed and corrected, before they digitally sign 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, within the deadlines set in point 1.3. above. This feedback file is dispatched, only during CySEC's regular hours.

- 1.6. CySEC wishes to emphasise the importance of meeting the deadline of **Wednesday, March 19, 2025**. Failure to comply with the above promptly and duly, may bear the administrative penalties of section 37(5) of the CySEC Law. It is further noted that CySEC will **not** send any reminders to those CASPs, which fail to comply promptly and duly.

## 2. Additional Information Requested

No additional information is requested on this version of the Form in relation to version 1 of the Form.

## 3. General Comments for the Form

- 3.1. The Form will be completed only for the **reporting period 01/01/2024 – 31/12/2024 and using 31/12/2024 as a reference date**.
- 3.2. The Form will be available **only** in the **English language**.
- 3.3. CASPs are required to report data in **Euro**, rounded to the nearest unit.
- 3.4. Please always ensure that you have the latest version of the Form, i.e. **Version 2**.
- 3.5. Instructions on the completion of the Form can be found in the '**Instructions**' Worksheet of the Form.
- 3.6. **Before submitting the Form, please ensure that all validation tests that are contained in the Form (Sections A, B, C, D, E, F, G, H, I, J, K and Validation Tests Worksheet) are TRUE (Green Color)**.

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

CASPs should take note **that a digital signature is required** for the successful submission of the Form. After populating the required Excel fields in the Form, CASPs should name their Excel file in accordance to the following naming convention:

**Username\_yyyymmdd\_RBSF-CASP**

The information below explains the naming convention:

- (1) **Username** – is the username of the TRS credentials, which have been sent to the CASP by the Authorisations department. This codification should be entered in capital letters. CASPs that have not received the TRS credentials can do so by referring [here](#) where further information is provided about the TRS.

- (2) **yyyymmdd** – this denotes the end of the reporting period of the Form. In this case, the Form should have a 20241231 format. Future forms will have different reporting periods.
- (3) **RBSF-CASP** – this is the coding of the Form, that 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 be inserted manually, under any circumstances.

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

## 5. Important Dates Summarised

<b>Dates</b>	<b>Task</b>
<b>February 12, 2025</b>	CASPs can start submitting the digitally signed Form to CySEC's TRS system.
<b>From February 12 until March 12, 2025</b>	CASPs can submit any queries that they have for this Circular and the Appendix attached.
<b>March 19, 2025</b>	Deadline for submitting the Form duly completed.

## 6. Support

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

Should you have any queries on the completion of the Form RBSF-CASP, please submit them **only** in writing, any day **PRIOR to Wednesday, March 12, 2025**, by sending an email to the address [riskstatistics.cifs@cysec.gov.cy](mailto:riskstatistics.cifs@cysec.gov.cy).

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

For technical matters on digitally signing and submitting the Form through the TRS, CASPs are advised to frequently visit CySEC's website, at the specified [section](#). For further clarifications, CASPs 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 CASP's full name and the TRS coding.

Yours sincerely,

Dr George Theocharides  
Chairman, Cyprus Securities and Exchange Commission