



TO : **Regulated Entities (that are established in Cyprus):**

- i. AIFM external manager
- ii. AIFM internal manager
- iii. Sub-threshold AIFM external manager (CIF, Mini Manager, SPE)
- iv. Sub-threshold AIFM internal manager (including AIFLNP)
- v. UCITS Management Company and AIFM external manager
- vi. UCITS - Internal manager
- vii. UCITS – Management company

FROM : **Cyprus Securities and Exchange Commission**

DATE : **28 January 2020**

CIRCULAR NO. : **C348**

SUBJECT : **Expansion of CySEC Portal to include Funds Digital Record**

With the present Circular, the Cyprus Securities and Exchange Commission ('the CySEC') wishes to inform the above Regulated Entities ('the Fund Managers') about the **Funds Digital Record**.

The Funds Digital Record will now be part of the CySEC Portal, giving Fund Managers a user-friendly interface to provide efficient data input and submission. Furthermore, Fund Managers will be able to view all of their reported data and make immediate additions/changes.

The Funds Digital Record is a Form-based system divided into various sections so that the information reported to CySEC is enriched. As a result, Fund Managers should exercise caution in correctly completing all the sections that are relevant to them.

In order to comply with the requirements of the Funds Digital Record, Fund Managers must follow the steps below:

1. Successful connection to CySEC Portal. The credentials are already in the possession of the Fund Managers. In case of a new Fund Manager, these credentials can be obtained by email to information.technology@cysec.gov.cy stating the Fund Manager name and the licence number.
2. The dedicated section (Funds Digital Record) in the Portal shows all the sections, with the relevant forms, which must be completed.

3. Some of the information in the Forms is automatically completed by CySEC IT Department, from the data currently available in the Commission's official archives.
4. The data which is contained in each Form is Saved and Submitted by clicking on 'Save'. During the Form Submission the use of the digital certificate is not needed.

The Commission draws the attention of Fund Managers to the following important dates:

04 February 2020	Launch of the new Funds Digital Record on the CySEC Portal.
Basic Data Review	Basic data regarding the Regulated Entities will be filled in by CySEC. The Fund Managers must review, make necessary changes (if any) immediately and submit the data.
Continuous Reporting	In addition to the above, all data in all relevant Sections must be immediately filled in and submitted to CySEC via the Portal using the Funds Digital Record Forms.
Continuous Monitoring	The Fund Managers must continuously review the reporting data in all relevant Sections and immediately correct and submit any errors.

The Fund Managers are urged to study the relevant User Guides and other documentation posted on the CySEC Portal.

For queries and/or other technical support, the Fund Managers are requested to communicate via email address information.technology@cysec.gov.cy stating the name and licence number on the subject, as well as attach print screens with the issue they are facing.

Sincerely,

Demetra Kalogerou
Chairman of Cyprus Securities and Exchange Commission