



TO : Cypriot Investment Firms ('CIFs')
FROM : Cyprus Securities and Exchange Commission
DATE : 14 September 2012
CIRCULAR No : CI144-2012-15
FILE No : E.K. 6.1.14
SUBJECT : Seminars regarding:
a) Internal Capital Adequacy Assessment Process (ICAAP)
b) Supervisory Review and Evaluation Process (SREP)

The Cyprus Securities and Exchange Commission ('the Commission') wishes, with the present circular to inform the Cypriot Investment Firms ('CIFs') of the following:

1. Four (4) one-day seminars will be held regarding ICAAP and SREP as follows:

Date	City	Venue
9,10 and 16 October 2012	Nicosia	Ministry of Finance, Room 4160, 1 st floor
17 October 2012	Limassol	Events hall of Limassol Chamber of Commerce and Industry ('EBEA') ¹

2. The programmes² (*) for Nicosia, have been approved by the Human Resource Development Authority of Cyprus ("HRDA"). The companies/organizations participating with their employees, who satisfy the HRDA's criteria, are entitled to

¹ *Limassol Chamber of Commerce and Industry address is 170, Franklinou Rousvelt Avenue, Zakaki, 3007 Limassol.*



subsidy. The participation cost is two hundred Euros (€200) per participant (the payment fee is €122 in case of subsidy).

All the participants of the programs (*) that satisfy the HRDA's criteria, should complete Form 7 of the HRDA (related instructions are included in Form 10 of the HRDA's) and send it to the Commission at least one week before the commencement of the seminars.

The related forms can be found on the HRDA's Web Site at the electronic link: - [Document/Εγγύριο 7ΠΕ](#).

3. The participation cost for the seminar that will be held in Limassol, which has not been approved by HRDA is one hundred twenty-two Euro €122.
4. The participants must be executives and officers of CIFs who are involved in the following functions/departments:
 - Risk management
 - Capital planning processes,
 - Accounting and financial controlling,
 - Internal Audit and
 - General management.
5. The seminars will be held in the English language.
6. For participation, please send an email to mviolari@cysec.gov.cy by the **26th of September, 2012**, submitting the completed attached form. Due to constraints in the number of participants per seminar (28 participants), a priority will be in effect.
7. All the participants will be informed through electronic mail regarding the date of the seminar that they will attend, as well as the details of the participation fees. The participation fee should be paid by the 5th of October. The participation fees will not be returned in case of cancellation after the 5th of October.
8. For any questions or additional information regarding the above, please contact Ms Margarita Violari (tel.22506600 or at electronic address mviolari@cysec.gov.cy).

Sincerely,

Demetra Kalogerou
Chairman, Cyprus Securities and Exchange Commission

Seminar Form Participation**CIF Name:****License Number:**

Participant's Name	Position in CIF	Preferred Seminar Day