

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 ('Local Listed Companies')** and
- ii. **Companies that have securities listed on a regulated market of an EEA Country and whose home member state is Cyprus ('International Listed Companies')**.

FROM : **Cyprus Securities and Exchange Commission**

DATE : **June 17, 2020**

CIRCULAR No : **C390**

FILE No : **01.13.001.002.002**

SUBJECT : **Risk Based Supervision Framework ('RBS-F') – Electronic submission of Information for the year 2019**

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

## 1. Information requested by CySEC

**1.1.** CySEC requests from all Local Listed and International Listed Companies ('The 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 2019 and submit it only electronically via the CySEC's Transaction Reporting System ('TRS'), **between Wednesday, June 17 and Wednesday, July 22, 2020.**

**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. Wednesday, July 22, 2020, will not be granted.**

## 2. General Comments for Form RBSF-LLC and RBSF-ILC

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

**2.2.** The Form (s) should be completed based on the **Audited Financial Statements** of the Listed Company for the reporting period **1/1/2019 – 31/12/2019 and using 31/12/2019 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**, an email to [riskstatistics.listedcos@cysec.gov.cy](mailto:riskstatistics.listedcos@cysec.gov.cy) should be sent, informing about the

Listed Company's different reporting period and requesting assistance as to how to complete the Form (s).

- 2.3.** Amounts should be reported in Euro (€) (this is also indicated as the reporting currency in 'General Info' of the Form (s)). If the Listed Company's Financial Statements are prepared in a currency other than Euro, the exchange rate provided at the following link should be used, in order to translate the amounts in Euro:  
[www.ecb.int/stats/exchange/eurofxref/html/index.en.html#downloads](http://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	2019	2018
GBP –Pound Sterlin	0,85080	0,89453
USD- US dollar	1,1234	1,1450

- 2.4.** Amounts **should not** be reported in abbreviations i.e. in thousands ('000) or in millions ('000.000).
- 2.5.** The Form (s) have to be submitted to CySEC as described in Section 5 below, **from Wednesday, June 17 until Wednesday, July 22, 2020.**

### 3. 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:

- 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).
- yyymmdd** – this denotes the end of the reporting period of the Form (s). In this case the Form(s) should have a 20191231 format. Future Forms will have different reporting periods. In case of different reporting period, please refer to Section 2.2 above.
- 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 should be named based on the instructions explained in the paragraph above, 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](#).

#### 4. Successful submission

- 4.1. Successful submission, is considered only if the Listed Companies submit successfully the Form (s) through the TRS System and receive the positive feedback file, that is dispatched on the Outgoing folder of the TRS System.
- 4.2. CySEC emphasises the importance of meeting the deadline of **July 22, 2020, and stresses that NO extension will be granted.**
- 4.3. **Failure to promptly and duly comply with the above will bear the administrative penalties of section 37(5) of the CySEC Law.**

#### 5. Important Dates Summarised

Dates	Task
<b>June 17 2020</b>	The Listed Companies can start submitting the digitally signed Form (s) to the CySEC's TRS system.
<b>From June 17 until July 13, 2020</b>	The Listed Companies can submit any queries that they have for this Circular and the Appendices attached.
<b>July 22 2020</b>	Deadline for submitting the Form (s) duly completed.

#### 6. Support

##### 6.1. 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](mailto:riskstatistics.listedcos@cysec.gov.cy) **until July 13, 2020** with subject '**RBS-F Listed companies 2019**' or by phone on 22-506600 and then selecting the option 6 and then 2.

## 6.2. 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 dedicated [section](#). For further clarifications, the Listed Companies are kindly advised to use the electronic address [information.technology@cysec.gov.cy](mailto: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 Kalogerou  
Chairman of the Cyprus Securities and Exchange Commission