



The below announcement is being re issued as Circular C001 for correct filing purposes

## ANNOUNCEMENT

The Cyprus Securities and Exchange Commission (the 'Commission') wishes to inform all interested parties that the Law Regulating Companies Providing Administrative Services and other Related Matters of 2012 (no.L.196(I)/2012) ('the Law') came into force on December 21<sup>st</sup>, 2012.

The Law can be found on the Commission's website under the title: '[Legal Framework](#)'. The English translation of the Law will be posted on Commission's website today.

According to article 11(1) of the Law:

*«11. (1) Subject to the exemptions of this Law, a person who at the entry into force of this Law was providing administrative services, may continue to provide the said services in the Republic and enroll in the Register, provided that:*

*(a) Within two months from the entry into force of the Law the said person notifies to the Commission of:*

- (i) the details, name, shareholders, directors and summary report of activities,*
- (ii) the intention to submit, or not, an application for authorisation according to the Law.*

*(b) Within four months from the date of submission of the notification provided in paragraph (a), submits to the Commission an application, as defined in article 10, along with audited accounts of the immediate two previous years, where possible.*

*(c) Complies immediately with the provisions of this Law.»*

The notification form is herewith attached, as Annex I, and it must be completed and submitted to the Commission, the latest by February 21<sup>st</sup> 2013, at the electronic address: [mmichaelidou@cysec.gov.cy](mailto:mmichaelidou@cysec.gov.cy).

In case where no notification is submitted to the Commission, as per article 11(1) of the Law, the persons concerned may continue to provide administrative services for a period of six months following the entry into force of this Law. With the expiration of the six-month deadline, the said persons should cease to provide administrative services.

The relevant forms and questionnaires for submitting an application shall soon be available on the Commission's website. The Commission's relevant Directive for its fees and charges is expected to be published within the following two weeks – for information purposes it is noted that the submission fee, for filing an application, will be 2,000 Euro.

**This unofficial English text is for information purposes only.  
The official text is in the Greek language.**

**NOTIFICATION FORM**

The Law Regulating Companies Providing Administrative Services and other Related Matters of 2012

**PART A****1. Contact details of the company**

|             |                                                 |  |
|-------------|-------------------------------------------------|--|
| <b>1.1</b>  | <b>Full Name</b>                                |  |
| <b>1.2</b>  | <b>Business Name (where applicable)</b>         |  |
| <b>1.3</b>  | <b>Number and date of registration</b>          |  |
| <b>1.4</b>  | <b>Address of registered office</b>             |  |
| <b>1.5</b>  | <b>Address of head office in Cyprus</b>         |  |
| <b>1.6</b>  | <b>Postal address (if different from above)</b> |  |
| <b>1.7</b>  | <b>Telephone number</b>                         |  |
| <b>1.8</b>  | <b>Fax number</b>                               |  |
| <b>1.9</b>  | <b>Email address</b>                            |  |
| <b>1.10</b> | <b>Website</b>                                  |  |
| <b>1.11</b> | <b>Contact person</b>                           |  |

**2. Shareholders of the company**

|    | <b>Name/ Business name of shareholder</b> | <b>Qualifying holding (%)</b> |
|----|-------------------------------------------|-------------------------------|
| 1. |                                           |                               |
| 2. |                                           |                               |
| 3. |                                           |                               |
| 4. |                                           |                               |

**3. Persons who effectively direct the business of the company****3.1 Board of Directors**

| No. | Name and surname | Position in the Board of Directors/executive or non-executive Director | Professional capacity | Address |
|-----|------------------|------------------------------------------------------------------------|-----------------------|---------|
|     |                  |                                                                        |                       |         |

|    |  |  |  |  |
|----|--|--|--|--|
| 1. |  |  |  |  |
| 2. |  |  |  |  |

### 3.2 Senior management

| No. | Name and surname | Position in the company | Professional capacity | Address |
|-----|------------------|-------------------------|-----------------------|---------|
| 1.  |                  |                         |                       |         |
| 2.  |                  |                         |                       |         |

### 4. Summary report of activities

The summary report of activities shall include, at minimum, information on the administrative services offered by the company, whether these are offered only in the Republic of Cyprus and/or abroad and information on its client network.

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### PART B

State whether you intend to submit an application for authorization according to the Law.

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Yes

No

Date of submission:.....

Signature:.....