

TO : Cypriot Investment Firms
FROM : Cyprus Securities and Exchange Commission
DATE : 12 August 2011
CIRCULAR No : CI144-2011-12
FILE No : E.K. 6.1.14
SUBJECT : Submission of documents by CIFs to the Cyprus Securities and Exchange Commission

The Cyprus Securities and Exchange Commission ('the Commission') has observed that the Cypriot Investment Firms ('the CIFs') submit the same documents¹ to the Commission, in various ways (e.g. in original form, by fax and by electronic mail). Therefore, for cost, space and money saving reasons, the Commission invites the CIFs to submit:

1. ***Only in original form*** the documents that are signed or stamped. It is clarified that, their submission in this form, is provided for in the legal framework that regulates the CIFs.
2. ***Only in electronic form***, the documents (e.g. transaction reporting, capital adequacy and large exposures reports) which, according to Directives issued by the Commission, must be submitted through the electronic systems installed for this purpose (e.g. TREM).
3. In ***original or by fax*** (not by both ways), any other documents which do not fall in cases (1) and (2) above.

¹ The term 'documents' refers to all types of documents submitted to the Commission by the CIFs, such as applications, notifications/disclosures, letter, reports and annual obligations as provided for in the legal framework that regulates CIFs.

This unofficial English text is for information purposes only and is not legally binding. The official, legally binding text is in the Greek language.

The Commission invites the CIFs to comply with the above, that is, to submit documents ***only in one form***, as described above.

Finally, we draw your attention to the fact that electronic mails sent to the electronic addresses of the Commission's officers, is not considered an acceptable way of submission of documents to the Commission.

Sincerely

Christina Christou
Vice Chairman of the Cyprus Securities and Exchange Commission

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