

CySEC XBRL Portal

Manual for

Investment Firms Submissions

Version 2.0, July 2023

Submission of EBA reports to CySEC

For submitting your XBRL files to CySEC you have two options:

1. You can either provide your own zipped XBRL file and upload it directly to the CySEC Portal or,
2. Use the built-in Excel to XBRL Conversion feature.

If your XBRL file is already prepared and ready for submission, you can skip the next paragraph.

Creation of the XBRL EBA Report with Microsoft Excel

In order to convert an Excel file, you will need to download the latest taxonomy visualization (Excel template). Only this template can be used for conversion purposes as it contains a specific expected structure.

CIFs that do not submit directly on XBRL Format may download the excel form from [here](#). These excel files include some formulas to assist CIFs during their completion. For submissions before 30/06/2023 the excel form could be downloaded from here ([IND](#), [CON](#)).

Fill the Excel with all data you must submit, including the **General Information** tab. The general information tab requires some additional meta information.

Only the **Reporting Period**, **Context Identifier (LEI)** and **Default Currency** (if different from EURO) should be completed.

Taxonomy Entry Point	http://www.eba.europa.eu/eu/fr/xbrl/crr/fws/if/its-002-2021/2022-03-01/mod/if_class2.xsd		
Reporting Period			
Context Identifier (LEI)	<input type="text"/>		
Context Identifier Schema	https://eurofiling.info/eu/rs		
Default Currency (ISO Code)	EUR		
All used Units			
Default Monetary Decimals			-3
Default Pure Decimals			4
Apply EIOPA Minimum Decimals	FALSE		
Add Negative Filing Indicator	TRUE		
Add Filing Indicator Positive Filed Attribute	TRUE		

Reporting Period:

The Reporting Period should be the date as per the **due date** of the Reporting Requirement under Open Filings.

For example, for 2023 Benchmarking Remuneration the due date is 31/08/2023, therefore in the Reporting Period Cell CIFs should be completed by stating the due date 31/08/2023.

Context Identifier (LEI):

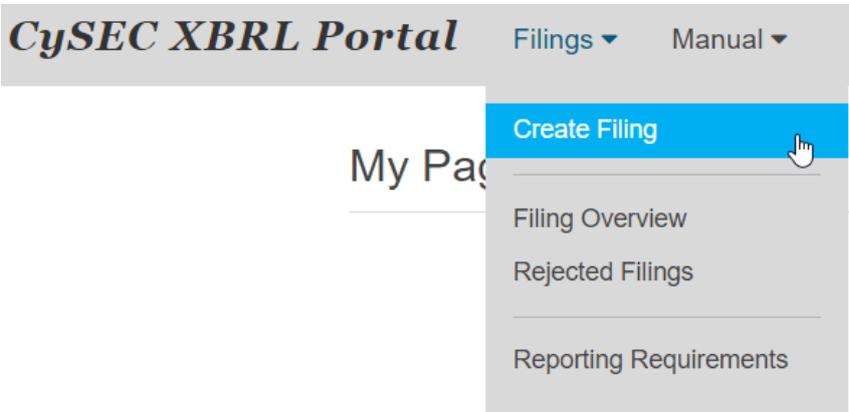
- (a) For submissions **from 30/06/2023 and onwards** the suffix '.IND' or '.CON' should also be included in capital letters. For example, 0000000XYL000000000.IND.
- (b) For submissions **before 30/06/2023** CIFs should use the older version of excel, (Solo and Consolidated) and complete the LEI code **without** the suffix described above.

Please note, that only the values inside the tables can be submitted! All additional information (comments, additional sheets, calculations inside the tables, etc.) will be removed, while the Excel file is converted to XBRL. The CySEC system will not store a version of the submitted Excel file, it will only keep the valid XBRL conversion result.

Once you are finished with your data input, please save the Excel workbook, and place it in a regular zip-file.

Submission of the EBA Report

To submit your prepared EBA report (either zipped Excel Template or zipped XBRL file) to CySEC, please click on *Filings > Create Filing*.



Select your zipped EBA report and click on *Submit Filing*.

Upload Filing

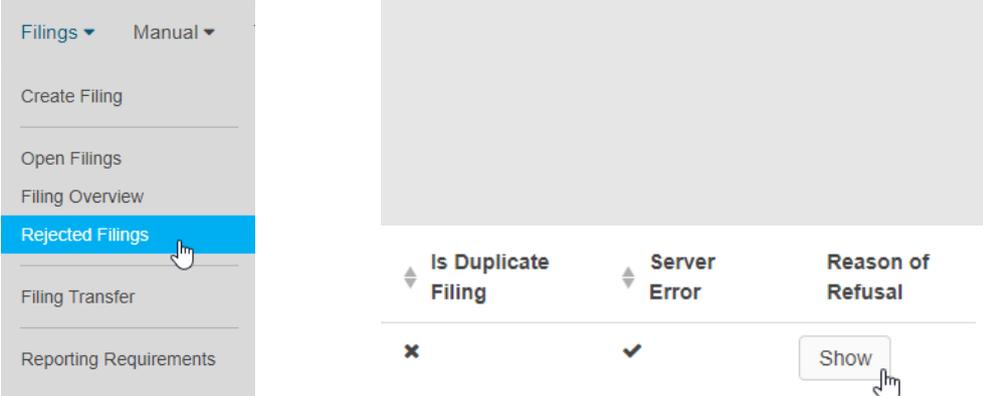
Reporting Entity

File No file chosen

Comment

- (a) For submissions **from 30/06/2023 and onwards** CIFs should choose the option that ends with '.IND' (solo submission) or '.CON' (for CIF under consolidated supervision). For example, 'XYZ Ltd .IND' or 'XYZ Ltd .CON'.
- (b) For submissions **before 30/06/2023** CIFs should choose the 'Reporting Entity' option that does not contain the .IND or .CON at the end. For example, 'XYZ Ltd'.

Your filing will be processed immediately. If a technical error occurs the filing will be rejected. Look at the Rejected Filings Area to see the reason of refusal.



If the processing (and XBRL conversion) was successful, you can find your submission under *Filings > Filing Overview*.

Common Errors of rejected filings

1. Due date



Your report needs to refer the correct due date, for example 2022-12-31.

2. Reports cannot be uploaded twice



Your report has already been uploaded and the same report cannot be uploaded twice. You need to provide at least one change to original file.

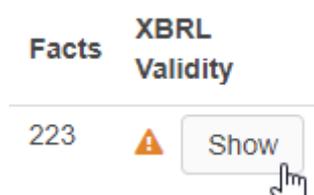
- 3. In the “General Information“ tab, the Context Identifier (LEI) should be completed followed by .IND (for solo submissions) and .CON (for consolidated submissions). Both .IND and .CON should be in capital letters.
- 4. In Tabs I_08.01 to I_08.06, in column A either Lei Code or National Code should be chosen. Do not enter any other value as this will cause the form to be rejected. For individuals, please choose National Code and enter a form of identification number.

5. Percentages should be presented in decimal form (eg for 10%, should be written 0.1).

XBRL Validation and EBA Filing Rules

If you submit your report to CySEC the XBRL Processor will evaluate some XBRL validation rules that are part of the related XBRL taxonomy. On top of that the [EBA filing rules](#) evaluation will take place.

Look at the validation result by clicking the *Show* (XBRL Validity) button on the *Filing Details* page of your submitted filing.



On the [EBA homepage](#) you can find a detailed Excel sheet with all XBRL validations performed during the XBRL validation process.

Remuneration data submission

Regarding remuneration practises, gender pay gap and high earners submissions ¹ via CySEC's XBRL portal, note the below:

- (a) CIFs that do not submit directly on XBRL format should download the excel form:
 - (i) Remuneration Benchmarking [here](#)
 - (ii) Remuneration High Earners [here](#)

- (b) The requirement for submission for each CIF will appear under the Open Filings Section. We note that where a CIF does not have high earners to report, it is not necessary to submit this information, despite the fact that it will appear under the Open Filings Section as a requirement.

- (c) Even though the excel forms contains various tabs, CIFs should **only complete** the tabs mentioned in Appendix A.

¹ Applies to CIFs that fall under sections 9(1), (3) and (4) of the Prudential Supervision of Investment Firms Law of 2021, ie. with initial capital requirement of €150.000 and €750.000.

Appendix A

Tab name	Name of table	EBA Guidelines	Comments
R 01.01	General information and information on remuneration for all staff in investment firms	EBA/GL/2022/07	All staff
R 02.01	Information on remuneration of identified staff in investment firms	EBA/GL/2022/07	Identified staff
R 02.02	Information on remuneration of identified staff per business area	EBA/GL/2022/07	Identified staff
R 04.01.a	Information on the remuneration of high earners - IFD (I)	EBA/GL/2022/08	All staff
R 04.01.b	Information on the remuneration of high earners - IFD (II)	EBA/GL/2022/08	All staff
R 04.01.c	Information on the remuneration of high earners - IFD (III)	EBA/GL/2022/08	All staff
R 05.01	Derogations from the application of requirement to pay out a part of variable remuneration deferred and in instruments for investment firms under Directive (EU) 2019/2034	EBA/GL/2022/07	Identified staff
R 06.01.a	Information on the gender pay gap for IF (I)	EBA/GL/2022/07	First data collection in 2024
R 06.01.b	Information on the gender pay gap for IF (II)	EBA/GL/2022/07	First data collection in 2024