TO	: **Administrative Services Providers**
FROM	: **Cyprus Securities and Exchange Commission**
DATE	: **February 22, 2016**
CIRCULAR No	: **C118**
FILE No	: **E.K. 02.03.001, E.K. 01.03.004 and E.K. 01.13.001**
SUBJECT	: **Risk Based Supervision Framework ('RBS-F') – Electronic submission of information for the year 2015**

The Cyprus Securities and Exchange Commission ('CySEC') wishes to inform the Administrative Services Providers ('the ASPs') about the following:

1. Information requested by CySEC

1.1. Following Circular C109, regarding the electronic submission of information concerning the implementation of the RBS-F for the year 2015, CySEC requests from all ASPs that, were authorised and operated[1] **by December 31, 2015, inclusive**, to complete the Form RBS-F_ASPS_01 ('the Form') in the Appendix and submit it only electronically via the CySEC's Transaction Reporting System ('TRS') **between Monday, February 22 and Friday, March 18, 2016**.

1.2. For the successful implementation of the RBS-F it is imperative that all the information requested from the ASPs 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. Friday, March 18, 2016, will not be granted.**

2. General Comments for Form RBS-F_ASPS_01

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

2.2. The Form will be completed only for the reporting period **1/1/2015 - 31/12/2015 and using 31/12/2015 as a reference date**.

2.3. The data to be reported, can be based on non-audited financial statements, if audited financial statements are not available.

2.4. The Form will be submitted to the CySEC as described in Section 3 below, **from the 22nd of February 2016 until the 18th of March 2016.**

2.5. Please ensure that you have the latest version of the Form, i.e. **Version 4.**

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[1] ASPs that were authorised by December 31, 2015, but were not made use of their authorisation will not be obliged to complete and submit the relevant form.

3. Method of creating, signing and submitting the Form to CySEC

The Form will be submitted after is duly digitally signed, to CySEC **only** electronically via the CySEC's Transaction Reporting System ('TRS') and not in any other format. The steps to prepare, sign and submit the Form are as follows:

3.1 Preparing the Form

After populating the required Excel fields in the Form found in the **Appendix**, the ASPs should name their Excel file in accordance to the following naming convention:

ASPxxx_yyyymmdd_RBSF01

The information below explains the naming convention:

(1) ASPxxx – where *xxx* is the first part of the CySEC license number of the ASP. For example, an ASP with license number 03/196 will complete this section as ASP3 (without any zeros in front). An ASP with license number 250/196 will complete this section as ASP250. An ASP with license number 88/196 will complete this section as ASP88.
(2) yyyymmdd – this denotes the end of the reporting period of the Form. In this case the Form should have a 20151231 format. Future forms will have different reporting periods.
(3) RBSF01 – this is the coding of the form that it remains unchanged and should be inserted exactly as it appears. After the letter 'F' is zero (0) and not the letter O.
(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 inserted manually.

3.2 Signing the Form

After the naming convention, the ASPs can use the digital certificate to sign their Form. The method of acquiring an acceptable certificate has been described in Circular CI196-2014-19.
CySEC has prepared a specialized program (CySEC Digital Signer) to facilitate the ASPs to sign their Forms. It is available at CySEC's website, at http://www.cysec.gov.cy/en-GB/entities/digital-signature/

3.3 Submitting the Form

After digitally signing the Form, the Excel file should be submitted to CySEC via the TRS system. The technical information to log in to the TRS is the following:
a) Address:
   Server IP address: 212.31.100.75
   Server Type: SFTP using SSH2

b) Program to be used:
   Any file transfer program (SFTP – SSH2) can be used, such as FileZilla, which is a free program and is available at http://filezilla.sourceforge.net/

c) TRS directories:
   At user home directory, there are two directories:
   - Incoming – the Digitally Signed Form must be uploaded in this specific folder.
   - Outgoing – the feedback file of the Form can be downloaded from this specific folder.

Special emphasis is given to the fact that the root directory should not be used to upload any files.

d) Login/Password:
   The login and password will be given to the ASP after requesting so via email to information.technology@cysec.gov.cy. The email subject must include the following: ''TRS Credentials – {*name of the ASP*}_{*ASPxxx*}''.
   ASPxxx is described in Section 4.1 above.
   This email can be send from now.

e) After login into the TRS system and submitting the form, the ASPs will receive, via TRS, the feedback file of the Form [located in the outgoing folder], which will have an 'OK' indication and will be the only evidence that the Form was submitted successfully.

f) In cases where the submission of the Form is not successful, meaning that error(s) are identified by the TRS during data processing of the Form, the ASPs will receive the feedback file of the Form, via TRS [located in the outgoing folder], which will describe the error(s).

In these instances, the ASPs are required to immediately correct the error(s) and re-submit the Form using the procedure described above. During this period and until the successful submission of the Form, CySEC will not consider the Form as submitted.

g) The official commencement date of submitting the Form via TRS is the 22nd of February 2016. Special emphasis is given to the fact that the Form will be submitted to CySEC, only electronically, via TRS, and not in any other format. Furthermore, the ASPs are required to keep, at their offices in the Republic, the Form in a hard copy form, which will be signed by the authorized person. CySEC reserves the right to inspect the Form in a hard copy form at any time.

4. Important Dates Summarized

Dates	Task
22 February 2016	The ASPs can start submitting the digitally signed Form to the CySEC's TRS system.
From now until **March 11, 2016**	The ASPs can submit any queries that they have for this Circular and the Appendix attached.
18 March 2016	Deadline for submitting the Form duly completed.

5. Support

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5.1. Frequently Asked Questions (FAQs)

CySEC has prepared a document with Frequently Asked Questions (FAQ), based on queries that arose last year from ASPs when completing the Form. **Form RBS-F_ASPS_01** can be found on CySEC's website. **ASPs are kindly requested to study those FAQs before they submit their own queries to CySEC**.

All documents relating to the RBS-F for ASPs (Forms, Circulars and FAQs) can be found on the related website.

5.2. Queries on how to complete the fields

Should you have any queries on the completion of the fields of **Form RBS-F_ASPS_01**, please submit them **only** in writing by sending an email to the address risk.statistics@cysec.gov.cy, **until Friday, March 11, 2016**.

5.3. Technical Queries on digitally signing and submitting the Form

For technical matters on digitally signing and submitting the Form, the ASPs are advised to frequently visit the CySEC's Website. For further clarifications, the ASPs are asked to use the electronic address information.technology@cysec.gov.cy.

All email communication with the CySEC should include, in the subject, the ASP full name and the ASPxxx coding.

Yours sincerely

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Chairman, Cyprus Securities and Exchange Commission

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