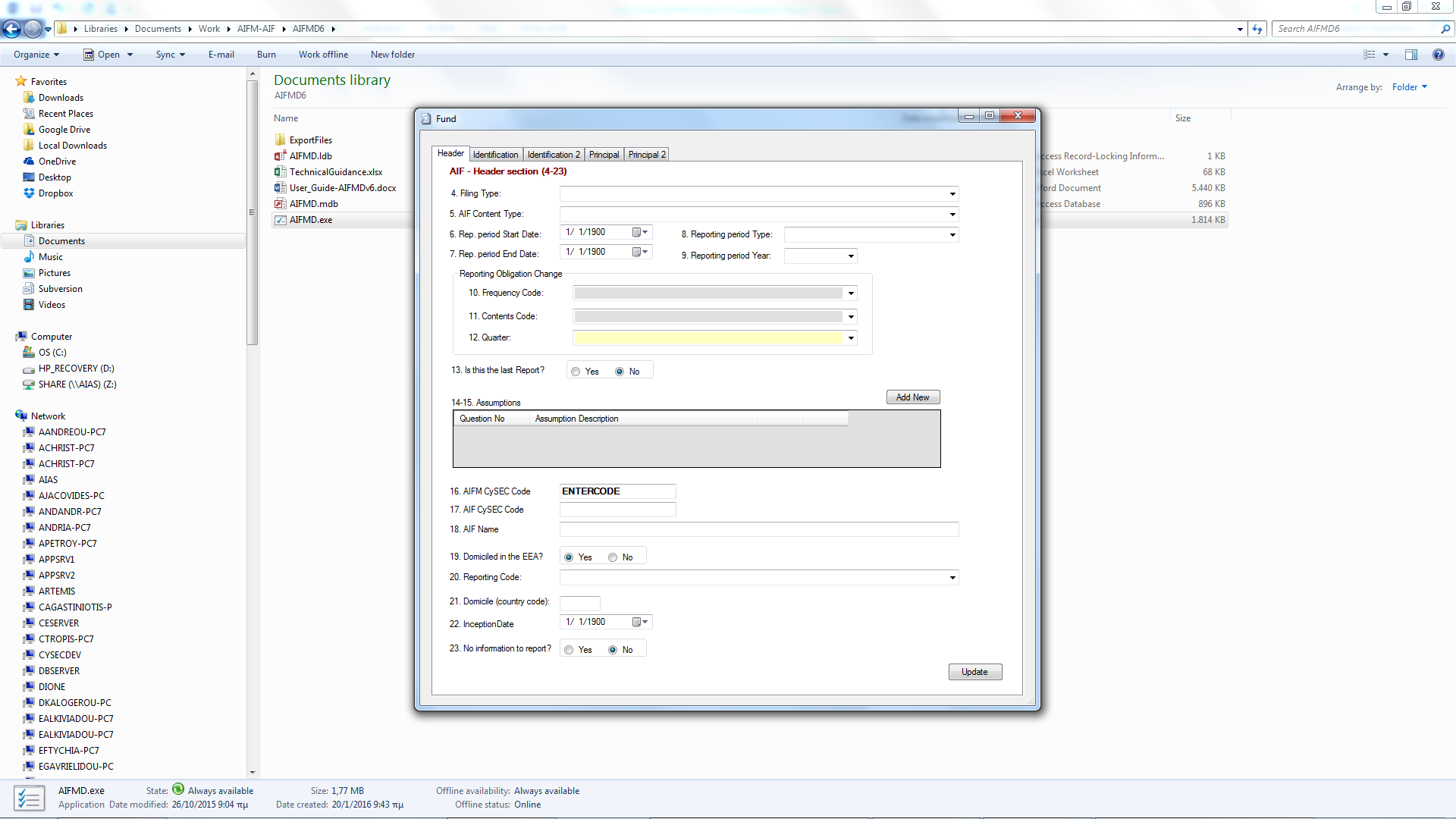
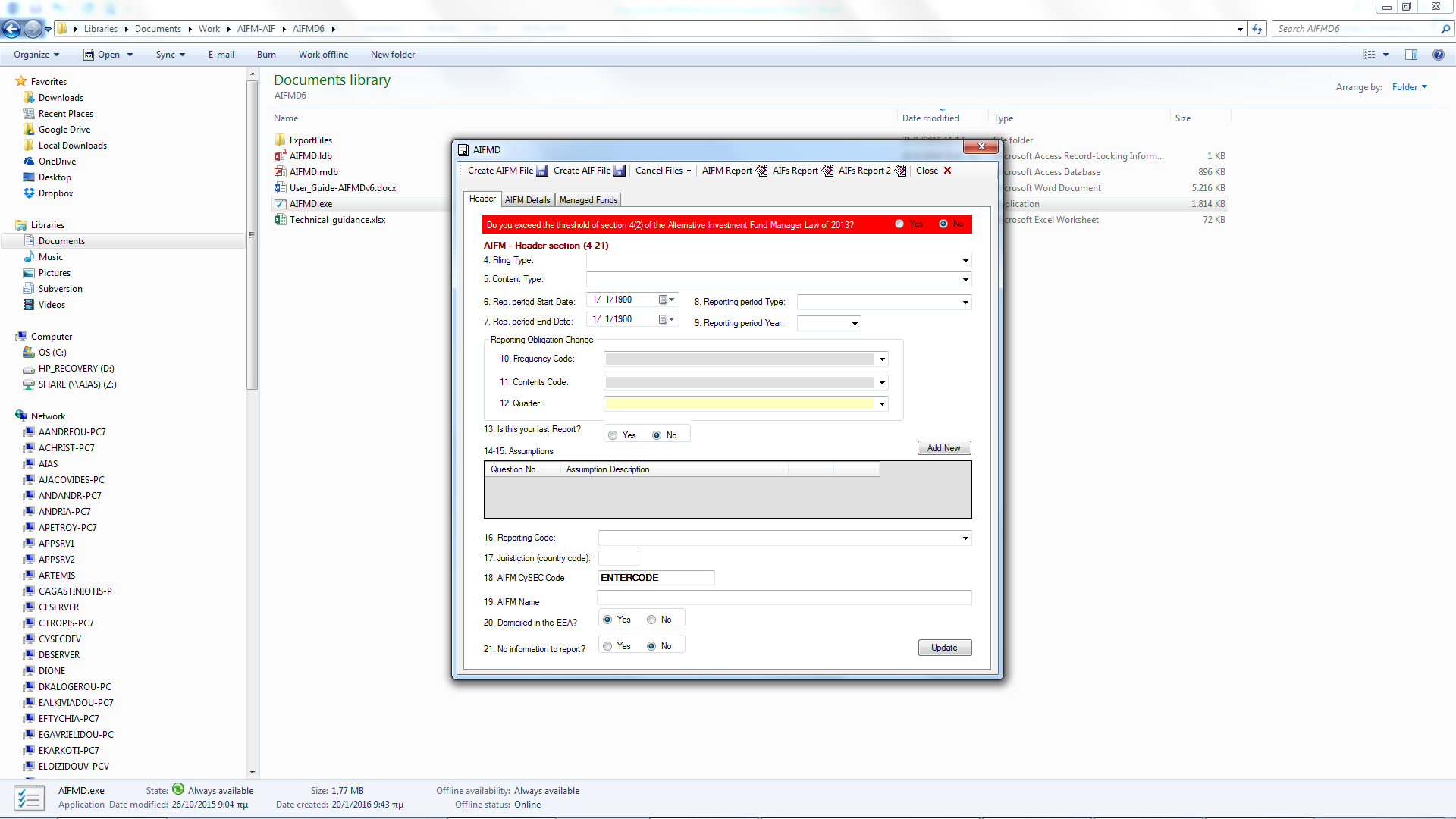
# AIMFD v1.0.18.8 User Guide

## Introduction

In order to assist the Regulated Entities with the preparation of the XML files, CySEC has created the AIFMD application which the Regulated Entities can use to create their   
XML files. The application is available here:

<http://www.cysec.gov.cy/en-GB/entities/aifm/AIFM-and-AIF-Reporting/> .



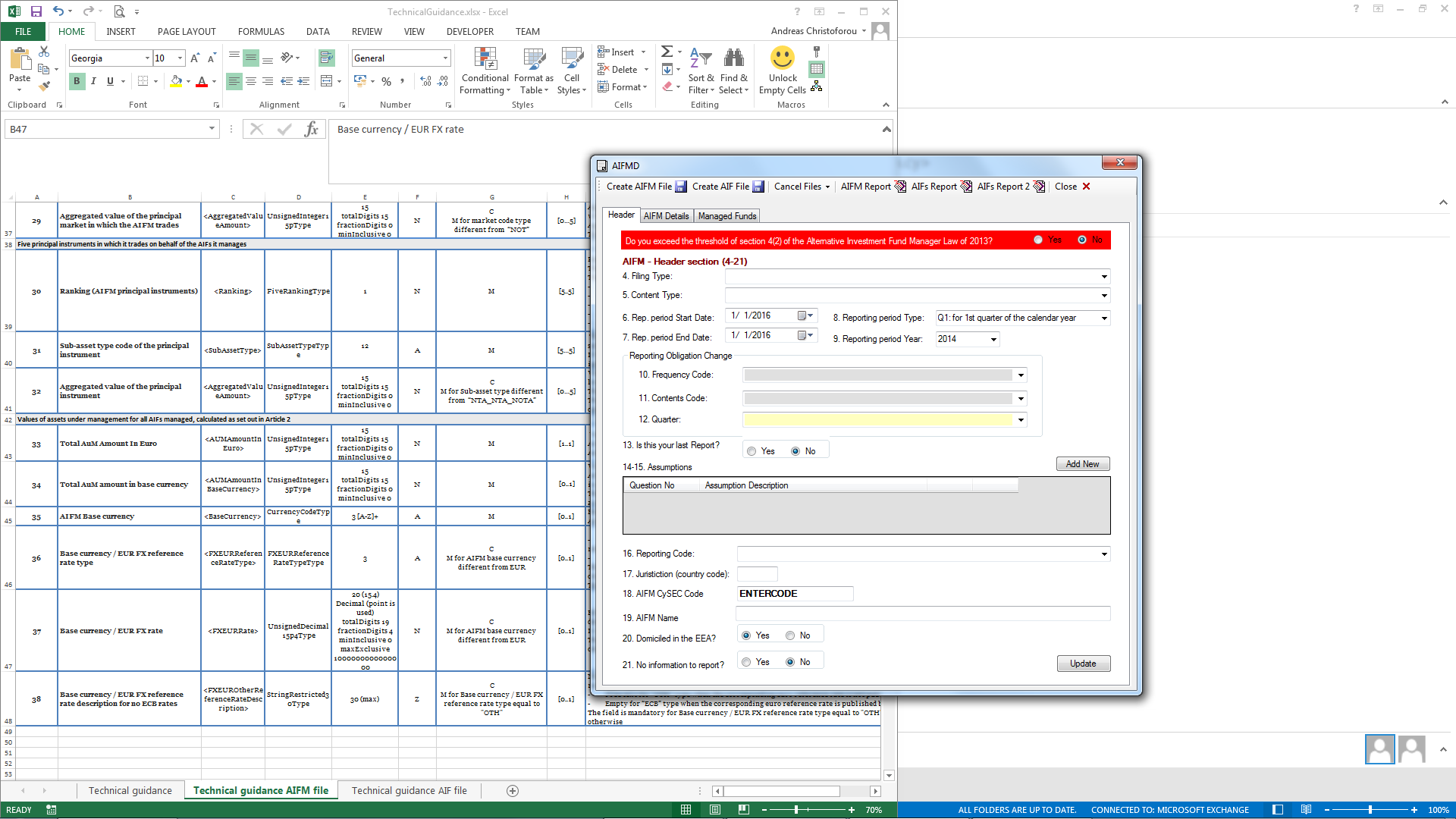
The AIFMD application allows the user to create the AIFM and AIF report files and also acts as a database for the submitted information for future submissions. The Technical Guidance Excel file which is provided with the AIFMD application provides description for all the fields of the AIFM application. All the fields of the application are numbered and colored.

In the AIFMD application:

* The number next to each field related to the AIFM report corresponds to the id column of the “Technical guidance AIFM file” worksheet in the Technical Guidance Excel file.
* The number next to each field related to the AIF report corresponds to the id column of the “Technical guidance AIF file” worksheet in the Technical Guidance Excel file.
* Fields that are colored WHITE are mandatory.
* Fields that are colored GRAY are optional.
* Fields that are colored YELLOW are conditional and are mandatory or optional depending on the user’s selection in other fields.

## Main Window

### Toolbar



The application toolbar allows for the following actions:

* Create AIFM File – Create the AIFM xml file.
* Create AIF File – Create the AIF xml file.
* Cancel Files – Create the AIFM & AIF xml cancelation files
* AIFM Report – Create a Report of the AIFM data contained in the applications DB.
* AIFs Report – Create a Report of the AIF data contained in the applications DB.
* AIFs Report 2 – Create a Report of the AIF data contained in the applications DB.
* Close – Close the application.

#### Header and AIFM Details Tabs

The data in the Header and AIFM Details tabs are used to create the AIFM xml file. The user must fill at least the mandatory information (marked white) in order to save the data using the “Update” button, located in the bottom left of the two tabs.

Fields that are colored WHITE are mandatory. Fields that are colored GRAY are optional. Fields that are colored YELLOW are conditional and are mandatory or optional depending on the user’s selection in other fields. The number next to each field in the Header and AIFM Details tabs corresponds to the id column of the “Technical guidance AIFM file” worksheet in the Technical Guidance Excel file.

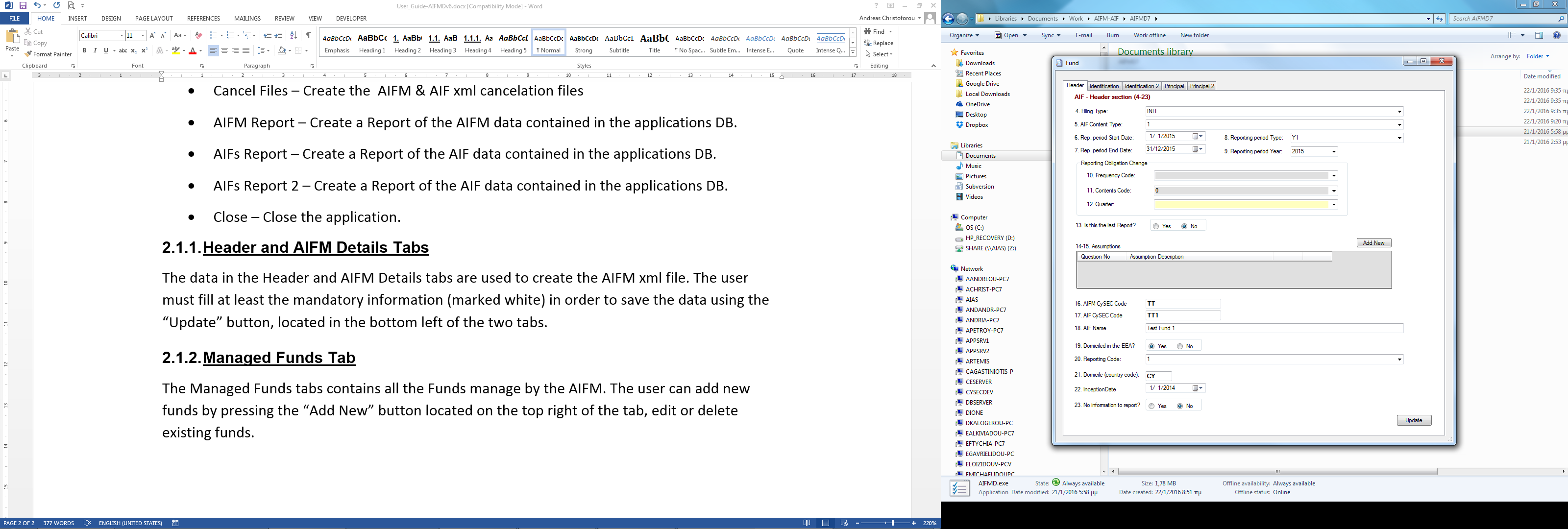
#### Managed Funds Tab

The Managed Funds tabs contains all the Funds managed by the AIFM. The user can add new funds by pressing the “Add New” button located on the top right of the tab, edit or delete existing funds by pressing the respective buttons.

## Funds Window

The Fund window appears when the EDIT button of a fund is selected in the Managed Funds tab. It contains the Header, Identification, Identification 2, Principal and Principal 2 tabs. The user must fill at least the mandatory information (marked white) in order to save the data using the “Update” button, located in the bottom left of the four tabs.

Fields that are colored WHITE are mandatory. Fields that are colored GRAY are optional. Fields that are colored YELLOW are conditional and are mandatory or optional depending on the user’s selection in other fields. The number next to each field in the four tabs corresponds to the id column of the “Technical guidance AIF file” worksheet in the Technical Guidance Excel file.



## Creating the AIFM and AIF xml files

The user can created the AIFM and AIF xml files by selecting the corresponding action from the application toolbar. The AIFM and AIF xml files are saved in the “ExportFiles” folder that resides in the AIFMD application folder. The xml filenames adhere to the following naming convention:

For AIFM xml file:

{TRS username}\_DATAMAN\_CY\_XXXXXX\_YY

* **TRS username** for the XML file is the username of the TRS credentials, in capital letters, given to the AIF Manager by the CySEC after request.
* **XXXXXX** – It denotes a unique six-digit sequence number that the AIFM will give to the file. This sequence number changes every time there is a new submission. The uniqueness of this number applies to cases that the AIFM corrects a previously erroneous file. This six-digit can be any number that the AIFM wishes as long as the above requirements are met.
* **ZZ** – this denotes the year (in a two-digit format) that the submission is made. For example all the submissions in 2016 should have the ‘16’ numbering the end of the reporting period of the xml file.

For AIF xml file:

{TRS username}\_DATAIF\_CY\_XXXXXX\_YY

* **TRS username** for the XML file is the username of the TRS credentials, in capital letters, given to the AIF Manager by the CySEC after request.
* **XXXXXX** – It denotes a unique six-digit sequence number that the AIFM will give to the file. This sequence number changes every time there is a new submission. The uniqueness of this number applies to cases that the AIFM corrects a previously erroneous file. This six-digit can be any number that the AIFM wishes as long as the above requirements are met.
* **ZZ** – this denotes the year (in a two-digit format) that the submission is made. For example all the submissions in 2016 should have the ‘16’ numbering the end of the reporting period of the xml file.

## Reports

The AIMD application allows the user to create reports of the AIFM and AIF data entered in order for the user to view and evaluate the entered data. Users must install the “CRYSTAL REPORTS REDISTRIBUTABLE” that corresponds to their PC (32 or 64 bit) available at <http://www.cysec.gov.cy/en-GB/entities/aifm/AIFM-and-AIF-Reporting/> in order to be able to create reports.

There are 3 reports available, the “AIFM Report” that shows the AIFM data entered into the application, the “AIFs Report” that shows the AIF data entered into the application and the “AIFs Report 2” that shows the AIFM data entered into the application in case the user answered “Yes” in the “Do you exceed the threshold of section 4(2) of the Alternative Investment Fund Manager Law of 2013”