

Certification Registers

Renewal Process

1. Certified persons who are registered in the certification registers should renew their registration every year from January to February. The renewal form is activated only during this certain period on the CySEC website.
2. The renewal process must be performed online through the CySEC website, by completing the Renewal application and paying to CySEC the annual renewal fee of eight euro (€80).

Additionally, certified persons must confirm on the renewal application that they have completed by the end of the previous year, the necessary continued professional training (CPT) seminars on topics that fall within the relevant legislation which applies to them, and which relates directly to the duties which they will undertake as part of their certification, of a duration of:

- i. ten (10) hours for persons registered in the Public Register for the basic examination,
- ii. fifteen (15) hours for persons registered in the Public Register for the advanced examination,
- iii. ten (10) hours for persons registered in the AML Compliance Officers Register.

Persons who are registered in more than one certification registers

- A. Persons that are registered both in the public register for the basic examination and the AML compliance officers register, they must submit a statement of continued professional training on topics that fall within the relevant legislative framework of duration of five **(5)** hours **basic** examination, **plus ten (10) hours for AML compliance officers – being a total of fifteen (15) hours for both renewals.**
- B. Persons that are registered both in the public register for the advanced examination and the AML compliance officers register, they must submit a statement of continued professional training on topics that fall within the relevant legislative framework of duration of ten **(10)** hours for the **advanced** examination plus ten **(10)** hours for persons registered in the public register for **AML** compliance officers – **being a total of twenty (20) hours for both renewals.**

It is provided that, a person that registers for the first time to the public register and/or the AML compliance officers register during the preceding year of his renewal, is not obliged to complete the hours of continued professional training of the sub-paragraph (2)(a) for the renewal of this certain registration but complete the Renewal application and paying to CySEC the annual renewal fee of eighty euro (€80).

Deregistration from the Certification Registers

Certified persons who fail to renew their registration as per the renewal procedure will be automatically deregistered from the relevant certification register. Deregistered persons may request to re-register in the certification registers within 12 months from the deadline of the renewal period, which is end of next February, and pay the fee of two hundred eighty euro (€280).