



TO : **Administrative Services Providers**
FROM : **Cyprus Securities and Exchange Commission**
DATE : **May 16, 2014**
CIRCULAR No : **CI196–2014–16**
SUBJECT : **Submission of information – New Form F196-2012-03**

The Cyprus Securities and Exchange Commission (the 'Commission') kindly requests all Administrative Service Providers (ASPs) to comply with the attached New Form [F196-2012-03](#) as soon as possible, and latest by **May 21st, 2014**. Though some of the requested information on the form have already been filed by the ASPs with CySEC, we need to re-collect them in a new updated registry in light of the upcoming amendment of article 25 of the ASP Law on the ASP Public Register.

In light of the above, the existing Forms F196-2012-03 and F196-2012-04 are withdrawn and no longer in effect, and replaced by the new Form F196-2012-03.

CySEC apologises for any inconvenience and anticipates to your immediate response. Failure to comply will bare administrative consequences.

The form must be submitted to the Commission in word format and only in electronic form at the email address apetrou@cysec.gov.cy.

The obligation is ongoing and whenever there is a change on the information provided an UPDATED form should be submitted immediately to the Commission.

The provided information will be posted on CySEC's Public Register, excluding the information in footnotes 1, 2 and 3 of the attached Form.

For your information, we remind you that after the upcoming amendment of article 25, the existing paragraph (2) will be replaced with the following new paragraph:

«(2) When granting an authorisation, the Commission provides a Register number to every licensed person and registers its details, the administrative services provided, the names of its fully owned subsidiaries which offer administrative services according to section 3(5), the names of its employees who offer administrative services according to sections 3(2) and 5(1) and their work address, the name and communication



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information of the compliance officer, as well as any other information deemed necessary, to the Register kept according to the provisions of this article.

It is provided that all Competent Authorities must maintain respective registers containing the information corresponding to the above»

Companies who have already filed an application with CySEC will be asked by the examining officers of their applications to submit the new Form at the time of examining their application – so they do not need to do anything at this point.

Sincerely,

Demetra Kalogerou
Chairwoman of the Cyprus Securities and Exchange Commission