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**NOTIFICATION OF INTENTION TO ESTABLISH A BRANCH IN**

**ANOTHER EEA STATE**

**Name of CIF : «…..……………………………..»**

**Authorisation number : «…………………………………»**

**Purpose of this form**

You should complete this form if you are an Investment Firm that wishes to establish a branch in another EEA state, or wishes to make changes in the details of the Branch. \*NEW\* This Form needs to be accompanied by a Business Plan (Form 87-00-28).

Please submit this form both in hard copy form and **by email in pdf format at** [**mifid.notifications@cysec.gov.cy**](mailto:mifid.notifications@cysec.gov.cy)

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| For official use only  The fees have been paid to the Accounting Department of the Cyprus Securities and Exchange Commission, as these are defined in the “Directive on Payable Charges and Fees (DI87-02)”. The receipt is attached.  …….………………………………………. Signature |

1. **Contact Information**

|  |  |
| --- | --- |
| Type of notification: | Branch passport notification/changes to existing branch notification |
| Member State in which the investment firm intends to establish a branch: |  |
| Name of investment firm: |  |
| Telephone number of Investment Firm: |  |
| Address of Investment Firm: |  |
| E-mail of Investment Firm: |  |
| Name of the contact person at the investment firm: |  |
| Name of the Branch: |  |
| Address of the Branch: |  |
| Telephone number of the Branch: |  |
| Email of the Branch: |  |
| Name(s) of those responsible for the management of the Branch: |  |
| Home Member State: |  |
| Authorisation Status: | Authorised by |
| Authorisation Date: |  |

* **Note:** For change of branch particulars notification please complete only the parts of the forms which contain new information. If the intention is to make changes to the investment services, activities, ancillary services or financial instruments, please list all the investment services, activities, ancillary services or financial instruments the branch will provide.

1. **Programme of operations**

**Intended Investment services, activities and ancillary services provided by the Branch**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Investment Services and activities | | | | | | | | | | Ancillary services | | | | | | |
|  |  | A1 | A2 | A3 | A4 | A5 | A6 | A7 | A8 | A9 | B1 | B2 | B3 | B4 | B5 | B6 | B7 |
| Financial Instruments | C1 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C2 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C3 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C4 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C5 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C6 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C7 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C8 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C9 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C10 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| C11 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

\*Please place an (x) in the appropriate boxes.

1. **Business Plan and structural organization of the Branch**

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| --- | --- |
| 1. **Business Plan**  (a) How will the branch contribute to the strategy of the firm/group?  (b) What will the main functions of the branch be?  (c) Describe the main objectives of the branch? | 1. **Business Plan** |
| **2. Commercial Strategy**  (a) Describe the types of clients/counterparties the branch will be dealing with?  (b) Describe how the firm will obtain and deal with these clients? | **2. Commercial Strategy** |
| **3. Organisational Structure**  (a) Briefly describe how the branch fits into the corporate structure of the firm/group? (This may be facilitated by attaching an organisational chart)  (b) Set out the organisational structure of the branch, showing functional, geographical and legal reporting lines?  (c) Who will be responsible for the branch operations on a day to day basis? Provide details of professional experience of the persons responsible for the management of the branch (Please attach CV)?  (d) Who will be responsible for the internal control functions at the branch?  (e) Who will be responsible for dealing with complaints in relation to the branch?  (f) How will the branch report to the head office?  (g) Detail any critical outsourcing arrangements? | **3. Organisational Structure** |
| **4. Tied Agents\***  (a) Will the branch use tied agent?  (b) What is the identity of the tied agent?   * Name * Address * Telephone * E-mail * Contact Point * Reference or hyperlink to the public register where the tied agent is registered | **4. Tied Agents\*** |
| **5. Systems &Controls**  Provide a brief summary of arrangements for:  (a)safeguarding client money and assets;  (b)compliance with the conduct of business and other obligations that fall under the responsibility of the Competent Authority of the host Member State according to Art 35(8) and record keeping under Art 16(6);  (c) staff code of Conduct, including personal account dealing;  (d) anti-money laundering;  (e) monitoring and control of critical outsourcing arrangements (if applicable);  (f) details of the accredited compensation scheme of which the investment firm is a member; | **5. Systems &Controls** |
| **6. Financial Forecast**  Attach a forecast statement for profit and loss and cash flow, both over an initial period of thirty six month period; | **6. Financial Forecast** |

**\***An investment firm that intends to use tied agents in another Member State shall complete a separate notification in respect of each tied agent it intends to use.

**Ι responsibly declare, having full knowledge of the consequences of the Investment Services and Activities and Regulated Markets Law of 2017 (Law 87(I)/2017) (the “Law”), that:**

1. **I have exercised all due diligence in ensuring that all the information stated in this notification, as well as the details and documents that accompany it are correct, complete and accurate.**
2. **I am authorised to sign on behalf of the CIF.**

**I acknowledge and accept that the Commission may reveal information in the discharge of its duties, as these are defined in the Law 87(Ι)/2017.**

**In accordance with sections 71, 93 and 94 of the Law, I understand that the provision of false, or misleading information or data or documents or forms, or the withholding of material information from the current notification, is subject to an administrative fine and may constitute a criminal offence.**

Full name: …………………...…………….............................................................................

Position held in the Investment Firm: …………..………………………………………………………

Signature: ……………………………………..…………………………………………………………………….

Date: ……………………………………….………………………………………………………………………….