
TO : Regulated Entities

- i. Cyprus Investment Firms (CIFs)
- ii. Administrative Service Providers (ASPs)
- iii. UCITS Management Companies
- iv. Internally managed UCITS
- v. AIFMs
- vi. Internally managed AIFs
- vii. Internally managed AIFLNPs
- viii. Companies with sole purpose the management of AIFLNPs
- ix. Small AIFMs under Law 81(I)/2020
- x. Crypto Asset Service Providers (CASPs)

FROM : Cyprus Securities and Exchange Commission

DATE : 20 April 2023

CIRCULAR NO. : C567

SUBJECT : Electronic Submission of the Form of the Monthly Prevention Statement for AML/CFT purposes (paragraph 11 of CySEC's AML/CFT Directive) via the CySEC's Transaction Reporting System ('TRS') – New Form MPS.

The Cyprus Securities and Exchange Commission ('the CySEC') wishes with the present, which is issued pursuant to paragraph 11 of CySEC's Directive for the Prevention and Suppression of Money Laundering and Terrorist Financing ('the AML/CFT Directive'), to inform all Regulated Entities (see points i-x above) that **from May 2023 (Reporting for April 2023), the Form of the Monthly Prevention Statement (MPS) for AML/CFT purposes, will be submitted via the CySEC's Transaction Reporting System ('TRS').**

In view of the above, CySEC wishes to inform the Regulated Entities on the release of a **new Form, MPS** ('the Form'), which is found in the [Appendix](#), for the collection of data regarding the Monthly Prevention Statement. The new Form MPS **replaces** the existing Form 144-08-11 for the prevention of money laundering and terrorist financing.

1. Reporting Requirements

1.1 All Regulated Entities are required to complete and submit the Form.

1.2 Regarding the first release of the Form, this will take place in May 2023 covering the period of 01/04/2023-30/04/2023.

1.3 Thereafter, the Form must be successfully submitted electronically via the CySEC's TRS **on a monthly basis within 15 days from the end of each month.**

1.4 The steps that Regulated Entities will have to follow, for the successful submission of the Form to the TRS, can be found [here](#).

2. Feedback Files

2.1. For the purposes of successfully submitting the Form, CySEC wishes to inform Regulated Entities that a number of data validation tests, will be carried out and run by the TRS, during submission time and hence, Regulated Entities must expect and ensure to receive a **feedback file upon submission.**

2.2. In the case, that all validation tests are passed, the feedback file will contain a **NO ERROR** indication.

2.3. In case that some of the validation tests fail to pass, the feedback file will contain error information on those failed tests, and in response, Regulated Entities must review the Form and ensure that all errors are addressed and corrected, before re-submitting the Form.

2.4. **The Form is regarded as having successfully been submitted to CySEC, ONLY when a NO ERROR indication feedback file is received.**

2.5. It is further noted that CySEC will not send any reminders to those who fail to promptly and duly comply.

2.6. Failure to promptly and duly comply with the above, will bear the administrative fine of section 37(5) of the CySEC Law.

3. Instructions for the completion of the Form

3.1. Regulated Entities are prompted at the importance of successfully completing the Form by the set deadline (as set out in point 1.3 above), and are encouraged to **diligently follow the instructions** below, as these will ultimately dictate whether a successful submission has been made.

3.2. The Form is composed of **four Parts**:

- **Instructions:** Some general instructions you should take into consideration, for the completion of the Form.

- **General Info:** Information on the Regulated Entity and contact person.
- **Section A:** Detailed information on Cash Deposits over €10.000.
- **Section B:** Reports submitted regarding the above Cash Deposits.
- **Validation Tests:** For the successful submission of the Form all Validation Tests must be TRUE.

3.3. **Detailed instructions** for completing General Info, Section A and Section B follow below:

3.3.1. **General Info:**

- **Cell D10** - <File Name> - **Mandatory field** requiring Regulated Entities to type the following:

Regulated Entities	File Name
ASPs	TRS username_yyyymmdd_MPS-ASP
CIFs	TRS username_yyyymmdd_MPS-CIF
Mgt Cos	TRS username_yyyymmdd_MPS-MC
CASPs	TRS username_yyyymmdd_MPS-CASP

where yyyymmdd = Reference Date
(i.e. 20230430 for reference date of 30/04/2023)

- **Cell D14** - <Reporting Period> - **Mandatory field** requiring Regulated Entities to type the reporting period in date format e.g. 01/04/2023-30/04/2023.
- **Cell D15** - <Reference Date> - **Mandatory field** requiring Regulated Entities to type the last date of the reporting period in date format e.g. 30/04/2023.
- **Cell D16** - <Submission Date> - **Mandatory field** requiring Regulated Entities to type the actual date of the submission of the Form in date format e.g. 30/04/2023.
- **Cell D19** - <Name of Entity> - **Mandatory field** requiring Regulated Entities to type the name as written on the license.
- **Cell D20** - <TRS Identification Code of Entity> - **Mandatory field** requiring Regulated Entities to type identification code provided by CySEC.
- **Cell D21** - <Name of the Compliance Officer> - **Mandatory field** requiring Regulated Entities to provide the name of the person that is responsible for the completion of the Form.

- **Cell D22** - <Telephone Number> - **Mandatory field** requiring Regulated Entities to provide the telephone number of the person that is responsible for the completion of the Form.
- **Cell D23** - <Email Address> - **Mandatory field** requiring Regulated Entities to provide the email address of the person that is responsible for the completion of the Form.

3.3.2. Section A – Detailed information on Cash Deposits over €10.000

- **Question 1** - **Mandatory field** requiring Regulated Entities to complete ALL the cells of the table with numerical values ONLY. For cells that are not applicable, please insert 0 (zero).
All the relevant definitions for the completion of the above table are included in Section A.
- **Question 2** - **Mandatory field** requiring Regulated Entities to complete ALL the cells of the table with numerical values ONLY (except from Cells A73-A79). For cells that are not applicable, please insert 0 ("zero"). Use free text in cells A73-A79 to insert the Type of Anonymity Enhanced Tokens ("AETs"). Otherwise, please report N/A.
- **Questions 3, 4, 5** - **Mandatory fields** requiring Regulated Entities answer these questions by selecting an answer from the drop down list.

3.3.3. Section B – Reports submitted regarding the above Cash Deposits

- **Questions 1, 4, 5, 6** - **Mandatory fields** requiring Regulated Entities to complete the relevant cells with numerical values ONLY.
If the total number of cash deposits over €10.000 reported in Cell D55 of Section A is 0 ("zero"), please answer these questions by reporting 0 ("zero").
- **Questions 2, 3** - **Mandatory fields** requiring Regulated Entities answer these questions by selecting an answer from the drop down list.
If the total number of cash deposits over €10.000 reported in Cell D55 of Section A is 0 ("zero"), please answer these questions by selecting N/A from the drop down list.

4. Method of creating and submitting the Form to the CySEC

After populating the required Excel fields in the Form, Regulated Entities should name their Excel file in accordance to the following naming convention:

Regulated Entities	File Name
ASPs	TRS username_yyyymmdd_MPS-ASP
CIFs	TRS username_yyyymmdd_MPS-CIF
Mgt Cos	TRS username_yyyymmdd_MPS-MC
CASPs	TRS username_yyyymmdd_MPS-CASP

The information below explains the naming convention:

- (1) **TRS Username** – is the username of the TRS credentials, which should already be in the possession of Regulated Entities that have previously submitted any electronic file to the TRS system. This codification should be entered in capital letters. Regulated Entities, that have not previously requested the TRS credentials, can do so by referring [here](#), where further information is provided about the TRS.
- (2) **yyymmdd** – this denotes the end of the reporting period of the Form. For the first submission, the Form should have a 20230430 format. Future submissions will have different formats.
- (3) **MPS-ASP, MPS-CIF, MPS-MC, MPS-CASP** – this is the coding of the Form that it remains unchanged and should be inserted exactly as it appears.
- (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 be inserted manually, under any circumstances.

5. Support

5.1. Queries on how to complete the fields of the Form

If you have any queries on the completion of the Form, please submit them only in writing, by sending an email to the address aml@cysec.gov.cy.

All email communication should include in the subject, the Regulated Entity's full name and the TRS coding.

5.2. Technical Queries on submitting the Form

For technical matters on submitting the Form, and any further clarifications, Regulated Entities are requested to use the electronic address information.technology@cysec.gov.cy.

All email communication should include in the subject, the Regulated Entities' full name and the TRS coding.

Yours sincerely,

Dr George Theocharides

Chairman, Cyprus Securities and Exchange Commission