TO	: **Administrative Services Providers ('ASPs')**
FROM	: **Cyprus Securities and Exchange Commission**
DATE	: **December 20, 2024**
CIRCULAR No	: **C670**
FILE No	: **E.K. 02.03.001 and E.K. 01.13.001.002.002**
SUBJECT	: **ASPs Quarterly Statistics (Form QST-ASP) – 31/12/2024 Submission**

The present Circular is issued pursuant to section 25(1)(c)(ii) & (iii) of the Cyprus Securities and Exchange Commission Law (the 'CySEC Law').

The Cyprus Securities and Exchange Commission (the 'CySEC') wishes to inform all ASPs about the following:

1. Information Requested by CySEC

1.1 The latest version of the **Form QST-ASP** (the 'Form'), **Version 8,** found in the **Appendix**, must be completed and submitted to CySEC by **all ASPs that were authorised by CySEC by December 31, 2024**. In this respect, ASPs that were authorised by **December 31, 2024,** but have not made use of their authorisation **must also submit the Form**.

1.2 The steps that ASPs will have to follow, for the successful submission of the Form to the TRS, can be found here. Upon submission, ASPs are responsible to ensure that they have received a **feedback file**, i.e. an official submission confirmation dispatched by the TRS in the Outgoing directory.

1.3 The feedback file will either contain a NO ERROR indication or, in case that an error(s) has occurred during submission, the description of that error(s). In case of any errors detected during submission of the Form, ASPs must review the Form and ensure that all errors are addressed and corrected before they digitally sign (only applicable for the Excel files) and re-submit the Form. **The Form is regarded as being successfully submitted to CySEC, only when a NO ERROR indication feedback file is received.** This feedback file is dispatched, only during CySEC regular hours.

2. Deadline for the submission of the Form

2.1. The Form must be successfully submitted electronically via the CySEC's Transaction Reporting System ('TRS') **by Friday, January 31, 2025, the latest**.

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2.2. CySEC wishes to emphasise the importance of meeting the deadline set for successful submission of the Form. **Extension to the above deadline, i.e. Friday, January 31, 2025, will not be granted.**

2.3. **Failure to promptly and duly comply with the above will bear the administrative penalties of section 37(5) of the CySEC Law. It is further noted that CySEC will <u>not</u> send any reminders to those ASPs which fail to comply promptly and duly.**

3. General Comments for the Form

3.1. The Form will be available **only** in the **English language.**

3.2. ASPs are required to report data in **Euro**, rounded to the nearest unit.

3.3. Please always ensure that you have the latest version of the Form, i.e. **Version 8**.

3.4. Instructions on the completion of the Form can be found in the **'Instructions'** worksheet of the Form.

3.5. As per the table below, please be advised when completing the information requested in the Form, of the distinction regarding the columns (i) Reporting Period (Column D) and (ii) Cumulative Reporting Period (Column E), of Section F - Income Statement. **Kindly note that both, Columns D and E, refer to the ASP and not to the ASP's subsidiaries.**

Quarter	Reporting Period (Column D)		Cumulative Reporting Period (Column E)	
	Period	Time Span	Period	Time Span
Q1	1 January 20XX-31 March 20XX	3 months	1 January 20XX-31 March 20XX	3 months
Q2	1 April 20XX-30 June 20XX	3 months	1 January 20XX-30 June 20XX	6 months
Q3	1 July 20XX-30 September 20XX	3 months	1 January 20XX-30 September 20XX	9 months
Q4	1 October 20XX-31 December 20XX	3 months	1 January 20XX-31 December 20XX	12 months

3.6. Before submitting the Form, please ensure that **all validation tests** that are contained in the Form (Sections General Information, A, B, C, D, E, F and Validation Tests Worksheet) **are TRUE** (Green Colour).

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

After populating the required Excel fields in the Form, ASPs should name their Excel file in accordance with the following naming convention:

Username_yyyymmdd_QST-ASP

<u>The information below explains the naming convention:</u>

(1) **Username** – is the username of the TRS credentials, which should already be in the possession of the ASPs, which have previously submitted any electronic files to the TRS system. This codification should be entered in capital letters.

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ASPs, that have not previously requested the TRS credentials, can do so, by referring **here**, where further information is provided about the TRS.

(2) **yyyymmdd** – this denotes the end of the reporting period of the Form. In this case, the Form should have a 20241231 format. Future forms will have different reporting periods.

(3) **QST-ASP** – 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 under any circumstances, be inserted manually.

The fully completed excel form, which is named based on the above paragraph, must be submitted only electronically, through the Transaction Reporting System ('TRS System'), within the timeframes set.

5. Support

5.1 Queries on how to complete the fields of the Form

Should you have any queries on the completion of Form QST-ASP, please submit them **only** in writing, any day **PRIOR to Friday, January 24, 2025**, by sending an email to the address riskstatistics.asps@cysec.gov.cy.

5.2 Technical Queries on digitally signing and submitting the Form

For technical matters on digitally signing and submitting the Form, the ASPs are advised to frequently visit the CySEC's website, at the specified section. For further clarifications, ASPs are requested to use the electronic address information.technology@cysec.gov.cy.

All email communication with CySEC should include the subject, the ASP's full name and the TRS coding.

Yours sincerely

Panikkos Vakkou
Vice-Chairman
Cyprus Securities and Exchange Commission

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