

**Administrative Services Providers (ASPs)**  
**COMPLIANCE CALENDAR 2023**

**ASPs under Cyprus Securities and Exchange Commission (CySEC)**  
**REPORTING OBLIGATIONS CALENDAR 2023**

Reporting Obligations to CySEC	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
<b>Monthly Prevention Statement</b>	15.01.23	15.02.23	15.03.23	15.04.23	15.05.23	15.06.23	15.07.23	15.08.23	15.09.23	15.10.23	15.11.23	15.12.23
<b>Quarterly Statistics</b>	For Q4 of 2022 31.01.23			For Q1 of 2023 30.04.23			For Q2 of 2023 31.07.23			For Q3 of 2023 31.10.23		
<b>AMLCO - Anti-Money Laundering Compliance Officer's Annual Report and BoD Minutes</b>		submit to BoD by 28.02.23	31.03.23									
<b>Audited Financial Statements (incl. Auditor's report and country by country statement)</b>				30.04.23								
<b>IA - Internal Auditor's Annual Report and BoD Minutes</b>			submit to BoD by 31.03.23	30.04.23								

**Notes:**

<sup>1</sup> **Trusts:** All new trusts (or changes) should be declared to CySEC within 15 days from the trust establishment. Applicable Trust should be registered with CyTBOR and any changes updated.

<sup>2</sup> **RBS-F Report:** Risk Based Supervision Framework (RBS-F) report is submitted to CySEC upon request for the last one year and final date of submission is stated in the relevant Circular.

<sup>3</sup> **CySEC:** Article 25 - Submission of update on Form F196–2012–03 regarding any changes (100% subsidiaries and employees of regulated entity providing administrative services).

**ASPs under Cyprus Bar Association (CBA)**  
**REPORTING OBLIGATIONS CALENDAR 2023**

Reporting Obligations to CySEC	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
AMLCO - Anti-Money Laundering Compliance Officer's Annual Report and BoD Minutes		submit to BoD by 28.02.23	31.03.23									

**Notes:**

<sup>1</sup> **Trusts:** All new trust establishments or changes in trusts shall be notified to CBA within 15 days of the establishment or change. Applicable Trust should be registered with CyTBOR and any changes updated.

<sup>2</sup> **Continuing Professional Education:** All registered practicing Advocates that wish to renew their Licence by the 31st of March each year shall attend 4 hours of certified Continued Professional Development (CPD) Training and 8 hours of non-certified CPD Training. All Compliance Officers shall also attend 6 hours of certified CPD Training annually.

<sup>3</sup> **CBA Form:** "Certificate of a Beneficiary Person for its Employees" ("Βεβαίωση δικαιούχου Προσώπου για τους Υπαλλήλους του").

**ASPs under Institute of Certified Public Accountants (ICPAC)**  
**REPORTING OBLIGATIONS CALENDAR 2023**

Reporting Obligations to CySEC	Jan.	Feb.	Mar.	Apr.	May	June	July	Aug.	Sep.	Oct.	Nov.	Dec.
Consolidated AML Questionnaire [final submission date subject to confirmation by the Regulator]						30.06.23						

**Notes:**

<sup>1</sup> **Trusts:** All new trust registrations/changes in trusts should be declared to ICPAC within 15 days from the trust establishment/changes or within 15 days from the date of any change. Applicable Trust should be registered with CyTBOR and any changes updated.

<sup>2</sup> **Continuing Professional Development:** By no later than 1 January each year, all Members of ICPAC must submit electronically to ICPAC an annual CPD declaration in the prescribed form.

<sup>3</sup> **ICPAC Forms:**

- “Natural Persons Employed by an ASP” Form – notification to ICPAC for employees who offer services under article 4 of the ASP law.
- “Amendment of Firm’s Details” Form regarding any updates to the firm’s information/directors/shareholders/compliance officer.

Obligation to notify for all subsidiary companies that are used for the provision of administrative services. Please note that there is no deadline for the submission of such notices.

*Should you need more information or assistance you can email us at [info@mnkriskconsulting.com](mailto:info@mnkriskconsulting.com) or call us at 25-508201.*