

<u>S/N</u>	<u>TASK</u>	<u>IMPORTANT NOTES</u>
1	Annual Compliance Report	In accordance with the CBA Directive on AML & CTF, the Annual Compliance Officer Report must be prepared in accordance with the CBA Guidelines- Part C, and submitted by the MLCO to the CBA electronically by the end of March of each year.
2	Financial Statements	In accordance with the ASP Law (L.196 (I) 2012 as amended from time to time), there is an obligation to prepare Audited Financial Statements within 4 months of the end of each calendar year, and keep them in the registered office of the firm. There is no obligation emanating from the provisions of the CBA Directive for submission/review of the Financial Statements to/by the Regulator
3	Internal Audit report	In accordance with the CBA Directive, where appropriate and proportional to the size and nature of the activities of the firm, an independent internal audit service covering the AML/CFT system of the firm should be established for verification of internal policies, controls and procedures.
4	Trusts	All new trust establishments or changes in trusts shall be notified to CBA within 15 days of the establishment or change.
5	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.
6	CBA Form	"Certificate of a Beneficiary Person for its Employees" ("Βεβαίωση δικαιούχου Προσώπου για τους Υπαλλήλους του").

NOTE: Each member is obliged to comply with the Tax, AML, ASP Law and the circulars/guidelines of the relevant authorities and regulators. Any information contained herein and in any other notifications or circulars should be assessed on its own merits.