

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

January		February		March		April	
Date	Task	Date	Task	Date	Task	Date	Task
15	CySEC- Monthly Prevention Statement for December of the pervious calendar year	15	CySEC- Monthly Prevention Statement for January	15	CySEC- Monthly Prevention Statement for February	15	CySEC-Monthly Prevention Statement for March
31	CySEC - Quarterly Statistics for Q4 of 2022	28	CySEC -MLCO Annual Compliance report to be submitted to the BoD for review	31	CySEC -Final date for the submission of the MLCO Annual Compliance report along with of the Minutes BoD meeting	30	CySEC- Finalisation of the Financial Statements (to be available for CySEC)
						30	CySEC-Final date for the submission of the Internal Auditor report along with the Minutes of BoD meeting.
						30	CySEC - Quarterly Statistics for Q1 of 2023
May		June		July		August	
Date	Task	Date	Task	Date	Task	Date	Task
15	CySEC- Monthly Prevention Statement for April	15	CySEC-Monthly Prevention Statement for May	15	CySEC-Monthly Prevention Statement for June	15	CySEC-Monthly Prevention Statement for July
				31	CySEC - Quarterly Statistics for Q2 of 2023		
September		October		November		December	
Date	Task	Date	Task	Date	Task	Date	Task
15	CySEC- Monthly Prevention Statement for August	15	CySEC- Monthly Prevention Statement for September	15	CySEC- Monthly Prevention Statement for October	15	CySEC- Monthly Prevention Statement for November
		31	CySEC - Quarterly Statistics for Q3 of 2023				

<b>S/N</b>	<b>TASK</b>	<b>IMPORTANT NOTES</b>
1	Monthly Prevention Statement	Should be submitted within 15 days from the end of the month.
2	Annual Compliance Report	The report must be sent to the BoD by the end of February for approval, and then to CySEC along with the minutes of meeting within 20 days from the meeting and no later than the end of March.
3	Financial Statements	The Financial Statements are not to be submitted to CySEC but should be finalised and available for CySEC's review.
4	Internal Audit report	The Internal Audit report should be prepared at least once a year, and should be submitted to the board for action. The report along with the Minutes of BoD Meeting are provided to CySEC, within 20 days from the meeting and no later than the end of April.
5	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.
6	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
7	CySEC	Article 25 - Submission of update on Form F196–2012–03 regarding any changes (100% subsidiaries and employees of regulated entity providing administrative services)

*It is noted that each member firm is obliged to comply with the circulars/guidelines/announcements of the relevant authorities and regulators as this are issued from time to time. Any information contained in this notification/announcement, or any other notifications/announcements or circulars is subject to change and should be assessed on its own merits.*