

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

January		February		March		April	
Date	Task	Date	Task	Date	Task	Date	Task
15	Monthly Prevention Statement to the CySEC for December	15	Monthly Prevention Statement to the CySEC for January	15	Monthly Prevention Statement to the CySEC for February	15	Monthly Prevention Statement to the CySEC for March
		28	Annual Compliance report to be sent to the BoD for review	31	Final date for sending the Annual Compliance report along with the Minutes of Meeting of the BoD to the CySEC	30	Finalisation of Financial Statements (to be available to the CySEC)
						30	Final date for sending the Internal Auditor report along with the Minutes of BoD Meeting to the CySEC
May		June		July		August	
Date	Task	Date	Task	Date	Task	Date	Task
15	Monthly Prevention Statement to the CySEC for April	15	Monthly Prevention Statement to the CySEC for May	15	Monthly Prevention Statement to the CySEC for June	15	Monthly Prevention Statement to the CySEC for July
September		October		November		December	
Date	Task	Date	Task	Date	Task	Date	Task
15	Monthly Prevention Statement to CySEC for August	15	Monthly Prevention Statement to CySEC for September	15	Monthly Prevention Statement to CySEC for October	15	Monthly Prevention Statement to CySEC for November

S/N	TASK	IMPORTANT NOTES
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 the CySEC along with the minutes of meeting within 20 days from the meeting and not later than the end of March.
3	Financial Statements	The Financial Statements are not to be submitted to the CySEC but should be finalised and available for the 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 the CySEC, within 20 days from the meeting and no later than the end of April.

5	Trusts	All new trusts should be declared to the CySEC within 15 days from the trust establishment.
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