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**REEFS Form Completion Guide**  
**Internal Capital Adequacy Assessment Process (ICAAP)**  
**(Ref: ICA-017-01)**

Document version: 1.0

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**Revision History:**

Effective Date	Version Number	Revision Description
15 April 2021	1.0	Initial release of documentation

## Contents

1	Introduction .....	4
2	Form Information .....	4
3	Accessing and Submitting the Form .....	4
3.1	Understanding REEFS Roles and Workflows .....	4
3.2	Roles Required for <b>ICA-017-01</b> .....	4
3.3	Workflow Used for <b>ICA-017-01</b> .....	5
3.4	Submitting / Resubmitting .....	6
3.5	Applicable Fees .....	6
4	Completion Instructions.....	7
5	Reusing Previous Submissions .....	7
6	Troubleshooting .....	8
6.1	Common Validation Rules.....	8
6.2	Understanding Other Errors.....	8

## 1 INTRODUCTION

**R**egulatory **E**nhanced **E**lectronic **F**orms **S**ubmission (REEFS), is an online portal for electronic submission of required financial services information to the Cayman Islands Monetary Authority (“the Authority”) as well as providing payments information where applicable.

## 2 FORM INFORMATION

Form ICA-017-01 is to be completed by all banks incorporated in the Cayman Islands and regulated by the Authority under the Banks and Trust Companies Act (as revised) within four months from their financial year-end, and pursuant to the [Supervisory Review Process \(Pillar 2\) Rule and Guidelines](#).

Form ICA-017-01 is **not** applicable to branches of foreign banks, which are not required to maintain a separate capital requirement, and as such are excluded from local Basel II requirements. However, these foreign banks including the operations of the Cayman Islands branches must maintain the minimum capital adequacy requirements stipulated by their home jurisdictions.

All attachments submitted must contain the complete name of the entity as it appears on the license certificate. If there is a mismatch (often caused by typographical errors or use of abbreviations), then the filing will be automatically returned for correction. The file format used to submit an attachment under A01 must be PDF format; all other formats will be returned for correction.

## 3 ACCESSING AND SUBMITTING THE FORM

### 3.1 UNDERSTANDING REEFS ROLES AND WORKFLOWS

In **REEFS**, roles must be assigned to allow users to perform certain tasks (assigned in the Workflow). These roles give the users permission to prepare, edit, approve, review and submit etc. based on Workflows.

Please use the online instructions at <https://www.cima.ky/reefs-faq> for guidance on how to **Create User accounts**, Assign Roles and details of **Workflows**.

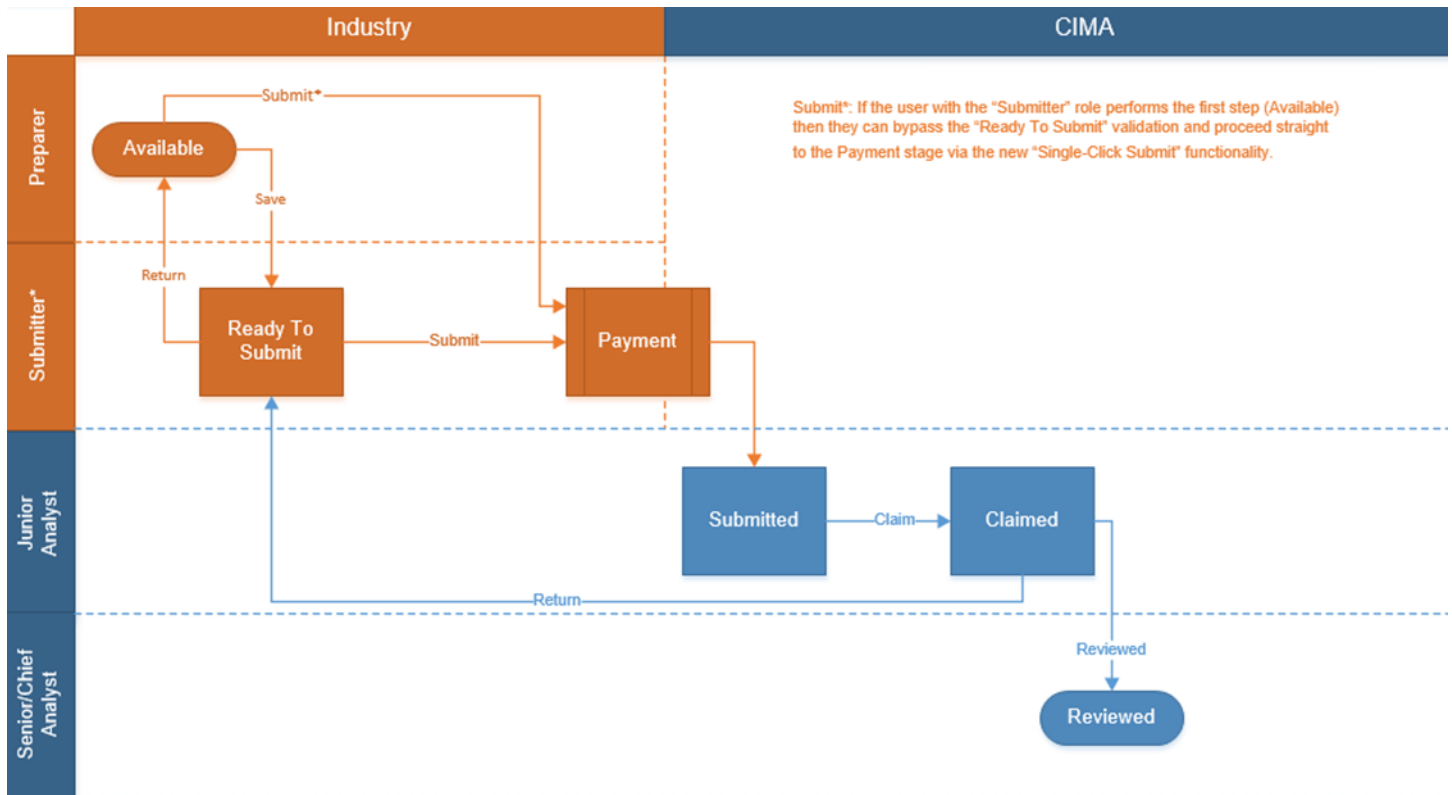
### 3.2 ROLES REQUIRED FOR **ICA-017-01**

The following Roles are required for access to this form:

- **Preparer** role
- **Submitter** role

### 3.3 WORKFLOW USED FOR ICA-017-01

The following Workflow is associated with **ICA-017-01**. It outlines the steps that must be followed on both the **Industry**-side and the **Authority**-side. All steps in the workflow must be completed.



#### Steps taken on Industry-side:

- Once a new form is opened the status of the form is listed as **Available**. The 'Preparer' then begins to populate the form.
- Once the form has been completed, the form can either be Saved or Submitted\*.
  - A Preparer only has the option to **Save**
- Once the form has been saved the status of the form changes to **Ready to Submit**.
  - From the Ready to Submit status, once the Submitter has reviewed and validated the form, they can either Return or Submit the form.
    - If the **Return** option is selected, the form is returned to the Preparer for further review. The status of the form reverts to Available.
    - If the **Submit** option is selected, it then goes to the **Payment** processor.
      - Once the payment (if applicable) has been processed, the status of the form then changes to **Submitted**, and should now be seen on the Authority's end under the "Submitted Filings" tab.

#### Steps taken on Authority-side:

- Once the form has been **Submitted** to the Authority, a Junior Analyst can then Claim the form to begin the review process.
  - Once the form has been claimed, the status of the form changes to **Claimed**.
  - The form is then reviewed and validated.

- i. A Junior Analyst has the option to **Return** the form, and if this option is selected, the form is returned to Industry to be resubmitted.
  1. The status of the form reverts to Ready To Submit and can be found under the Filing tab.
- ii. A Senior Analyst or above, has the option to complete the review process, and if the **Reviewed** option is selected the status of the form changes to **Reviewed**.

### 3.4 SUBMITTING / RESUBMITTING

1. When a submitted form is **Returned** by the Authority:
  - a. The Submitter will be notified by email;
  - b. The status of the form will change from **Submitted** to **Ready To Submit**; and
  - c. The form will appear under the Filings tab.
2. The Submitter has the option to either amend and **Submit** a revised form or **Return** the form to the Preparer, which will revert the status of the form to **Available**. Note that a user with only the Preparer or Reviewer role cannot amend a form with the **Ready To Submit** status.

### 3.5 APPLICABLE FEES

There are no fees associated with **ICA-017-01**.

## 4 COMPLETION INSTRUCTIONS

ID	Label	Instructions	Validation Rule
<b>Schedule A - Details</b>			
A01	Attach ICAAP Document	Use the 'Browse' button to upload a copy of the ICAAP Document.	Mandatory Field
A02	Attach ICAAP Summary template	Use the 'Browse' button to upload a copy of the ICAAP Summary template.  The template is located on the webpage for REEFS Forms Guidance Notes ( <a href="https://www.cima.ky/reefs-forms-guidance-notes">https://www.cima.ky/reefs-forms-guidance-notes</a> ).	Optional Field
A03	Attach Stress Testing template	Use the 'Browse' button to upload a copy of the Stress Testing template  The template is located on the webpage for REEFS Forms Guidance Notes ( <a href="https://www.cima.ky/reefs-forms-guidance-notes">https://www.cima.ky/reefs-forms-guidance-notes</a> ).	Optional Field

## 5 REUSING PREVIOUS SUBMISSIONS

### What is "XBRL"?

XBRL (eXtensible Business Reporting Language), is a standards-based way to communicate and exchange business information between business systems.

Data can be used from another **ICA-017-01** form instead of starting from fresh. You must have entered data into at least one form using the online portal and have successfully validated it.

- Example: Rapidly re-using another **ICA-017-01** form

Process:

1. Select "**Submitted Requests**" to view previously submitted forms and select the one that contains the data.
2. Click on "**Download: XBRL Instance**" in the top right corner and save the file to your PC or network drive.
3. Close the form.
4. Select "**New Request**" and select the required new/empty form (e.g. ICA-017-01).
5. Click on "**Upload: XBRL Instance**" in the top right corner.
6. Click on "**Browse...**" and navigate to the file that was saved in step 2 above (usually in the "Downloads" folder).
7. Click "**Upload**".
8. The system will then copy each data point from the XBRL file into the fields of the current form.
9. The system displays the message "**Import Successful**" to indicate that the data was all copied OK.
10. The user can then review and alter the data as required. Note that any file attachments are not copied in by the download and upload processes.
11. Proceed as usual through the rest of the validation process.

These instructions can be used for **New Application forms**, **Change Request forms** and **Financial Returns**.

## 6 TROUBLESHOOTING

Validation '**Errors**' will prevent the submission of a form, however, '**Cautions**' do not.

### 6.1 COMMON VALIDATION RULES

#### Errors

Your filing *cannot* be submitted until all errors in this section are corrected.

##### **A01: Attach ICAAP Document**

Current Value = *Not Reported*

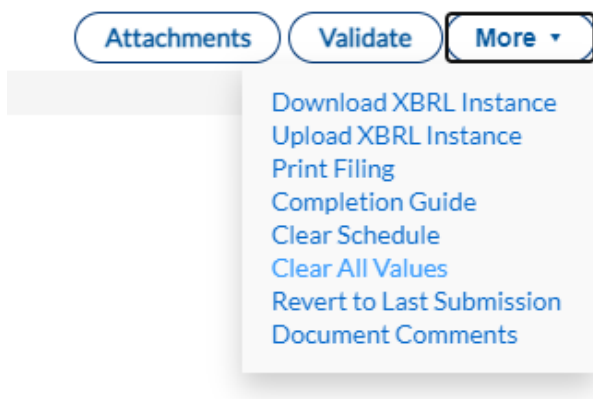
Mandatory field.

Appears in: [A - Details](#)

Question A01 is a mandatory field. Use the Browse button to attach a PDF copy of the reporting entity's ICAAP. Should you need to upload documents other than the ICAAP or related templates, use the Attachments feature located in the top-right corner of the form.

### 6.2 UNDERSTANDING OTHER ERRORS

If you are receiving errors related to attachments or that you do not understand, please select 'Clear All Values' from the form menu in the top right-hand corner. Using this feature will clear all responses and remove any attachments that have been uploaded. Once cleared, you can resume the submission.



If you are still experiencing technical difficulties, please send an email to the Banking Supervision Division at [contactbanking@cima.ky](mailto:contactbanking@cima.ky) including your username and a screen shot of the error message.