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# **REEFS Form Completion Guide**

## **Rr-registration as SIBL Registered Person**

### **(Ref: RRP-160-75)**

Document version: 2.0

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**Revision History:**

| Effective Date | Version Number | Revision Description             |
|----------------|----------------|----------------------------------|
| 2 Jul 2019     | 1.0            | Initial release of documentation |
| 20 Jan 2020    | 2.0            | Formatting change                |
|                |                |                                  |
|                |                |                                  |

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## 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

The Re-registration as SIBL Registered Person form is to be completed by every Securities Investment Business – Excluded Person (who is commonly referred to as “Applicant” or SIBL – Excluded Person”) for the purposes of this form) in REEFS, via its registered office, on or before **15 January 2020**.

## 3 ACCESSING AND SUBMITTING THE FORM

### 3.1 UNDERSTANDING REEFS ROLES AND WORKFLOWS

In REEFS, roles are required to 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.

Click [here](#) for guidance on how to create User accounts, Assign Roles and details of Workflows

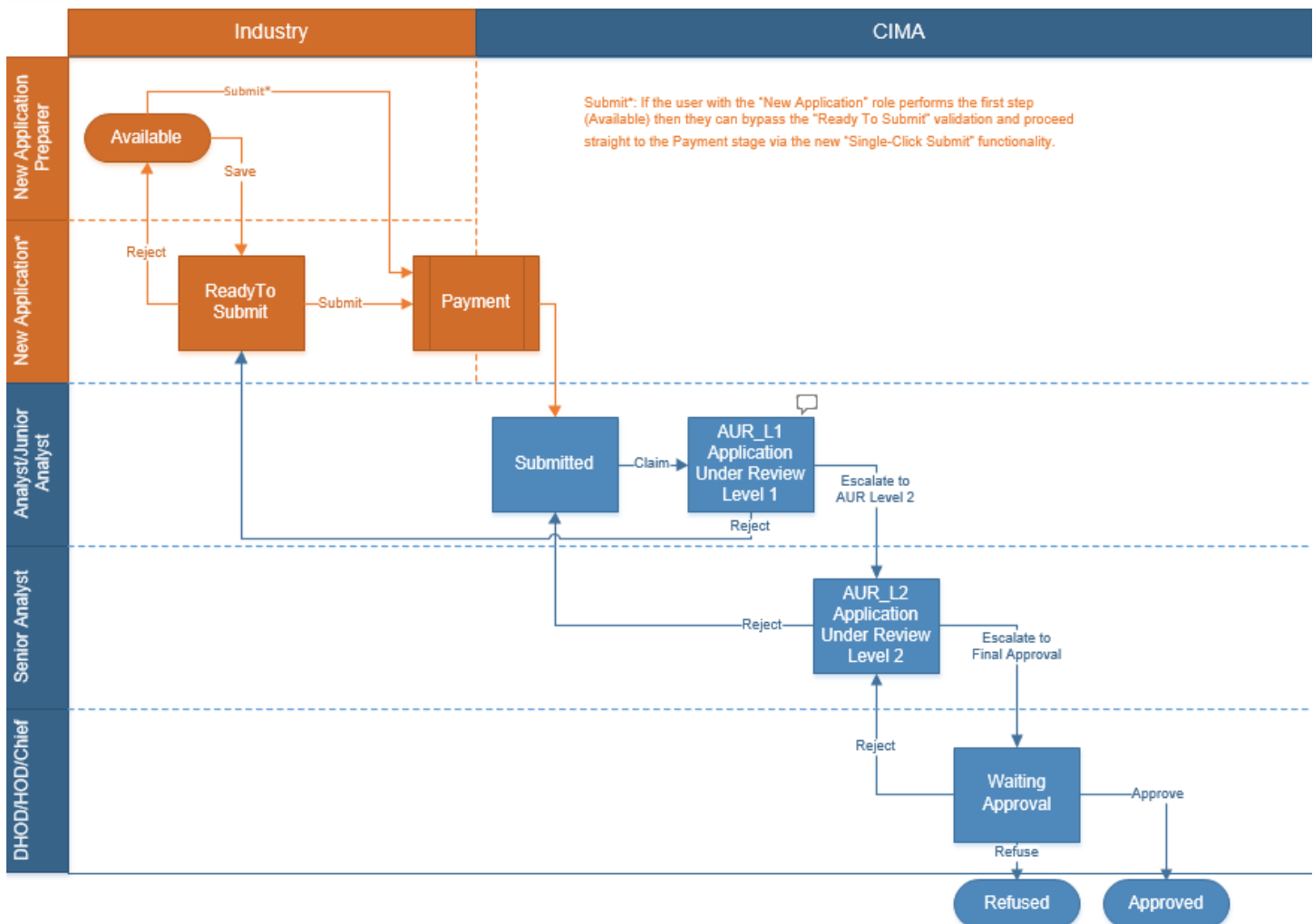
### 3.2 ROLES REQUIRED FOR RRP-160-75

The following Roles are required to have access to this form:

- New Application Preparer role
- New Application role

### 3.3 WORKFLOW USED FOR RRP-160-75

The following Workflow is associated with RRP-160-75. It outlines the steps that must be followed on both the Industry-side and the Authority-side for preparation, review, submission etc of the form. All steps in the workflow must be complete (validated multiple times) even if one user has inherited roles and can perform all steps in the workflow.



#### Steps taken on Industry-side:

1. The 'New Application Preparer' prepares the data
  - a. Once the data has been entered the 'New Application Preparer' can 'Validate' the data, and then either **Save** or delete all the data
    - i. If **Save** is selected, the status of the of the application changes to **Ready to Submit**
    - ii. The application is ready for review by the "New Application" role
      1. Once the 'New Application' role has reviewed the data they can then 'Validate' the data once again
        - a. Once the data has been validated the options to either **Submit** or **Reject** becomes available

- b. If **Reject** is selected, the data is then returned to the 'New Application Preparer' for further review
  - i. If the **Submit** option is selected, it then goes to the **Payment** processor (if it is applicable)
    1. The status of the application then changes to **Submitted**

#### Steps taken on Authority-side:

1. Once the application has been Submitted to the Authority, an Analyst can then Claim the submission to begin the review process.
  - a. Once the application has been Claimed, the status of the application changes to **Application Under Review (Level 1) ("AUR\_L1")**
    - i. The application is then reviewed and validated by the Analyst
      1. If the application is Rejected by the Analyst, it is returned to industry to be resubmitted
      2. If the application is accepted, it is escalated to the second level of review by a Senior Analyst, and the application status changes to **Application Under Review (Level 2) ("AUR\_L2")**
        - i. If the application is rejected by the Senior Analyst, it is returned to the Analyst for further review
        - ii. If the application is accepted it is escalated up to a Chief Analyst/Deputy Head for final approval, and the application status changes to **Waiting Approval**
          1. If the application is rejected by the Chief Analyst/Deputy Head, it is returned to the Senior Analyst for further review
          2. If the application is approved the status of the application changes to **Approved**
          3. If the application is not approved, the status of the application changes to **Refused**

### 3.4 SUBMITTING / RESUBMITTING

*Pending*

### 3.5 APPLICABLE FEES

There are no fees associated with RRP-160-75

## 4 COMPLETION INSTRUCTIONS

| ID                | Label   | Instructions   | Validation Rule |
|-------------------|---|--|-----------------|
| <b>Schedule A</b> |   |  |                 |
| A01               | Select current Excluded Person  | Select the current name of the SIBL-Excluded Person from the dropdown. If the name does not appear, it may be due to a name change that has not been disclosed to the Authority so an email to request the change in name, along with the Certificate of Incorporation on Change of Name, is to be sent to contactsecurities@cimoney.com.ky. | Mandatory field |
| A02               | Are you requesting to be re-registered as a Registered Person?  | Select the applicable 'Yes' or 'No' answer. If 'No' is selected, options 1 and 2 are not to be completed and the Excluded Person will not be considered for purposes or re-registration as a Registered Person.  | Mandatory field |
| A03               | Select which option is applicable.  | Select the option that is applicable. Both option 1 and option 2 cannot be selected. If Option 1 is selected, then <b>A04a</b> , <b>A04b</b> and <b>A04c</b> become accessible. If Option 2 is selected, then <b>A05a</b> , <b>A05b</b> and <b>A05c</b> become accessible.   | Mandatory field |
| A04               | Option 1: The Applicant confirms that all of the following are applicable.  | A SIBL-Excluded Person must meet all criteria in A04a - A04c, if Option 1 is selected.   |                 |
| A04a              | The Applicant is a person specified in Schedule 4 of the Securities Investment Business Law (2019 Revision) (SIBL)."  | Select as appropriate. A SIBL-Excluded Person <u>must</u> meet this criteria if Option 1 is selected.  | Mandatory field |
| A04b              | There have been no changes to the directors, senior officers, anti-money laundering officers or beneficial owners disclosed in the 2019 Excluded Person registration/renewal annual declaration form previously submitted to the Authority (the "2019 annual declaration"); and   | Select as appropriate. A SIBL-Excluded Person <u>must</u> meet this criteria if Option 1 is selected.  | Mandatory field |
| A04c              | The 2019 annual declaration as submitted should be relied upon by the Authority for purposes of considering this application to re-register as a Registered Person.   | Select as appropriate. A SIBL-Excluded Person <u>must</u> meet this criteria if Option 1 is selected.  | Mandatory field |
| A05               | Option 2: The Applicant confirms that all of the following are applicable.  | A SIBL-Excluded Person must meet all criteria in A05a - A05c(vii), if option 2 is selected.  |                 |
| A05a              | The Applicant is a person specified in Schedule 4 of the SIBL; and  | Select as appropriate. A SIBL-Excluded Person must meet this criteria if Option 2 is selected.   | Mandatory field |
| A05b              | The 2019 annual declaration as submitted should be relied upon by the Authority for purposes of considering this application to re-register as a Registered Person, other than in relation to the following additions/deletions that have occurred in the directors, senior officers, anti-money laundering officers or beneficial owners disclosed in the 2019 annual declaration. | Select as appropriate. A SIBL-Excluded Person must meet this criteria if Option 2 is selected.   | Mandatory field |
| A05c              | Details   | Insert the specific details for all added or removed directors, senior officers, anti-money laundering officers or beneficial owners that have changed since the filing of the 2019 annual declaration form.   |                 |
| A05c i            | First Name  | Provide the first name of the person that is being added or removed. If the person is a company, insert the full name of the company in this section and do not fill in the last name, section A05(c)(ii) below.   | Mandatory field |

|          |                    |  |                 |
|----------|--------------------|--|-----------------|
| A05c ii  | Last Name          | Provide the last name of the person that is being added or removed. If the person is a company, do not insert a last name in this section as the full name of the company should be included in the first name, section A05(c)(i) above, only.   | Optional field  |
| A05c iii | CIMA ID (if known) | Input the CIMA ID for the person that is being added or removed, only if known.  | Optional field  |
| A05c iv  | Date of Birth      | Use the date picker tool to select the date of birth for the person that is being added or removed. If a company serves in the capacity of director, senior officer, anti-money laundering officers or beneficial owners, then the date of incorporate for the company should be included in this section. | Mandatory field |
| A05c v   | Country of Birth   | Select the country of birth for the person that is being added or removed.   | Mandatory field |
| A05c vi  | Position           | Select the appropriate position from the dropdown list for the person that is being added or removed.  | Mandatory field |
| A05c vii | Change Type        | Select from the dropdown list whether or not the person is being added or removed  | Mandatory 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 a previous reporting period or submission instead of starting from fresh. You must have entered data into at least one form using the online portal and have gone through a successfully validated submission.

- Example: Rapidly re-using the Anti-Money Laundering officers application for (MLO-154-99)

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. MLO-154-99).
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 make changes to the data.
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

### 6.1 COMMON VALIDATION RULES

*Pending*

### 6.2 UNDERSTANDING OTHER ERRORS

*Pending*