REEFS User Guide - Industry

Revision History:

Effective Date	Version Number	Revision Description
Oct 2023	1.0	Initial release of documentation

1. INTRODUCTION

Regulatory **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.

1.1 CLASSIFICATIONS

Communities (Sites)

Communities allow for different users to see different returns.

- For example: communities could be set up for different types of applicants, such as Reporting Issuer vs Broker Dealer

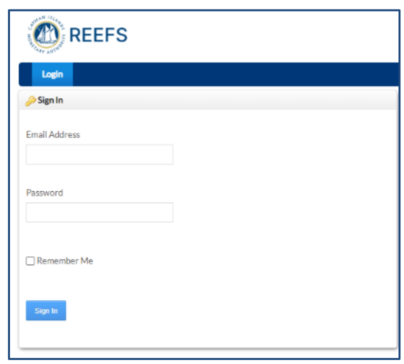
Organisations

Organisations are assigned to communities based on the type of licence/division with the Authority.

Users

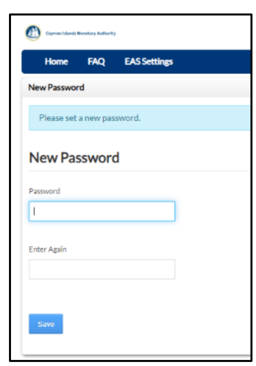
Each user is a member of an organisation, and therefore also a member of the communities inherited by that organisation.

2. CONNECTING TO REEFS



REEFS is accessed through the following link: https://reefs.cimaconnect.com/

2.1 NEW USER



Use your email account for the login (*except for the Administrator user account).

- Administrator user accounts are given out to companies by the Authority. The Administrator account is only used to setup the company's own staff with user accounts for roles to prepare, review or submit forms. The Administrator account cannot be used to prepare, review, or submit forms.

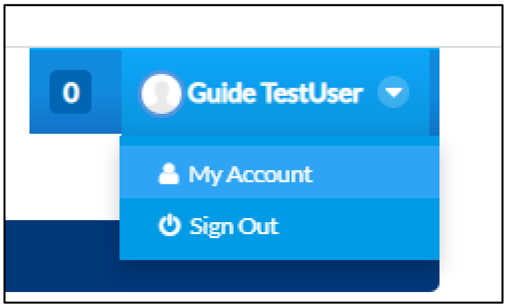
Initially, the user is assigned a default password.

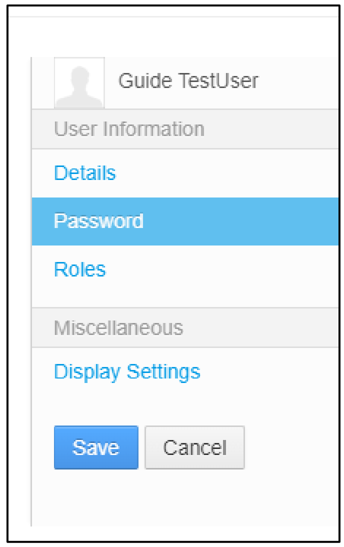
- The user is prompted to change this password upon logging in.

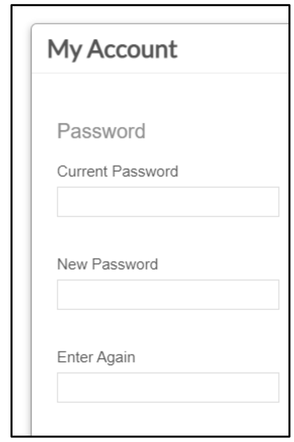
Change Password

Users can change their password at any point.

- Go to **My Account** in drop down menu.
- Select **Password**.
- Enter Old and New Password.
- Then click **Save**.



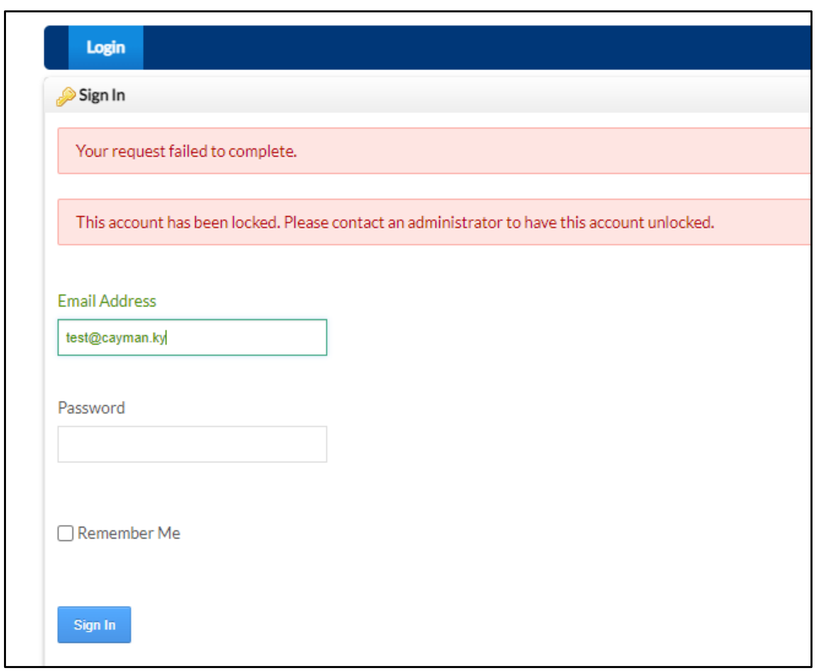




2.2 LOCKED ACCOUNT

After 6 failed password attempts, the account will be locked.

- The user needs to contact their company Administrator (not the Authority) to unlock their account.



3. FILINGS VS REQUESTS

Reporting Windows / Filings

- Typically mandatory returns required for submission on a monthly, quarterly, semi-annual, or annual basis.
- Most commonly created as standalone documents and can only be accessed when they are published to the organization.
- Examples are the FAR, PFR or LCR filings.

Requests – (New Applications/Registrations or Change Requests)

- Can be accessed anytime, on-demand.
- Does not have an associated period or filing due date.
- Examples are the APP forms for the various licensees.

Similarities between Reporting Windows and Requests

- Becomes *read-only* after submission.
- Available to the Authority based on community.

3.1 WORKFLOWS - STANDALONE VS PROCESS

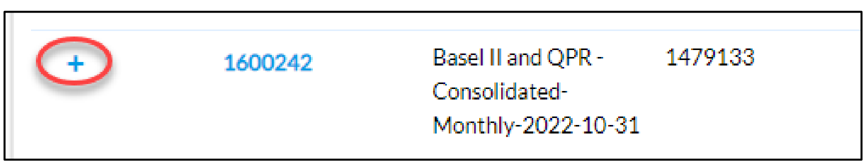
Standalone requests

Standalone requests are requests where only one form or task needs to be completed and Represented by a **form icon.**

Processes

Processes are requests that require more than one form or task to be completed.

- Represented with a '+' sign.
- Clicking '+' sign will expand the process showing all tasks assigned to the applicant.



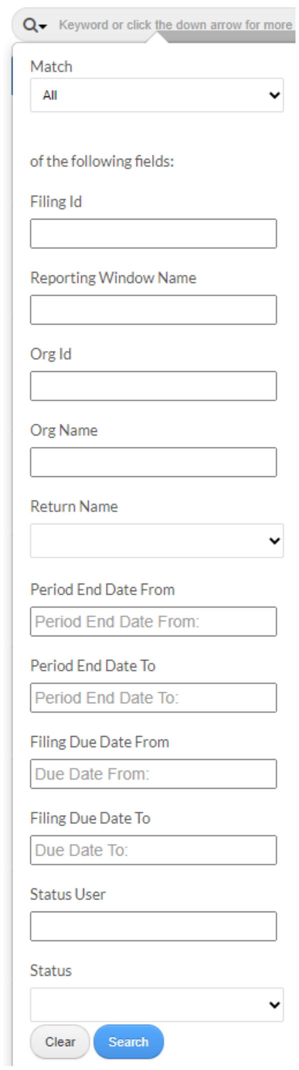
4. FILINGS

Accessed from **Filings** page.

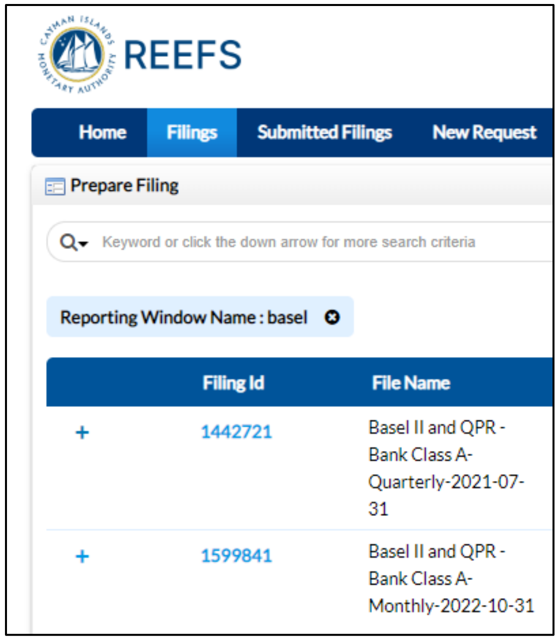
- Lists available scheduled financial returns.
- Each filing is scheduled for a reporting period with a filing due date *(the filing becomes inactive after the filing due date).*
- Filings can be standalone or in a process.

4.1 PREPARE A FILING

- Users can find filings using search filters and multiple search criteria. Filters include:
    - Filing Id
    - Organisation Id
    - Organisation Name
    - Group Name
    - Reporting Window Name
    - Return Name
    - Period End Date
    - Filing Due Date
    - Status



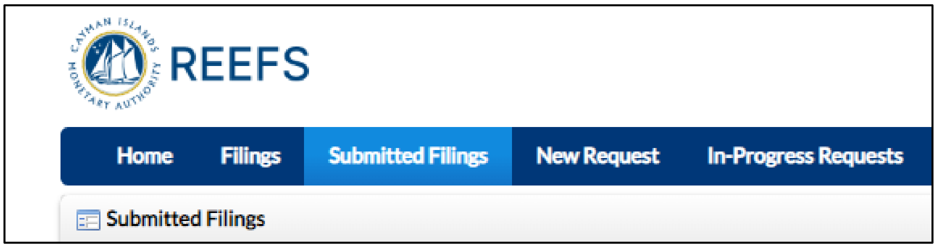
- Filings are sorted by **Filing Due Date** in ascending order.
- Start a filing by clicking on the **Filing Id** link.
- Once the filing is submitted, the reporting window will move from **Filings** to **Submitted Filings** for the review process.



4.2 VIEW SUBMITTED FILINGS

Submissions can be viewed from the **Submitted Filings** page.

- Users can only view submissions from their own organisation.
- The submissions are in **read only format.**
- The submitted returns can be printed or downloaded as a PDF.



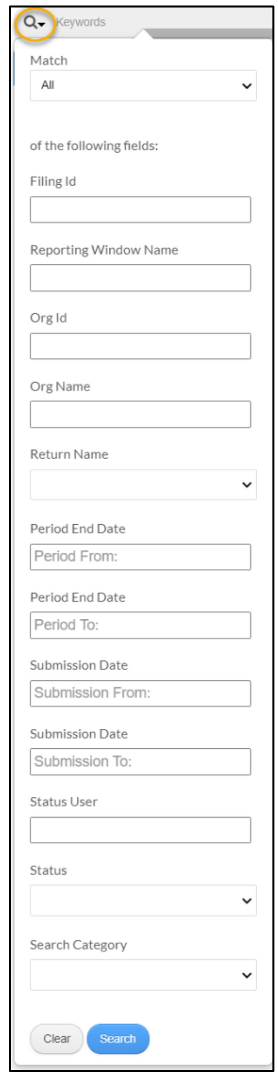
Users can find a submission by using multiple search filters.

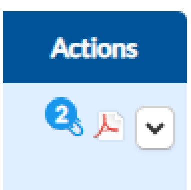
Click on the search icon next to the Keywords field.

Filters include:

- Filing Id
- Reporting Window Name
- Org Id
- Org Name
- Return Name
- Period End Date
- Submission Date
- Status User
- Status

Use the paperclip icon under Actions to view associated attachments of the submission.

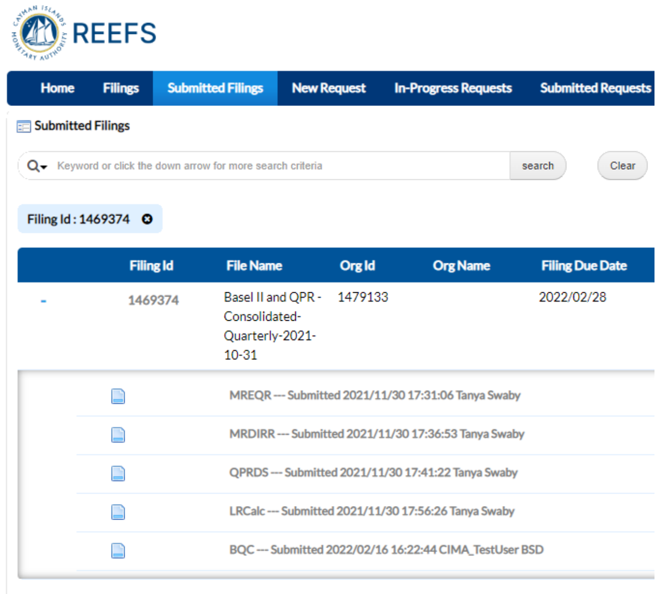




4.2.1 SUBMITTED FILINGS – PROCESSES

Users working on processes will only see tasks they are required to act on when the process is expanded.

- Tasks shown in blue can still be acted on by the user.
- Tasks appearing as grey are those that have been submitted/completed by the user.



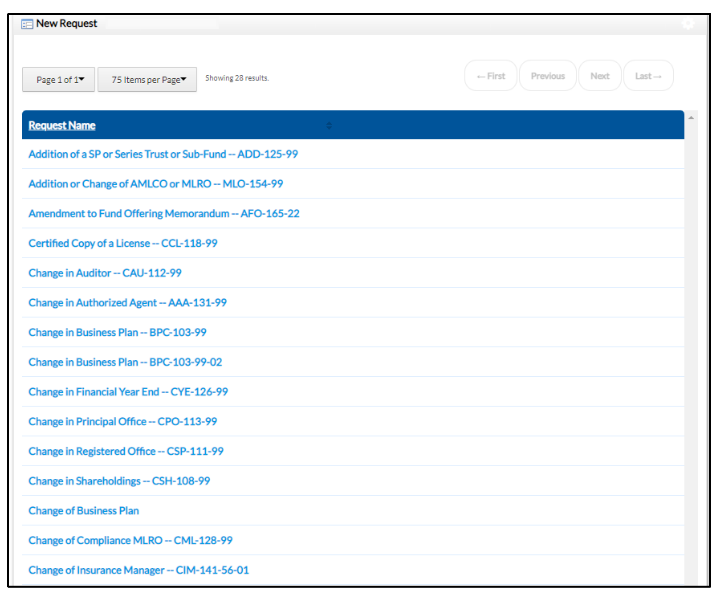
5. REQUESTS

Accessed from **New Request** page.

- Users can select the Organisation that they want to submit the request on behalf of (typically a user belongs to only one organisation).
- The requests are always available for on-demand use and can be filled out on an as-needed basis.
- Users can sort requests by alphabetical order by clicking on the column header 'Request Name'.

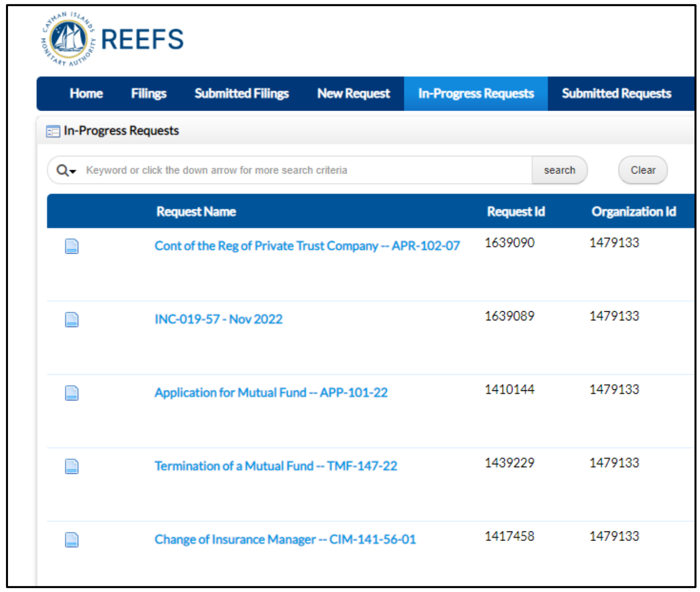
5.1 SUBMIT NEW REQUEST

- On the New Request page, the user will see a list of requests that are available for them to submit.
- Start filling out a form by clicking the name of the form.



5.2 IN-PROGRESS REQUESTS

- Requests that have been started but not submitted can be accessed on the **In-Progress Requests** page.
- Any values initially entered in the document are saved. The user can re-access the same request form and continue where they left off.
- Every form has a unique Request Id number (*internal users can search for the submitted form by using the Request ID, which is also shown in notification messages).*



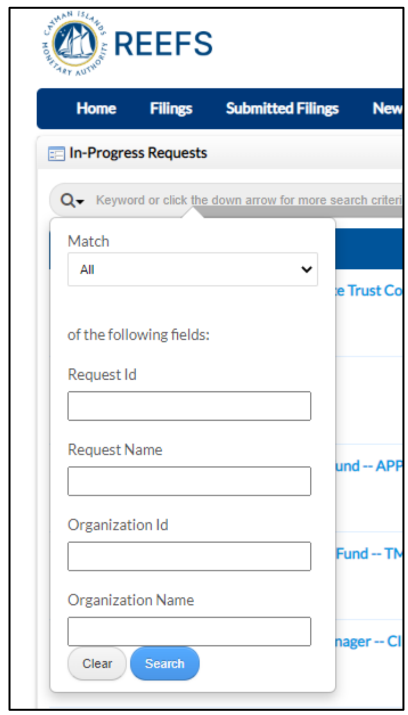
Click on the search icon next to the Keywords field.

Users can filter by:

- Request Id
- Request Name
- Organisation Id
- Organisation Name

Filters use the 'contain' search criteria. They will look for anything that contains the values you entered.

Applications are ordered with the most recent applications appearing at the top.



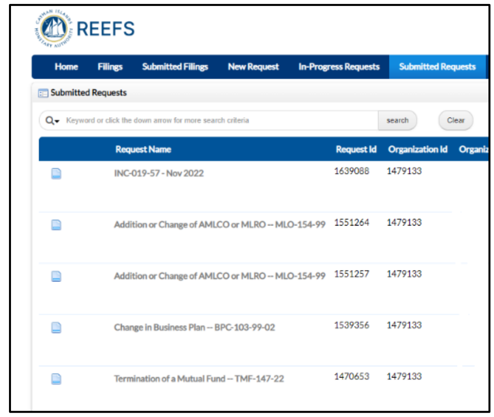
5.3 VIEW SUBMITTED REQUESTS

Submissions can be viewed from the **Submitted Requests** page.

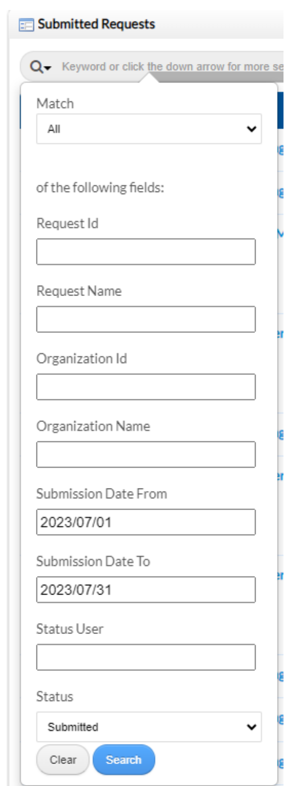
- Users can only view submitted requests for their own organisation.
- The submissions are in **read-only format.**
- The submitted requests can be printed or downloaded as a PDF.

View a submission by clicking on the Request Name which opens the request in read only format for reviewing purposes.

- Standalone forms will be moved to the **Submitted Requests** page upon submission.
- Processes will remain in the **In-Progress Applications** page until the process is completed.



Users can filter by a variety of fields, (e.g. show all submitted applications for the month of July 2023).



5.3.1 PAYMENTS TAB

Please use the following link: REEFS FAQ for further details on using the REEFS payment system.

5.3.2 ESCROW ACCOUNT TAB

Please use the following link: REEF FAQ for further details on using the escrow system to make payments.

5.3.3 ORGANISATION MANAGEMENT TAB

Please use the following link: REEF FAQ for further details updating information in the Organisation Management tab.

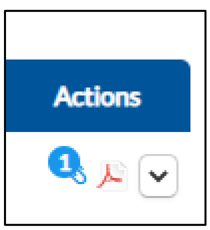
5.3.4 ACTIONS ON REQUESTS

Users can perform various actions on requests by clicking a symbol under the actions column.

Attachment (Paperclip icon)
View, upload or download attachments related to the request.

Download PDF (Adobe Acrobat icon)
Downloads the PDF version of application with most-recent information.

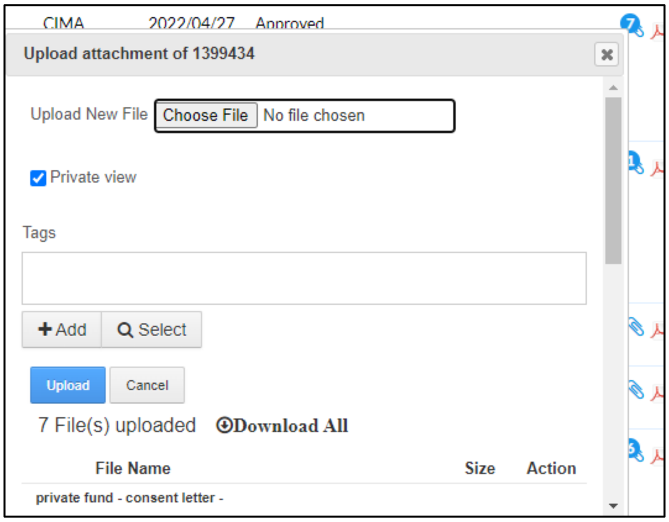
Dropdown Menu
The User can Assign the form to themselves, to avoid colleagues duplicating effort.
If a request is opened by accident or no longer required for submission, then the user has the option to delete the request instance.



5.4 ATTACHMENTS

- Users can upload an attachment to a request after it has been submitted by clicking on the **Upload Attachment** (paperclip) icon.
- Users can upload multiple attachments.
- Attachments within the document will also be displayed.
- Users have the option to download all attachments into a .zip file.

- The downloaded folder will be named as follows:
  - {0:charter},{1:community name},{2:return name},{3:period},{4:system date time}.



5.5 REVIEWING SUBMITTED REQUESTS

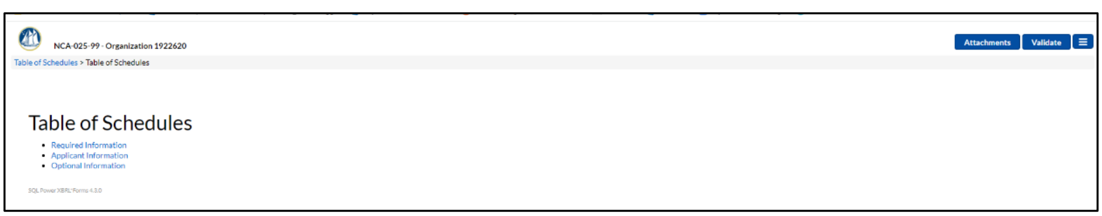
Download the submitted request in PDF format by clicking on the Adobe Acrobat icon.

- If the request is a Process, select the '+' sign to expand the field to view the Adobe Acrobat icon.

5.6 FORMS – INTERFACE

Once you have opened a form, you will see the **Table of Schedules** page

In some forms with only one schedule, you will be immediately redirected to a default schedule/page that is meant to be completed first.



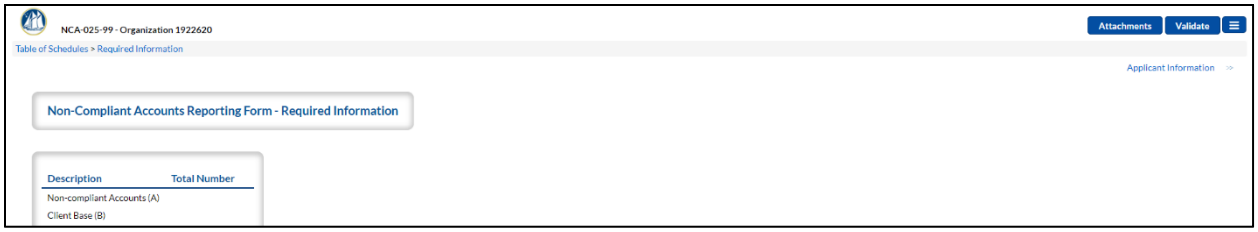
5.7 FORMS – NAVIGATION

Once the form is launched, there are two methods of navigating through pages known as schedules:

1. Navigation through the **Table of Schedules.**
   - Blue items are links to the schedule page.
   - This is accessed from the left-hand side of the navigation bar.

2. A trail of schedules that a user has visited appear to the left of the navigation bar whereas the link to the subsequent schedule appears on the right-hand side.

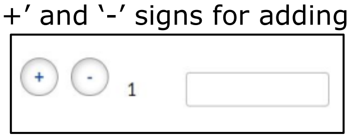
   - Links are relative to the schedule currently being viewed.



6. DATA ENTRY

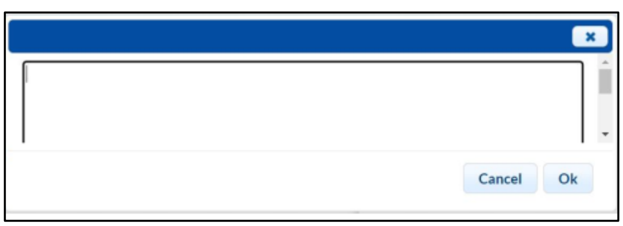
Forms provide different controls for data entry depending on the data type, including:

- Calendar controls for picking dates.
- Radio buttons for flags.
- Drop down lists for selecting values.
- Text pop ups for long text data entry.
- '+' and '-' signs for adding or removing rows in lists of data.



When you leave a field, different actions may occur:

- Calculations



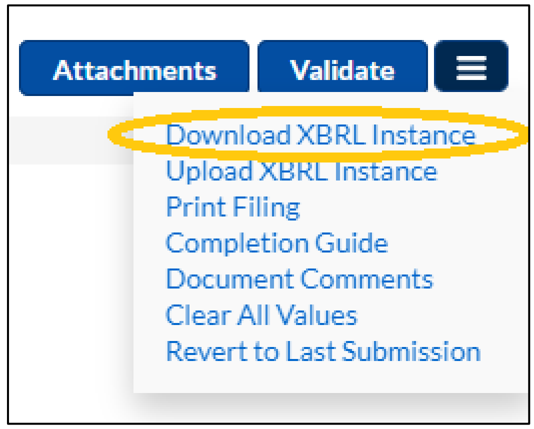
- Validation assertions
- The value is saved automatically.

You can leave a form at any time and return to pickup where you left off, allowing you to work on multiple forms at one time Multiple users can work on the same form before submission.

7. FORM FUNCTIONS – XBRL INSTANCE

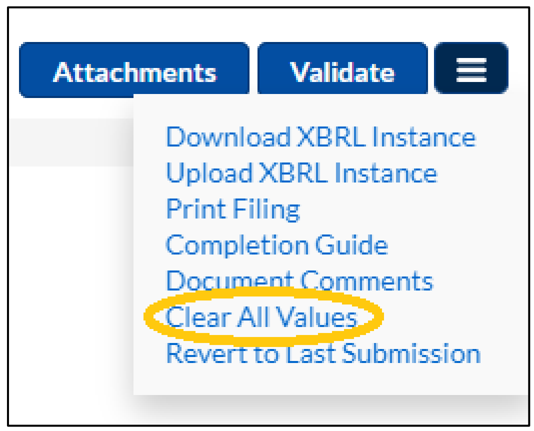
By selecting **Download XBRL Instance** in the top right corner menu, the user can save the form to their computer to work on offline.

The user can later upload the XBRLback into the form.



8. FORM FUNCTIONS – CLEAR ALL VALUES

- Values can be erased anytime by clicking the **Clear All Values** option in the top right corner menu. This function will **clear all values across the entire form** so you can start over again if necessary.
- A pop-up box will check for confirmation.

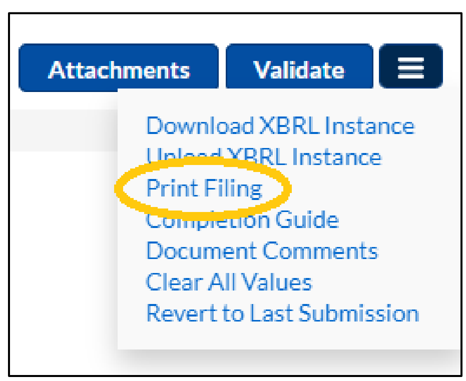


9. FORM FUNCTIONS – PRINT

Submissions can be printed anytime by clicking the **Print Filing** option in the top right corner menu.

Actions:

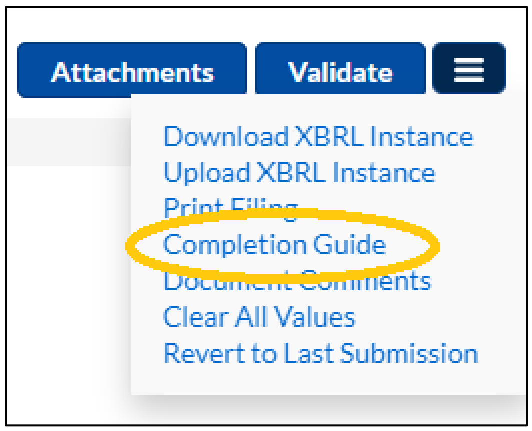
- Combines all the schedules of the filing into one, printer friendly document.
- Your regular print dialog will open to enable printing.



10. HELP DOCUMENTATION

When applicable, help information for a specific data element is accessed by hovering over the question mark icon associated with it - this action will launch a text box as shown below:

All help information is compiled into the **Completion Guide** which may be accessed from the top right-hand corner menu and can be printed for reference. (Not all forms have a completion guide)



11. VALIDATIONS

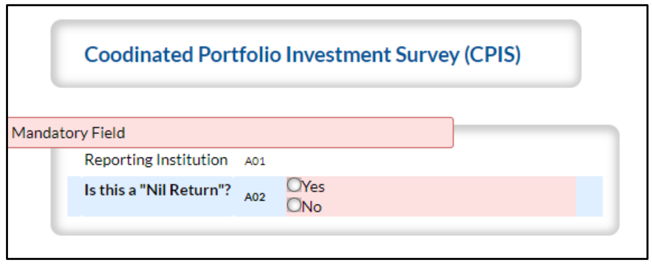
Another form of help is field validation. This also helps ensure accuracy. Field validation highlights failed validations:

- Red for errors - will not allow a Filing to be submitted.
- Yellow for cautions - give further information to the user that they should consider before submitting but will allow the submission to occur.

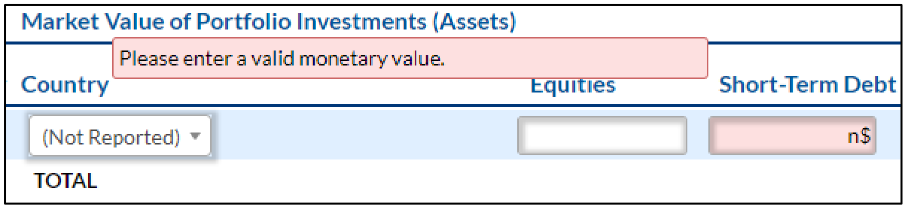
Hovering over the red or yellow highlighted field will display tooltips, describing the details of the error or warning to the user.

11.1 VALIDATION ERRORS

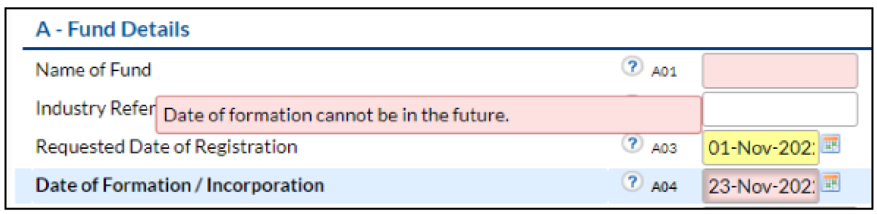
- Required data



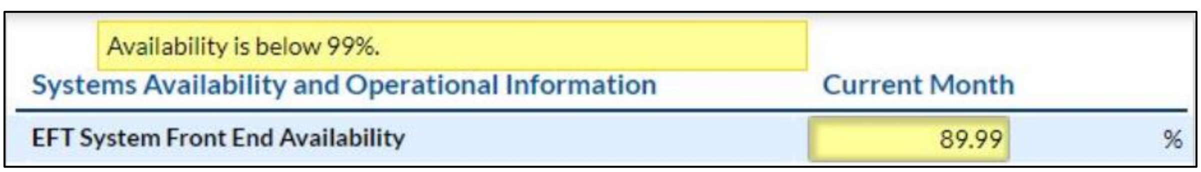
- Data type check



- Validation rules



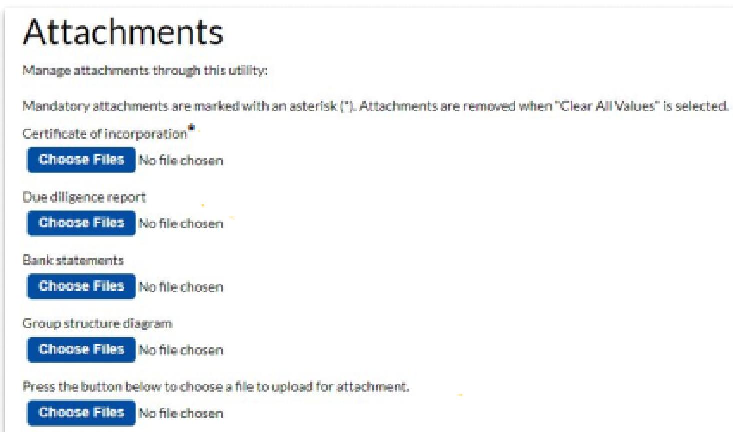
11.2 VALIDATION WARNINGS



12. ATTACHMENTS PAGE IN A FORM

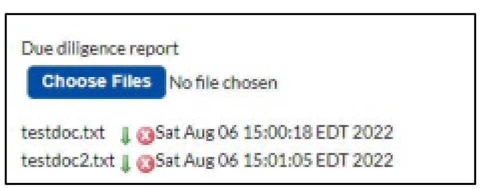
To add attachments, select **Attachments** from the menu.

- **Mandatory** attachments are denoted by an asterisk *
- **Optional** attachments do not have an asterisk.
- **Non-defined** attachments can also be uploaded to filing.



To **upload** an attachment:

1. Select **Choose Files.**
2. Select a file from any location.
3. Select **Open.**
4. Attached file(s) are shown below.



To **remove** an attachment, click on the red **X** button.

13. VALIDATE FORM

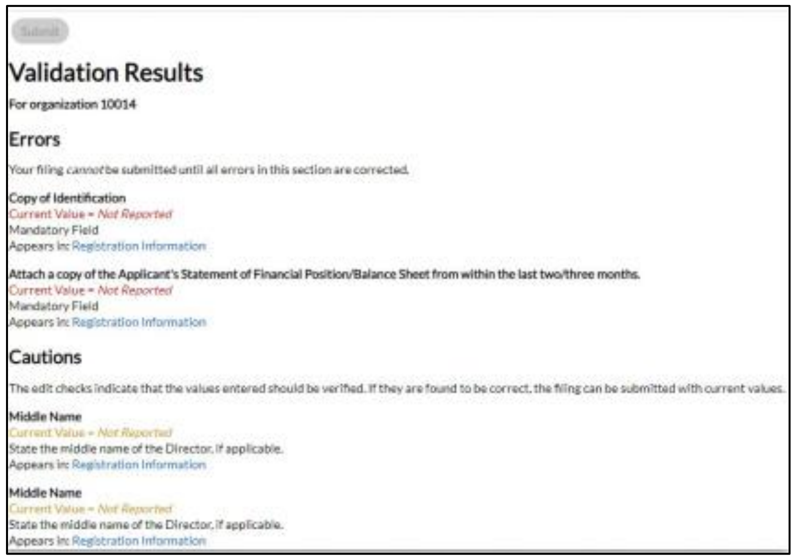
The user must select **Validate** to submit the form.

Validation Results page shows all validation errors, missing mandatory values, and attachments:

- **Errors** prevent the user from submitting the form; the **Submit** button will remain greyed out until the Errors are corrected.

- **Cautions** only alert the user to missing, optional attachments, or input value warnings. Submission of the form is allowed.

- The user can quickly navigate to the schedule where the error is located by clicking on the schedule link.



14. SUBMIT FORM

When your request is ready for submission, click **Validate** in the top right corner menu.

- All data entered will be validated against all rules.
- A summary of any errors and cautions that exist will be listed.
- You must fix all errors prior to submission. Until the submission is error-free the **Submit** button will be greyed out and disabled.
- Cautions do not need to be fixed but gives indication something may be incorrect.
- Once error-free, clicking the **Submit** button will submit the request to the system in real time.

If desired, you can see the full validation of your work in progress whenever you click on **Validate**. This will show all errors and warnings without submitting the actual return to the rest of the system.

15. AMENDING FORMS

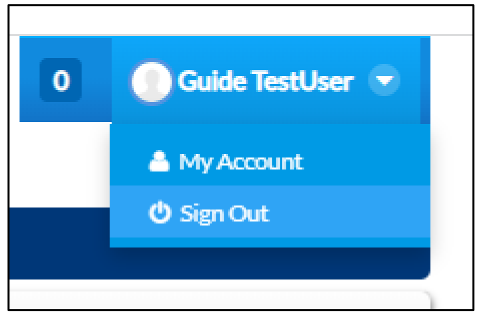
- Remember that once submitted, the user cannot modify the submission, only view it in **read-only.**
- If necessary, the Authority can open a filing for amendment.
- The user can then make changes and re-submit the filing.

16. SIGNING OUT

Signing out

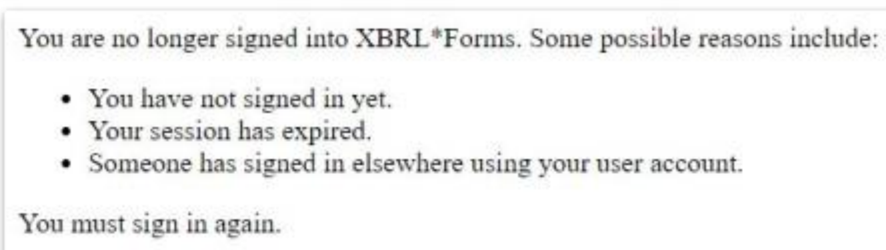
1. Select user’s screen name.
2. Select **Sign Out** option in the drop-down menu.

   Note that any Forms windows will need to be closed individually.



Expired sessions

- Inactive sessions will automatically sign out the user.


You are no longer signed into XBRL*Forms. Some possible reasons include:

- You have not signed in yet.
- Your session has expired.
- Someone has signed in elsewhere using your user account.

You must sign in again.

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