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# **REEFS Form Completion Guide Annual Declaration of a SIBL Registered Person (ADR-046-75)**

Document version: 1.0

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**Revision History:**

Effective Date	Version Number	Revision Description
3 Dec 2020	1.0	Initial release of documentation

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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

Form ADR-046-75 is to be completed by all Registered Persons on or before 15 January each year pursuant to section 5(4E) of the Securities Investment Business Law (as revised).

**ALL MATERIAL CHANGES PROPOSED TO BE MADE BY THE REGISTERED PERSON PRIOR TO 31 DECEMBER 2020 MUST BE SUBMITTED, BY EMAIL, TO THE AUTHORITY PRIOR TO SUBMISSION OF THE FORM.**

## 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 for guidance on how to **Create User accounts**, Assign Roles and details of **Workflows**.

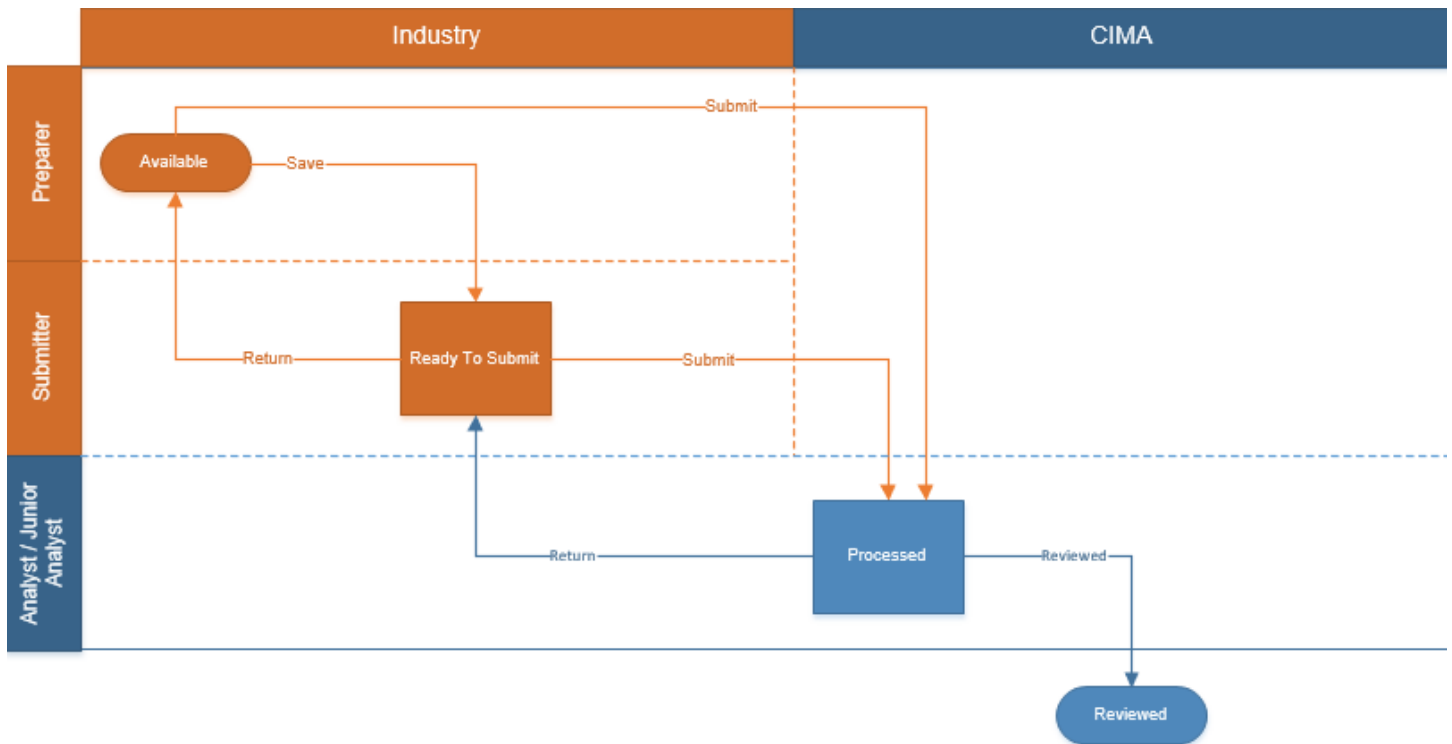
### 3.2 ROLES REQUIRED FOR **ADR-046-75**

The following Roles are required for access to this form:

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

### 3.3 WORKFLOW USED FOR **ADR-046-75**

The following Workflow is associated with **ADR-046-75**. 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:

1. Once a new form is opened the status of the form is listed as **Available**. The Preparer then begins to populate the form with the required data
  - a. Once the data has been entered, the Preparer validates the data, and the form can then be Saved and sent up the chain to the Submitter accordingly. The status changes to **Ready to Submit**
    - i. Once the Submitter has reviewed and validated the form, the Submitter either Submits or Returns the form.
      1. If the **Return** option is selected, the form is returned to the Preparer for further review
      2. If the **Submit** option is selected, the status of the form changes to **Processed**

#### Steps taken on Authority-side:

1. Once the form has been **Processed** a Junior Analyst/Analyst can then begin the review process.
  - a. Once the form has been reviewed and validated:
    - i. If the **Return** option is selected, the form is returned to the Submitter to be resubmitted, and the status will change to **Ready to Submit**
    - ii. If the **Reviewed** option is selected the status of the form changes to **Reviewed**

### 3.4 SUBMITTING / RESUBMITTING

Pending

### 3.5 APPLICABLE FEES

There are no fees associated with form **ADR-046-75**

## 4 COMPLETION INSTRUCTIONS

ID	Label	Instructions	Validation Rule												
<b>Schedule A - Annual Declaration</b>															
<b>A01</b>	Have there been any material changes to the registration information since the last declaration?	<p>If there have been any material changes to the registration information since the last declaration or application for registration (whichever date is the later) select "Yes".</p> <p>If 'No' is selected, please proceed to complete A02.</p> <p>If 'Yes' is selected, please complete A01a to confirm whether CIMA has been informed of the material changes. If 'Yes' is selected, complete A02. If 'No' is selected, please complete A04.</p>	Mandatory field												
<b>A01a</b>	Has the Authority been notified of the material changes?	<p>If 'Yes' is selected, where the Authority has been notified via email to <a href="mailto:ContactSecurities@cima.ky">ContactSecurities@cima.ky</a> within twenty-one (21) days of the material change, proceed to A02.</p> <p>If 'No' is selected, where the Authority has not been notified within twenty-one (21) days or at all, proceed to A04.</p>	Mandatory field if A01 is 'Yes'												
<b>A02</b>	How many clients did the registered person have at the end of the reporting period?	Specify the number of clients the Registered Person had at the time of filing this declaration.	Mandatory field												
<b>A03</b>	Attach client list	<p>Attach an up to date client list. The list must contain the same number of clients identified in A02.</p> <p>Client data is to be uploaded by way of an excel spreadsheet and should include for each client: the client name, SIBL Schedule 4 paragraph under which the client falls and country of residence.</p> <table border="1"> <thead> <tr> <th>Name</th> <th>Sched 4 Paragraph</th> <th>Country of Residence</th> </tr> </thead> <tbody> <tr> <td>Example: John Brown</td> <td>2(a)</td> <td>Jamaica</td> </tr> <tr> <td>ABC Limited</td> <td>2(c)</td> <td>Cayman Islands</td> </tr> <tr> <td>Group company</td> <td>1</td> <td>Hong Kong</td> </tr> </tbody> </table>	Name	Sched 4 Paragraph	Country of Residence	Example: John Brown	2(a)	Jamaica	ABC Limited	2(c)	Cayman Islands	Group company	1	Hong Kong	Mandatory field
Name	Sched 4 Paragraph	Country of Residence													
Example: John Brown	2(a)	Jamaica													
ABC Limited	2(c)	Cayman Islands													
Group company	1	Hong Kong													
<b>A04</b>	Summary of changes	<p>This question only appears when 'Yes' is selected in A01 and 'No' is selected in A01a.</p> <p>Use the '+' to create additional rows, where more than one material change has not been submitted to the Authority.</p> <p>Use the '-' to remove any excess rows. Please ensure there are no values in the fields before they are removed.</p>	Mandatory field if A01 a is 'No'												

**A04(i)** Type of Change – select the type of change that has not been reported to the Authority.

**Change in AML Officer (MLRO, DMLRO, AMLCO, DAMLCO)**

(ii) Effective Date: This is a mandatory field. Use the calendar picker to select the date the change was made effective by the board of directors'/managing members' resolutions.

(iii) Attach Document – This is mandatory. Attach a copy of the board of directors'/managing members' resolutions and a copy of the proposed AML Officer's CV (to be combined in one PDF document).

(iv) Additional information – This is a free text box and is not required to be completed. Please provide any additional information you would like to bring to the Authority's attention.

**Change in Director/Principals of the GP/Managing Members**

(ii) Effective Date: This is a mandatory field. Use the calendar picker to select the date the change was made effective by the board of directors'//managing members' resolutions.

(iii) Attach Document – This is a mandatory field. Attach a copy of the updated register of directors/updated register of managing members (as applicable).

(iv) Additional information – This is a free text box and is not required to be completed. Please provide any additional information you would like to bring to the Authority's attention.

**Change in Registered Office**

(ii) Effective Date: This is a mandatory field. Use the calendar picker to select the date the change was made effective by the board of directors'/managing members' resolutions.

(iii) Attach Document – This is a mandatory field. Attach a copy of the board of directors'/managing members' resolutions approving the change.

(iv) Additional information – This is a free text box and is not required to be completed. Please provide any additional information you would like to bring to the Authority's attention.

**Change in Senior Officer, Managers (Excluding ML Officers)**

(ii) Effective Date: This is a mandatory field. Use the calendar picker to select the date the change was made effective by the board of directors'/ managing members' resolutions.

		<p>(iii) Attach Document – This is a mandatory field. Attach a copy of the board of directors'/managing members' resolutions approving the change and a copy of the proposed senior officer's CV (to be combined in one PDF document).</p> <p>(iv) Additional information – This is a free text box and is not required to be completed. Please provide any additional information you would like to bring to the Authority's attention.</p> <p><b>Change in Shareholder(s)</b></p> <p>(ii) Effective Date: This is a mandatory field. Use the calendar picker to select the date the change was made effective by the board of directors'/ managing members' resolutions.</p> <p>(iii) Attach Document – This is a mandatory field. Attach a copy of the following documents (to be combined in one PDF document):</p> <ul style="list-style-type: none"> <li>• the board of directors'/ managing members' resolutions approving the change(s);</li> <li>• updated Organisational Chart;</li> <li>• register of members for each company where there has been a change within the group structure;</li> <li>• duly completed and signed Personal Questionnaires for each Ultimate Beneficial Owner ("UBO") (with 10% or more direct or indirect interest with the Registered Person);</li> <li>• certified colour copy of government identification for the UBOs.</li> </ul> <p>(iv) Additional information – This is a free text box and is not required to be completed. Please provide any additional information you would like to bring to the Authority's attention.</p> <p><b>Change in SIB activity</b></p> <p>(ii) Effective Date: This is a mandatory field. Use the calendar picker to select the date the change was made effective by the board of directors'/ managing members' resolutions.</p> <p>(iii) Attach Document – This is a mandatory field. Attach a copy of the board of directors'/ managing members' resolutions approving the change in activity.</p> <p>(iv) Additional information – This is a free text box and is not required to be completed. Please provide any additional information you would like to bring to the Authority's attention.</p>	
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## 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 **ADR-046-75** 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 **ADR-046-75** application



**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. ADR-046-75).
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

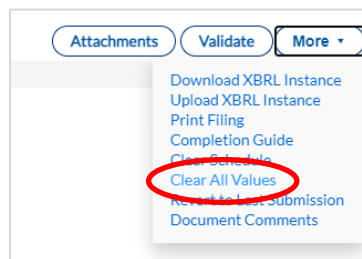
Validation '**Errors**' will prevent the submission of a form, however, '**Cautions**' do not.

### 6.1 COMMON VALIDATION RULES

*None experienced if all fields have been completed correctly.*

### 6.2 UNDERSTANDING OTHER ERRORS

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



*If you are still experiencing technical difficulties, please send an email to [ContactSecurities@cima.ky](mailto:ContactSecurities@cima.ky) along with a screen shot of the error message you are receiving in order for the issue to be addressed by the Information Systems Team.*