



REEFS Form Completion Guide
AML/CFT Inherent Risk – Virtual Asset Service Provider
(Ref: AIR-157-84)

Document version: 1.0

Revision History:

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

Contents

1	Introduction	4
2	Form Information	4
2.1	VASP Registration Process.....	4
3	Accessing and Submitting the Form	5
3.1	Understanding REEFS Roles and Workflows	5
3.2	Roles Required for AIR-157-84	5
3.3	Workflow Used for AIR-157-84	6
3.4	Submitting / Resubmitting	7
3.5	Applicable Fees.....	7
4	Completion Instructions.....	8
5	Reusing Previous Submissions	16
6	Troubleshooting.....	17
6.1	Common Validation Rules.....	17
6.2	Understanding Other Errors.....	17

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.

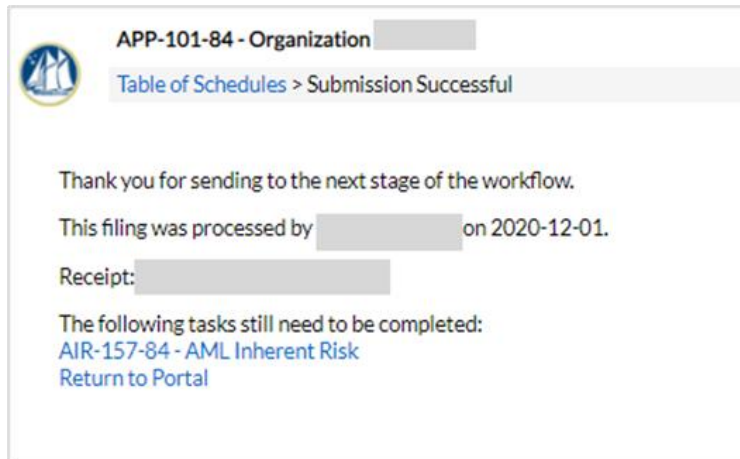
2 FORM INFORMATION

- The AML/CFT Inherent Risk – Virtual Asset Service Provider (“VASP”) form (AIR-157-84) is to be completed by entities applying to register or providing notification as required under the VASPs Law.
- The AIR-157-84 form may also be required periodically by all VAS registrants/licensees and not just on initial application.
- For the purposes of this form, “client” and “customer” are used interchangeably and relate to anyone with whom or for whom virtual asset services are transacted.

2.1 VASP REGISTRATION PROCESS

Registration form **APP-101-84** and the Inherent Risk form **AIR-157-84** have been ‘packaged’ together into a new Process allowing them to be linked. This will ensure that BOTH forms are submitted to the Authority in order to satisfy the application process.

Users will need to select the “**VASP Registration Process -- APP-101-84**” which will open the initial Registration form. Once the registration form is completed and successfully submitted, the AIR-157-84 form will become available, and you will have the ability to go directly to the AIR-157-84 form, as shown below.



APP-101-84 - Organization [redacted]
[Table of Schedules](#) > Submission Successful

Thank you for sending to the next stage of the workflow.
This filing was processed by [redacted] on 2020-12-01.
Receipt: [redacted]

The following tasks still need to be completed:
[AIR-157-84 - AML Inherent Risk](#)
[Return to Portal](#)

Request Name	Request Id	Organization Id	Organization Name	Submission User
VASP Registration Process -- APP-101-84	1265318			

APP-101-84 - Registration Form --- Submit on 2020/12/01 --- Submitted 2020/12/01

AIR-157-84 - AML Inherent Risk --- Submit on 2020/12/01 --- Submitted 2020/12/01

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**.

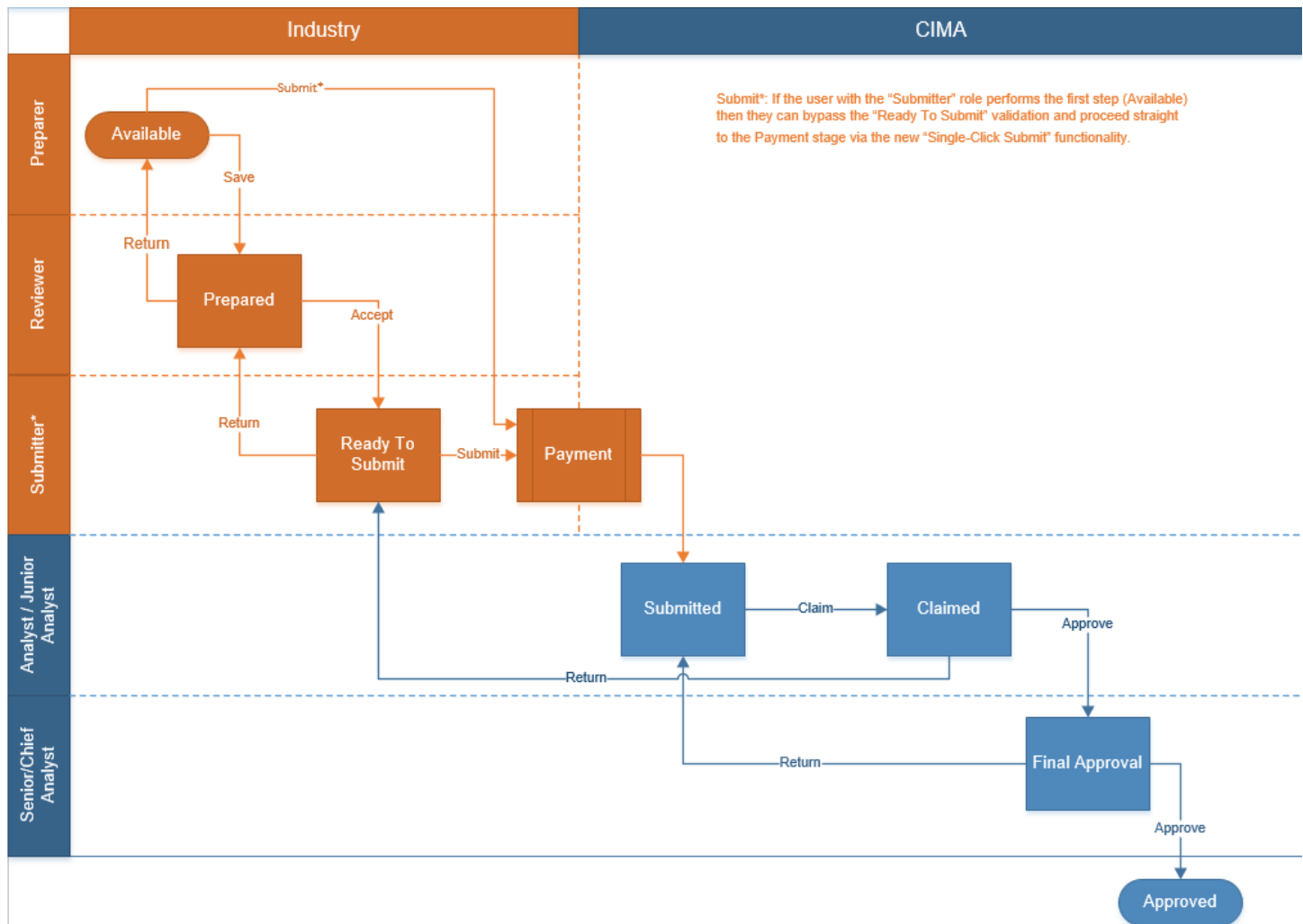
3.2 ROLES REQUIRED FOR **AIR-157-84**

The following Roles are required for access to this form:

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

3.3 WORKFLOW USED FOR AIR-157-84

The following Workflow is associated with **AIR-157-84**. 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 or Submitted
 - i. Once the form has been validated and saved by the **Preparer**, the status changes to **Prepared**, and the form is available for review.
 1. Once the '**Reviewer**' has reviewed and validated the form, the **Reviewer** either Accepts or Returns the form.
 - a. If the **Return** option is selected, the form is returned to the **Preparer** for further review
 - b. If the **Accept** option is selected, the status of the form changes to **Ready to Submit**, and the form is available for final review.

- 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 **Reviewer**.
 2. If the **Submit** option is selected, it then goes to the **Payment** processor.
 - a. Once the payment has been processed (if applicable), the status of the form then changes to **Submitted**.

Steps taken on Authority-side:

1. Once the form has been **Submitted** to the Authority, a **Junior Analyst/Analyst** can then claim the form to begin the review process.
 - a. Once the form has been claimed, the status of the form changes to **Claimed**.
 - i. Once the form has been reviewed and validated, the form can then be either Approved or Returned.
 1. If the **Return** option is selected, the form is returned to the **Submitter** (Industry) to be resubmitted.
 2. If the **Approve** option is selected, the form is escalated up to a **Senior Analyst/Chief Analyst** for final review, and the status of the form changes to **Final Approval**.
 - a. Once the form is reviewed validated by the Senior/Chief Analyst, the form can either be Returned or approved.
 - i. If the **Return** option is selected, the form is returned to **the Junior Analyst/Analyst** for further review. At this time the Junior Analyst/Analyst can further Return it to send back to Industry accordingly. The status of the form would then change to **Ready to Submit**.
 - ii. If the **Approve** option is selected the status of the form changes to **Approved**.

3.4 SUBMITTING / RESUBMITTING

Pending

3.5 APPLICABLE FEES

There are no fees associated with form **AIR-157-84**

4 COMPLETION INSTRUCTIONS

ID	Label	Instructions	Validation Rule
Schedule A – Client/Customer Risk			
How many clients/customers does the entity have in total?			
This section represents an aggregate for all clients/customers that the entity provides any Virtual Asset Services to. Use the "+" button to add as many rows as required.			
A01T	Total number of clients	This number should total all active clients/customers the entity provides securities investment business services to as opposed to accounts (I.E. If the same client (individual or legal entity) has two accounts in the same name, then only 1 should be counted (Do not double count.) Indicate "0" if the entity does not have any clients.	Mandatory field
Provide breakdown by country			
A01a	Number of Clients	This number should total all active clients/customers the entity provides securities investment business services to as opposed to accounts (I.E. If the same client (individual or legal entity) has two accounts in the same name, then only 1 should be counted (Do not double count.) Indicate "0" if the entity does not have any clients.	Mandatory field once data is entered in A01T
A01b	Geography	All jurisdictions where each client/customer in this category is domiciled should be selected in this category.	Mandatory field once data is entered in A01a
A02	Total Number of client accounts and in the aggregate composition of client balances (i.e., in aggregate fiat currency, securities and virtual asset);	This number should total all active clients/customers the entity provides virtual Asset services to as opposed to accounts (I.E. If the same client (individual or legal entity) has two accounts in the same name, then only 1 should be counted. Do not double count.)	Mandatory field
A03	Total Fiat Currency USD	Insert the US dollar value amount for the total fiat currency managed by the entity for the current period. If the entity does not manage assets for its clients/customers, 0 should be inserted.	Mandatory field
A04	Total Securities USD	Insert the US dollar value amount for the total securities held by the entity for the current period. If the entity does not manage assets for its clients/customers, 0 should be inserted.	Mandatory field
A05	Total Virtual Assets USD	Insert the US dollar value amount for the total virtual assets under management held by the entity for the current period. If the entity does not manage assets for its clients/customers, 0 should be inserted.	Mandatory field
How many ultimate beneficial owners (UBOs) do the clients have in total?			
A06a	Country of Residence	Insert country of residence of UBOs from the drop-down list	Mandatory field once data is entered in A01T
A06b	Number of UBOs	Insert total number of all ultimate beneficial owners (UBOs) that the clients have by country of residence. (Please note that if the same UBO has two accounts in the same name, then only 1 should be counted. Do not double count).	Mandatory field once data is entered in A06a
A07	How many clients have UBOs that are also senior managing officials of the clients?	Insert total number of clients that have UBOs that are also senior managing officials of that client.	Mandatory field
Indicate the types of customers of the entity			
A08	NB: Clients/customers where business relationships have ceased, should note be included		

A08a	Category	<p>Insert total value of assets held for each of the applicable types of customers and the total number of customers holding such assets by country.</p> <p>Government/Public Sector This category includes central government units that exists at each level – Federal, State or Local government within the national economy and Central Banks / Monetary Authorities; as well as Public Financial Corporations and Public Non Financial Corporations controlled by the Government (excluding Central Banks and Monetary Authorities).</p> <p>Non-Profit Organizations This category includes charities and organizations that do not distribute income to its shareholders or members using income generated from its objectives.</p> <p>Financial Institutions This category includes banks, insurance companies, investment companies or some type of company engaged in the business of dealing with financial and monetary transactions such as deposits, loans, investments or currency exchanges. NB. Do not include trust companies in this section, although it can be considered a financial institution.</p> <p>Individuals This category solely related to a human being, as distinguished from a company or other entity created by operation of law with separate legal personality. If the account is held in the name(s) of more than one individual (i.e. joint account), it should be captured in this category.</p> <p>Corporates This category relates to companies (exempt, limited, ordinary/resident, international business), partnerships (general, limited, exempt), foreign that are incorporated under the laws of the Islands or under the laws of any other country or place. NB. Do not include corporates in this section, if they have already been categorized in one of the other categories in this section of the form (i.e. trusts and financial institutions).</p> <p>Trusts This category includes any type of legal structure that carries on trust business.</p> <p>Nominees This category includes any person or legal structure who is obtaining services on behalf of another person. (I.E. Trustee, executor, administrator, legal structures acting on behalf of someone else)</p> <p>Special Purpose Vehicles This category includes legal structures that are incorporated as a special purpose vehicle for asset acquisition, leasing and securitization.</p> <p>Special Economic Zone</p>	Mandatory field once data is entered in A01T
------	----------	--	--

		This category includes any type of entity authorized to be carried on in a special economic zone pursuant to any law in force in the Islands	
A08b	Other (if applicable)	This category is to be completed if a client/customer does not fall within any one of the categories referenced A08(a). Specify by entering the name of the category for any clients/customers that do not fall within any one of the categories referenced above.	Mandatory field if A08 is 'Other'
A08c	Number of Transactions	This is to be an aggregate of all transactions conducted for clients/customers in this category from for the current period. (I.E. If 1 order to trade at a specific price is filled over several lots, it is to be counted as a single transaction.)	Mandatory field once data is entered in A08a
A08d	Value of Assets	This is the account value range for all clients/customers in this category for the current period.	Mandatory field once data is entered in A08a
A08e	Type of Assets	Indicate if the value of assets are in Fiat, Virtual Assets or Securities	Mandatory field once data is entered in A08a
A08f	Number of clients	This number should total all active clients/customers in this category. Clients/customers where business relationships have ceased, should not be included	Mandatory field once data is entered in A08a
A08g	Country	All jurisdictions where each client/customer in this category is domiciled should be selected in this category (I.E. The dropdown allows for multiple jurisdictions to be selected).	Mandatory field once data is entered in A08a
A08h	Risk Category	Enter the assessed risk rating of the client from the dropdown list.	Mandatory field once data is entered in A08a
Of the types of customers listed in A08, indicate the following			
A09	Insert total value of assets held for each of the applicable types of customers and the total number of customers holding such assets by country. Once "other" has been selected, insert total value assets held in other entities not described in A08(a). Use the "+" button to add as many rows as required.		
A09a	Category	<p>HNW Individuals ≤ CI\$800,000 See definition of HNW Individual in SIBL</p> <p>HNW Individuals ≥ CI\$4,000,000 See definition of HNW Individual in SIBL</p> <p>HNW and Sophisticated Persons This number should total all active clients/customers in this category. Clients where business relationships have ceased, should not be included. NB. Do not include HNW Individuals and Persons that were included in section A08 as this total relates only to individuals and persons that are both HNW and sophisticated.</p> <p>Politically Exposed Persons See part II - section 7 of the Guidance Notes on the Prevention and Detection of Money Laundering and Terrorist Financing in the Cayman Islands, December 2017 ("AML Guidance Notes") to see who constitutes as a Politically Exposed Person. Include all individuals/persons that have been previously categorized in sections A09(a) above</p>	Optional field
A09b	Number of Transactions	This is to be an aggregate of all transactions conducted for clients/customers in this category for the current period. (I.E. If 1 order to trade at a specific price is filled over several lots, it is to be counted as a single transaction.)	Mandatory field once data has been entered in A09a

A09c	Value of Assets	This is the account value range for all clients/customers in this category for the current period.	Mandatory field once data has been entered in A09a
A09d	Type of Asset	Indicate if the value of assets are in Fiat, Virtual Assets or Securities	Mandatory field once data has been entered in A09a
A09e	Number of clients	This number should total all active clients/customers in this category. Clients/customers where business relationships have ceased, should not be included.	Mandatory field once data has been entered in A09a
A09f	Country	All jurisdictions where each client/customer in this category is domiciled should be selected in this category (I.E. The dropdown allows for multiple jurisdictions to be selected).	Mandatory field once data has been entered in A09a
A09g	Risk Category	Enter the assessed risk rating of the client from the dropdown list.	Mandatory field once data has been entered in A09a
In which countries are the entity's parent company, affiliates and subsidiaries located?			
A10	Select as appropriate. Please note that if entity is a stand-alone insert its country of incorporation. Use the "+" button to add as many rows as required.		
A10a	Country	Browse and select all applicable countries.	Optional field
A10b	Percentage	Enter exact percentage, rounded to the nearest tenth, if applicable.	Mandatory field once data is entered in A10a
Percentage of shareholder ownership by country			
A11	Insert countries where all shareholders of the entity are located and their percentage of equity ownership. For publicly listed entities please list beneficial ownership of 10% or more. Use the "+" button to add as many rows as required.		
A11a	Country	Browse and select all applicable countries.	Optional field
A11b	Percentage	Enter exact percentage, rounded to the nearest tenth, if applicable.	Mandatory field once is entered in A11a
Percentage of controllers ownership by country			
A12	"Insert countries where all controllers of the entity are located and their percentage of equity ownership. For publicly listed entities please list beneficial ownership of 10% or more. Use the "+" button to add as many rows as required."		
A12a	Country	Browse and select all applicable countries.	Optional field
A12b	Percentage	Enter exact percentage, rounded to the nearest tenth, if applicable.	Mandatory field once data is entered in A12
State the total number of clients offering the following services:			
A13	Insert total number of VASP and Non-VASP clients the entity offers any services within the dropdown list. Use the "+" button to add as many rows as required.		
A13a	Type of Service	Browse and select all applicable types	Mandatory field once data is entered in A01T
A13b	Details of Other Service		Mandatory field if A13a is 'Other'
A13c	VASP	Enter the exact number of Virtual Assets	Mandatory field once data is entered in A13a
A13d	Non-VASP	Enter the exact number of Non-Virtual Assets	Mandatory field once data is entered in A13a

Schedule B – Distribution Channels Risk			
Direct			
B01	A client/customer with whom the entity has a direct contractual agreement		
B01a	Number of Clients	This number should total all active clients/customers in this category. Clients/customers where business relationships have ceased, should not be included.	Optional field
B01b	Face to Face / Non-Face to Face	More than one option may be applicable so select both within this category, if applicable. Face to face refers to the respective client(s)/customer(s) having met with a representative of the entity in person versus non-face to face which indicates that none of the representatives of the entity have met the respective client(s)/customer(s).	Mandatory field once data is entered in B01a
B01c	Country	Browse and select all applicable countries for all clients/customers received via this channel.	Mandatory field once data is entered in B01a
B01d	Percentage of clients	Enter exact percentage, rounded to the nearest tenth, if applicable.	Mandatory field once data is entered in B01a
Eligible Introducers			
B02	This category relates to clients/customers that are introduced from/by an entity outside of the entity's group. See definition of Eligible Introducer in the AML Guidance Notes.		
B02a	Number of Clients	This number should total all active clients/customers in this category. Clients/customers where business relationships have ceased, should not be included.	Optional field
B02b	Face to Face / Non-Face to Face	More than one option may be applicable so select both within this category, if applicable. Face to face refers to the respective client(s)/customer(s) having met with a representative of the entity in person versus non-face to face which indicates that none of the representatives of the entity have met the respective client(s)/customer(s).	Mandatory field once data is entered in B02a
B02c	Country	Browse and select all applicable countries for all clients/customers received via this channel.	Mandatory field once data is entered in B02a
B02d	Percentage of clients	Enter exact percentage, rounded to the nearest tenth, if applicable.	Mandatory field once data is entered in B02a
B02e	Regulated/Unregulated	Select as appropriate. If more than one eligible introducer is accepted by the entity, but one or more is not regulated, then no should be selected.	Mandatory field once data is entered in B02a
Referrals within Group			
B03	This category relates to clients/customers that are referred from/by an individual or entity within the entity's group		
B03a	Number of Clients	This number should total all active clients/customers in this category. Clients/customers where business relationships have ceased, should not be included.	Optional field
B03b	Face to Face / Non-Face to Face	More than one option may be applicable so select both within this category, if applicable. Face to face refers to the respective client(s)/customer(s) having met with a representative of the entity in person versus non-face to face which indicates that none of the representatives of the entity have met the respective client(s)/customer(s).	Mandatory field once data is entered in B03a
B03c	Country	Browse and select all applicable countries for all clients/customers received via this channel.	Mandatory field once data is entered in B03a
B03d	Percentage of clients	Enter exact percentage, rounded to the nearest tenth, if applicable.	Mandatory field once data is entered in B03a
Non Eligible Introducers			

B04	This category relates to clients that are introduced from/by an entity outside of the entity's group which do not qualify as Eligible Introducers per the AML Guidance Notes.		
B04a	Number of Clients	This number should total all active clients/customers in this category. Clients/customers where business relationships have ceased, should not be included.	Optional field
B04b	Face to Face / Non-Face to Face	More than one option may be applicable so select both within this category, if applicable. Face to face refers to the respective client(s)/customer(s) having met with a representative of the entity in person versus non-face to face which indicates that none of the representatives of the entity have met the respective client(s)/customer(s).	Mandatory field once data is entered in B04a
B04c	Country	Browse and select all applicable countries for all clients/customers received via this channel.	Mandatory field once data is entered in B04a
B04d	Percentage of clients	Enter exact percentage, rounded to the nearest tenth, if applicable.	Mandatory field once data is entered in B04a
B04e	Regulated/Unregulated	Select as appropriate. If more than one eligible introducer is accepted by the entity, but one or more is not regulated, then no should be selected.	Mandatory field once data is entered in B04a
Other			
B05	If applicable, insert total number of clients coming through other distribution channels not mentioned in B01 to B04 and select the necessary information as appropriate. This number should total all active clients/customers in this category. Clients/customers where business relationships have ceased, should not be included.		
B05a	Details	Insert details if a client/customer does not fall within any one of the categories referenced in B01-B04	Optional field
B05b	Number of Clients	This number should total all active clients/customers in this category. Clients/customers where business relationships have ceased, should not be included	Mandatory field once data is entered in B05a
B05c	Face to Face / Non-Face to Face	More than one option may be applicable so select both within this category, if applicable. Face to face refers to the respective client(s)/customer(s) having met with a representative of the entity in person versus non-face to face which indicates that none of the representatives of the entity have met the respective client(s)/customer(s).	Mandatory field once data is entered in B05a
B05d	Country	Enter exact percentage, rounded to the nearest tenth, if applicable.	Mandatory field once data is entered in B05a
B05e	Percentage of clients	Browse and select all applicable countries for all clients/customers received via this channel.	Mandatory field once data is entered in B05a
B05f	Regulated/Unregulated	Select as appropriate. If more than one eligible introducer is accepted by the entity, but one or more is not regulated, then no should be selected.	Mandatory field once data is entered in B05a
B06	Does the VASP accept/intend to accept its clients/customers via online platforms?	Select as appropriate	Mandatory field
What is the domicile (location) and percentage of online platforms?			
B07	Select appropriate domicile and detail percentage of clients/customers accepted through online platforms from the dropdown list. Use "+/-" to add more rows as required.		
B07a	Country of Clients / Customers	Browse and select all applicable countries for all clients/customers received via this channel.	Optional field
B07b	Percentage of Clients / Customers	Enter exact percentage, rounded to the nearest tenth, if applicable.	Mandatory field once data is entered in B07a
Transaction Mechanism			
B08	Confirm which payment methods the entity accepts / intends to accept		

B08a	Transaction Mechanism	<p>Physical Cash This relates to banknotes and coins only.</p> <p>Bearer shares This related to a share in the capital of any company incorporated in the Islands which is represented by a certificate that does not record the owner's name; and is transferable by delivery of the certificate.</p> <p>Travellers cheques "This relates to a check for a fixed amount that can be cashed or used in payment after endorsement with the holder's signature"</p> <p>Prepaid cards "This relates to cards with a monetary value stored on the card itself and an external account is not maintained by a financial institution."</p> <p>Virtual currencies (crypto or other) This relates all virtual currencies</p> <p>Third parties This relates to a person/entity that is not contracted as a client/customer of the entity but transmits payments on the client's/customer's behalf</p> <p>Bank transfer (fiat) This related to a person/entity instructs their bank to send money directly into another bank account.</p> <p>Wire This relates to transfer of funds done electronically across a network of banks or transfer agencies around the world.</p> <p>Cheque This a document that orders a bank to pay a specific amount of money from a person's account to the person in whose name the cheque has been issued</p> <p>Crypto-backed credit cards These are essentially representations (in card form) of financial agreements backed by cryptocurrency assets</p> <p>Peer to Peer These are digital transactions that allow for the transfer of funds between two people (these transactions are typically made through mobile apps — such as Venmo, Zelle or PayPal)</p> <p>Other (Please Specify) Enter specific details of other method of payments accepted by the entity from its clients/customers, if it differs from the options referenced in B08(a).</p>	Mandatory field
B08b	Details of Other Mechanism	Provide details as appropriate	Mandatory field if B08a is 'Other'
B08c	Type (In or Out)	Insert the monetary value of each payment mechanism by type (i.e. Funds received and/or Funds paid out)	Mandatory field once data is entered in B08a
B08d	USD	'Insert the monetary value of each payment mechanism	Mandatory field once data is entered in B08a
B09	Does the company allow margin trading?	This relates to if the entity allows traders to gain greater exposure to a specific asset by borrowing capital from other traders .	Mandatory field

B10	If yes, what is the maximum leverage allowed?	Once "Yes" is selection indicate the leverages allowed from the drop-down list.	Mandatory field if B09 is 'Yes'
Schedule C – Products and Services Risk			
C01	Has the entity ever received client/customer funds (crypto or fiat)?	Select as appropriate	Mandatory field
C02	Does the entity's line of business allow the acceptance of client/customer funds?	Select as appropriate	Mandatory field
What functions does the entity outsource to a 3rd Party and where is the 3rd Party located?			
C03	Insert details of functions that the entity outsources to a 3rd Parties, number, type, location of such 3rd Parties and whether they are regulated or unregulated?		
C03a	Country	Browse and select all applicable countries	Optional field
C03b	Number of 3rd Parties	Insert aggregate of all 3rd parties utilized by the entity for the relevant function	Mandatory field once data is entered in C03a
C03c	Type of Function	Select all applicable function types that are outsourced. More than one option can be selected, if applicable.	Mandatory field once data is entered in C03a
C03d	Other Function Details	This category is to be completed if the function does not fall within any one of the categories referenced above.	Mandatory field if C03c is 'Other'
C03e	Are these 3rd Parties regulated?	Select as appropriate. If one or more is not regulated in this category, then no should be selected.	Mandatory field once data is entered in C03a
C03f	Are these 3rd Parties exempt from regulation?	Select as appropriate. If one or more is not regulated in this category, then no should be selected.	Mandatory field if C03e is 'Unregulated'
C03g	Details	Insert details in this category if "Yes" is selected to C03(f)	Mandatory field if C03e is 'Unregulated' and C03f is 'No'
C04	Does the entity partake in adhoc/unregulated business?	This includes any activity not specified in Schedule 2 of the SIBL	Mandatory field
C04a	If so, specify.	Insert further details explaining what the unregulated business consists of.	Mandatory field if C04 is 'Yes'
C05	Does the entity have a physical presence via place of business and infrastructure in the Islands?	Select as appropriate	Mandatory field
C06	Does the entity conduct Virtual Assets Service Providers investment business with a Cayman Islands based fund?	Select yes only if the entity has on-boarded a fund that is solely incorporated and regulated in the Cayman Islands	Mandatory field
C07	Does the entity conduct Virtual Assets Service Providers investment business with a fund in any other jurisdiction?	Select yes only if the entity has on-boarded a fund incorporated or registered in another jurisdiction other than the Cayman Islands.	Mandatory field
C07a	Jurisdiction	If 'yes' is selected as the answer to question C07, browse and select all applicable countries where the VASP are incorporated and registered	Mandatory field if C07 is 'Yes'
If you trade in listed Virtual Assets, in which countries are the markets/exchanges located?			
C08	Country	Browse and select all applicable countries.	Optional field
If you trade in unlisted Virtual Assets, in which countries are the Virtual Assets Service Providers issuers domiciled?			
C09	Country	Browse and select all applicable countries.	Optional field
Select the countries where client/customer funds are submitted to and/or received from?			
C10a	Products/Services	Browse and select all applicable countries for all clients/customers received via this channel.	Mandatory field once data has been entered in A01T
C10b	Transaction Volume US\$	Select as appropriate	Mandatory field once data has been entered in C10a

C10c	Enhanced Anonymous Features Allowed	Indicate if the products for C10(a) possess any enhanced anonymous features allowed.	Mandatory field once data has been entered in C10a
C10d	Geography	Browse and select all applicable countries.	Mandatory field once data has been entered in C10a
C10e	In/Out	Indicate if the transactions are "incoming" or "outgoing"	Mandatory field once data has been entered in C10a

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 **AIR-157-84** 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 AIR-157-84 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. AIR-157-84).
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: 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

Pending

6.2 UNDERSTANDING OTHER ERRORS

Pending