

**TO** : 1. **Members of the Cyprus Stock Exchange (CSE)**  
2. **Cypriot Investment Firms (CIFs)**  
3. **Association of Administrative Services Providers (ASPs – Regulated by the Cyprus Securities and Exchange Commission)**  
4. **Cyprus Bar Association**  
5. **Institute of Certified Public Accountants of Cyprus (ICPAC)**  
6. **CSE Nominated Advisors**

**FROM** : Acting General Manager of the Cyprus Stock Exchange

**RE** : **Presentation / Seminar titled “The Stock Exchange Legislation for persons interested in being registered as Nominated Advisors for the Emerging Companies Market of the CSE - 8 October 2020**

**DATE** : 25 September 2020

**CIRCULAR No** : **16–2020, 12-2020**

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Dear Sirs,

The Cyprus Stock Exchange (CSE) is organising a Seminar titled “*The Stock Exchange Legislation for persons interested in being registered as Nominated Advisors*”. During the Seminar extensive information will be presented on the Stock Exchange Legislation and the Regulatory Decisions of the Stock Exchange Council. It is addressed to persons interested in being registered as Nominated Advisors for the Emerging Companies Market of the Stock Exchange or persons employed in companies already registered as Nominated Advisors on the CSE.

The Seminar will be held on **Thursday, 8 October 2020, from 10:00 a.m. – 13:00 p.m. at the CSE Offices (1<sup>st</sup> floor, Conference Hall) in Nicosia. Participation fees have been set at €70. There will be a coffee break with drinks and snacks.**

The Emerging Companies Market is a Multilateral Trading Facility (MTF) as provided in the Investment Services and Activities and Regulated Markets Law No. 144(1)/2007. It is managed by the Cyprus Stock Exchange in accordance with its Regulatory Decisions. It is characterised as a “non regulated market” and does not fall within the scope of the provisions which apply to the regulated markets on a mandatory basis. The purpose of the Seminar is to

explain the Nominated Advisor's role, their duties, registration requirements and supervision and to provide knowledge on the Stock Exchange Legislation and the Council's Regulatory Decisions.

The Seminar will provide detailed information on the above Market by CSE executives. More specifically, the following will be presented:

- a) General characteristics of the CSE Markets / Statistics
- b) Requirements and methods of admission to the Regulated Markets
- c) Requirements and methods of admission to the Emerging Companies Market
- d) Information on the ongoing obligations of issuers
- e) Role / duties and registration procedure for Nominated Advisors
- f) Application for admission to the Emerging Companies Market– Preparation of the Information Document
- g) Central Securities Depository / Central Registry
- h) Discussion / Questions

**The Seminar will be conducted in Greek.**

**Please note the following:**

The declaration of participation, together with a cheque for €70 to cover participation fees or a copy of the deposit slip of the participation fees in the CSE bank account must reach the CSE Offices, 71 – 73 Lord Byron Ave., 1096 Nicosia, P.O.Box 25427, 1309 Nicosia, tel.: 22712300, fax: 22570308 **by 6 October 2020.**

Participation fees can be deposited in the following CSE bank accounts:

**Bank of Cyprus Public Company Ltd, Account No.: 0120-05-020334-00**  
**Hellenic Bank Public Company Ltd, Account No.: 106-11-033879-00**

On 7/10/2020, participants must complete and send electronically to the Stock Exchange the attached questionnaire concerning COVID-19.

With the aim of protecting both our personnel and the participants, you are requested to study and comply with the attached instructions upon your arrival at the CSE and during the seminar.

If there is a large number of participants the seminar may be conducted online, in which case it will not be necessary to complete and send the attached questionnaire. Should this be the case you will be notified accordingly.

We would like to thank you in advance for your positive response and we remain at your disposal for any clarifications you may need.

Yours truly

Nicos Trypatsas  
Acting General Manager

Enclosures

## DECLARATION OF PARTICIPATION

We wish to inform you that we are interested in taking part in the presentation / Seminar organised by the Cyprus Stock Exchange at the CSE Offices titled:

**“The Stock Exchange Legislation for persons interested in being registered as Nominated Advisors for the Emerging Companies Market”**

<b>Company Name:</b> .....		
<b>Tick <input type="checkbox"/> where applicable:</b>		
1. Cypriot Investment Firm (CIF).....		
2. Administrative Services Provider (ASP- Regulated by the Cyprus Securities and Exchange Commission) .....		
3. Law Firm (registered with the Cyprus Bar Association).....		
4. Audit Firm (registered with the ICPAC).....		
5. Registered CSE Nominated Advisor		
<b>Tel.:</b> .....		<b>Fax:</b> .....
<b>Address:</b> .....		
<b>E-mail address:</b> .....		
<b>NAMES OF PARTICIPANTS</b>		<b>POSITION IN THE COMPANY</b>
1. ....		.....
2. ....		.....
3. ....		.....
<b>DATE:</b> .....		<b>SIGNATURE:</b> .....
<p><b>Note:</b> You are requested to attach to this form a cheque or the copy of the deposit slip for the participation fees and send them to the CSE Offices, 71 – 73 Lord Byron Ave, 1096 Nicosia, P.O.Box 25427, 1309 Nicosia, tel.: +357 22712300, fax: +357 22570308</p>		

**Taking into consideration the current situation with the Covid-19 pandemic, the health and safety of our personnel and clients are a priority for us. We therefore ask each participant to complete the following questionnaire. Please bear in mind that your answers will be kept strictly confidential and will be used only by our Organisation and the Health and Safety Officer. We would like to assure you that the completed questionnaire will be destroyed 21 days after the Seminar. Please also bear in mind that the questionnaire must be completed and signed exclusively by each participant. Forms completed and signed on behalf of participants will not be accepted.**

**1. Are you currently in Cyprus?**

Yes |  No

**1.1.** If the answer to question 1 is Yes, please state the country and your date of arrival in Cyprus:

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**1.2.** If the answer to question 1 is No, have you recently travelled outside Cyprus (in the last 14 days);

Yes |  No

**1.2.1.** If Yes, state the country and your date of arrival in Cyprus:

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**2.** Have you been in contact with persons who have travelled in the last 14 days?

Yes |  No

**2.1** If Yes, state the country and date of contact with them:

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**3.** Have you been in contact with persons who have tested positive to the coronavirus?

Yes |  No

**3.1.** If Yes, state the date of contact with them:

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**4.** Have you had any of the following symptoms in the last 14 days?

- Fever (38 °C or higher)  Yes |  No
- Cough  Yes |  No
- Shortness of breath  Yes |  No
- Dyspnea  Yes |  No

**5.** Do you intend to travel abroad before the date of the Seminar?

Yes |  No

**5.1.** If Yes, state the country and the dates and inform the organisers of the Seminar at [info@cse.com.cy](mailto:info@cse.com.cy) or 22 712373.

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**Note:** In case of any change in your circumstances that would modify your answers to the above, you must immediately inform the organisers of the Seminar by email at [info@cse.com.cy](mailto:info@cse.com.cy).

**6.** If you have any comments, please add them below:

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**Full name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Safety Measures against COVID-19 adopted by the CSE

Given that the protection of the health of our personnel and clients is our top priority, we have complied with Government protocols and requirements in order to ensure your safety whilst in our premises.

The safety measures adopted by the CSE include the following:

- **Completion of a short questionnaire on the state of health and the travel history of visitors, before the date of the Seminar**
- **Visitor temperature check** before entering the CSE training rooms
- Implementation of the following **social distancing** rules
  - **Indoor areas (with the exception of the food and drinks serving area):** 3 square metres per person, distance of 0.5 metres between and around seats, distance of 2 metres between people standing
  - **Drinks serving area:** 2 square metres per person and distance of 2 metres between people standing
  - **Outdoor areas:** 2 square metres per person, distance of 2 metres between people standing
- Avoidance of handshakes
- Sitting arrangement in the training area. Please note that the sitting arrangement and the list of participants (including contacts and personal details of each participants) will be kept in our records for a period of at least 3 months after the date of the Seminar and will be submitted to Government authorities, if requested, for purposes of contact tracing
- Disinfectants will be available in the common areas and in the Seminar room

- Masks and gloves will be available at the main entrance and outside the seminar room. The use of masks inside the seminar room during the presentation is optional, provided the social distancing measures are followed by the trainees and the trainers. The use of masks in all other areas except the seminar room is compulsory.
- Strict implementation of coordination practices in order to prevent crowding and application of hygiene measures during the coffee break
- Frequent cleaning of all indoor areas
- Proper ventilation of all indoor areas, by keeping the windows open and frequent cleaning of the air conditioning system filters.