

In case of discrepancies between the French and the English text, the French text shall prevail.

Luxembourg, 29 December 2015

To all investment fund managers

**CIRCULAR CSSF 15/633**

**Re: Financial information to be provided by investment fund managers and their branches on a quarterly basis**

Ladies and Gentlemen,

1. The purpose of this circular is to extend the obligation to submit financial information to all investment fund managers ("IFMs") as defined in point 2 below. Up until now, only management companies subject to Chapter 15 of the Law of 17 December 2010 relating to undertakings for collective investment had to submit financial information to the CSSF on a quarterly basis, in accordance with Circular CSSF 10/467.

2. The term "IFM" refers to the following entities:

- a) management companies subject to Chapter 15 of the Law of 17 December 2010 relating to undertakings for collective investment (hereinafter "ManCo15");
- b) management companies under Articles 125-1 and 125-2 of Chapter 16 of the Law of 17 December 2010 relating to undertakings for collective investment (hereinafter "ManCo16");
- c) authorised external IFMs under the law of 12 July 2013 on alternative investment fund managers (hereinafter "AIFMs").

3. All IFMs, including their branches, shall, as from 2016, provide the CSSF with a series of financial information. This financial information will be used by the CSSF for the purpose of the prudential supervision of IFMs.

4. IFMs shall provide the CSSF with financial tables on a quarterly basis. These financial tables may be downloaded on the CSSF website in section "Legal reporting" of the various types of IFMs (<https://www.cssf.lu/en/periodic-and-non-periodic-transmission-of-information-management-companies-chapter-15/>).

5. It should be noted that the financial tables shall be submitted only once by an IFM holding several authorisations (for example, an IFM authorised both for UCITS and AIF management).

6. **Reference dates:** All the tables have to be drawn up on a quarterly basis. Reference dates are the last day of each calendar-quarter, i.e. 31 March, 30 June, 30 September and 31 December.

7. **Reporting deadlines:** The financial tables must reach the CSSF by the 20<sup>th</sup> day of the month following the reference date.

8. Circular CSSF 10/467 introduces the obligation to provide final tables which faithfully reflect the figures audited by the *réviseur d'entreprises agréé* (approved statutory auditor) at the end of each financial year. These tables shall be submitted to the CSSF one month after the ordinary general meeting that approved the annual accounts.

**9. Data transmission to the CSSF:**

a) ManCo15 shall continue to send the tables electronically by following the technical instructions set out in Circular CSSF 10/467. **Consequently, the current transmission system remains unchanged.**

b) ManCo16 shall also send the tables electronically by following the technical instructions set out in Circular CSSF 10/467.

c) AIFMs shall send the downloaded tables exclusively to the following email address [aifm\\_reporting@cssf.lu](mailto:aifm_reporting@cssf.lu). For the time being, they cannot use electronic transmission as provided for in Circular CSSF 10/467.

AIFMs shall observe the following instructions when completing the tables:

- Row 13 of worksheet "Reporting SG" need not be filled in;
- Filing AIFMs shall observe the same nomenclature as the one provided for in Circular CSSF 10/467. However, the reporting entity shall indicate ANNNN instead of SNNNN. The identification number NNNN can be found in the following file:  
[https://www.cssf.lu/wp-content/uploads/IDENTIFIANTS\\_AIFM.zip](https://www.cssf.lu/wp-content/uploads/IDENTIFIANTS_AIFM.zip).

10. **Repealing provision:** This circular repeals Chapter VI. "Prudential supervision of a management company as referred to in Chapter 15 of the 2010 Law" of Circular CSSF 12/546.

11. **Entry into force:** This circular enters into force with immediate effect. The first data to be reported by ManCo16 and AIFMs are those available on 31 December 2015, whose date for submission is 29 February 2016 at the latest.

ManCo15 shall continue to send the tables within the period referred to in point 7 above.

Yours faithfully,

COMMISSION DE SURVEILLANCE DU SECTEUR FINANCIER

Andrée BILLON  
Director

Simone DELCOURT  
Director

Jean GUILL  
Director General