



Cayman Monetary Regulatory Authority International

At the forefront of financial regulation, the Cayman Monetary Regulatory Authority International (CMRAI) is dedicated to upholding the highest standards of financial oversight and compliance. Our mission is to safeguard the stability and integrity of the global financial system by ensuring that financial services operate within a framework of transparency, accountability, and excellence.

As a trusted partner to financial institutions worldwide, CMRAI provides rigorous supervision, innovative solutions, and strategic guidance to foster a secure and thriving financial environment. With decades of experience and a commitment to global standards, we stand as a pillar of trust and security in an ever-evolving financial landscape.

With a legacy of excellence in financial oversight, the Cayman Monetary Regulatory Authority International (CMRAI) is a beacon of trust in the international financial community. Our role extends beyond regulation; we are innovators, collaborators, and protectors of the global financial ecosystem. By fostering compliance, promoting best practices, and embracing technological advancements, CMRAI ensures that financial services remain resilient and adaptable in a dynamic global market.

Our comprehensive approach to regulation encompasses a deep understanding of financial risks and a proactive stance on emerging challenges. We are committed to empowering financial institutions with the tools and guidance necessary to navigate complex regulatory landscapes, thereby contributing to global economic stability and growth.

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 AFS-001-99 Audited Financial Statements Page 4 of 8 1 INTRODUCTION Regulatory Enhanced Electronic Forms Submission (REEFS), is an online portal for electronic submission of required financial services information to the Cayman Monetary Regulatory Authority International (the Authority) as well as providing payments information where applicable.

2 FORM INFORMATION Form AFS-001-99 is an annual return for licensed and regulated entities to submit audited financial statements pursuant to the legislation and regulations governing the licence or registration. All attachments submitted must contain the complete name of the entity as it appears on the licence certificate. If there is a mismatch (often caused by typos or use of abbreviations), then the filing will be returned for correction.

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

3.2 ROLES REQUIRED FOR AFS-001-99 The following Roles are required for access to this form: Preparer role Submitter role

Version: 1.0 AFS-001-99 Audited Financial Statements Page 5 of 8 3.3 WORKFLOW USED FOR AFS-001-99 The following Workflow is associated with AFS-001-99. 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. 2. Once the form has been completed, the form can either be Saved or Submitted*. a. A Preparer only has the option to Save 3. Once the form has been saved the status of the form changes to Ready to Submit. a. From the Ready to Submit status, once the Submitter has reviewed and validated the form, they can either Return or Submit the form. i. If the Return option is selected, the form is returned to the Preparer for further review. The status of the form reverts to Available. ii. If

the Submit option is selected, it then goes to the Payment processor. 1. Once the payment (if applicable) has been processed, the status of the form then changes to Submitted, and should now be seen on the Authority's end under the Submitted Filings tab. Steps taken on Authority-side: 1. Once the form has been Submitted to the Authority, a Junior 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. b. The form is then reviewed and validated. Version: 1.0 AFS-001-99 Audited Financial Statements Page 6 of 8 i. A Junior Analyst has the option to Return the form, and if this option is selected, the form is returned to Industry to be resubmitted. 1. The status of the form reverts to Ready To Submit and can be found under the Filing tab. ii. A Senior Analyst or above, has the option to complete the review process, and if the Reviewed option is selected the status of the form changes to Reviewed. 3.4 SUBMITTING / RESUBMITTING 1. When a submitted form is Returned by the Authority: a. The Submitter will be notified by ; b. The status of the form will change from Submitted to Ready To Submit; and c. The form will appear under the Filings tab. 2. The Submitter has the option to either amend and Submit a revised form or Return the form to the Preparer, which will revert the status of the form to Available. Note that a user with only the Preparer or Reviewer role cannot amend a form with the Ready To Submit status. 3.5 APPLICABLE FEES There are no fees associated with AFS-001-99. Version: 1.0 AFS-001-99 Audited Financial Statements Page 7 of 8 4 COMPLETION INSTRUCTIONS ID Label Instructions Validation Rule Schedule A - Details A01 Attach Audited Financial Statements Use the Browse button to upload a copy of the Audited Financial Statements in PDF format Mandatory Field A02 Attach Compliance certificate (if applicable) If applicable, use the Browse button to upload a copy of the Compliance certificate in PDF format Optional Field A03 Attach Management Letter (if available) Use the Browse button to upload a copy of the Management Letter, or NIL confirmation, in PDF format. Optional Field 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 AFS-001-99 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 AFS-001-99 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. AFS-001-99). 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. Version: 1.0 AFS-001-99 Audited Financial Statements Page 8 of 8 6 TROUBLESHOOTING Validation Errors will prevent the submission of a form, however, Cautions do not. 6.1 COMMON VALIDATION RULES Errors Your filing cannot be submitted until all errors in this section are corrected. A01: Attach Audited Financial Statements Current Value = Not Reported Mandatory field. Appears in: A - Details Question A01 is a mandatory field. Use the Browse button to attach a

PDF copy of the reporting entity's audited financial statements. Should you need to upload documents other than the Audited Financial Statements, Compliance Certificate or Management Letter, use the Attachments feature located in the top-right corner of the form.

6.2 UNDERSTANDING OTHER ERRORS If you are receiving errors related to attachments or that you do not understand, please select **Clear All Values** from the form menu in the top right-hand corner. Using this feature will clear all responses and remove any attachments that have been uploaded. Once cleared, you can resume the submission. If you are still experiencing technical difficulties, please send an email to the relevant division including your username and a screen shot of the error message.