



# 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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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 APT-106-99 is to be used when appointing a new Director or Senior Officer or Senior Manager to an existing Licensee 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 APT-106-99 The following Role is required for access to this form: Preparer role Version: 1.0 APT-106-99 Appointment of a Senior Manager or Officer Page 5 of 8 3.3 WORKFLOW USED FOR APT-106-99 The following Workflow is associated with APT-106-99. 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. The Preparer prepares and Validates the data. a. Once the data has been validated the status of the of the request changes to Ready to Submit i. Once the Submit option is selected, it then goes to the Payment processor 1. Once the payment has been finalized, the status of the request then changes to Submitted Steps taken on Authority-side: 1. Once the request has been Submitted to the Authority, an Analyst can validate and Claim the submission to begin the review process. a. Once the request has been Claimed, the status of the request changes to Claimed i. The request is then reviewed and validated by the Analyst: 1. If the request is refused the status changes to Refused. 2. If the request is accepted, the status to Approved. 3. If the request is returned, it is sent back to Industry for review and

resubmission, and the status reverts to Ready to Submit. 3.4 SUBMITTING / RESUBMITTING Pending Version: 1.0 APT-106-99 Appointment of a Senior Manager or Officer Page 6 of 8 3.5 APPLICABLE FEE(S) The following fee(s) are associated with form APT-106-99, which can be paid via inline escrow payment: KYD \$1,000.00 to appoint a new Director to an existing licensee. KYD \$1,000.00 to appoint a Senior Officer to an existing licensee. KYD \$1,000.00 to appoint a Senior Manager to an existing licensee. 4

COMPLETION INSTRUCTIONS ID Label Instructions Validation Rule Schedule A Appointment Details A01 Licensee Name Select the name of the licensee that has the new appointee. If the entity name is not listed, please contact the regulatory division for guidance. Mandatory field A02 Job Title Provide the Job Title of the person being appointed Mandatory field A03 Appointment Type Select the type of appointment; either "Director" or "Senior Officer" or Senior Manager Mandatory field A04 Effective Date Select the effective date of the appointment. Mandatory field A05 First Name First name of the appointed officer Mandatory field A06 Middle Name Middle name of the appointed officer (if applicable) Optional field A07 Last Name Last name (surname) of the appointed officer Mandatory field A08 CMRAI ID Provide the CMRAI ID of the person if they have been issued one. Optional field A09 Date Of Birth Use the date picker tool to select the person's date of birth Mandatory field if CMRAI ID was not provided in A08 A10 Country Of Birth Select the person's country of birth Mandatory field if CMRAI ID was not provided in A08 A11 PO Box Provide the P.O. Box of the person's postal address. This is mandatory for Cayman Islands addresses. Mandatory field if A15 will be Cayman Islands A12 Street Address Provide the person's physical residential address Mandatory field if CMRAI ID was not provided in A08 A13 City Provide the city of residence Mandatory field if CMRAI ID was not provided in A08 A14 State / Province Provide the state or province (or equivalent for country of residence) Mandatory field if CMRAI ID was not provided in A08 A15 Country / Region Select the country of residence of the person Mandatory field if CMRAI ID was not provided in A08 A16 Zip / Postal Code Select the postal / zip code that corresponds to the postal address. Mandatory field if CMRAI ID was not provided in A08 A17 Number Provide the number including country and area code Mandatory field if CMRAI ID was not provided in A08 Version: 1.0 APT-106-99 Appointment of a Senior Manager or Officer Page 7 of 8 A18 Facsimile Number Optional information. Optional field A19 Address Provide the address for the person. It should match the address used to log into the CMRAI portal if the CMRAI ID was provided above in A08. Mandatory field if CMRAI ID was not provided in A08 A20 Police Clearance Certificate A current police clearance is required. Mandatory field if CMRAI ID was not provided in A08 A21 Character Reference Letter (1) Both character references provided should show recent dates and should include their contact info. Mandatory field if CMRAI ID was not provided in A08 A22 Character Reference Letter (2) Both character references provided should show recent dates and should include their contact info. Mandatory field if CMRAI ID was not provided in A08 A23 Personal Questionnaire Attach the completed and signed personal questionnaire Mandatory field if CMRAI ID was not provided in A08 A24 Financial Reference Letter A current financial reference letter is required. Mandatory field if CMRAI ID was not provided in A08 A25 Curriculum Vitae (biographical details) Attach a current copy of the person's C.V. Mandatory field if CMRAI ID was not provided in A08 A26 Letter from the Newly Appointed Director/Senior Officer/Senior Manager Attach a letter signed by the appointed person indicating that they have accepted the appointment. 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 APT-106-99 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 APT-106-99 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. APT-106-99).
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.

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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 Pending

### 6.2 UNDERSTANDING OTHER ERRORS Pending