



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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PFC-166-77 Private Fund Data Submission Page 4 of 7	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 PFC-166-77 is to be used to submit the required data and attachments that had been made optional on the Private Fund Application form (APP-101-77) due to difficulties some industry members were having in gathering the data and documents by the August 7th deadline for initial registration of the funds.
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 PFC-166-77	The following Role is required for access to this form:	Preparer
Version: 1.0 PFC-166-77 Private Fund Data Submission Page 5 of 7	3.3	WORKFLOW USED FOR PFC-166-77	The following Workflow is associated with PFC-166-77. It outlines the steps that must be followed on both the Industry-side and the Authority-side. All steps in the workflow must be complete.	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	2. Once the Submit option is selected, it then goes to the Payment processor (if it is applicable)
Steps taken on Authority-side:	1. Once the request has been processed by the Authority the status of the request changes to Processed	a. If the request is returned to Industry to be modified and resubmitted, it will appear in the In Progress Requests , with a status of Ready to Submit	3.4 SUBMITTING / RESUBMITTING	Pending	3.5 APPLICABLE FEES	There are no fees associated with PFC-166-77
Version: 1.0 PFC-166-77 Private Fund Data Submission						

Page 6 of 7 4 COMPLETION INSTRUCTIONS ID Label Instructions Validation Rule
Schedule A Fund Details A01 Name of Fund Select the name of the Private Fund from the drop-down list which corresponds with the governing documents of the fund (e.g. Certificate of Incorporation, Certificate of Registration, Offering Document, Summary of Terms, Marketing Material, etc.) Mandatory field A02 Industry Reference This reference number is for the applicant's use. If the reference number was provided on the registration form, there is no need to provide it again. Optional field A07 Legal Structure Select the appropriate legal structure from the drop-down list which corresponds with the governing documents of the fund. Mandatory field A08 Attach Structure Chart Select browse and attach the corresponding document. Mandatory field A09 Attach Certificate of Incorporation / Registration Select browse and attach the corresponding document. If there was a name change, also include this document within the attachment. Mandatory field if A07 is NOT Unit Trust A10 Attach Trust Deed / Declaration of Partnership / Memorandum and Articles of Association Select browse and attach the corresponding document. Mandatory field A11 Attach Offering Document / Summary of Terms / Marketing Material / Constitutive documents Select browse and attach the corresponding document. The Offering Memorandum/Summary of Terms/Marketing Material/Constitutive documents, to include: objectives/strategy/restrictions, minimum investment, redemption terms, name of operators (directors/trustee/GP (or equivalent)), service providers, financial year-end, NAV/Valuation, risk factor, conflicts of interest, disclosures on obligations under the Private Funds Law, anti-money-laundering legislation, and investment manager/investment advisor/manager etc. Mandatory field Schedule B Service Providers Administrator B12 Does the fund provide its own administration services? If the fund provides its own administration services, then select "Yes"; otherwise, select "No". Please answer "Yes" only if the fund does not engage/contract an external fund administrator Mandatory field B14c Administrator's Consent Letter Select browse and attach the consent letter from the appointed Administrator. Mandatory field if B12 is No Registrar and Transfer Agent B16 Registrar and Transfer Agent - Same as Administrator? If the service provider entered in the Administrator field will be acting as the Registrar and Transfer Agent relationship, select "Yes"; otherwise, select "No". Mandatory field B18 Attach consent from Registrar and Transfer Agent Select browse and attach the consent letter from the appointed Registrar and Transfer Agent. Mandatory field if B16 is No NAV Calculation Agent B21 NAV Calculation Agent - Same as Administrator? If the service provider entered in the Administrator field will be acting as the NAV Calculation Agent relationship, select "Yes"; otherwise, select "No". Mandatory field B23 Attach consent from NAV Calculation Agent Select browse and attach the consent letter from the appointed NAV Calculation Agent. Mandatory field if B21 is No Auditor B35 Cayman auditor (local audit sign-off) Select the appropriate auditor from the drop-down list of locally-approved auditors Mandatory field B36 Attach Auditor's Consent Letter Select browse and attach the consent letter from the appointed Auditor. Mandatory field Version: 1.0 PFC-166-77 Private Fund Data Submission Page 7 of 7 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 a previous reporting period or submission instead of starting from fresh. You must have entered data into at least one form using the online portal and have gone through a successfully validated submission. Example: Rapidly re-using the Anti-Money Laundering officer's application for (MLO-154-99) 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. MLO-154-99). 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 make changes to the data. 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 6.1 COMMON VALIDATION RULES Pending 6.2 UNDERSTANDING OTHER ERRORS Pending