REEFS Form Completion Guide
Request for Fund Audit Waiver
(Ref: FWV-161-22)

Document version: 1.0

Revision History:

Effective Date	Version Number	Revision Description
14 May 2024	1.0	Initial release of documentation

Contents

1   INTRODUCTION

Regulatory **E**nhanced **E**lectronic **F**orms **S**ubmission (REEFS), is an online portal for electronic submission of required financial services information to the Cayman Islands Monetary Authority ("the Authority") as well as providing payments information where applicable.

2   FORM INFORMATION

The Mutual Funds Act ("MFA") and Private Funds Act ("PFA") require regulated mutual funds and private funds respectively to have their accounts audited annually and file such accounts with the Authority within six months of its financial year-end. The MFA and PFA further state that the Authority may exempt a regulated fund from the audit requirement, either absolutely or subject to such conditions as the Authority may deem appropriate.

The *'Regulatory Policy - Exemption from Audit Requirement for a Regulated Mutual Fund'* and the *'Regulatory Policy - Exemption from Audit Requirement for a Private Fund'* (collectively the "Policies") set out the conditions in which the Authority may exempt a regulated mutual fund or private fund respectively from the audit requirement.

Where a regulated fund is seeking an audit waiver/exemption in conjunction with an application for de-registration, the Policies should be read in conjunction with any applicable Regulatory Procedure for the cancellation of the licence or certificate of registration. It should be noted that this Completion Guide only applies to the filing of a waiver/exemption request, and that a fund cancellation application is a separate filing.

A current local service provider of the regulated fund (as per the Authority's records) with REEFS access may make an application with the requisite documents and fee/s for or on behalf of the fund. Non-availability or access to a fund or sub-fund in the form indicates that the Authority's internal system has not been updated to allow the service provider to submit REEFS requests on behalf of the fund or sub-fund. If the service provider is an existing local service provider of the fund, a request must be submitted to the Authority to enable REEFS access to the fund or sub-fund. If the service provider is a newly appointed local service provider to the fund or sub-fund, then the Authority will require evidence in the form of an offering document, operator resolutions or consent letter to enable update of the Authority's internal system.

The audit waiver/exemption application fee is CI$500.00 / US$609.76. The fee can be paid via REEFS escrow as part of the waiver request process, or via cheque. When the payment is made via cheque, the cheque number must be populated within the relevant field and a PDF copy of cheque must be attached. When making payment via escrow, the escrow account should be of sufficient balance to allow funding of the application fee. A sufficient escrow balance will result in the escrow payment being automatically accepted and processed.

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 https://www.cima.ky/reefs-faq for guidance on how to **Create User accounts**, Assign Roles and details of **Workflows**.
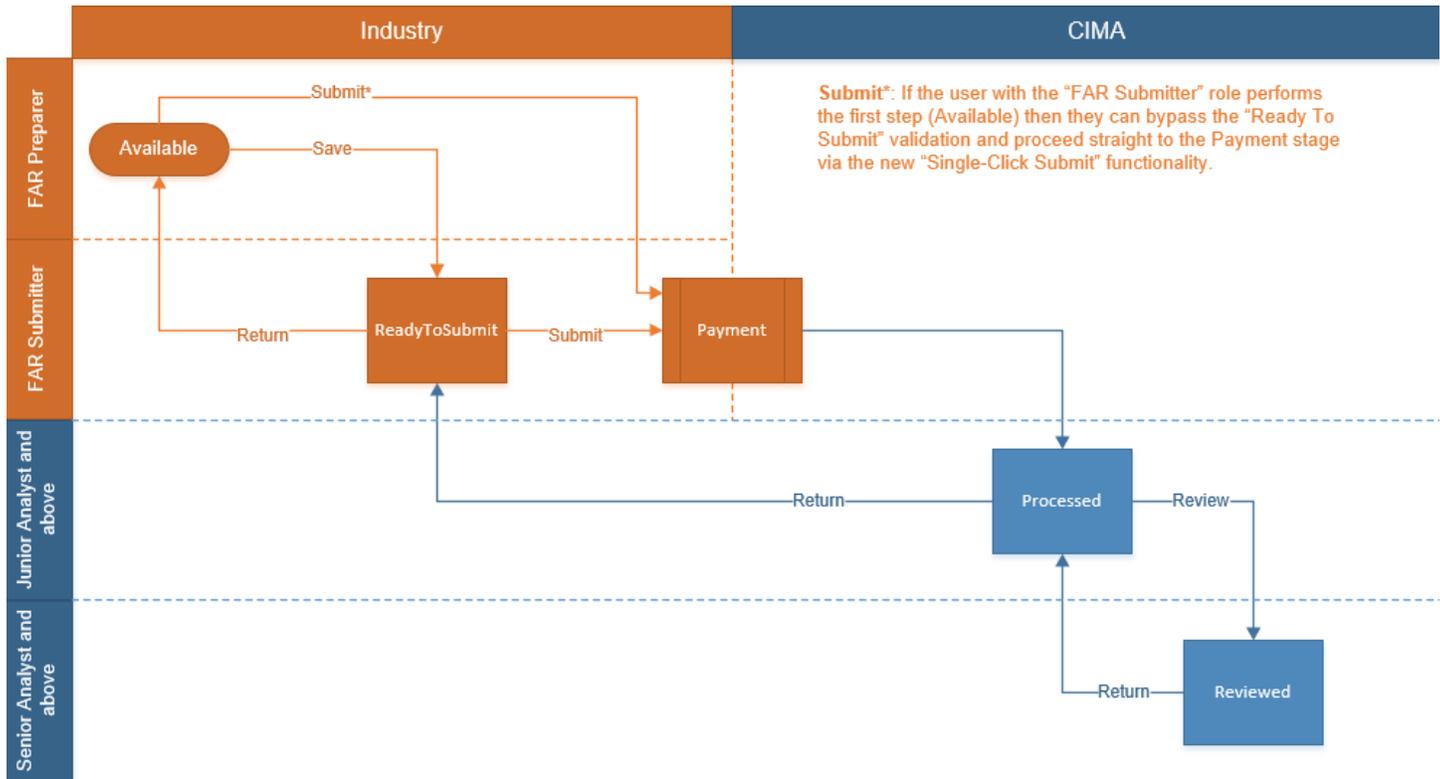
3.2 ROLES REQUIRED FOR **FWV-161-22**

The following Roles are required for access to this form:

- **FAR Preparer** role
- **FAR Submitter** role

3.3 WORKFLOW USED FOR **FWV-161-22**

The following Workflow is associated with **FWV-161-22**. It outlines the steps that must be followed on both the Industry's side and the Authority's 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 *FAR Preparer* then begins to populate the form with the required data.
2. Once the form has been completed, the form can either be Saved or Submitted*.
    a. The FAR 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 *FAR 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 *FAR 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** processer.
            1. Once the payment (if applicable) has been processed, the status of the form then changes to **Processed**, and should now be seen on the Authority's side under the Submitted Filings tab.

Steps taken on Authority-side:
1. Once the form has been **Processed**, an Analyst can then **Claim** the submission **to** begin the review process.
    a. The status of the request changes to **Claimed**

2. The request is then reviewed and validated by the Analyst
   a. If the request does not meet the requirements, it is returned to industry to be resubmitted, the status of the request reverts to **Ready to Submit**
   b. If the request is refused, the status of the request changes **to Refused**
   c. If the request is accepted, the status of the request changes to **Approved**

3.4 SUBMITTING / RESUBMITTING

1. When a submitted form is **Returned** by the Authority:
   a. The submitter will be notified by email;
   b. The status of the form will change from **Processed** 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 role cannot amend a form with the **Ready To Submit** status.

3.5 APPLICABLE FEES

There is a fee of KYD500 associated with **FWV-161-22.**

4   COMPLETION INSTRUCTIONS

ID	Label	Instructions	Validation Rule
Related Fund Details			
A01	Fund Name	Select the name of the regulated fund or sub-fund requesting the waiver/exemption from the dropdown list. If the fund or sub-fund is not listed, please refer to the Completion Guide for further guidance	Mandatory field
A02	Period End Date	Select the year-end for which the waiver/exemption is requested. The field shows the year-end(s) that is available for the submission of a waiver/exemption request. Terminating funds or sub-funds that are requesting a waiver for its final year-end may not necessarily find the final year-end as an available option at the time of the request. If so, then submit a request to ereporting@cima.ky to add the final year-end.	Mandatory field
A03	Reason/Basis for waiver request	Select the basis for the waiver/exemption request. Please refer to the '*Regulatory Policy - Exemption from Audit Requirement for a Regulated Mutual Fund'* and the '*Regulatory Policy - Exemption from Audit Requirement for a Private Fund'* as available on the Authority's website.	Mandatory field
A04	Cover Letter	Attach a formal cover letter in PDF format which includes the full legal name of the regulated fund, the reason for the request and the affected financial year-end.	Mandatory field
A05	Operator's Affidavit	Attach an operator's affidavit in PDF format (if applicable). Please refer to the Policies for further details.	Mandatory field, <u>unless</u> the selection in A03 is one of the following: • "Fund unable to obtain audited accounts (see Regulatory Policy for details)" • "Fund voluntarily liquidated and a 3rd party liquidator covers unaudited period"
A06	Administrator's Letter	Attach the administrator's letter in PDF format (if applicable).	Mandatory field if the selection in A03 is: • "Fund has not launched and wishes to be deregistered"
A07	Liquidator's Report	Attach the liquidator's report in PDF format (if applicable).	Mandatory field if the selection in A03 is one of the following: • "Fund unable to obtain audited accounts (see Regulatory

			Policy for details)" • "Fund voluntarily liquidated and a 3rd party liquidator covers unaudited period"
A08	Other (if necessary)	Please attach any other document considered necessary for the Authority to evaluate the request. Any additional attachments can be uploaded by using the 'Attachments' button in the top right corner of the form.	Optional field
A09	Comments	Provide any other comments, if needed.	Optional field

5 REUSING PREVIOUS SUBMISSIONS

What is "XBRL"?

XBRL (e**X**tensible **B**usiness **R**eporting **L**anguage), is a standards-based way to communicate and exchange business information between business systems.

Data can be used from another FWV-161-22 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 **FWV-161-22** application

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. FWV-161-22.
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**.

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