

e-File update 'CSSF 19/708'

Electronic transmission of documents to the CSSF

Who is concerned?

Investment fund managers under Luxembourg law, Luxembourg Collective Undertakings, Pension Funds, Securitization Vehicles and any intervener in the functioning of these entities.

What transmissions are concerned?

| <i>File contents</i> | <i>File name/ format</i> | | <i>Legal background</i> |
|---|---|-----|--|
| Minutes of meetings of the governing body (board of directors or management board) | DOCREP-ENNNNNNNN-CCCCCCCC-PPPP -YYYY-MM-DD-BD-LL-0000.pdf | pdf | Circulaire CSSF 18/698 |
| Minutes of the conducting officers' meeting during the year 2018, during which LBC / FT topics were discussed | DOCREP-ENNNNNNNN-CCCCCCCC-PPPP -YYYY-MM-DD-CO-LL-0000.pdf | pdf | Circulaire CSSF 18/698 |
| Evidence that all of the manager's employees have completed AML / CFT training | DOCREP-ENNNNNNNN-CCCCCCCC-PPPP -YYYY-MM-DD-ET-LL-0000.pdf | pdf | Article 8-2 de la loi du 12 novembre 2004 relative à la lutte contre le blanchiment et contre le financement du terrorisme suite aux dispositions de l'article 4 (2) de cette même loi |

Action required:

For manual transmission

- Name of Sending type (manual transmission) - Other closing documents of GFI

For automatic transaction

- To ensure a correct transmission of the aforementioned documents, please update your sending service: **a new version of the sending service (4.9.5)** is available
Please find the procedure to update your Sending Service on our Wiki page
https://www.e-file.lu/wiki/index.php/Sending_Service#Installation_or_update_with_Sending_Service_Installer
- Name Sending Service listener - reportingGFI.state
Default folder path:
[reportingDGFI.remoteDir=@PROJECT_ROOT_PATH@/ReportingDiffusion/DOC_FIS_OPC/DOC_GFI](#)

We kindly advice you to respect the naming convention according to the extended annex of the circular CSSF 19/708
http://www.cssf.lu/fileadmin/files/Lois_reglements/Circulaires/Hors_blanchiment_terrorisme/cssf19_708_annexe.pdf

Additional information can be found on our WIKI Page:

https://www.e-file.lu/wiki/index.php/Transmission_Module#Sending_types

https://www.e-file.lu/wiki/index.php/ProductCoverage#Investment_Funds

Additional Assistance required?

For any contractual questions:

Client Service

Email : BusinessRelationshipDevpt.ClientServiceMgt@fundsquare.net

For any technical questions:

Client Support & Operations Desk

Email : cso.desk@fundsquare.net

Phone : +352 28370 211

With best regards,