



COMPLIANCE CIRCULAR

15/2023 [CC 15_2023]

To: ALL FIRMS
ALL COMPLIANCE OFFICERS

Date: 23 May 2023

Subject: Designated Persons Specific
Questionnaire

ICPAC would like to inform all firms of the obligation to complete and submit the “**Designated Persons Specific Questionnaire**” to ICPAC. This is a new obligation which applies to each Firm that holds a practising certificate from the Institute, irrespective of its activities (i.e., Audit, Accounting, Provision of Administration Service).

The Questionnaire will be released on Tuesday May 23rd 2023 and will be available for completion through the new **ICPAC RegTek Portal**. This questionnaire aims to collect vital information about specific designated persons within your clientele. The submission of this Questionnaire is a strict obligation for all firms and the submission deadline is the **31st of May 2023**.

To streamline the process, we have integrated this questionnaire into the recently launched **ICPAC RegTek portal**. To access the portal and complete the questionnaire, please follow the steps outlined in [CC 13/2023](#), which provides detailed instructions on how to log in to the new ICPAC RegTek portal. After you reset your password, the portal will be accessible via the following link: [ICPAC Portal \(regtek.co\)](http://ICPAC Portal (regtek.co)).

The obligation for submission of the said Questionnaire relates to **ALL licensed firms**, irrespective of whether they were practicing in their professional capacity (self-employed, limited companies, partnerships) or are dormant and irrespective of whether they belong in

ΣΥΝΔΕΣΜΟΣ ΕΓΚΕΚΡΙΜΕΝΩΝ
ΛΟΓΙΣΤΩΝ ΚΥΠΡΟΥ

Λεωφόρος Βύρωνος 11, 1096 Λευκωσία
Τ.Θ. 24935, 1355 Λευκωσία, Κύπρος
Τ.: +357 22870030, Φ.: +357 22766360

THE INSTITUTE OF CERTIFIED PUBLIC
ACCOUNTANTS OF CYPRUS

11 Byron Avenue, 1096 Nicosia
P.O. Box 24935, 1355 Nicosia, Cyprus
T.: +357 22870030, F.: +357 22766360

info@icpac.org.cy
www.icpac.org.cy



a group of companies (for purposes of holding other companies shares), which are also required to submit the Questionnaire.

Note that in the case of a delayed submission of the Questionnaire, will be processed automatically, and an administrative penalty will be imposed.

Firms will receive a separate communication, via email, with their credentials. Should you require any assistance or have any questions regarding the questionnaire or the portal, please reach out to Monitoring & Compliance department at compliance@icpac.org.cy