COMPLIANCE CIRCULAR	**23/2023 [CC 23_2023]**
To:	**ALL MEMBERS OF THE INSTITUTE** **ALL FIRMS OF THE INTITUTE** **ALL COMPLIANCE OFFICERS OF THE INSTITUTE**
Date:	**13 July 2023**
Subject:	**New Sanctions Questionnaire due for submission – ICPAC REGTEK PORTAL**

ICPAC would like to inform all firms of the mandatory requirement to complete and submit the new **"Sanctions Questionnaire"** to ICPAC. This obligation applies to ALL firms holding a practicing certificate from the Institute, regardless of their activities (e.g., Audit, Accounting, Provision of Administration Service). The questionnaire will be available for completion starting from Thursday, July 13th, 2023, through the ICPAC RegTek Portal.

The Sanctions Questionnaire comprises of **ten questions** with 'Yes/No' or multi-selection answers and is estimated to take approximately **10 minutes to complete**. You are required to allocate the necessary time and resources to review the questions properly and ensure accurate responses.

To access the Sanctions Questionnaire, please follow the instructions below:

- Login to the ICPAC RegTek Portal using your personal credentials.
- Click on the link titled "Sanctions Questionnaire."
- Complete all the questions in the questionnaire and save the questionnaire.
- Once you have finished, click on the "Submit" button to finalize your submission.

In case you encounter any difficulties accessing the portal, please refer to the instructions under the "How to access and use the Portal" and "Frequently Asked Questions" tab, which can be found through accessing the following link.

The deadline for completing the Sanctions Questionnaire is **August 25, 2023**. Note that in the case of a delayed submission of the Questionnaire, will be processed automatically, and an administrative penalty will be imposed.

For technical assistance or support related to the questionnaire or the ICPAC RegTek Portal, please contact our dedicated support team via email at compliance@icpac.org.cy .