

**FOREX TB LIMITED**

**PILLAR III DISCLOSURES**

According to Directives DI144-2014-15 and DI144-2014-14 of the Cyprus Securities & Exchange Commission for the prudential supervision of investment firms and Part Eight of Regulation (EU) No 575/2013 of the European Parliament and of the Council on prudential requirements for credit institutions and investment firms

**YEAR ENDED 31 DECEMBER 2017**

**April 2018**

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## 1. Overview

### 1.1. CIF Information

Forex TB Ltd (hereinafter the “Company”) was incorporated in the Republic of Cyprus on 28 August 2012 as a private limited liability company with registration number HE 310943 and it is a Cyprus Investment Firm (hereinafter “CIF”). The Company was licensed by the Cyprus Securities and Exchange Commission (hereinafter the “CySEC”) with number CIF 272/15 to provide financial services, on 07 April 2015 and the licence was activated on 17 November 2015.

The Company’s CIF authorisation has been further amended on 08 February 2016 to reflect the renouncement of authorisation to provide the ancillary service of “*Investment research and financial analysis or other forms of general recommendation relating to transactions in financial instruments*”.

The table below illustrates the current licence information of the Company:

**Table 1 - Company Licence Information (based on the Third Appendix of the Law 144(I)/2007, as amended)**

|                       |    | Investment Services and Activities |   |   |   |   |   |   |   | Ancillary Services |   |   |   |   |   |   |
|-----------------------|----|------------------------------------|---|---|---|---|---|---|---|--------------------|---|---|---|---|---|---|
|                       |    | 1                                  | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 1                  | 2 | 3 | 4 | 5 | 6 | 7 |
| Financial Instruments | 1  | -                                  | - | - | - | - | - | - | - | ✓                  | - |   |   | - |   | - |
|                       | 2  | -                                  | - | - | - | - | - | - | - | ✓                  | - |   |   | - |   | - |
|                       | 3  | -                                  | - | - | - | - | - | - | - | ✓                  | - |   |   | - |   | - |
|                       | 4  | ✓                                  | ✓ | - | - | - | - | - | - | ✓                  | ✓ |   |   | - |   | - |
|                       | 5  | ✓                                  | ✓ | - | - | - | - | - | - | ✓                  | ✓ |   |   | - |   | ✓ |
|                       | 6  | ✓                                  | ✓ | - | - | - | - | - | - | ✓                  | ✓ | - | ✓ | - | - | ✓ |
|                       | 7  | ✓                                  | ✓ | - | - | - | - | - | - | ✓                  | ✓ |   |   | - |   | ✓ |
|                       | 8  | ✓                                  | ✓ | - | - | - | - | - | - | ✓                  | ✓ |   |   | - |   | - |
|                       | 9  | ✓                                  | ✓ | - | - | - | - | - | - | ✓                  | ✓ |   |   | - |   | - |
|                       | 10 | ✓                                  | ✓ | - | - | - | - | - | - | ✓                  | ✓ |   |   | - |   | ✓ |

The Company is authorised to provide the following **Investment Services**, in accordance with Part I of the Third Appendix of the Law 144(I)/2007, as amended:

1. Reception and transmission of orders in relation to one or more financial instruments
2. Execution of orders on behalf of clients

The Company is also authorised to provide the following **Ancillary Services**, in accordance with Part II of the Third Appendix of the Law 144(I)/2007, as amended:

1. Safekeeping and administration of financial instruments for the account of clients, including custodianship and related services such as cash/collateral management
2. Granting credits or loans to one or more financial instruments, where the firm granting the credit or loan is involved in the transaction
3. Foreign exchange services where these are connected to the provision of investment services
4. Investment services and activities and ancillary services related to underlying instruments



The Company is authorised to provide the aforementioned investment and ancillary services, as applicable for each service, for the following Financial Instruments, in accordance with Part III of the Third Appendix of the Law 144(I)/2007, as amended:

1. Options, futures, swaps, forward rate agreements and any other derivative contracts relating to securities, currencies, interest rates or yields, or other derivatives instruments, financial indices or financial measures which may be settled physically or in cash.
2. Options, futures, swaps, forward rate agreements and any other derivative contracts relating to commodities that must be settled in cash or may be settled in cash at the option of one of the parties (otherwise than by reason of a default or other termination event).
3. Options, futures, swaps, and any other derivative contract relating to commodities that can be physically settled provided that they are traded on a regulated market or/and an MTF
4. Options, futures, swaps, forwards and any other derivative contracts relating to commodities, that can be physically settled not otherwise mentioned in point 6 of Part III and not being for commercial purposes, which have the characteristics of other derivative financial instruments, having regard to whether, inter alia, they are cleared and settled through recognised clearing houses or are subject to regular margin calls
5. Derivative instruments for the transfer of credit risk
6. Financial contracts for differences
7. Options, futures, swaps, forward rate agreements and any other derivative contracts relating to climatic variables, freight rates, emission allowances or inflation rates or other official economic statistics that must be settled in cash or may be settled in cash at the option of one of the parties (otherwise than by reason of a default or other termination event), as well as any other derivative contract relating to assets, rights, obligations, indices and measures not otherwise mentioned in this Part, which have the characteristics of other derivative financial instruments, having regard to whether, inter alia, they are traded on a regulated market or an MTF, are cleared and settled through recognised clearing houses or are subject to regular margin calls.

Moreover, based on Article 95(1) of the Regulation (EU) 575/2013 (hereinafter the “Regulation” or “CRR”), the Company is categorised as “**Limited Licence**” CIF with minimum/initial capital requirement of €125,000.

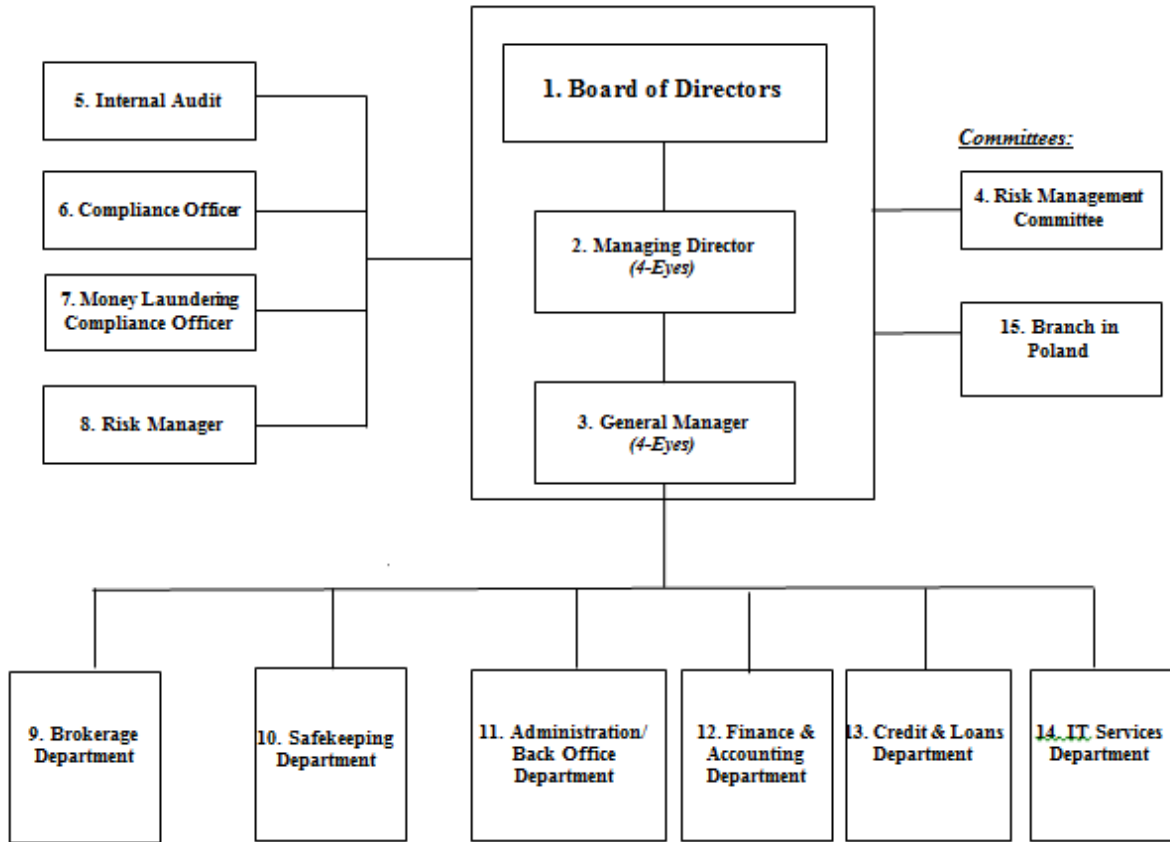
## 1.2. Scope of application

The Company is publishing the disclosures on an individual (solo) basis.

Annual Reports and Financial Statements are prepared in accordance with International Financial Reporting Standards (IFRS) and the provisions of the Cyprus Company Law, Cap. 113.



### 1.3. Organisational Structure



### 1.4. Regulatory framework overview

This report has been prepared in accordance with Section 4 (Paragraph. 32) of the CySEC Directive DI144-2014-14 of 2014 (the “Directive”) for the prudential supervision of investment firms which implements the Regulation 575/2013 (the “Regulation” or “CRR”) and the European Directive 2013/36/EU (the “European Directive” or “CRD IV”), as well as the relevant provisions of Law 144(I)/2007, as amended (hereinafter, the “Law”). It is noted that the Law has been replaced by Law 87(I)/2017 for the purpose of harmonization with European Directive 2014/65/EU (“MIFID II”) which applies to Cypriot investment firms (CIFs), market operators, data reporting service providers (DRSP), and third-country firms providing investment services or activities through the establishment of a branch in the Republic as of 3rd January 2018.

CRR establishes the prudential requirements for capital, liquidity and leverage that entities need to abide by. Furthermore, CRR introduces significant changes in the prudential regulatory regime applicable to Institutions including amended minimum capital ratios, changes to the definition of capital and the calculation or risk weighted assets and the introduction of new measures relating to leverage, liquidity and funding. Additionally, CRR permits a transition period for certain of the enhanced capital requirements and certain other measures, such as the leverage ratio, which are not expected to be fully implemented until 2018. CRR is immediately

binding on all EU member states. CRD IV governs access to internal governance arrangements including remuneration, Board of Directors (the “Board”) composition and transparency.

The Regulatory framework consists of a three “Pillar” approach:

- **Pillar I** establishes minimum capital requirements, defines eligible capital instruments, and prescribes rules for calculating RWA.
- **Pillar II** requires firms and supervisors to take a view on whether a firm should hold additional capital against risks considered under Pillar I that are not fully captured by the Pillar I process (e.g. credit concentration risk); those risks not taken into account by the Pillar I process (e.g. interest rate risk in the banking book, business and strategic risk); and factors external to the firm (e.g. business cycle effects). Pillar II connects the regulatory capital requirements to the Company’s internal capital adequacy assessment process (“ICAAP”) and to the reliability of its internal control structures. The function of Pillar II is to provide communication between supervisors and institutions on a continuous basis and to evaluate how well the institutions are assessing their capital needs relative to their risks. If a deficiency arises, prompt and decisive action is taken to restore the appropriate relationship of capital to risk.
- **Pillar III** - Market Discipline requires the disclosure of information regarding the risk management policies of the Company, as well as the results of the calculations of minimum capital requirements, together with concise information as to the composition of original own funds.

According to the Directive, the risk management disclosures should be included in either the financial statements of the CIF if these are published, or on their websites. The Pillar III disclosure requirements are contained in Articles 431 to 455 of the Regulation. In addition, these disclosures must be verified by the external auditors of the CIF. The CIF will be responsible to submit its external auditors’ verification report to CySEC. The Company has included its risk management disclosures as per the Directive on its website as it does not publish its financial statements. Verification of these disclosures has been made by the external auditors and sent to CySEC.

### **1.5. Disclosure Policy - Basis and Frequency of Disclosure / Location and verification**

The Company has a formal policy, approved by the Board, which details its approach in complying fully with the Pillar 3 disclosure requirements as laid out in Part Eight of the CRR.

#### **1.5.1. Information to be disclosed**

The Regulation provides that Institutions may omit one or more disclosures, if such disclosures are not regarded as material, except for the following disclosures:

- Regarding the policy on diversity with regard to selection of members of the management body, its objectives and any relevant targets set out in that policy, and the extent to which these objectives and targets have been achieved (*Article 435(2)(c)* of CRR)
- Own funds (*Article 437* of CRR)
- Remuneration policy (*Article 450* of CRR)

## **Materiality of Disclosures**

Materiality is based on the criterion that the omission or misstatement of information would be likely to change or influence the decision of a reader relying on that information for the purpose of making economic decisions. Where the Company has considered a disclosure to be immaterial, this was not included in the document.

## **Disclosures and Confidential Information**

The Regulation also provides that institutions may omit one or more of the required disclosures, if such disclosures are regarded as confidential or proprietary. The CRR defines proprietary as if sharing that information with the public would undermine its competitive position. It may include information on products or systems which, if shared with competitors, would render an institution's investments therein less valuable.

Information is regarded as confidential if there are obligations to customers or other counterparty relationships binding the institution to confidentiality. Under the light of the above, the Company avoided to disclose such confidential information in this report.

### **1.5.2. Frequency**

The Company's policy is to publish the disclosures required on an annual basis. The frequency of disclosure will be reviewed should there be a material change in approach used for the calculation of capital, business structure or regulatory requirements.

### **1.5.3. Medium and location of publication**

Institutions may determine the appropriate medium, location and means of verification to comply effectively with the disclosure requirements. In this respect, the Company's Pillar III disclosures are published on the Company's websites:

- [www.forextb.com](http://www.forextb.com)
- [www.patronfx.com](http://www.patronfx.com)
- [www.patronfx.pl](http://www.patronfx.pl)

### **1.5.4. Verification**

The Company's Pillar III disclosures are subject to internal review and validation prior to being submitted to the Board for approval. The Company's Pillar III disclosures have been reviewed and approved by the Board. In addition, the Remuneration disclosures have been reviewed by the Risk Management Committee.





## 1.6. Risk Management objectives and policies

To ensure effective risk management, the Company has adopted the Three Lines of Defence model, with clearly defined roles and responsibilities.

First Line of Defence: Managers are responsible for establishing an effective control framework within their area of operation and identifying and controlling all risks so that they are operating within the organisational risk appetite and are fully compliant with Company policies and where appropriate defined thresholds. First Line of Defence acts as an early warning mechanism for identifying (or remedying) risks or failures.

Second Line of Defence: The Risk Management Function is responsible for proposing to the Board appropriate objectives and measures to define the Company's risk appetite and for devising the suite of policies necessary to control the business including the overarching framework and for independently monitoring the risk profile, providing additional assurance where required. The Risk Management Function will leverage their expertise by providing frameworks, tools and techniques to assist management in meeting their responsibilities, as well as acting as a central coordinator to identify enterprise wide risks and make recommendations to address them. Integral to the mission of Second Line of Defence is identifying risk areas, detecting situations/activities, in need of monitoring and developing policies to formalise risk assessment, mitigation and monitoring.

Third Line of Defence: Comprised by the Internal Audit Function which is responsible for providing assurance to the Board on the adequacy of design and operational effectiveness of the systems of internal controls. Internal Audit undertakes on-site inspections/visits to ensure that the responsibilities of each Function are discharged properly (i.e. soundly, honestly and professionally) as well as reviews the Company's relevant policies and procedures. Internal Audit works closely with both the First and Second Lines of Defence to ensure that its findings and recommendations are taken into consideration and followed, as applicable.

### 1.6.1. Risk Management Framework

Managing risk effectively in a continuously changing risk environment, requires a strong risk management culture. As a result, the Company has established an effective risk oversight structure and the necessary internal organisational controls to ensure that the Company undertakes the following:

- The adequate risk identification and management
- The establishment of the necessary policies and procedures
- The setting and monitoring of the relevant limits and
- Compliance with the applicable legislation

The Board meets on a regular basis, and receives updates on risk and regulatory capital matters from management. The Board reviews regularly (at least annually) written reports concerning compliance, risk management and internal audit policies, procedures and work as well as the Company's risk management policies and procedures as implemented by Management.



As part of its business activities, the Company faces a variety of risks, the most significant of which are described further below. The Company holds regulatory capital against three all-encompassing main types of risk: credit risk, market risk and operational risk.

### 1.6.2. Risk Appetite Statement

Risk Appetite is the amount and type of risk that the Company is able and willing to accept in pursuing its business objectives. Risk appetite is expressed in both quantitative and qualitative terms and covers all risks, both on-balance sheet and off-balance sheet.

An effective risk appetite statement is empowering in that it enables the decisive accumulation of risk in line with the strategic objectives of the Company while giving the Board and management confidence to avoid risks that are not in line with the strategic objectives.

The Company has established a robust Risk Appetite Framework. The Board approves the Risk Appetite which defines the type and amount of risk that the Company is prepared to accept to achieve its objectives. Risk Appetite covers three primary areas:

**Table 2 - Risk Appetite areas**

| <b>Risk Area</b>     | <b>Risk Types</b>  |
|----------------------|--|
| Financial            | Credit Risk<br>Market Risk<br>Liquidity Risk   |
| Reputational         | Conduct Risk<br>Customer Risk<br>Regulatory Risk<br>External reputational Risk   |
| Operational & People | The risk associated with the failure of key processes or systems and the risks of not having the right quality and quantity of people to operate those processes |

The Risk Appetite framework has been designed to create links to the strategic long term plan, capital planning and the Company's risk management framework.

The Board approves the Company's corporate strategy, business plans, budget, long term plan and ICAAP. The Company employs mitigation techniques defined within the Company's policies, to ensure risks are managed within Risk Appetite.

### 1.6.3. Risk Culture

Risk culture is a critical element in the Company's risk management framework and procedures. Management considers risk awareness and risk culture within the Company as an important part of the effective risk management process. Ethical behaviour is a key component of the strong risk culture and its importance is also continuously emphasised by the management.



The Company is committed to embedding a strong risk culture throughout the business where everyone understands the risks they personally manage and are empowered and qualified to take accountability for them. The Company embraces a culture where each of the business areas is encouraged to take risk-based decisions, while knowing when to escalate or seek advice.

### **1.7. Declaration of the Management Body**

The Board is responsible for reviewing the effectiveness of the Company's risk management arrangements and systems of financial and internal control. These are designed to manage rather than eliminate the risks of not achieving business objectives, and – as such – offer reasonable but not absolute assurance against fraud, material misstatement and loss. The Board considers that it has in place adequate systems and controls with regard to the Company's profile and strategy and an appropriate array of assurance mechanisms, properly resourced and skilled, to avoid or minimise loss.

## **2. Corporate Governance and Risk Management**

The Company's systems of risk management and internal control include risk assessment, management or mitigation of risks, including the use of control processes, information and communication systems and processes for monitoring and reviewing their continuing effectiveness.

The risk management and internal control systems are embedded in the operations of the Company and are capable of responding quickly to evolving business risks, whether they arise from factors within the Company or from changes in the business environment.

### **2.1. The Board of Directors**

The Board has the overall responsibility for the establishment and oversight of the Company's Risk Management Framework. The Board satisfies itself that financial controls and systems of risk management are robust. The Board comprises of two executive directors and three non-executive directors.

The Company has in place the Internal Operations Manual which lays down the activities, processes, duties and responsibilities of the Board, Committees, Senior Management and staff of the Company.

The Company implements and maintains adequate risk management policies and procedures which identify the risks relating to the Company's activities, processes and systems, and where appropriate, set the level of risk tolerated by the Company. The Company adopts effective arrangements, processes and systems, in light of that level of risk tolerance, where applicable.

### **2.2. Number of Directorships held by members of the Board**

All members of the Board commit sufficient time to perform their functions in the Company. The number of directorships which may be held by a member of the Board at the same time shall



take into account individual circumstances and the nature, scale and complexity of the Company's activities. Unless representing the Republic, members of the Board of a CIF that is significant in terms of its size, internal organisation and the nature, the scope and the complexity of its activities shall not hold more than one of the following combinations of directorships at the same time:

- one executive directorship with two non-executive directorships;
- four non-executive directorships.

For the purposes of the above, the following shall count as a single directorship:

- Executive or non-executive directorships held within the same group.

Directorships in organisations which do not pursue predominantly commercial objectives such as non-profit or charitable organisations shall not count for the purposes of the above guidelines.

The table below discloses the number of directorships held by members of the management body.

**Table 3 - Number of Directorships of the members of the Board of Directors**

| Director                         | Function                                  | Number of Executive Directorships | Number of Non-Executive Directorships |
|----------------------------------|---|-----------------------------------|---------------------------------------|
| Mr. Pawel Polatynski*            | Managing Director<br>(Executive Director) | 1                                 | 0                                     |
| Mr. Boleslaw Michalski           | General Manager<br>(Executive Director)   | 2                                 | 0                                     |
| Mr. Xenios Drousiotis            | Independent ,Non-Executive Director       | 0                                 | 2                                     |
| Mr. Michael Ellinas              | Independent, Non-Executive Director       | 0                                 | 3                                     |
| Mr. Michal Andrzej Brzostowski** | Non-Executive Director                    | 5                                 | 1                                     |

\*Mr.Pawel Polatynski was appointed in 2017 in replacement of Mrs. Dorota Karwosinska

\*\*Mr. Michal Andrzej Brzostowski was appointed on 20 October 2017.

### 2.3. Policy on Recruitment

Recruitment into the Board combines an assessment of both technical capability and competency skills referenced against the Company's leadership framework.

Members of the Board possess sufficient knowledge, skills and experience to perform their duties. The overall composition of the Board reflects an adequately broad range of experiences to be able to understand the CIF's activities, including the main risks to ensure the sound and prudent management of the Company as well as sufficient knowledge, of the legal framework governing the operations of a CIF.

### 2.4. Policy on Diversity



The Company is committed to promote a diverse and inclusive workplace at all levels, reflective of the communities in which it does business. It approaches diversity in the broadest sense, recognizing that successful businesses flourish through embracing diversity into their business strategy, and developing talent at every level in the organisation.

For this purpose, the Company takes into consideration various aspects such as broad industry experience, knowledge, independence, gender, age, cultural, and educational background for the Board appointments.

## 2.5. Governance Committees

### Risk Management Committee

In order to support effective governance and management of the wide range of responsibilities the Board has established the *Risk Management Committee*. The role of the Risk Management Committee is to provide oversight, review and challenge of the material risks both current and future affecting the business whilst ensuring that there is effective management and control of all key risks and issues facing the Company. The members of the Risk Management Committee are shown in the table below:

**Table 4 - Risk Management Committee**

| Member Name            | Function   |
|------------------------|--|
| Mr.Pawel Polatynski    | Managing Director                                      |
| Mr. Boleslaw Michalski | General Manager  |
| Mr. Xenios Drousiotis  | Independent ,Non-Executive Director                    |
| Mr. Michael Ellinas    | Independent, Non-Executive Director                    |
| MAP S.Platis           | Risk Manager: ex officio and without any voting rights |

The Risk Management Committee, inter alia, scrutinizes, and decides on various risks inherent with the operation of the Company with the view to formulate internal policies and measure the performance of the said policies in dealing with the risks associated with the operation of the Company. Moreover, the Risk Management Committee reviews the risk management procedures in place (monitors and controls the Risk Manager in the performance of his duties and the effectiveness of the Risk Management Department).

The Risk Management function operates independently and monitors the adequacy and effectiveness of policies and procedures, the level of compliance to those policies and procedures, in order to identify deficiencies and rectify. The Risk Management Committee is responsible for monitoring and controlling the Risk Manager in the performance of his/her duties.

The Risk Management Committee meets at least annually, unless the circumstances require extraordinary meetings. Extraordinary meetings can be called by any member of the Risk Management Committee, as well as by the Risk Manager.



## 2.6. Other Governance Functions

### Internal Audit

The Company, taking into account the nature, scale and complexity of its business activities, as well as the nature and the range of its investment services and activities, shall establish and maintain an internal audit function through the appointment of a qualified and experienced Internal Auditor. The Internal Auditor is appointed and reports to the Senior Management and the Board of the Company.

The Internal Auditor is separated and independent of the other functions and activities of the Company. The Internal Auditor bears the responsibility to:

- (a) establish, implement and maintain an audit plan to examine and evaluate the adequacy and effectiveness of the Company's systems, internal control mechanisms and arrangements
- (b) issue recommendations based on the result carried out in accordance with point (a)
- (c) verify compliance with the recommendations of point (b)
- (d) provide timely, accurate and relevant reporting in relation to internal audit matters to the Board and the Senior Management of the Company, at least annually.

The Internal Auditor is responsible for applying the Internal Control System (hereinafter, the "ICS"), which confirms the accuracy of the reported data and information. Furthermore, the role of the Internal Auditor is the programming, on an at least annual basis (as applicable), of checks on the degree of application of the required ICS.

The Internal Auditor has clear access to the Company's personnel and books. Likewise, the Company's employees have access to the Internal Auditor for the reporting of any significant deviations from the guidelines provided.

The Board ensures that internal audit issues are considered when presented to it by the Internal Auditor and appropriate actions shall be taken. The Board ensures all issues are dealt with and prioritized according to the Board's assessment.

### Compliance Officer

The Board ensures regulatory compliance through a comprehensive and pro-active compliance strategy. To this end, the Board appoints a Compliance Officer in order to establish, implement and maintain adequate and effective policies and procedures, as well as appropriate systems and controls designed to detect any risk of failure by the Company to comply with its obligations. Further to this, the Compliance Officer is responsible to put in place adequate measures and procedures designed to minimize such risk and to enable the competent authorities to exercise their powers effectively. The Compliance Officer reports to the Board of the Company.

The Compliance Officer is independent and has the necessary authority, resources, expertise and access to all relevant information.

The major objectives of the Compliance officer are:

- (a) liaising with all relevant business and support areas within the Company
- (b) monitoring and assessing the level of compliance risk that the Company faces, taking into account the investment and ancillary services provided, as well as the scope of financial instruments traded and distributed
- (c) monitoring the adequacy and effectiveness of the measures and procedures of the Company
- (d) advising and assisting the relevant persons responsible for carrying out the investment services to be in compliance with the Law

### **Anti-Money Laundering Compliance Officer**

The Board retains a person to the position of the Company's Anti-Money Laundering Compliance Officer (hereinafter the "AMLCO") to whom the Company's employees report their knowledge or suspicion of transactions involving money laundering and terrorist financing. The AMLCO belongs to the higher hierarchical levels/layers of the Company so as to command the necessary authority. The AMLCO leads the Company's Anti-Money Laundering Compliance procedures and processes and report to the Board of the Company.

Scope and objectives of the AMLCO:

- a) The improvement of mechanisms used by the Company for counteraction of legalization (laundering) of criminally earned income
- b) To decrease the probability of appearance among the Customers of the Company of any persons/organizations engaged in illegal activity and/or related with such persons/organizations
- c) To minimize the risk of involvement of the Company in any unintended holding and realization of operations with any funds received from any illegal activity or used for its financing
- d) To ensure compliance with anti-money laundering laws and directives issued by CySEC as well as the identification and proper reporting of any money laundering activity to the relevant authorities.

### **2.7. Information flow on risk to the management body**

Risk information flows up to the Board directly from the business departments and control functions. The Board ensures that it receives on a frequent basis, at least annually written reports regarding Internal Audit, Compliance, Money Laundering and Terrorist Financing and Risk Management issues as shown in the table below:



**Table 5 - Information flow on risk to management body**

|   | <b>Report Name</b>           | <b>Owner of Report</b>                   | <b>Recipient</b>            | <b>Frequency</b>                                |
|---|------------------------------|--|-----------------------------|---|
| 1 | Risk Management Report       | Risk Manager                             | CySEC, Board                | Annual  |
| 2 | ICAAP                        | Risk Manager                             | CySEC (upon request), Board | Annual or more frequent upon management request |
| 3 | Compliance Report            | Compliance Officer                       | CySEC, Board                | Annual  |
| 4 | Internal Audit Report        | Internal Auditor                         | CySEC, Board                | Annual or more frequent upon management request |
| 5 | Anti-money laundering report | Anti-money laundering Compliance Officer | CySEC, Board                | Annual  |

Furthermore, the Company believes that the risk governance processes and policies are of utmost importance for its effective and efficient operation. The processes are reviewed and updated on an annual basis or when deemed necessary and are approved by the Board.

### 3. Own Funds

Own Funds (also referred to as capital resources) is the type and level of regulatory capital that must be held to enable the Company to absorb losses. The Company is required to hold own funds in sufficient quantity and quality in accordance with CRD IV which sets out the characteristics and conditions for own funds.

The Company throughout the year under review managed its capital structure and made adjustments to it in light of the changes in the economic and business conditions and the risk characteristics of its activities.

During the 12 month accounting period to 31 December 2017 the Company complied fully with all capital requirements and operated well within the regulatory requirements.

The Total Capital Ratio of the Company as at 31 December 2017 was 22.95% which is above the minimum of 8%. The minimum Total Capital Ratio (i.e. 8%) was maintained by the Company during the year.

#### 3.1. Tier 1 & Tier 2 Regulatory Capital

Institutions shall disclose information relating to their own funds. Furthermore, institutions shall disclose a description of the main features of the Common Equity Tier 1 and Additional Tier 1 instruments and Tier 2 instruments issued by the institution. In this respect, the Company's total capital is comprised of Common Equity Tier 1 and Tier 2 Capital.

The composition of the capital base and capital ratios of the company is shown in the following table:



**Table 6 - Composition of the capital base and capital ratios**

|   | <b>Current period</b> | <b>Full impact</b> |
|---|-----------------------|--------------------|
|   | <b>€000</b>           | <b>€000</b>        |
| <b>Capital Instruments</b>  |                       |                    |
| <b>Common Equity Tier 1 (CET1) capital: instruments and reserves</b>  |                       |                    |
| Capital instruments and the related share premium accounts            | 1,124                 | 1,124              |
| Retained earnings   | (962)                 | (962)              |
| <b>Common Equity Tier 1 (CET1) capital: regulatory adjustments</b>    |                       |                    |
| Additional deductions of CET1 Capital due to Article 3 of the CRR (*) | (43)                  | (43)               |
| <b>Common Equity Tier 1 (CET1) capital</b>                            | <b>119</b>            | <b>119</b>         |
| <b>Additional Tier 1 (AT1) capital</b>                                | <b>-</b>              | <b>-</b>           |
| <b>Tier 1 capital (T1 = CET1 + AT1)</b>                               | <b>119</b>            | <b>119</b>         |
| <b>Tier 2 (T2) capital</b>  | <b>87</b>             | <b>87</b>          |
| <b>Total capital (TC = T1 + T2)</b>                                   | <b>206</b>            | <b>206</b>         |
| <b>Risk weighted assets</b>   |                       |                    |
| Credit risk   | 124                   | 124                |
| Market risk   | 104                   | 104                |
| Additional Risk Exposure amount due to Fixed Overheads(**)            | 671                   | 671                |
| <b>Total risk weighted assets</b>                                     | <b>898</b>            | <b>898</b>         |
| <b>Capital ratios</b>   |                       |                    |
| <b>Common Equity Tier 1</b>   | <b>13.25%</b>         | <b>13.25%</b>      |
| <b>Tier 1</b>   | <b>13.25%</b>         | <b>13.25%</b>      |
| <b>Total Capital</b>  | <b>22.95%</b>         | <b>22.95%</b>      |

*\*Treatment pursuant to Circular C162 (Capital adequacy requirements - Change in the treatment of the Investors Compensation Fund (“ICF”) Contribution) on 10 October 2016, according to which the contribution to ICF will no longer be risk weighted as an “exposure to public sector entities” pursuant to paragraph 13(3) of Directive DII44-2014-15. The said ICF exposure will be deducted from CET1 Capital pursuant to Article 3 (Application of stricter requirements by institutions) of the CRR. The aforementioned Article gives the member states the power to request from the Institutions to hold own funds in excess of those required by the CRR.*

*\*\*Based on the 2017 Audited expenditures*

### **3.2. Main features of Common Equity Tier 1, Additional Tier 1 and Tier 2 instruments**

In order to meet the requirements for disclosure of the main features of Common Equity Tier 1, Additional Tier 1 and Tier 2 instruments, the company discloses the capital instruments’ main features as outlined below:

**Table 7 - Main features of capital instruments**

| <b>Capital Instruments Main Feature</b>           | <b>CET1</b>   | <b>Tier 2</b>     |
|---|---|-------------------|
| Issuer  | Forex TB Ltd  | Forex TB Ltd      |
| <b>Regulatory Treatment</b>                       |   |                   |
| Eligible at Solo/(sub-)consolidated/solo          | Solo  | Solo              |
| Instrument type                                   | Common Equity   | Subordinated Loan |
| Amount recognized in regulatory capital           | €1,124k   | €100k             |
| Nominal amount of instrument                      | €1,124k   | €100k             |
| Issue Price                                       | €1  | €100k             |
| Accounting classification                         | Shareholders' Equity  | Liability         |
| Original date of issuance                         | €200k Incorporation<br>€200k 31/08/2015<br>€210k 31/12/2015<br>€210k 24/06/2016<br>€204k 30/09/2016<br>€100k 19/12/2017 | 08/05/2017        |
| Perpetual or dated                                | Perpetual   | Dated             |
| Original maturity date                            | No maturity   | 08/05/2022        |
| Issuer call subject to prior supervisory approval | No  | Yes               |
| <b>Coupons / dividends</b>                        |   |                   |
| Fixed or floating dividend/coupon                 | Floating  | Fixed             |
| Coupon rate and any related index                 | N/A   | 0%                |

The Company's capital resources consist of CET1 and Tier 2 Capital.

### 3.3. Balance Sheet Reconciliation

Institutions shall disclose a full reconciliation of Common Equity Tier 1 items, Additional Tier 1 items, Tier 2 items, filters, deductions and the balance sheet in the audited financial statements of the institution as follows:

**Table 8 - Balance Sheet Reconciliation**

|   | <b>2017</b> |
|---|-------------|
|   | <b>€000</b> |
| <b>Equity</b>   |             |
| Share capital   | 1,124       |
| Accumulated losses  | (962)       |
| <b>Total Equity as per Audited Financial Statements</b>           | <b>162</b>  |
| <b>Regulatory Deductions</b>                                      |             |
| Additional deductions of CET1 Capital due to Article 3 of the CRR | (43)        |
| <b>Tier 2</b>   |             |
| Subordinated Loan   | 100         |
| Amortization as per Article                                       | (13)        |
| <b>Total Own funds as per CoRep</b>                               | <b>206</b>  |



## **4. Compliance with the Regulation and the overall Pillar II Rule**

### **4.1. Internal Capital**

The purpose of capital is to provide sufficient resources to absorb unexpected losses over and above the ones that are expected in the normal course of business. The Company aims to maintain a total capital adequacy ratio which will ensure there is sufficient capital to support the Company during stressed conditions.

### **4.2. Approach to assessing adequacy of Internal Capital**

The Company is in the process of establishing an ICAAP, document it in an ICAAP Manual and produce in this regard an ICAAP Report, as per the Circular 26 (Guidelines GD-IF-02) & Circular 27 (Guidelines GD-IF-03). Upon CySEC's request the ICAAP Report shall be submitted to CySEC.

The ICAAP report will describe how the Company implemented and embedded its ICAAP within its business. The ICAAP will also describe the Company's Risk Management framework e.g. the Company's risk profile and the extent of risk appetite, the risk management limits if any, as well as the adequate capital to be held against all the risks (including risks other than the Pillar I risks) faced by the Company.

## **5. Pillar I Capital Requirements**

The following sections show the overall Pillar I minimum capital requirement and risk weighted assets for the Company under the Standardised Approach to Credit Risk, Market Risk and the Fixed Overheads requirements.

### **5.1. Credit Risk**

In the ordinary course of business, the Company is exposed to credit risk, which is monitored through various control mechanisms. Credit risk arises when counterparties fail to discharge their obligations and this could reduce the amount of future cash inflows from financial assets on hand at the balance sheet date.

The Company has policies to diversify risks and to limit the amount of credit exposure to any particular counterparty in compliance with the requirements of the Directive. The Company continuously monitors the fair value calculations, forecast and actual cash flows, and cost budgets so that to ensure that the carrying level of Company's own funds and consequently the Capital Adequacy ratio meet the regulatory requirements at all times.

The management believes that no additional credit risk, beyond amounts provided for collection losses, is inherent in the trade receivables. Cash balances are held with high credit quality financial institutions and the Company has policies to limit the amount of credit exposure to any financial institution.

#### **5.1.1. Credit Risk Adjustments**

The Company assesses at the balance sheet date whether there is objective evidence that a financial asset or group of financial assets is impaired. A financial asset or a group of financial



assets is impaired and impairment losses are incurred only if there is objective evidence of impairment as a result of one or more events that occurred after the initial recognition of the asset (a “loss event”) and that loss event (or events) has an impact on the estimated future cash flows of the financial asset or group of financial assets that can be reliably estimated.

Trade receivables are recognized initially at fair value and are subsequently measured at amortized cost using the effective interest method, less provision for impairment. For those trading receivables that are 90 days or more past due, in non-accrual status, the Company classifies them as “in default”, thus an impairment test will emerge.

Other receivables are recognized initially at fair value and subsequently measured at amortized cost, using the effective interest method, less provision for impairment. A provision for impairment of other receivables is established when there is objective evidence that the Company will not be able to collect all amounts due according to the original terms of receivables. Significant financial difficulties of the debtor, probability that the debtor will enter bankruptcy or delinquency in payments are considered indicators that the trade receivable is impaired. The amount of the provision is the difference between the asset's carrying amount and the present value of estimated future cash flows, discounted at the original effective interest rate. When a receivable is uncollectible, it is written off against the allowance account for other receivables. Subsequent recoveries of amounts previously written off are credited in the statement of comprehensive income. None of the derivative financial instruments is either past due or impaired.

### 5.1.2. Credit Risk – Risk Weighted Assets

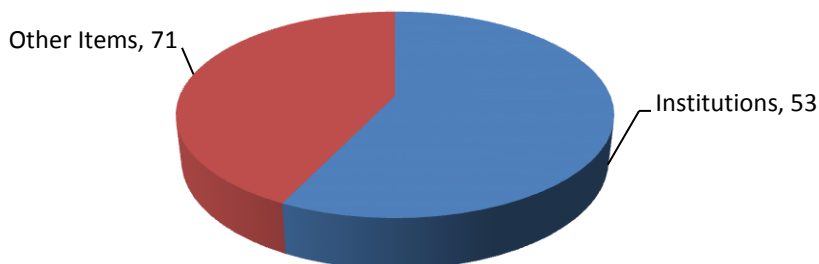
The Company’s Credit Risk Weighted Assets and Capital Requirements broken down by exposure class were as follows:

**Table 9 - Exposures by Exposure class as at 31 December 2017**

|                       | <b>Risk Weighted Assets</b> | <b>Capital Requirements</b> |
|-----------------------|-----------------------------|-----------------------------|
|                       | <b>€000</b>                 | <b>€000</b>                 |
| <b>Exposure class</b> |                             |                             |
| Institutions          | 71                          | 6                           |
| Other Items           | 53                          | 4                           |
| <b>Total</b>          | <b>124</b>                  | <b>10</b>                   |

### Credit Risk - Risk Weighted Assets

€'000



The Regulation requires disclosure for additional asset classes. These have not been shown in the table above as these are nil as at the reporting period.



### 5.1.3. Credit Risk – Analysis of Average exposures and total amount of exposures after accounting offsets

The Company shall disclose the total amount of exposures after accounting offsets and without taking into account the effects of credit risk mitigation and the average amount of the exposures over the period broken down by different types of exposures as follows:

**Table 10 - Analysis of Average Exposures**

|                        | <b>Original exposure amount,<br/>net of specific provisions</b> | <b>Average Exposure</b> |
|------------------------|---|-------------------------|
| <b>Exposure class</b>  | <b>€000</b>   | <b>€000</b>             |
| Public Sector Entities | -   |                         |
| Institutions           | 187   | 176                     |
| Other Items            | 64  | 49                      |
| <b>Total</b>           | <b>251</b>  | <b>225</b>              |

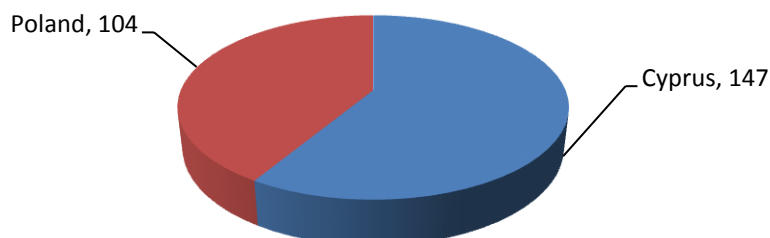
### 5.1.4. Credit Risk – Risk Weighted Assets by Geographical distribution of the exposure classes

The Company shall disclose the geographical distribution of the exposures, broken down in significant areas by material exposures classes. The geographical distribution of the exposure classes of the Company are as follows:

**Table 11 - Geographical distribution of the exposure classes**

| <b>31 December 2017</b>                           |               |               |              |
|---|---------------|---------------|--------------|
| <b>Geographical Distribution of the Exposures</b> |               |               |              |
| <b>€000</b>                                       |               |               |              |
| <b>Exposure class</b>                             | <b>Cyprus</b> | <b>Poland</b> | <b>Total</b> |
| Institutions                                      | 83            | 104           | <b>187</b>   |
| Other Items                                       | 64            | -             | <b>64</b>    |
| <b>Total</b>                                      | <b>147</b>    | <b>104</b>    | <b>251</b>   |

### Geographical Distribution of the Exposures €'000



The Regulation requires disclosure for additional asset classes. These have not been shown in the table above as these are nil as at the reporting period.

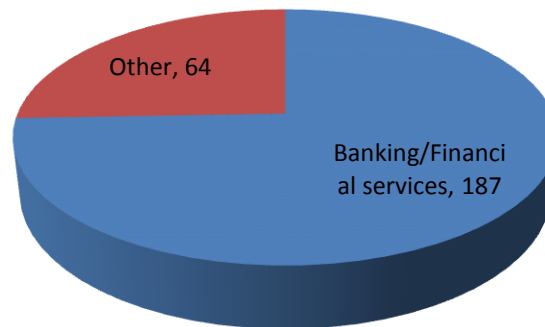
### 5.1.5. Credit Risk – Distribution of exposures by industry

The Company shall disclose the distribution of the exposures by industry or counterparty type, broken down by exposure classes, including specifying exposure to SMEs, and further detailed if appropriate as follows:

**Table 12 - Exposures by industry**

|                       | <b>Banking/Financial services</b> | <b>Other</b> | <b>Total</b> |
|-----------------------|-----------------------------------|--------------|--------------|
|                       | <b>€000</b>                       | <b>€000</b>  | <b>€000</b>  |
| <b>Exposure class</b> |                                   |              |              |
| Institutions          | 187                               | -            | 187          |
| Other Items           | -                                 | 64           | 64           |
| <b>Total</b>          | <b>187</b>                        | <b>64</b>    | <b>251</b>   |

### Exposures by Industry €'000



The Regulation requires disclosure for additional asset classes. These have not been shown in the table above as these are nil as at the reporting period.

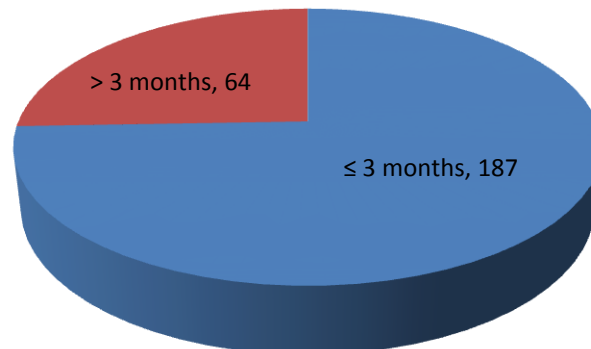
### 5.1.6. Residual maturity broken down by exposure classes

The Company shall disclose the residual maturity breakdown of all the exposures, broken down by exposure classes, as follows:

**Table 13 - Residual maturity broken down by exposure class**

|                       | <b>Residual Maturity ≤ 3 months</b> | <b>Residual Maturity &gt; 3 months</b> | <b>Total</b> |
|-----------------------|-------------------------------------|--|--------------|
|                       | <b>€000</b>                         | <b>€000</b>                            | <b>€000</b>  |
| <b>Exposure class</b> |                                     |  |              |
| Institutions          | 187                                 | -                                      | 187          |
| Other Items           | -                                   | 64                                     | 64           |
| <b>Total</b>          | <b>187</b>                          | <b>64</b>                              | <b>251</b>   |

## Exposures by Residual Maturity €'000



The Regulation requires disclosure for additional asset classes. These have not been shown in the table above as these are nil as at the reporting period.

### 5.2. Use of ECAIs

The Company shall disclose the names of the nominated External Credit Assessment Institution (“ECAI”) and the exposure values along with the association of the external rating with the credit quality steps. In determining risk weights for use in its regulatory capital calculations, the Company uses Moody’s as ECAI and the exposure values with their associated credit quality steps are as follows:

**Table 14 - ECAI Association with each credit quality step**

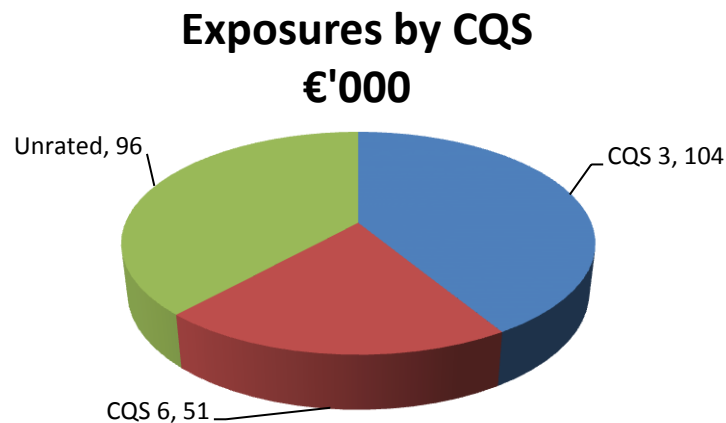
| Credit Quality Step | Moody’s Rating | Corporate | Institutions     |                          |                           | Sovereign |
|---------------------|----------------|-----------|------------------|--------------------------|---------------------------|-----------|
|                     |                |           | Sovereign method | Credit Assessment method |                           |           |
|                     |                |           |                  | Maturity > 3 months      | Maturity 3 months or less |           |
| 1                   | Aaa to Aa3     | 20%       | 20%              | 20%                      | 20%                       | 0%        |
| 2                   | A1 to A3       | 50%       | 50%              | 50%                      | 20%                       | 20%       |
| 3                   | Baa1 to Baa3   | 100%      | 100%             | 50%                      | 20%                       | 50%       |
| 4                   | Ba1 to Ba3     | 100%      | 100%             | 100%                     | 50%                       | 100%      |
| 5                   | B1 to B3       | 150%      | 100%             | 100%                     | 50%                       | 100%      |
| 6                   | Caa1 and below | 150%      | 150%             | 150%                     | 150%                      | 150%      |

Exposures to unrated institutions are assigned a risk weight according to the credit quality step to which exposures to the central government of the jurisdiction in which the institution is incorporated, as specified in Article 121 of CRR. Notwithstanding the general treatment mentioned above, short term exposures to institutions could receive a favourable risk weight of 20% if specific conditions are met. The Other Items category includes tangible assets, debtor, prepayments and VAT input risk weighted at 100%, cash items in the process of collection risk weighted at 20% and cash in hand risk weighted at 0%.

**Exposure values pre- and post-credit risk mitigation, by credit quality step.**

**Table 15 - Exposures before and after credit risk mitigation as at 31 December 2017**

| Credit Quality Step | Exposure values before credit risk mitigation<br>€000 | Exposure values after credit risk mitigation<br>€000 |
|---------------------|---|--|
| CQS 3               | 104   | 104  |
| CQS 6               | 51  | 51   |
| Unrated             | 96  | 96   |
| <b>Total</b>        | <b>251</b>  | <b>251</b>   |



**5.3. Market Risk**

Market risk can be defined as the risk of losses in on and off-balance sheet positions arising from adverse movements in market prices. From a regulatory perspective, market risk stems from all foreign exchange risk positions in the whole balance sheet.

As a “Limited Licence” CIF, the Company does not deal for its own account. Market risk is therefore limited to movements in foreign exchange rates.

The following table discloses the Company’s market risk as at 31 December 2017:

**Table 16 - Market Risk Exposure**

| Market Risk                           | 31/12/2017  |
|---------------------------------------|-------------|
| <b>Risk Weighted Assets</b>           | <b>€000</b> |
| Traded Debt Instruments               | -           |
| Equity                                | -           |
| Foreign Exchange                      | 104         |
| Commodities                           | -           |
| <b>Total Market Risk Exposure</b>     | <b>104</b>  |
| <b>Total Market Risk Requirements</b> | <b>8</b>    |



### 5.3.1. Foreign Exchange Risk

The Company's reporting currency is Euro. Foreign exchange risk is the risk that the value of financial instruments will fluctuate due to changes in foreign exchange rates.

If the sum of the Company's overall net foreign-exchange position and its net gold position exceeds 2% of its total own funds, the Company calculates own funds requirements for foreign exchange risk. The own funds requirement for foreign exchange risk is the sum of its overall net foreign-exchange positions and its net gold position in the reporting currency, multiplied by 8%.

The Management monitors the exchange rate fluctuations on a continuous basis and acts accordingly.

The table below shows the Company's exposure to Foreign Exchange Risk (Market Risk):

**Table 17 - Foreign Exchange Risk capital requirements**

|  | Total Exposure<br>€000 | Capital requirements<br>€000 |
|--|------------------------|------------------------------|
| Positions in non-reporting currencies and gold | 104                    | 8                            |

### 5.3.2. Interest Rate Risk

Interest rate risk is the risk that the value of financial instruments will fluctuate due to changes in market interest rates. The Company's income and operating cash flows are substantially independent of changes in market interest rates. Other than cash at bank, which attracts interest at normal commercial rates, the Company has no other significant interest bearing financial assets or liabilities.

The Company's management monitors the interest rate fluctuations on a continuous basis and acts accordingly.

### 5.4. Fixed Overheads Requirements

Following the CRDIV implementation, Operational Risk is replaced by Fixed Overheads requirements for "Limited Licence" CIFs pursuant to Article 97 of the CRR.

The purpose of this new requirement is to enable CIFs to protect their investors in case of winding down or restructuring their activities and to hold sufficient financial resources to withstand operational expenses over an appropriate period of time. In this respect, CIFs are required to hold eligible capital of at least one-quarter of the fixed overheads of the previous year based on the most recent audited annual financial statements, or projected fixed overheads in the case where a CIF has not completed business for one year.

In addition to holding eligible capital of at least one-quarter of the fixed overheads of the previous year, CIFs have to calculate their total risk exposure based on fixed overheads. In this respect, the total eligible capital is €158k which is greater than €72k, the fixed overheads requirement.



CIFs have to calculate their total risk exposure based on fixed overheads of the previous year's audited expenditures. The Total Risk Exposure Amount for "Limited Licence" CIFs is the greater of the Total risk exposure amount (excluding Operational Risk) and the Fixed Overhead of the preceding year (or projected expenses as applicable) (x 12.5 x 25%).

The Company's Fixed Overheads Risk Exposure amount as at 31 December 2017 is provided by the table below:

**Table 18 - Fixed Overheads Risk Exposure amount analysis**

| <b>Fixed Overheads</b> | <b>Fixed Overheads Requirements</b> | <b>Fixed Overheads Risk Exposure Amount</b> | <b>Additional Exposure Amount</b> | <b>Total Risk Exposure Amount</b> |
|------------------------|-------------------------------------|---|-----------------------------------|-----------------------------------|
| <b>€000</b>            | <b>€000</b>                         | <b>€000</b>                                 | <b>€000</b>                       | <b>€000</b>                       |
| 287                    | 72                                  | 898   | 671                               | 898                               |

In this respect, the Fixed Overheads risk exposure amount is €898k which is more than the sum of the Credit Risk and Market Risk exposure amounts which are €227k. Consequently, the total risk exposure amount is €898k.

## 6. Other Risks

### 6.1. Operational risk

Operational risk means the risk of loss resulting from inadequate or failed internal processes, people and systems or from external events. Operational risk includes legal risk but excludes strategic and reputational risk.

### 6.2. Concentration Risk

For the purposes of calculating large exposures, exposures means any asset or off-balance sheet item without application of the risk weights or degrees of risk there provided for.

The Company is not subject to the Large Exposures regime, in accordance with Article 388 of the CRR due to the fact that it is a "Limited Licence" CIF (under Articles 95(1) of the CRR). Nevertheless, according to Directive DI144-2014-14 for the Prudential Supervision of Investment Firms, Paragraph 61, Limitations on exposures to directors and shareholders, a CIF is not allowed to have exposures to a director more than 1% and to a shareholder that is not an institution, more than 2% of its eligible capital. Exposures to shareholders and directors are monitored and kept within the limits.

### 6.3. Reputation Risk

Reputation risk is the current or prospective risk to earnings and capital arising from an adverse perception of the image of the Company on the part of customers, counterparties, shareholders, investors or regulators. Reputation risk could be triggered by poor performance, the loss of one or more of the Company's key directors, the loss of large customers, poor customer service, fraud or theft, customer claims and legal action, regulatory fines.



The Company has transparent policies and procedures in place when dealing with possible customer complaints in order to provide the best possible assistance and service under such circumstances. The possibility of having to deal with customer claims is very low as the Company provides high quality services to customers.

#### **6.4. Strategic Risk**

Strategic Risk could occur as a result of adverse business decisions, improper implementation of decisions or lack of responsiveness to changes in the business environment. The Company's exposure to strategic risk is moderate as policies and procedures to minimize this type of risk are implemented in the overall strategy of the Company.

#### **6.5. Business Risk**

Business Risk includes the current or prospective risk to earnings and capital arising from changes in the business environment including the effects of deterioration in economic conditions. Research on economic and market forecasts are conducted with a view to minimize the Company's exposure to business risk. These are analyzed and taken into consideration when implementing the Company's strategy.

#### **6.6. Capital Risk Management**

Capital Risk is the risk that the Company will not comply with capital adequacy requirements. The Company's objectives when managing capital are to safeguard the Company's ability to continue as a going concern in order to provide returns for shareholders and benefits for other stakeholders. The Company has a regulatory obligation to monitor and implement policies and procedures for capital risk management. Specifically, the Company is required to test its capital against regulatory requirements and has to maintain a minimum level of capital. This ultimately ensures the going concern of the Company. Such procedures are explained in the Procedures Manual of the Company.

The Company is further required to report on its capital adequacy quarterly and has to maintain at all times a minimum total capital adequacy ratio which is set at 8%. The capital adequacy ratio expresses the capital base of the Company as a proportion of the total risk weighted assets. Management monitors such reporting and has policies and procedures in place to help meet the specific regulatory requirements. This is achieved through the preparation on a monthly basis of management accounts to monitor the financial and capital position of the Company.

#### **6.7. Regulatory Risk**

Regulatory risk is the risk the Company faces by not complying with relevant Laws and Directives issued by its supervisory body. If materialized, regulatory risk could trigger the effects of reputation and strategic risk. The Company has documented procedures and policies based on the requirements of relevant Laws and Directives issued by the Commission; these can be found in the Procedures Manual. Compliance with these procedures and policies are further assessed and reviewed by the Company's Internal Auditors and suggestions for improvement are implemented by management. The Internal Auditors evaluate and test the effectiveness of the Company's control framework at least annually. Therefore the risk of non-compliance is very low.

## **6.8. Legal and Compliance Risk**

Legal and Compliance Risk could arise as a result of breaches or non-compliance with legislation, regulations, agreements or ethical standards and have an effect on earnings and capital. The probability of such risks occurring is relatively low due to the detailed internal procedures and policies implemented by the Company and regular reviews by the Internal Auditors. The structure of the Company is such to promote clear coordination of duties and the management consists of individuals of suitable professional experience, ethos and integrity, who have accepted responsibility for setting and achieving the Company's strategic targets and goals. In addition, the Board meets at least annually to discuss such issues and any suggestions to enhance compliance are implemented by management.

## **6.9. IT Risk**

IT risk could occur as a result of inadequate information technology and processing, or arise from an inadequate IT strategy and policy or inadequate use of the Company's information technology. Specifically, procedures have been implemented regarding back-up procedures, software maintenance, hardware maintenance, use of the internet and anti-virus procedures. Materialization of this risk has been minimized to the lowest possible level.

## **6.10. Risk Reporting**

The Company maintains a system in place to record any risk event incurred on a special form duly completed by personnel of each department and is submitted to the Compliance officer and Risk manager when such event occur.

## **6.11. Liquidity Risk**

Liquidity risk is defined as the risk when the maturity of assets and liabilities does not match. An unmatched position potentially enhances profitability, but can also increase the risk of losses. The Company has policies and procedures with the object of minimizing such losses.

## **7. Remuneration policy**

The Company has established a remuneration policy, which its purpose is to set out the remuneration practices of the Company taking into consideration the salaries and benefits of the staff, in accordance with the provisions of the CySEC Directive DI144-2014-14, as amended, for prudential Supervision of Investment Firms, as well as CySEC Circular 031 previously Guidelines GDIF-07, on remuneration policies and practices, the Circular C138 for Remuneration policies and practices and Circular C145 on Clarifications for Circular C138, where these comply with specific principles in a way and to the extent that is appropriate to the Company's size, internal organization and the nature, scope and complexity of its activities.

Furthermore, the Company's remuneration strategy is designed to reward and motivate the people who are committed to maintaining a long term career with the Company and performing their role in the interests of the Company.

The design of the Policy is approved by the people who effectively direct the business of the Company, after taking advice from the compliance function, and implemented by appropriate functions to promote effective corporate governance. The people who effectively direct the business are responsible for the implementation of remuneration policies and practices and for preventing and dealing with any relevant risks that remuneration policies and practices can create. The Board discusses remuneration policy matters at least annually.

Furthermore, the Policy also benefits from the full support of senior management or, where appropriate, the supervisory function, so that necessary steps can be taken to ensure that relevant persons effectively comply with the conflicts of interest and conduct of business policies and procedures.

Finally, the Policy adopts and maintains measures enabling them to effectively identify where the relevant person fails to act in the best interest of the client and to take remedial action.

### **7.1. Remuneration System**

The Company's remuneration system and policy is concerned with practices of the Company for those categories of staff whose professional activities have a material impact on its risk profile, i.e. the Senior Management and members of the Board; the said practices are established to ensure that the rewards for the “executive management” are linked to the Company’s performance, to provide an incentive to achieve the key business aims and deliver an appropriate link between reward and performance whilst ensuring base salary levels are not set at artificially low levels. The Company uses remuneration as a significant method of attracting and retaining key employees whose talent can contribute to the Company’s short and long term success.

The remuneration mechanisms employed are well known management and human resources tools that take into account the following factors in order to determine the remuneration of each staff member:

- a) educational level,
- b) experience,
- c) accountability,
- d) responsibility,
- e) financial viability of the Company,
- f) The general financial situation and the state in which the Company operates,
- g) employee’s personal objectives and performance evaluation in relation to the objectives set up at the beginning of the period,
- h) employee’s professional conduct with clients.

The Company’s remuneration system takes into account the highly competitive sector in which the Company operates, and the considerable amount of resources the Company invests in each member of the staff.

It is noted that the Company has taken into account its size, internal organisation and the nature, the scope and the complexity of its activities and it does not deem necessary the establishment of a specific remuneration committee. Decisions on these matters are taken on a Board level while the remuneration policy is periodically reviewed.

The remuneration varies for different positions/roles depending on each position's actual functional requirements, and it is set at levels which reflect the educational level, experience, accountability, and responsibility needed for a staff member to perform each position/role. The remuneration is also set in comparison with standard market practices employed by the other market participants/ competitors.

The total remuneration of staff currently consists of a fixed and a variable component.

On the one hand, the Fixed Remuneration (FR) has purpose to attract and retain Company's employees. This fixed amount of remuneration includes salary, fixed pay allowance and other cash allowances and all are determined based on the role and position of each employee, taking into account the educational level, experience, risk, accountability and responsibility needed for an employee to perform each position/role.

On the other hand, the variable remuneration is a performance-based remuneration which motivated and rewards staff members based on their results in relation with the targets set in the beginning of the year. This kind of remuneration is not guaranteed and the Board has determined a maximum percentage of variable remuneration relative to the fixed remuneration in order to ensure a compliant ratio between these two kinds of remuneration. Although, the maximum limit on variable remuneration set at 100% of fixed salary, the limit could be set at 200% upon shareholders' approval according to the Article 21 of Directive DI144-2014-14.

Furthermore there no remuneration is payable under deferral arrangements (with vested or unvested portions), performance and clawback arrangements. Finally the Company did not pay any non-cash remuneration for the year under review, since the Company does not have non-cash instrument, such as shares or other equivalent non-cash instrument, in place.

The Company recognizes that its remuneration system have some features that increases the mis-selling risk. Therefore, the Company applies effective mitigation controls for each part of the remuneration system.

## **7.2. Performance Appraisal**

The Company implements a performance appraisal method, which is based on a set of Key Performance Indicators, developed for each business unit and its target is to promote the healthy competition amongst personnel, analysis of weak and strong sides of each employee performance-based and give feedback to the staff member in order to motive them to be improved. At the most of the times, the performance appraisal takes place in a multiyear framework in order to ensure that the appraisal process assess employee's long-term performance. However, sometimes the performance appraisal is performed on medium and short-term basis, and the performance indicators of this type of performance appraisal include quantitative as well as qualitative criteria. The appraisal is being performed as follows:

- a. Objectives are set in the beginning of each month, quarter and/or year (each department is being appraised on different periods) defining what the Company functions, departments and individuals are expected to achieve over an upcoming period of time.
- b. Performance checks and feedbacks: managers provide support and feedback to the concerned staff during the time periods decided, during the daily activities or during formal





or informal performance reviews; the aim is to assist the staff to develop their skills and competencies.

- c. Annual performance evaluation: takes place annually, usually at the end of each year.

### 7.3. Remuneration of Senior Management Personnel and Directors

The remuneration of the senior management is intended to ensure that the Company will attract and retain the most qualified Executive Board members. Moreover, the remuneration of the Company's non-executive directors is fixed and it is set at a level that is market aligned and reflects the qualification and competencies required based on the Company's size and complexity, the responsibilities and the time that the non-executive directors are expected to consume in order to serve the Company.

The remuneration of the senior management personnel of the Company, including Board are shown in the following tables:

**Table 19 - Remuneration analysis split by Senior Management and other risk takers / other staff**

| 2017                           | Executive Directors<br>€ | Senior Management & Key Personnel<br>€ | Non-Executive Directors<br>€ |
|--------------------------------|--------------------------|--|------------------------------|
| <b>Fixed reward</b>            | 33,333                   | 27,675                                 | 50,209                       |
| <b>Variable reward</b>         | 0                        | 0                                      | 0                            |
| <b>Total</b>                   | 33,333                   | 27,675                                 | 50,209                       |
| <b>Number of beneficiaries</b> | 1                        | 1                                      | 2                            |

Companies are required to disclose the number of natural persons that are remunerated €1mln or more per financial year, in pay brackets of €1mln, including their job responsibilities, the business area involved and the main elements of salary, bonus, long-term award and pension contribution. Nevertheless, currently there are no natural persons at the Company that are remunerated €1mln or more per financial year and as such the above disclosure is not applicable to the Company. No sign-on payments have been awarded during 2017, while no severance payments were paid during the year. Moreover, the maximum limit on variable remuneration set at 100% of fixed salary, the limit could be set at 200% upon shareholders' approval according to the Article 21 of Directive DI144-2014-14. The applicable limits are within the allowable ranges.

Furthermore, aggregate remuneration analyzed by business area is presented below:

**Table 20 - Aggregate remuneration analysis by business area**

| Business Area                           | Aggregate Remuneration<br>€ |
|---|-----------------------------|
| Control Functions                       | 83,542                      |
| Administration / Back Office Department | 27,675                      |
| <b>Total</b>                            | 111,218                     |

\*Control functions include the Executive and Non-Executive Directors, Managing Director, the Compliance Department, the AML Department and the Risk Manager.