

PRESS RELEASE 14/47

■ INTRODUCTION OF A NEW FORM “APPLICATION QUESTIONNAIRE TO SET UP AN UCITS” IN ORDER TO SUBMIT AN APPLICATION FOR APPROVAL OF A NEW UCITS

The CSSF informs that the current form « Application questionnaire for the set up of an undertaking for collective investment » on the web site is replaced **for UCITS only** from **1 September 2014** by a new “[Application questionnaire to set up an UCITS](#)” (in English only) to be used for submitting to the CSSF an application for approval to set-up an UCITS.

Similarly to the previous one, this application form aims at collecting the full information required by the CSSF to open and examine the file for approval of a new Luxembourg law UCITS. For all UCI other than UCITS, the current forms and procedures remain the same.

The new application questionnaire is an Excel spreadsheet where all the contents and topics to be analysed during the examination phase are compiled in different tabs, each tab offering a series of footnotes and drop-down lists to assist the applicant with accurately filling-in the required information. Applicants are advised to file the application only once all components of the project are fully available and stable. The transmission of a partial (incomplete) application may prevent either the start or the swift progress of the approval process and cause unexpected delays.

The procedure for submitting application files by electronic means (E-file or e-mail at the setup.uci@cssf.lu address) is still the same, except for applications filed via e-mail for which a nomenclature specified in the “Documents” tab of the application file has to be followed to name the e-mail and documents in attachment.

The new process is immediately applicable; nevertheless any request in preparation using the previous application form will be accepted until **30 September 2014**. After this date, the use of the new application form is mandatory for data processing reasons at the CSSF.

Luxembourg, 1 September 2014

