

INSTRUCTIONS TO ACCESS TO THE 'CCE' PROCEDURE FOR A FOREIGN ENTITY

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1 INTRODUCTION AND APPLICABLE LAW

CNMV has included in its Virtual Office (“Sede electrónica”) a new service so that **foreign entities** can access to the the procedure ‘CCE- Comunicación Comercializador de IIC extranjeras no armonizadas’.

As stated in Circular 2/2017 de la CNMV¹, Section 1 of Rule 5, the entity charged with representing the non-harmonised foreign CIS before the CNMV for statistical purposes, must notify the registrations and de-registrations of entities marketing the CIS in Spain.

Notification must be done through the procedure ‘CCE- Comunicación Comercializador de IIC extranjeras no armonizadas’ on the CNMV Virtual Office.

Foreign entities charged with representing the non-harmonised foreign CIS, could access to CNMV Virtual Office through this new service instead of through the procedure ‘Acreditación y solicitud de certificado electrónico, para las personas jurídicas’.

With this new service a username and a password will be assigned so that the entity will get access to CNMV Virtual Office, but only to the CCE procedure.

2 REQUIREMENTS FOR THE USE OF THE NEW SERVICE

These are the steps to be followed:

- The **foreign entity** charged with representing the non-harmonised foreign CIS marketed in Spain, must complete the following [form](#). It will be necessary to provide an e-mail address that will be used for communications made in relation to the request.
- After completing the form properly, the user will have to enter a security code (CAPTCHA-type), and then submit the form through CNMV Virtual Office.
- If all the data entered are correct, the notifying entity will receive by e-mail a "validation code" which must be entered on the subsequent form. Conversely, if on this first screen there is a problem (the user has not filled in an obligatory field or has completed a field incorrectly – e.g. the field format) the registration will be rejected and access will have to be requested once again.

¹ Circular 2/2017, de 25 de octubre, de la Comisión Nacional del Mercado de Valores, por la que se modifica la Circular 2/2011, de 9 de junio, sobre información de las instituciones de inversión colectiva extranjeras inscritas en los Registros de la Comisión nacional del Mercado de Valores.

- After entering the validation code, CNMV will receive the user's registration and carry out the checks regarding the identity (entity, contact person, contact phone number and corporate e-mail address) of the person who has registered on the previous screen.
- If the verification is satisfactory, the notifying entity will receive an e-mail in which it will be informed of its registration on the system. It will be assigned access credentials (a username and a password), which must be used later to access the CCE procedure.