

## Registration Guide for CESOP CY

- 1) Company Registration Document/Certificate
- 2) Registered Office Address
- 3) Certificate of Directors (if available if you're a non-domestic PSP)
- 4) Certificate of Shareholders (if available if you're a non-domestic PSP)
- 5) VAT Number in your country (if available if you're a non-domestic PSP)
- 6) License from the Central Bank of your country with the License No.

We collect the XML Files using two ways the FTP Server and the Portal.

Our FTP Server exists for controlling National/Established PSPs and for allowing automated System to System procedures for those who wish to do so.

You are not required to establish a connection to our FTP Server since you can find all the information, regarding your CESOP declarations, through our CESOP Portal.

When you contact us, please inform us if you are going to use only the portal or both the FTP Server and the portal.

### How to connect to the Tax Department's FTP Server

First, you need to fill out the excel file below with the contact details and your IP Address(es) and send it to [cesop@tax.mof.gov.cy](mailto:cesop@tax.mof.gov.cy) in order to begin the technical procedures for connecting to the Tax Department's FTP Server.



CESOP - Payment  
Service Providers for

### Connectivity Testing

P

- 1) In the "PGP\_KEYS" folder you will be able to find the Tax Department's PGP Encryption key that you should download and use to encrypt files before you upload them to the FTP Server.
- 2) In the "TO\_TD" folder you should upload your PGP Public Key which we will be using to encrypt messages that will be transmitted back to you in the "FROM\_TD" folder.

The key you will create must meet the following conditions:

- Its size must be at least 2048 characters
- Use at least the SHA-256 algorithm for encryption

- Not to be signed
- 3) After completing point (1) you should encode a test file, it can be a simple text file at this stage, using the encryption key of the Tax Department, and upload this file to the folder "TO\_TD". We will let you know if the file has been successfully decrypted by the Tax Department.
- 4) After you complete point (2), we will use the encryption key that you will be providing us, and encrypt a test file which we will upload in the "FROM\_TD" folder. You should download this file, decrypt it and let us know if the file was successfully decrypted and read.

#### Notes:

If you will be doing the uploading/downloading manually then we recommend using an FTP Tool such as the FileZilla.

If you will be using an automated system then your developers should use a library capable of connecting to remote FTP Servers using the required protocols.

#### How to connect to the CESOP CY Portal

This is the [link](#) for the official portal for CESOP CY.

This is the [link](#) used for testing.

The creation of your account for the portal (different account for production and testing) will be done by us after you sent us the documents and the following information:

- The username will be your email so we will like to ask you to create a new email for CESOP ([cesop@domain.com](mailto:cesop@domain.com)) and send it to us and then you can give access to your authorized users who will use the system in order to avoid problems in the future e.g. people leaving the company.
- Also, we would like to ask you to send us your BIC or any other business identifier code that unambiguously identifies you because it will be used as your Identifier when we will create your accounts and is a mandatory field.

When we create your account, we will contact you to reset your password and gain access to your account.

#### Additional Information:

- Dummy data that can be used for connectivity testing purposes:



CTS - Test Data  
v2.00 (CY).zip

- Additional information regarding XSD: [XSD User Guide](#)

- Nil Reporting is mandatory
- Anything you upload on the FTP Server is shown on the Portal as well.
- To upload an XML file either to the FTP Server or to the portal first you have to zip the XML file and then encrypt it. You can't zip multiple files. You have to do the procedure for each file individually.
  - o For example, you have the file: PMT-Q2-2023-CY-ACPICY2LXXX-1-1.xml
  - o Then you zip it and you have the file: PMT-Q2-2023-CY-ACPICY2LXXX-1-1.zip
  - o And then you encrypt the zipped file and you have a file with the extension “.gpg” or “.pgp”: PMT-Q2-2023-CY-ACPICY2LXXX-1-1.gpg or PMT-Q2-2023-CY-ACPICY2LXXX-1-1.pgp

Contact us:

For any further information, clarifications or other related questions feel free to contact us at [cesop@tax.mof.gov.cy](mailto:cesop@tax.mof.gov.cy).