



SECURITIES AND EXCHANGE COMMISSION  
*Protecting Investors in the Capital Markets*

Directorate of Market Supervision and Development

**CIRCULAR No: 1/2020/DMSD**

**TO :** ALL DEALERS, INVESTMENT ADVISORS, ISSUERS

**CC :** CHIEF EXECUTIVE OFFICER  
DIRECTOR ENFORCEMENT AND LEGAL SERVICES

**SUBJECT :** 2020 CALENDAR FOR SUBMISSIONS

**DATE :** 28<sup>th</sup> FEBRUARY 2020

Kindly be informed that the due dates for the submissions of the following continuous obligations for all Dealers, Investment Advisors and Issuers for the year 2020 are as follows;

**A. DEALERS**

<b>1. Capital Adequacy Returns</b>	<b>Due Date</b>
January	February 10, 2020
February	March 10, 2020
March	April 10, 2020
April	May 11, 2020
May	June 10, 2020
June	July 10, 2020
July	August 10, 2020
August	September 10, 2020
September	October 9, 2020
October	November 10, 2020
November	December 10, 2020
December	January 11, 2021

<b>2. Secondary Bond Trading Reports</b>	<b>Due Date</b>
Daily Trade Report	Every Monday to Friday
Monthly Consolidated Report	5 <sup>th</sup> working day after month end



### 3. Audited Financial Statements

The Audited Annual Financial Statements should be submitted three (3) calendar months after the end of the financial year of your institution. For example;

Financial Year End	Due Date
31 <sup>st</sup> December 2019	31 <sup>st</sup> March 2020
31 <sup>st</sup> March 2020	30 <sup>th</sup> June 2020
30 <sup>th</sup> June 2020	30 <sup>th</sup> September 2020
30 <sup>th</sup> September 2020	31 <sup>st</sup> December 2020

### 4. CIS Monthly and Quarterly Returns

#### i.) Monthly Returns

	Due Date
January	February 10, 2020
February	March 10, 2020
March	April 10, 2020
April	May 11, 2020
May	June 10, 2020
June	July 10, 2020
July	August 10, 2020
August	September 10, 2020
September	October 9, 2020
October	November 10, 2020
November	December 10, 2020
December	January 11, 2021

#### ii.) Quarterly Returns

	Due Date
1 <sup>st</sup> Quarter	April 21, 2020
2 <sup>nd</sup> Quarter	July 21, 2020
3 <sup>rd</sup> Quarter	October 21, 2020
4 <sup>th</sup> Quarter	January 21, 2021

**B. INVESTMENT ADVISORS AND ISSUERS\***

**1. Audited Annual Financial Statements**

The Audited Annual Financial Statements should be submitted three (3) calendar months after the end of the financial year of your institution. For example;

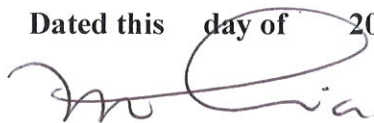
<b>Financial Year End</b>	<b>Due Date</b>
31 <sup>st</sup> December 2019	31 <sup>st</sup> March 2020
31 <sup>st</sup> March 2020	30 <sup>th</sup> June 2020
30 <sup>th</sup> June 2020	30 <sup>th</sup> September 2020
30 <sup>th</sup> September 2020	31 <sup>st</sup> December 2020

**\*NOTE: The Commission is developing annual returns that will be circulated soon.**

Kindly be reminded that all returns should be submitted to [supervision@seczambia.org.zm](mailto:supervision@seczambia.org.zm) by the due date. Failure to do so may attract penalties.

For further queries please contact the Securities and Exchange Commission on +260 211 227012/ 222368/ 222369 or [info@seczambia.org.zm](mailto:info@seczambia.org.zm). You may also contact the Market Supervision Manager assigned to your institution as relationship manager: Mr. Abraham Alutuli ([aalutuli@seczambia.org.zm](mailto:aalutuli@seczambia.org.zm)) or Mr. Nonde Sichilima ([nsichilima@seczambia.org.zm](mailto:nsichilima@seczambia.org.zm))

Dated this            day of            2020



**Mutumboi Mundia (Ms)**  
**DIRECTOR MARKET SUPERVISION AND DEVELOPMENT**