



**Directorate of Market Supervision and Development**

**CIRCULAR No: 1/2021/DMSD**

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

**CC : CHIEF EXECUTIVE OFFICER**

**CC : DIRECTOR ENFORCEMENT AND LEGAL SERVICES**

**SUBJECT : 2021 CALENDAR FOR SUBMISSIONS**

**DATE : 10<sup>th</sup> MAY 2021**

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The circular outlines the due dates for statutory submissions pursuant to the Securities Act No.41 of 2016 continuous obligations for Dealers, Investment Advisors and Issuers for the year 2021 as indicated per category.

Further note that the Commission issued a public notice on 21<sup>st</sup> January 2021 in which guidance was granted pursuant to section 4(2) of the Securities Act of No. 41 of 2016 for auditors and capital market operators from compliance with the requirement to submit annual reports within 90 days and a directive issued pursuant to section 212 of the securities Act, for submission of annual reports within 150 days.

This public notice can be accessed on the Commission's website ([www.seczambia.org.zm](http://www.seczambia.org.zm)) Capital Market Operators are cautioned that the dispensation granted therein does not waive or disregard all other statutory obligations and timelines imposed by the Companies Act and other applicable laws of Zambia.

The various due dates per category have been outlined below.

<b>1. DEALERS</b>
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<b>1.1 Capital Adequacy Returns</b>
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Reporting Month	Due date
January 2021	10 February 2021
February 2021	10 March 2021
March 2021	12 April 2021
April 2021	10 May 2021
May 2021	10 June 2021
June 2021	12 July 2021
July 2021	10 August 2021
August 2021	10 September 2021
September 2021	10 November 2021
October 2021	10 November 2021
November 2021	10 December 2021
December 2021	10 January 2022

## 1.2 Secondary Bond Trading Reports

Reporting requirement	Due date
<b>Daily Trade Report</b>	Every Business Day
<b>Monthly Consolidated Report</b>	5 <sup>th</sup> working day after month end

## 1.3 Audited Financial Statements

Below are the revised due dates for the submission of audited financial statements, separate auditors report under Rule 18 and the management representation under Rule 16.

Financial Year End	Due date	
31 <sup>st</sup> December 2020	31 <sup>st</sup> March 2021	31 <sup>st</sup> May 2021
31 <sup>st</sup> March 2021	30 <sup>th</sup> June 2021	31 <sup>st</sup> August 2021
30 <sup>th</sup> June 2021	30 <sup>th</sup> September 2021	30 <sup>th</sup> November 2021
30 <sup>th</sup> September 2021	31 <sup>st</sup> December 2021	28 <sup>th</sup> February 2022

## 1.4 CIS Monthly and Quarterly Returns

### (i) Monthly Returns

Reporting Month	Due date
January 2021	10 February 2021
February 2021	10 March 2021
March 2021	12 April 2021
April 2021	10 May 2021
May 2021	10 June 2021
June 2021	12 July 2021
July 2021	10 August 2021
August 2021	10 September 2021

September 2021	10 November 2021
October 2021	10 November 2021
November 2021	10 December 2021
December 2021	10 January 2022

## (ii) Quarterly Returns

Reporting Quarter	Quarter ending	Due date
1 <sup>st</sup> Quarter	<b>31<sup>st</sup> March 2021</b>	21 <sup>st</sup> April, 2021
2 <sup>nd</sup> Quarter	30 <sup>th</sup> June 2021	21 <sup>st</sup> July, 2021
3 <sup>rd</sup> Quarter	30 <sup>th</sup> September 2021	21 <sup>st</sup> October, 2021
4 <sup>th</sup> Quarter	31 <sup>st</sup> December 2021	21 <sup>st</sup> January, 2021

## (iii) Audited Financial Statements (for Collective Investments Scheme)

Below are the revised due dates for the submission of audited financial statements:

Financial Year End	Due date	Revised date
31 <sup>st</sup> December 2020	30 <sup>th</sup> April 2021	30 <sup>th</sup> June 2021
31 <sup>st</sup> March 2021	31 <sup>st</sup> July 2021	30 <sup>th</sup> September 2021
30 <sup>th</sup> June 2021	31 <sup>st</sup> October 2021	31 <sup>st</sup> December 2021
30 <sup>th</sup> September 2021	31 <sup>st</sup> January 2022	31 <sup>st</sup> March 2022

## 2. INVESTMENT ADVISORS\*

### 2.1 Audited Financial Statements

The Audited Annual Financial Statements, auditors report under Rule 18 and the management representation under Rule 16, should be submitted five (5) calendar months after the end of the financial year of your institution.

Financial Year End	Due date	
31 <sup>st</sup> December 2020	31 <sup>st</sup> March 2021	31 <sup>st</sup> May 2021
31 <sup>st</sup> March 2021	30 <sup>th</sup> June 2021	31 <sup>st</sup> August 2021
30 <sup>th</sup> June 2021	30 <sup>th</sup> September 2021	30 <sup>th</sup> November 2021
30 <sup>th</sup> September 2021	31 <sup>st</sup> December 2021	28 <sup>th</sup> February 2022

*\*NOTE: The Commission is in the process of developing annual and other returns to be submitted by Investment Advisers.*

## 3. LISTED COMPANIES AND ISSUERS OF SECURITIES REGISTERED WITH THE COMMISSION

### 3.1 Audited Financial Statements

Below are the revised due dates for the submission of audited financial statements.

Financial Year End	Due date	
31 <sup>st</sup> December 2020	31 <sup>st</sup> March 2021	31 <sup>st</sup> May 2021
31 <sup>st</sup> March 2021	30 <sup>th</sup> June 2021	31 <sup>st</sup> August 2021
30 <sup>th</sup> June 2021	30 <sup>th</sup> September 2021	30 <sup>th</sup> November 2021
30 <sup>th</sup> September 2021	31 <sup>st</sup> December 2021	28 <sup>th</sup> February 2022

### 3.2 Internal Control's Framework (GAP Analysis Reports)

The Internal Control's Framework which has the following requirements for year 2 that is for financial years ending on or after 31<sup>st</sup> December, 2020:

- (i) Submission of Gap Analysis Report to the Commission;
- (ii) Self-Certification in Compliance with Section 146 submitted to the Commission;

Financial Year End	Due date	
31 <sup>st</sup> December 2020	31 <sup>st</sup> March 2021	31 <sup>st</sup> May 2021
31 <sup>st</sup> March 2021	30 <sup>th</sup> June 2021	31 <sup>st</sup> August 2021
30 <sup>th</sup> June 2021	30 <sup>th</sup> September 2021	30 <sup>th</sup> November 2021
30 <sup>th</sup> September 2021	31 <sup>st</sup> December 2021	28 <sup>th</sup> February 2022

Kindly be reminded that this is not an exhaustive list of continuing obligations. All returns should be submitted to [supervision@seczambia.org.zm](mailto:supervision@seczambia.org.zm) by the due date. The Commission reserves the right to take regulatory action against licensees that do not comply with making the above submissions within the stipulated timelines.

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 your designated 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 10<sup>th</sup> day of May 2021



Mutumboi Mundia (Ms.)

**DIRECTOR MARKET SUPERVISION AND DEVELOPMENT**