

## INVESTMENT SERVICES RULES FOR INVESTMENT SERVICES PROVIDERS

### PART B: STANDARD LICENCE CONDITIONS

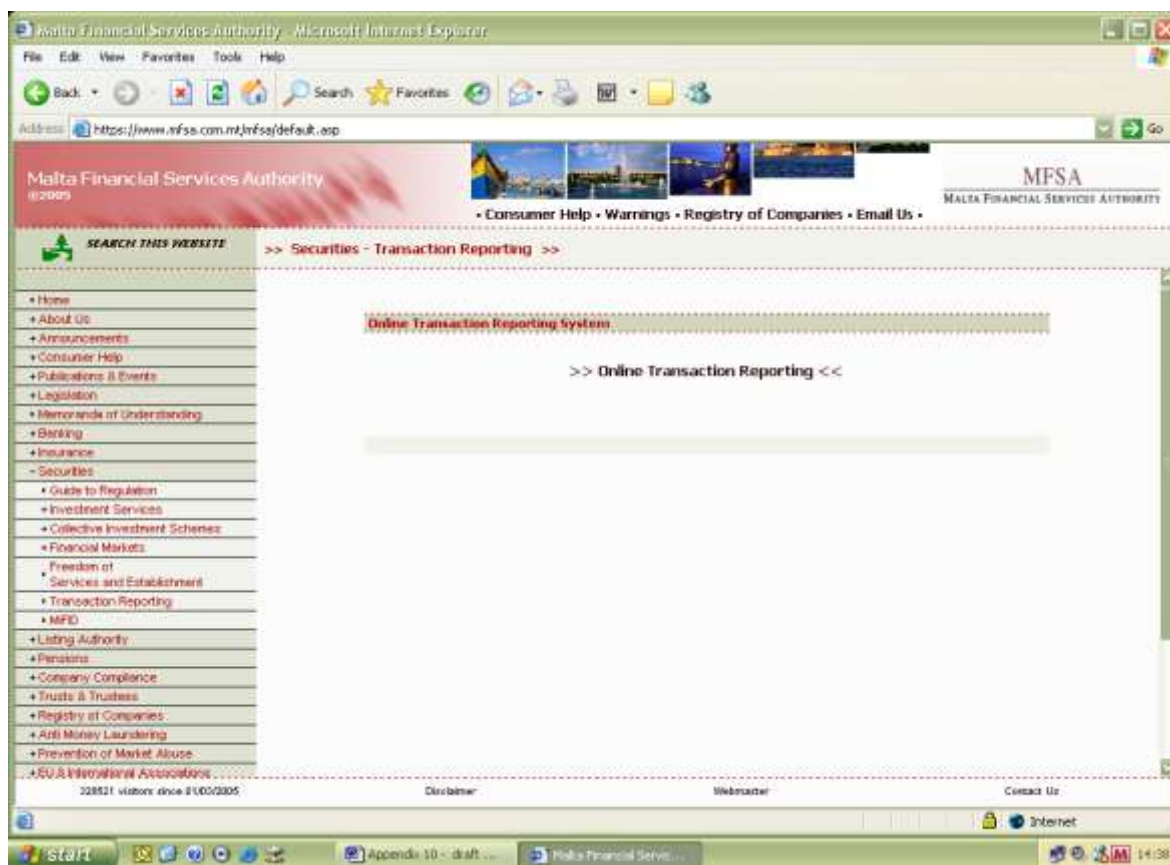
#### Appendix 8 Transaction Reporting System

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##### 1.0 Introduction

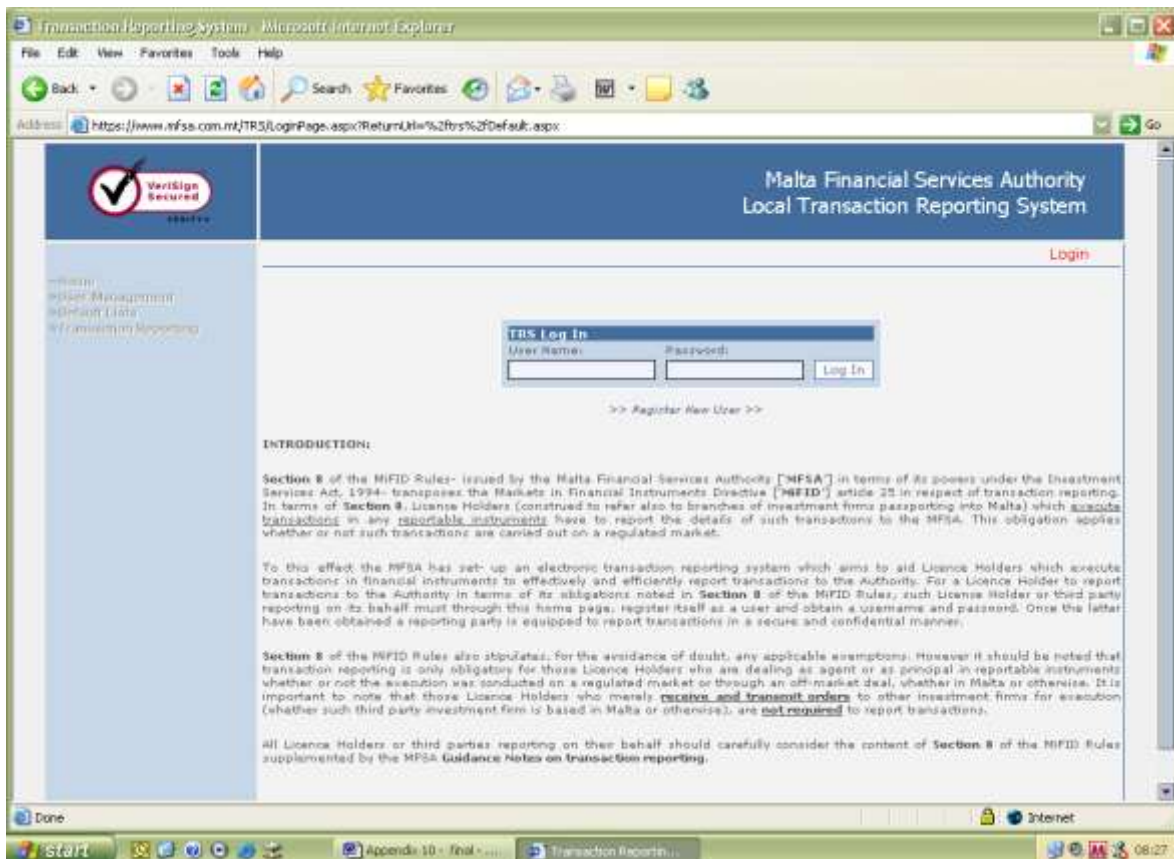
1.1 In terms of SLC 8.01 of Part BI of these Rules, the Licence Holder which executes transactions in any Reportable Instrument shall report the details of such transactions to the MFSA. To this effect, the MFSA has established a web-enabled transaction reporting system through which Licence Holders have to report transactions to the MFSA.

The transaction reporting system is accessible via the MFSA's official website [www.mfsa.com.mt](http://www.mfsa.com.mt) by clicking 'Securities' / 'Transaction Reporting' / 'Online Transaction Reporting'.



## 2.0 Register a New User

- 2.1 First time users are required to register and request a username and password by clicking on 'Register New User' and completing the registration form therein. This will enable a reporting party to successfully log- in to the reporting system and report reportable transactions to the MFSA. Once a username and password have automatically been allocated, such information may be altered by the reporting party after the first successful log in.



# MFSA

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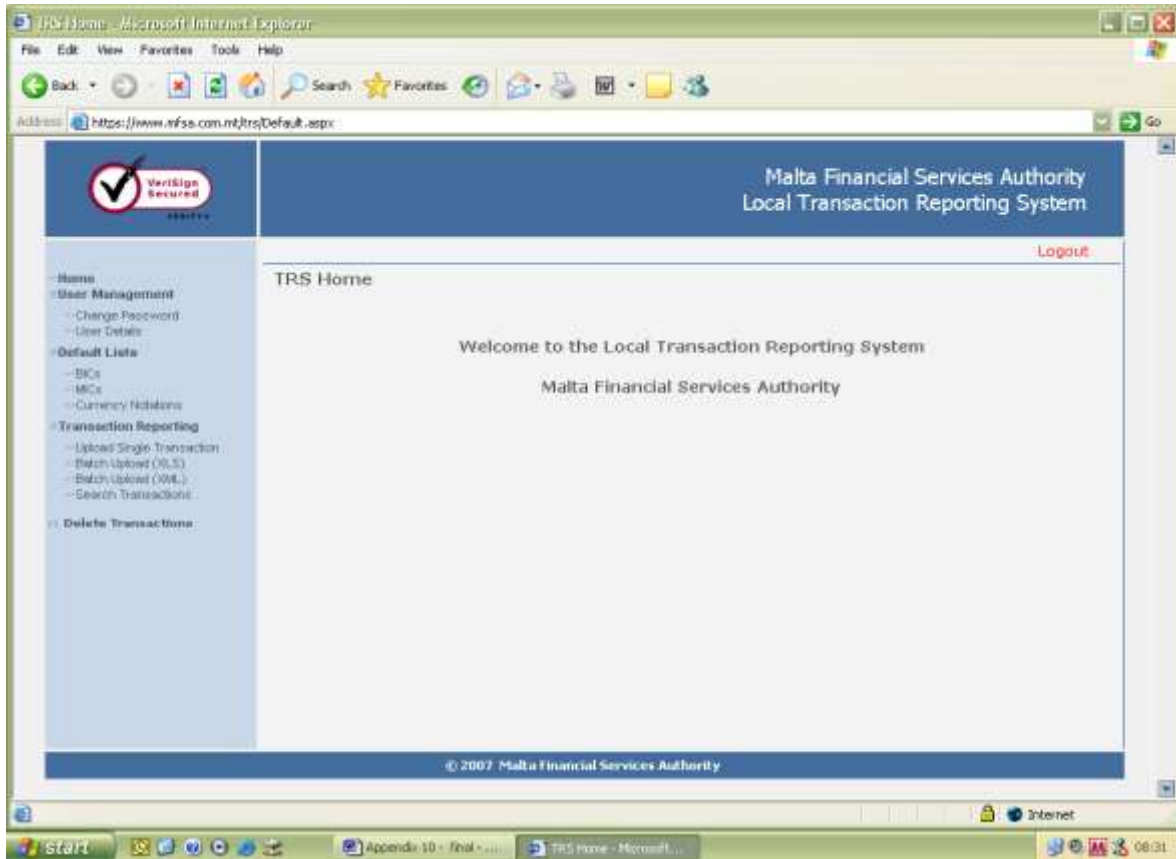
The screenshot shows a web browser window titled "Register New User - Microsoft Internet Explorer". The address bar displays "https://www.mfsa.com.mt/TRS/Register.asp". The page header includes a "Verified Secured" icon and the text "Malta Financial Services Authority Local Transaction Reporting System" with a "Login" link. The main content area is titled "Register New User" and contains a form section "Enter New User Details". The form fields are as follows:

Enter New User Details	
Name of Licence Holder:	<input type="text"/>
Registered noc-SWIFT BIC:	<input type="text"/>
Registered Address No.:	<input type="text"/>
Registered Address Street:	<input type="text"/>
Registered Address Town:	<input type="text"/>
Registered Address Post Code:	<input type="text"/>
Telephone No.:	<input type="text"/>
Fax No.:	<input type="text"/>
Contact Person Name:	<input type="text"/>
Contact Person Surname:	<input type="text"/>
Contact Person Designation:	<input type="text"/>
Contact Person Telephone No.:	<input type="text"/>
Contact Person Email:	<input type="text"/>
<input type="button" value="SUBMIT New User Registration"/>	

The browser's taskbar at the bottom shows the Start button, several icons, and open applications including "Appendix 10 - final" and "Register New User". The system clock shows "08:28".

### 3.0 Other System Options

3.1 Once a reporting party enters the secure site using his username and password, a number of options are available to the user as shown below.



#### 4.0 *Submitting a Transaction Report*

4.1 In order to transaction report, a user will have to choose amongst one of the options 'Upload Single Transaction', 'Batch Upload (XLS)' or 'Batch Upload (XML)' highlighted under the caption 'Transaction Reporting' on the left hand side of the screen.

For single batch uploads, a user must select accordingly and fill in the report as shown below:

The screenshot displays a web browser window titled 'Upload Single Transaction - Microsoft Internet Explorer'. The address bar shows the URL <https://www.mfsa.com.mt/trs/TrnSingle.aspx>. The page layout includes a left-hand navigation menu and a main content area titled 'Transaction Report Details'.

**Navigation Menu:**

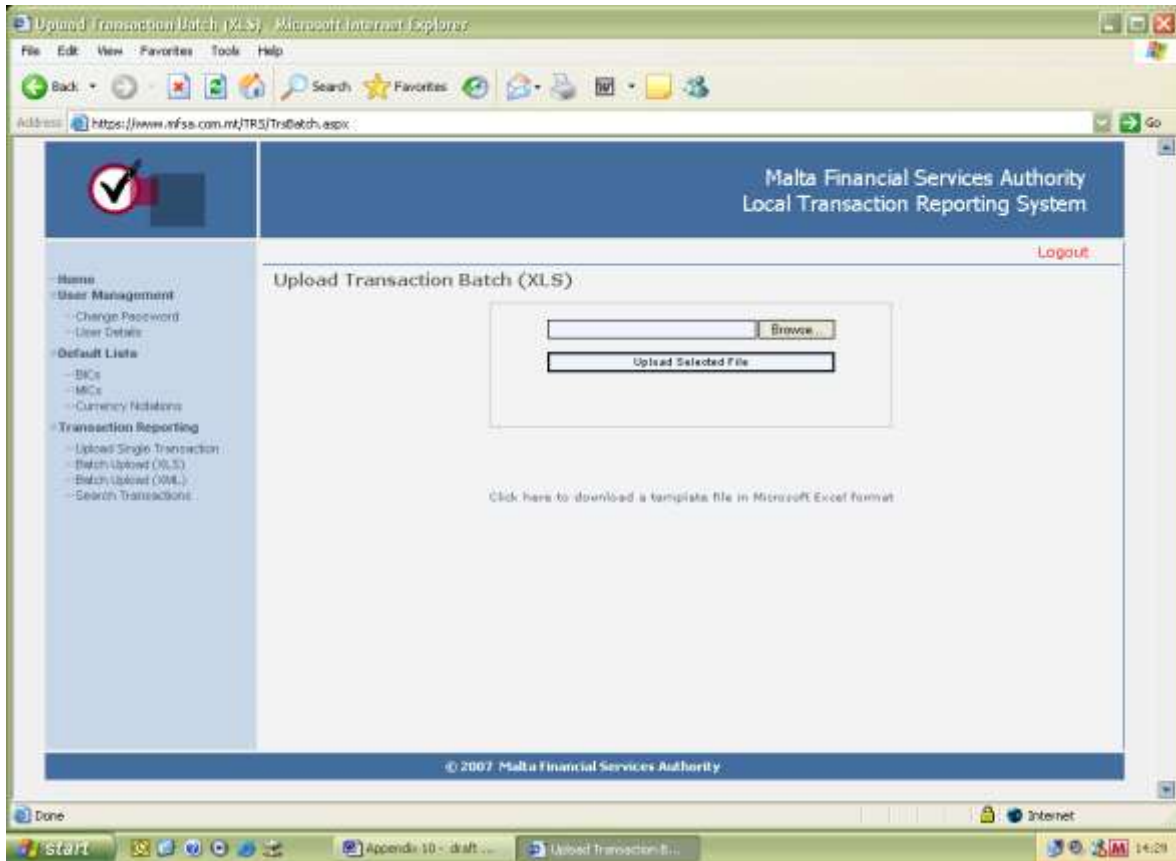
- Default Lists
  - RICs
  - MICs
  - Currency Notations
- Transaction Reporting
  - Upload Single Transaction
  - Batch Upload (XLS)
  - Batch Upload (XML)
  - Search Transactions
- Delete Transactions

**Transaction Report Details Form:**

Reporting Party Identification	<input type="text"/>
Reporting Party Name	<input type="text"/>
Instrument Identification	<input type="text"/>
Instrument Name	<input type="text"/>
Trading Date	<input type="text"/>
Trading Time	HH <input type="text"/> MM <input type="text"/> SS <input type="text"/> GMT <input type="text"/> Time Offset <input type="text"/>
Buy/Sell Indicator	<input type="text"/>
Unit Price	<input type="text"/>
Unit Price Notation	<input type="text"/>
Quantity	<input type="text"/>
Venue Identification Code Type	<input type="checkbox"/> BIC <input type="checkbox"/> MIC <input type="checkbox"/> OFF

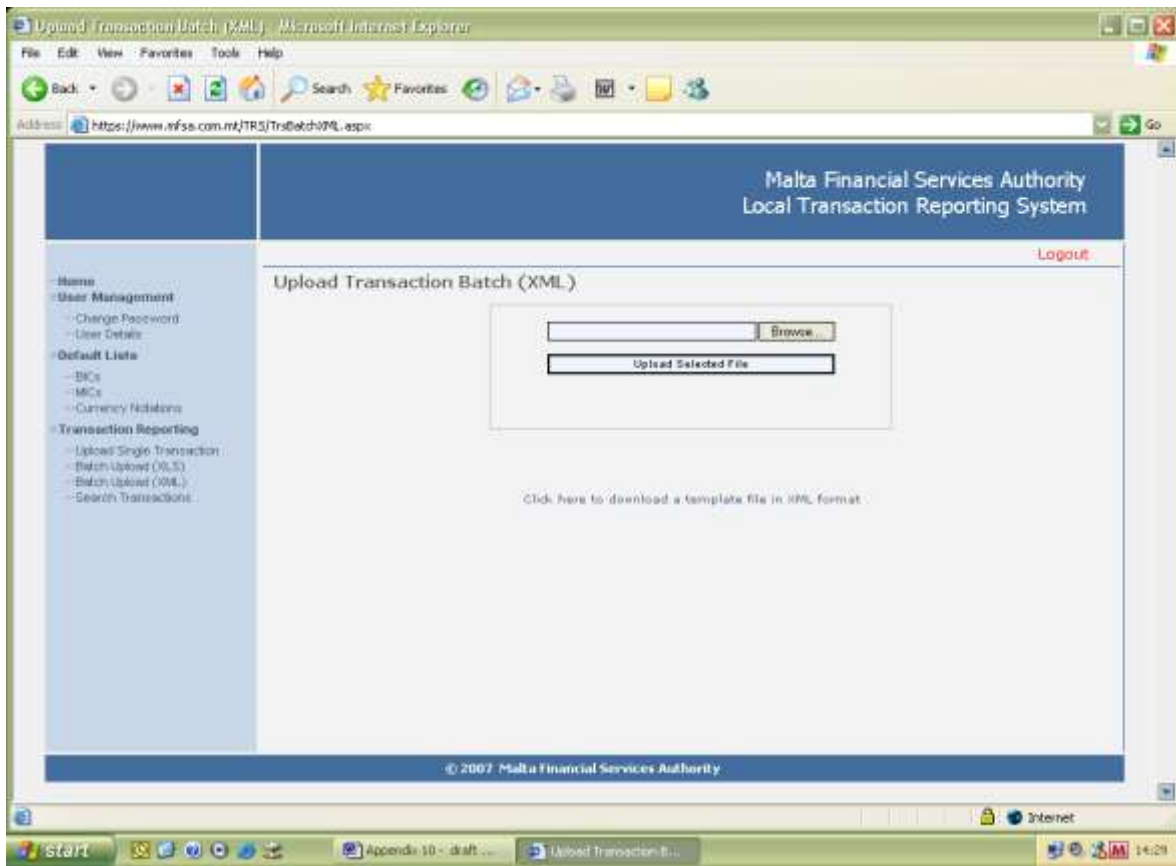
The Windows taskbar at the bottom shows the Start button, several application icons, and the taskbar with open windows including 'Appendix 10 - final...' and 'Upload Single Trans...'. The system clock indicates the time is 08:33.

- 4.2 For batch upload, users have the option of either uploading batch transactions in XML format or in XLS format as illustrated below. In either case, reporting parties may avail themselves of the sample files provided to identify the exact format and content of the file which must be uploaded.



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### 5.0 *The Content of a Transaction Report*

5.1 It is important for users to note that the same transaction information needs to be reported to the Authority whether a single or a batch report is submitted to the Authority. The table below refers to the complete set of information (including descriptions thereto) and details of the set industry standards which must be used to report each particular field of information. This information needs to be reported for each transaction report.

<b>Information Requested</b>	<b>Description of Information Requested</b>	<b>Set Industry Standard for Reporting of Information</b>	<b>Comments</b>
<b>Reportig Party Identification</b>	A unique code to identify the firm which executed the transaction.	SWIFT ISO BIC 9362- 11 alphanumeric code	The BIC reported must be that of the firm executing the transaction and not of the reporting party.
<b>Instrument Identification</b>	A unique code identifying the financial instrument which is the subject of the transaction.	ISO ISIN 6166	ISIN= International Securities Identifying Number
<b>Trading Date</b>	The trading day on which the transaction was executed.	ISO 8601- YYYYMMDD	n/a
<b>Trading Time</b>	The time at which the transaction was executed, preferably reported in Malta time.	ISO 8601 HHMMSS	<ul style="list-style-type: none"> <li>– The time expressed must indicate the hours ahead or behind GMT. Malta time is GMT +01 (Winter) or GMT +02 (Summer);</li> <li>– Where seconds are not known they must be indicated as ‘00’.</li> </ul>



<b>Information Requested</b>	<b>Description of Information Requested</b>	<b>Set Industry Standard for Reporting of Information</b>	<b>Comments</b>
<b>Buy/ Sell</b>	Identifies whether the transaction was a buy or sell from the perspective of the firm which executed the transaction.	B= buy S= sell	n/a
<b>Unit Price</b>	The price per security or derivative contract excluding commission and (where relevant) accrued interest.	ISO 4217 with the possibility of decimal representations.	<ul style="list-style-type: none"> <li>– No currency signs must be populated in this field;</li> <li>– The price of bonds must be expressed as a percentage of nominal value;</li> <li>– The price of derivative contracts must be expressed as a currency value rather than a tick value</li> </ul>
<b>Unit Price Notation</b>	The currency in which the unit price is expressed.	ISO 4217	If the price is expressed as a percentage of nominal value, then the ISO 4217 of the nominal value must be used.
<b>Quantity</b>	The number of units of the financial instruments, the nominal value of bonds, or the number of derivative	n/a	n/a

Information Requested	Description of Information Requested	Set Industry Standard for Reporting of Information	Comments
	contracts in the transaction.		
<b>Venue Identification</b>	Identification of the venue where the transaction was executed.	MIC CODE ISO 10383;  SWIFT ISO BIC 9362- 11 alphanumeric code;  'XOFF'	<ul style="list-style-type: none"> <li>– When the transaction is executed on a regulated market or MTF, the MIC Code ISO 10383 of the regulated market or MTF must be used;</li> <li>– When the transaction is executed through a systematic internaliser, the BIC 9362 of the systematic internaliser must be used;</li> <li>– When the transaction is executed off- exchange 'XOFF' must be populated.</li> </ul>
<b>Trading Capacity</b>	Identifies whether the firm executed the transaction on its own account or on behalf of a client.	P= Principle  A= Agent	n/a
<b>Transaction</b>	Identification of the counterparty to	MIC CODE ISO 10383;	– Where the transaction is executed

Information Requested	Description of Information Requested	Set Industry Standard for Reporting of Information	Comments
<b>Counterparty Code</b>	the transaction.	SWIFT ISO BIC 9362 - 11 alphanumeric code;  'Customer/ Client' or Firm Internal Code	<p>on a regulated market, the counterparty is the regulated market [or an MTF where applicable]. Therefore the MIC Code ISO 10383 of the regulated market or MTF must be used</p> <ul style="list-style-type: none"> <li>– Where the counterparty is an investment firm or a systematic internaliser, the BIC 9362 of the investment firm must be used;</li> <li>– Where the counterparty to the transaction is neither a regulated market, MTF, investment firm, nor a systematic internaliser as above, 'Customer/ Client' must be populated. Reporting parties may opt to indicate the counterparty using a firm internal code.</li> </ul>
<b>Transaction Counterparty Code</b>	An indication of the identification used to identify the counterparty to the transaction.	B= BIC code;  M= MIC code;	n/a

Information Requested	Description of Information Requested	Set Industry Standard for Reporting of Information	Comments
		‘Customers/Client’= ‘Customer/Client’ or Firm Internal Code	
<b>Client Code</b>	A code which uniquely identifies the party entering into the transaction.	<ul style="list-style-type: none"> <li>– SWIFT ISO BIC 9362- 11 alphanumeric code;</li> <li>– Firm Internal Code</li> </ul>	<ul style="list-style-type: none"> <li>– If the firm is acting as principle, this field may be left empty;</li> <li>– If the firm acted as agent, this field must be populated with the BIC of the client on whose behalf the investment firm is acting. In cases where the firm’s client does not have a BIC, then this field must be populated with a firm internal code which uniquely identifies the client on whose behalf the firm is acting as agent.</li> <li>– Where a reporting party uses a firm internal code, the same code should be used to identify the same client each time a trade is reported involving such client.</li> </ul>

Information Requested	Description of Information Requested	Set Industry Standard for Reporting of Information	Comments
<b>Client Code Type</b>	An indication of the identification used to identify the party entering into the transaction- the client.	B= BIC code;  F= Firm Internal Code	n/a
<b>Client Name</b>	The name of the party entering into the transaction.	n/a	<ul style="list-style-type: none"> <li>– If the firm is acting as principle, this field may be left empty;</li> <li>– If the firm acted as agent, this field must be populated with the exact name of the client on whose behalf the firm acted as agent.</li> </ul>
<b>Transaction Reference Number</b>	A unique identification number for the transaction provided by the investment firm or a third party reporting on its behalf.	n/a	In cases where the transaction report is cancelling another transaction report, this field must contain the transaction reference number of the transaction report it is cancelling. That is, a new reference number should not be provided to cancel a transaction report/s.
<b>Cancellation Flag</b>	An indication as to whether the transaction report is a report used to cancel a trade previously submitted	C= Cancellation	<ul style="list-style-type: none"> <li>– For cancelled trades, all of the fields apart from the Cancellation Flag field and the fields requiring</li> </ul>

Information Requested	Description of Information Requested	Set Industry Standard for Reporting of Information	Comments
	[that is whether the transaction was cancelled] or otherwise.		<p>amendments must be the same as the original submitted transaction report;</p> <p>– If the reporting party is not submitting a cancellation report than this field must be left empty.</p>
<b>Other Information</b>	Reporting additional information to the MFSA	n/a	This field should be populated only in cases where the reporting party has additional information to provide to the Authority which may aid the Authority in its market monitoring functions.

5.2 It is important to note that the MFSA may exercise its right under Regulation (EC) No. 1287/2006 Regulation 13 (3) to require additional information with respect to transactions to that specified in the Table above and Table 1 Annex 1 Regulation (EC) No. 1287/2006 which information is necessary to enable the MFSA to monitor the activities of investment firms and to ensure that they act honestly, fairly and professionally and in a manner that promotes the integrity of the market.

**6.0** *Searching Previously Submitted Transactions*

6.1 Users also have the option of searching for transaction reports previously submitted by the same user through the 'Search Transactions' function as illustrated below:

