MFSA

MALTA FINANCIAL SERVICES AUTHORITY

Circular to Financial Institutions on the submission of supervisory data through the MFSA Web Portal

The Authority wishes to notify financial institutions that it has for the purpose of submission of supervisory data, created a *Web portal* so as to facilitate the transmission of data from licence holders to the Authority. This portal may be accessed through a *Web link*, which shall be provided to all financial institutions within the next few weeks. Commencing from *quarter ending September 2015*, this portal must be used by all financial institutions to report the relevant statutory and prudential data.

Financial institutions shall continue to submit their data, on a quarterly basis, in a timely manner *by using the returns provided by and/or the data format as agreed with/by the Authority*. The Authority wishes to emphasise that despite the change in the way data is going to be transmitted, *the supervisory data reporting requirements established under the Financial Institutions Rules remain unchanged*.

Meanwhile, the Authority shall shortly communicate with all the respective financial institutions so that the Authority is provided with the contact details of authorised officials ("reporting agents") who shall be in charge of submitting the institution's data through this Web portal.

Following the introduction of this data exchange mechanism, institutions' reporting agents shall *refrain from submitting supervisory data via e-mails.* Furthermore, it is also to be noted that the Authority shall *not require financial institutions to continue to submit 'hard copies' of the returns.* However, the Authority reserves the right to review this decision at any time.

Reporting agents of institutions are to comply with the following instructions as to how data shall be submitted via the Web portal:

1) The reporting agents shall submit the supervisory data by *uploading* such data through the Web link (to be provided shortly as mentioned above).

2) In order to upload and submit the supervisory data, reporting agents must *compress all files (MFI Returns, BR Returns etc.) into one ZIP file using .ZIP file format (no other file format shall be accepted).*

3) The reporting agents shall then *rename the ZIP file* using the following naming convention:

   FinancialInstitutionDesignatedCode_MonthYear

As an example: The reporting agents of **ABC Financial Institution Limited** shall report the data for the quarter ending September 2015 by renaming the ZIP file, which was created according to the above steps, as follows: **ABC_Sep2015.**

Any queries on the submission of supervisory data through the MFSA Web Portal can be addressed to Mr. Thomas Naudi, Analyst, Banking Supervision Unit, by email on tnaudi@mfsa.com.mt

MFSA Communications Unit

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