

# MFSA

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## MALTA FINANCIAL SERVICES AUTHORITY

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**This Circular is being addressed to Enrolled Persons carrying on Insurance Intermediaries Activities who are required in terms of Article 25 of the Insurance Intermediaries Act (Chapter 487 of the Laws of Malta) and Article 4 of Insurance Intermediaries Rule 15 of 2007 to complete Business of Insurance Intermediaries Statements**

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The MFSA has effected some minor amendments to the First Schedule to Insurance Intermediaries Rule 15 of 2007 (Business of Insurance Intermediaries Statements), mainly relating to the introduction of new Forms 12, 13 and 14 captured under *Part E – Additional Details*. The purpose of these forms is for Enrolled Persons to provide a summary of the salient features of the audited Financial Statements, specifically the Income Statement, Remuneration details and the Statement of Financial Position, in order to facilitate collation by the MFSA of the Annual Statistics pertaining to insurance agents, insurance brokers and insurance managers. The updated Business of Insurance Intermediaries Statements have been uploaded to the MFSA website and may be accessed [here](#), by selecting the *First Schedule to Rule 15 of 2007*.

The MFSA is pleased to inform you of the launch of a new web portal for the purpose of Enrolled Persons submitting the Business of Insurance Intermediaries Statements electronically. This system will replace the *email by attachment* approach currently being used between the Enrolled Persons and the MFSA. May we however remind you that Forms 6, 7, 8 and 9 of the Business of Insurance Intermediaries Statements which are subject to an external audit are also to be submitted in hard copy to the MFSA, together with the Second Schedule to Insurance Intermediaries Rule 15 of 2007.

The Business of Insurance Intermediaries Statements should be submitted by their due date in electronic format via the MFSA web portal, accessed through the following link: <https://lhportal.mfsa.com.mt/>. Kindly contact the MFSA should you be unable to access the MFSA web portal.

The Compliance Officers of each Enrolled Person shall shortly be provided with a username and password to log onto the web portal. Each Enrolled Person shall also be provided with a *Licence holder Code*, or unique identifier. Kindly ensure that such code is input in the new field *Code of Intermediary* included in the Cover Sheet of the Business of Insurance Intermediaries Statements.

The Business of Insurance Intermediaries Statements are to be submitted to the MFSA in .zip format using the following file name convention: LICENCEHOLDERCODE\_YYMMDD.zip for example, AGENT1\_141231.zip. Any reconciliation required to be submitted as an annex to Forms 5 or 6 should be contained within the same .zip file.

Any queries in relation to the above should be sent directly to the Insurance and Pensions Supervision Unit via email to [ipsu@mfsa.com.mt](mailto:ipsu@mfsa.com.mt) or Tel: 25485274.

**Communications Unit**  
**Malta Financial Services Authority**  
**17th February 2015**