

# MFSA

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MALTA FINANCIAL SERVICES AUTHORITY

## NOTE FOR INFORMATION

### **New web portal for use by Insurance and Reinsurance Undertakings**

The Malta Financial Services Authority (“MFSA”) has launched a new web portal for use by Insurance and Reinsurance undertakings authorised to carry on business under the Insurance Business Act Cap.403 (“undertakings”).

This web portal shall be used when submitting:

- (1) all future Solvency II related reporting templates electronically, under both the current Preparatory phase and also under the Solvency II regime; and
- (2) the quarterly Management Accounts and Audited Financial Statements from **1<sup>st</sup> January 2016**

This system will replace the *e-mail by attachment* approach currently being used between the undertakings and the MFSA.

The reports listed in the first column of the table below should be submitted by their due date in electronic format via the MFSA web portal, which can be accessed through the following link: <https://lhportal.mfsa.com.mt/>. Kindly contact the MFSA on [ipsu@mfsa.com.mt](mailto:ipsu@mfsa.com.mt) if you are not able to access the MFSA web portal.

The Compliance Officers of all the undertakings shall be provided with a Username and Password to be able to log onto the web portal and upload the relevant files for submission to the MFSA.

The Compliance Officers of all the undertakings shall also be provided with an Undertaking Identification Code (“UIC”) to be reported in the templates when this is required. Further information on this shall be communicated to undertakings in due course. The UIC together with the following Type of Report (“TOR”) codes will need to be used by the undertakings as further explained in the next paragraph:

<b>Type of Report</b>	<b>TOR code</b>
Preparatory QRTs - Annual	PQRTA
Preparatory QRTs - Quarterly	PQRTQ
Preparatory Narrative Report, as per Section IV, V and VI of the Preparatory <i>Guidelines on Submission of Information to National Competent Authorities</i>	PNR
Second Preparatory Period FLAOR, due by 15 <sup>th</sup> January 2016	FLAOR
National Specific Templates (as per circular dated 9 <sup>th</sup> March 2015) - Annual	NSTA
National Specific Templates (as per circular dated 9 <sup>th</sup> March 2015) - Quarterly	NSTQ
SII QRTs - Annual	QRTA
SII QRTs - Quarterly	QRTQ
SII Narrative Report - RSR	NR
SII ORSA	ORSA
Management accounts	MNGT
Audited Financial Statements	AFS

The above-mentioned reports are to be submitted to the MFSA via the MFSA web portal in .zip format using the following file naming convention: UIC\_YYMMDD\_TOR.zip, where YYMMDD is the date of submission of the file. For example, an undertaking with financial year end 31<sup>st</sup> December having UIC code “UIC1” should name its Preparatory Annual QRT .zip file that is submitted on 2<sup>nd</sup> June 2015 as follows: UIC1\_150602\_PQRTA.zip. Any supplementary documentation to support the reporting templates should also be contained within the same .zip file.

Please note that the Business of Insurance Statements falling under Insurance Rule 12 of 2007 of the current regime shall continue to be submitted to the MFSA via the *e-mail by attachment* approach until they cease to be in force. The quarterly Management Accounts and the Audited Financial Statements shall also continue to be submitted to the MFSA via the *e-mail by attachment* approach during the current year until the end of December 2015.

Please direct all queries in relation to the above to the MFSA - Insurance and Pensions Supervision Unit by sending an e-mail to [ipsu@mfsa.com.mt](mailto:ipsu@mfsa.com.mt).

**Communications Unit**  
**Malta Financial Services Authority**  
**25 March 2015**