

MFSA

MALTA FINANCIAL SERVICES AUTHORITY

This Circular is being addressed to Licensed Personal and Occupational Retirement Schemes who are required to submit the half-yearly report and annual report as stipulated under Part B of the Pension Rules for Personal and Occupational Retirement Schemes issued in terms of the Retirement Pensions Act, 2011

The submissions made by Licensed Personal and Occupational Retirement Schemes in relation to the half-yearly report and annual report as stipulated in terms of Paragraph B.2.3.5 and B.2.3.9 respectively of the Pension Rules for Personal and Occupational Retirement Schemes issued in terms of the Retirement Pensions Act, 2011, shall be made through the MFSA web portal.

The half-yearly report and the annual report shall be prepared in accordance with the instructions as set out in Appendix 5 and 4 respectively as per Part C of the Pension Rules for Personal and Occupational Retirement Schemes. These should be submitted by their due date in PDF format via the MFSA web portal, which can be accessed through the following link: <https://lhportal.mfsa.com.mt/> . Kindly contact MFSA on ipsu@mfsa.com.mt if you are not able to access the MFSA web portal.

The submission of the half yearly report through the LH Portal will replace the *email by attachment* approach and the *submission by post* currently being used between the Licensed Personal and Occupational Retirement Schemes and the MFSA. As per Paragraph B.2.3.5 of Part B of the Pension Rules for Personal and Occupational Retirement Schemes, the half yearly report is to be submitted to the MFSA within three months of the end of the period concerned.

However, for the submission of the annual report, the Authority still requires a hardcopy (signed) version. In accordance to Paragraph B.2.3.9 of Part B of the Pension Rules for Personal and Occupational Retirement Schemes issued in terms of the Retirement Pensions Act, 2011, the annual report shall be submitted to the MFSA within six months of the date up to which it has been prepared.

The auditor's management letter shall be submitted within two months after the submission of the annual report.

The Compliance officer of the respective Retirement Scheme Administrator 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 Undertaking Identification Code ("UIC") together with the following Type of Report ("TOR") code will need to be used by the Company. The UIC can be accessed through the MFSA website, from the "Financial Services Register" tab.

Type of Report (TOR)	TOR Code
Half Yearly Reports	HLFYRLY
Audited Financial Statements	AFS
Management Letters	MGMTLTRS

The above-mentioned report is to be submitted to the MFSA via web portal in .zip format using the following file naming convention: UIC_TOR_MMMYY.zip, where MMMYY is the reporting month of the submission of the file. For example, an undertaking with financial year end 31st December having UIC code “UIC1” should name its Audited Financial Statements for the year ended 31st December 2018 .zip file that is submitted on 30th June 2019 as follows: UIC1_AFS_DEC18.zip. Any supplementary documentation to support the reporting templates should also be contained within the same .zip file.

Please direct all queries in relation to the above to the MFSA – Insurance and Pensions Supervision unit by sending an email to ipsu@mfsa.com.mt.

Communications Unit
Malta Financial Services Authority
15th January 2019