

# MFSA

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## MALTA FINANCIAL SERVICES AUTHORITY

### **Circular relating to the submission of online Personal Questionnaires**

Reference is made to the circular dated [1<sup>st</sup> November 2018](#) which was addressed to all Entities and Applicants who are being proposed to hold a position which requires the MFSA's prior approval.

As indicated in the Guidelines and the video accessible on the MFSA's website, a PQ has to be completed **directly** by the Applicant. The MFSA is still receiving a number of PQs which are submitted through the Entity's profile on the LH Portal as opposed to the individual's personal profile on the LH portal. In this context the following is being highlighted:

- PQs are to be completed **only** by the Applicant who is being proposed to hold an approved position and not by any other person, service provider or the compliance officer.
- Registration on the LH Portal is to be done by the Applicant using his/her **personal email address and not the business email address**. The rationale behind this is that business email addresses may change with time and this can disrupt the data which pertains to the same Applicant, including subsequent submissions of PQs. Applicants who would like to change the email address with which they registered are requested to contact the MFSA on [pq@mfsa.com.mt](mailto:pq@mfsa.com.mt) for further guidance.
- **Password sharing** is completely **unacceptable**. Entities and Applicants are required to protect their log-in details due to the sensitivity of the information.

For easier reference, we are attaching a PDF version of the online PQ which provides an insight of all the questions asked in the PQ. In this way Applicants can familiarize and prepare themselves prior to completing and submitting a PQ.

The Authority is in the process of compiling an FAQ document which will be issued and updated on a regular basis.

For any additional queries that you may have please direct them to [pq@mfsa.com.mt](mailto:pq@mfsa.com.mt).

**Communications Unit**  
**Malta Financial Services Authority**  
**10<sup>th</sup> December 2018**