

Circular to Applicants who are required to complete a Personal Questionnaire

Reference is made to the [Circular to Licence Holders and Applicants who are being proposed to hold a position which requires the MFSA's prior approval](#) dated 1st November 2018 and [Circular relating to the submission of online Personal Questionnaires](#) dated 10th December 2018.

The Authority would like to notify Entities and Applicants that, following the launch of the online Personal Questionnaire ('PQ'), additional features which will facilitate the completion of such form are now available. The new features include:

- **Edit Feature** – Whilst completing online PQs, Applicants can now amend any previously saved sections prior to submission. Following submission, the PQ may be amended by contacting the Authority.
- **Pre-population of data** – Applicants who have submitted their first online PQ and who are proposed for other positions are now required to submit an updated PQ for each new involvement. The data submitted in the previous PQ (including certificates of qualifications/training/courses previously attached) will be automatically populated in subsequent submissions. Applicants are only required to amend the applicable fields.

Attachments to the PQ

When submitting an update PQ, Applicants are required to attach the supporting documentation outlined in Section 6 of the Guidelines. In this regard Applicants are to note the following:

- Identification documents shall remain valid until the expiration date printed on the said documents;
- Newly issued Police Conduct Certificates shall be submitted where one (1) year has elapsed from the date of issuance of the conduct certificate previously submitted to the MFSA;
- Utility bills shall remain valid for as long as the Applicant has not changed his/her residential address;
- Appendices shall remain valid unless the Authority requests updated versions;

- Certificates of qualifications obtained, and training/courses attended shall be automatically regenerated as attachments. Notwithstanding this, Applicants are required to attach certificates of qualifications obtained and training/courses attended since the last PQ submission.

In view of the above it is suggested that Applicants retain copies of all the documents previously submitted to the Authority for any future reference as applicable.

Applicants should submit a newly completed 'Declaration' required in Section 6 of the online PQ with each submission.

Communications Unit