

12 June 2019

Circular addressed to Enrolled Persons carrying on Insurance Intermediaries Activities who are required to submit the Management Accounts, Compliance Statements/BOIS, Audited Financial Statements and Management Letters in terms of their licensing conditions

Introduction

On 17th February 2015, the MFSA informed the Enrolled Persons carrying on Insurance Intermediaries Activities that a new web portal was launched for the purpose of the submission of the Business of Insurance Intermediaries Statement (“BOIS”) **electronically**.

On 15th March 2017, the MFSA informed the Enrolled Persons that the web portal was extended for the purpose of the submissions of the Management Accounts and Compliance Statements. The submission through the MFSA web portal has replaced the email by attachment approach and the submission by post.

Submissions through LH Portal

The MFSA is now informing the Enrolled Persons that the same web portal is to be used for further submissions, those being of the Audited Financial Statements (‘AFS’) and the Management Letters. The web portal can be accessed through the following link: <https://lhportal.mfsa.com.mt/>.

Submissions’ requirements

Subsequently, the Authority introduced the following file name conventions to be used when submitting the necessary documents. All the documentation is to be submitted in .zip format.

- **Audited Financial Statements (“AFS”)** - LICENCEHOLDERCODE_YMMMDD_AFS.zip
- **Business of Insurance Intermediaries Statements (“BOIS”)** - LICENCEHOLDERCODE_YMMMDD_BOIS.zip
- **Management Accounts and Compliance Statements** - LICENCEHOLDERCODE_YMMMDD_MGMTACCS.zip
- **Management Letters** - LICENCEHOLDERCODE_YMMMDD_MGMTLTRS.zip

With respect to YYMMDD, kindly outline the financial year end or the reporting period end in accordance to the submission as relevant.

In this regard, the Audited Financial Statements, the Management Letters and the Management Accounts together with the Compliance Statements should be submitted to the Authority in PDF electronic format. On the other hand, the annual BOIS are to be sent in Excel (.xls) format.

In addition, the Audited Financial Statements and the forms within the BOIS which are subject to an external audit (Forms 6-9) should also be submitted to the Authority in hard copy.

The same usernames and passwords that are currently being used for the submissions of the BOIS, the Management Accounts and the Compliance Statements, shall continue being used for all other submissions. Any reconciliation required to be submitted should be contained within the same .zip file.

Kindly note that the above applies with immediate effect.

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