

17 October 2019

Circular to the Financial Services Industry on the Submission of Regulatory Reporting in relation to Collective Investment Schemes, Recognised Persons and Investment Services Licence Holders

In the coming weeks, the MFSA's Licence Holder Portal ("the LH Portal") will be used to facilitate the upload of financial statements packs and other regulatory reporting in relation to investment services licence holders, collective investment schemes, fund managers and recognised persons supervised by the Securities and Markets Supervision Function as mentioned in further detail below. This addition to the LH Portal aims at providing the MFSA with an improved record keeping system and a time stamp of scanned documentation submitted whilst facilitating timely submissions of such documentation.

This enhancement introduces the requirement for licence holders and recognised persons to submit all regulatory reporting through the LH Portal with effect from the 31 October 2019 submission deadlines. Hard copies are to continue to be submitted to the Authority in all cases as hitherto until further notice. It remains the sole responsibility of the licensed entities to ensure that all submissions are invariably routed through the LH Portal and no submissions via e-mail will be accepted after the reporting date mentioned above.

It is important to note that the current repositories of the LH Portal have been amended and additional ones were created to clarify the classification between the different categories of licence holders. The following table indicates the newly created repositories as well as changes to the existing repositories:

| Old project name | New project name |
|-----------------------------------|--|
| Fund Manager Return (Appendix 2B) | Fund Manager Reporting |
| CAT1 & CAT4 (Appendix 2A) | Investment Firms Reporting |
| COREP Returns | Investment Firms Reporting |
| N/A | Collective investment schemes & recognized persons reporting |
| AIFM reporting* | AIFM reporting* |

*Note: The "AIFM" reporting project will remain unchanged and such submissions shall continue to be made through the LH Portal only. For further information on AIFM reporting, please refer to the [Reporting Guidelines for Alternative Investment Fund Managers](#).

Compliance Officers of licence holders and recognised persons (as per the latest information provided to the MFSA on the LH Portal Corporate Profile) will be granted access to the respective projects within the LH Portal, depending on the type of licence/recognition certificate held, which can be accessed through the following link <https://lhportal.mfsa.com.mt>. In this regard, the Compliance Officer will receive an automated e-mail communicating the relevant access shortly.

In the event that a Compliance Officer does not receive such a communication by 18 October 2019, a request is to be submitted by e-mail to lhportalinvestments@mfsa.mt. In the event that a licence holder/ recognised person would like to add an additional user on a specific a repository and/or licence holder, a specific request should be submitted directly to the MFSA on lhportalinvestments@mfsa.mt. Such request should be authorized by the Compliance Officer.

Further guidance on how to access the MFSA's Licence Holder Portal, details on submission formats as well as a complete list of the required regulatory reporting per licence type are provided in the Guideline document enclosed with this Circular.

We would like to thank all our licence holders in advance for their co-operation on the new process. Whilst there will undoubtedly be some teething problems, we are sure that the process would eventually be seamless and efficient.

Contact: Any queries in relation to the LH Portal submission system should be directed to lhportalinvestments@mfsa.mt.