MFSA

MALTA
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AUTHORITY

Guidelines on Regulatory Reporting Requirements through the LH Portal

Applicable to Collective Investment Schemes

Contents

The MFSA has developed further the Licence Holder (LH) Portal to enable licence holders to submit their regulatory reporting in relation to collective investment schemes electronically to the MFSA. Licence Holders are still required to submit the same return to the Central Bank of Malta through INFOSTAT. The following is a step by step guideline for accessing and uploading returns to the LH Portal.

1. User Access to the LH Portal

The Compliance Officer of each respective Collective Investment Scheme will receive the below e-mail, being granted access to the project "CBM Investment Funds Statistical Return" as seen in *snapshot 1* below.

Snapshot 1
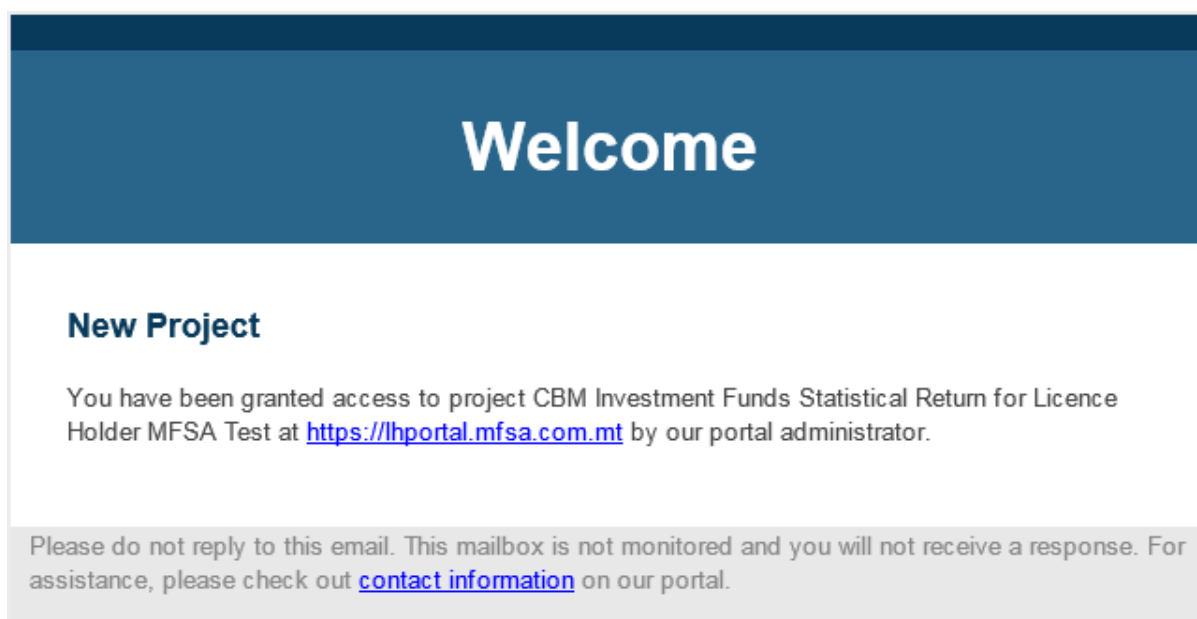
Using the https://lhportal.mfsa.com.mt URL, the user will be prompted to enter the username and password provided or as amended by the user as seen in *snapshot 2.*
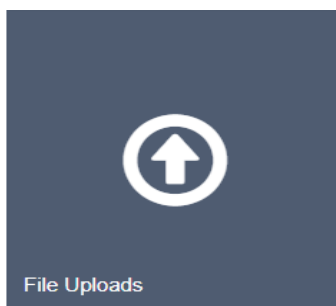

Snapshot 2

2. Uploading of files and LH Portal Repositories

Step 1: Once successfully signed in, the user is to click on the "File Uploads" icon as depicted by *snapshot 3*, located on the middle to left side of the screen to proceed to the next webpage.

Snapshot 3

Step 2: On the left-hand side the user is to choose the applicable licence holder, which should be the name of the Collective Investment Scheme for which you are uploading the returns, and the project type as shown by the arrows in *snapshot 4*.

Snapshot 4

Licence Holders are required to submit the returns in excel format.

Step 3: On the right hand side of the webpage, the user will be able to view the required naming conventions. For full details on the naming convention specifics, please refer to section 3 below.

Step 4: The user should then click the "add" button to add a maximum of 3 ZIPPED (.ZIP) files simultaneously amounting to a total of 15Mb and then the "Upload File(s)" button to upload the files, as seen above in *snapshot 4*.

Subsequently the registered user will get a "File/s successfully uploaded" system notification at the bottom of the webpage as seen in *snapshot 5*, as well as an e-mail confirming that the respective ZIP files have been uploaded successfully, as seen in *snapshot 6*.
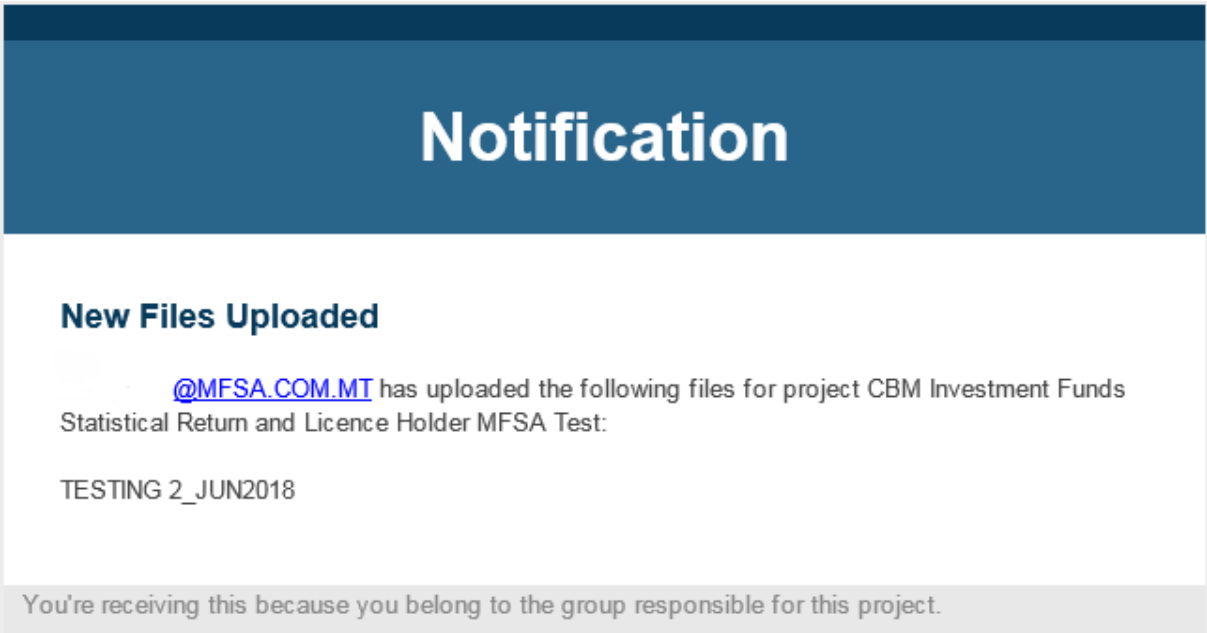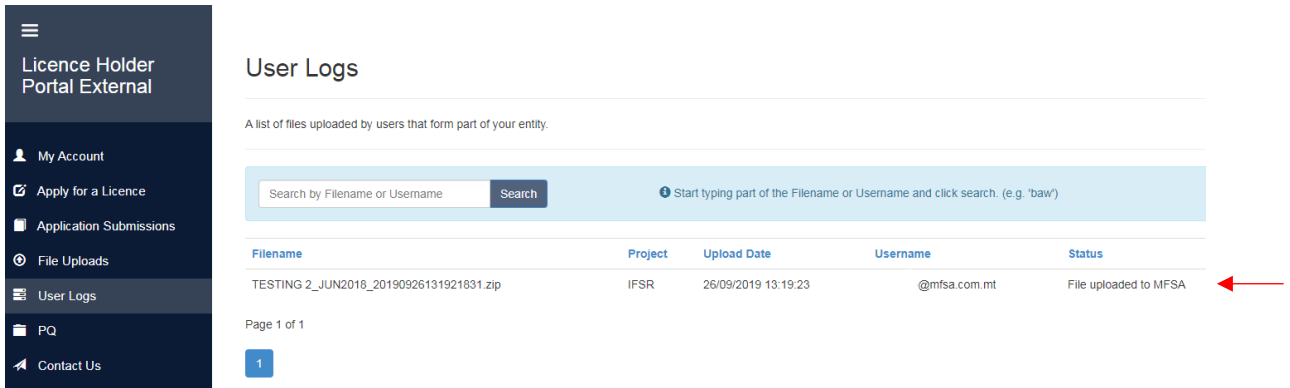

Snapshot 5

Snapshot 6

For successful submissions, the status in LH Portal will show "File uploaded to MFSA" as seen in *snapshot 7.*

Snapshot 7

3. Naming Conventions

Zip File Naming Convention

The naming convention and format to be followed is: LHCode_MonthYear.zip whereby:

– the "LHCode" is the identification code as provided for every Licence Holder on the MFSA's website in the Financial Services Register Section[1];
– the "Month" is the first 3 digits of the respective referenced month. For example for June, the Month should be written as JUN;
– "Year" is the full 4-digit number of the respective referenced year.

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[1] https://www.mfsa.mt/financial-services-register/

Naming conventions not following the above format will be rejected by the LH Portal. The user is to ensure that only zipped folders are uploaded.

Excel Files Naming Convention

The naming convention for the excel files within the zipped folders to be followed is: INFOSTATCode_MonthYear whereby:
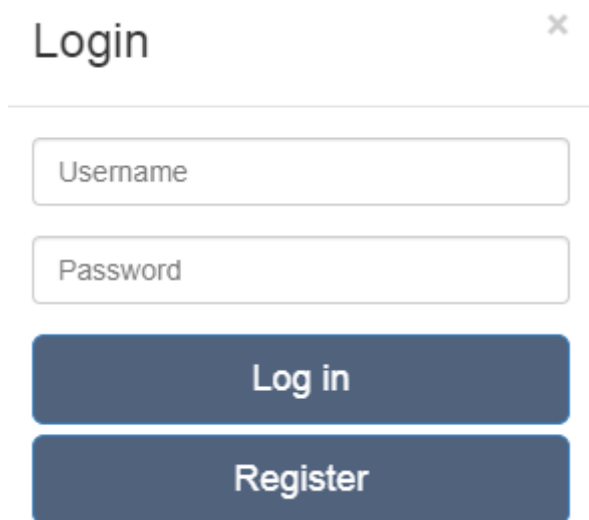
- the "INFOSTATCode" is the code provided to you by the Central Bank of Malta in order to be able to upload the IF returns on the Infostat Portal.
- the "Month" is the first 3 digits of the respective referenced month. For example for June, the Month should be written as JUN;
- "Year" is the full 4-digit number of the respective referenced year.

In the case of difficulties or should you have any queries, please feel free to contact the MFSA on statistics@mfsa.com.mt.
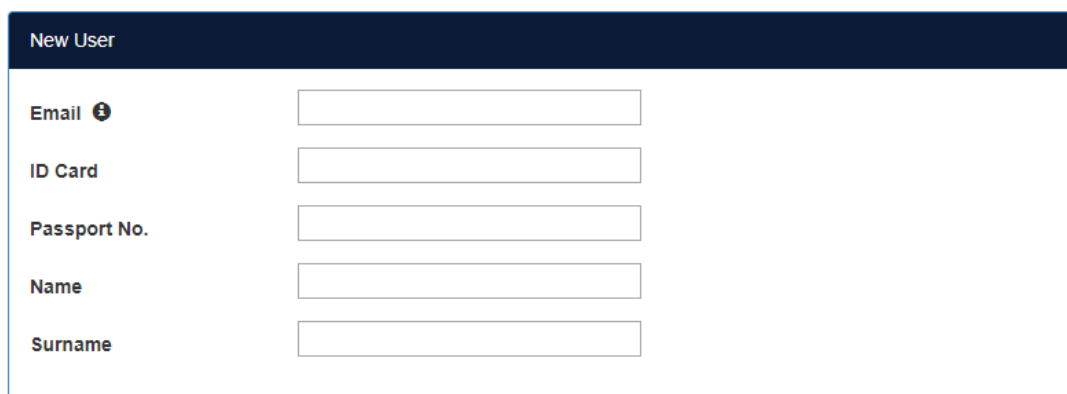
Appendix 1

i. Registering on the LH Portal

To register on the LH Portal use the https://lhportal.mfsa.com.mt URL and click on *'Register'* as seen in *snapshot i.*

Snapshot i

Fill in the details as seen in *snapshot ii.*

Snapshot ii

You will receive an email verifying that you have been granted an account by our portal administrator with the email and password to be able to access the portal as seen in *snapshot iii.* You will then need to change the password on your first log in as seen in *snapshot iv.*

Welcome

You have been granted an account at https://lhportal.mfsa.com.mt by our portal administrator. Please find your credentials below:

E-mail:
Password:

Please change your password as soon as possible. You may do this from your account control panel.

Please do not reply to this email. This mailbox is not monitored and you will not receive a response. For assistance, please check out contact information on our portal.

Snapshot iii

Change Password

Current password

New password

Confirm new password

Change password

Snapshot iv