

Guidelines on the Submission of Returns to the LH Portal

Applicable to Recognised Fund Administrators



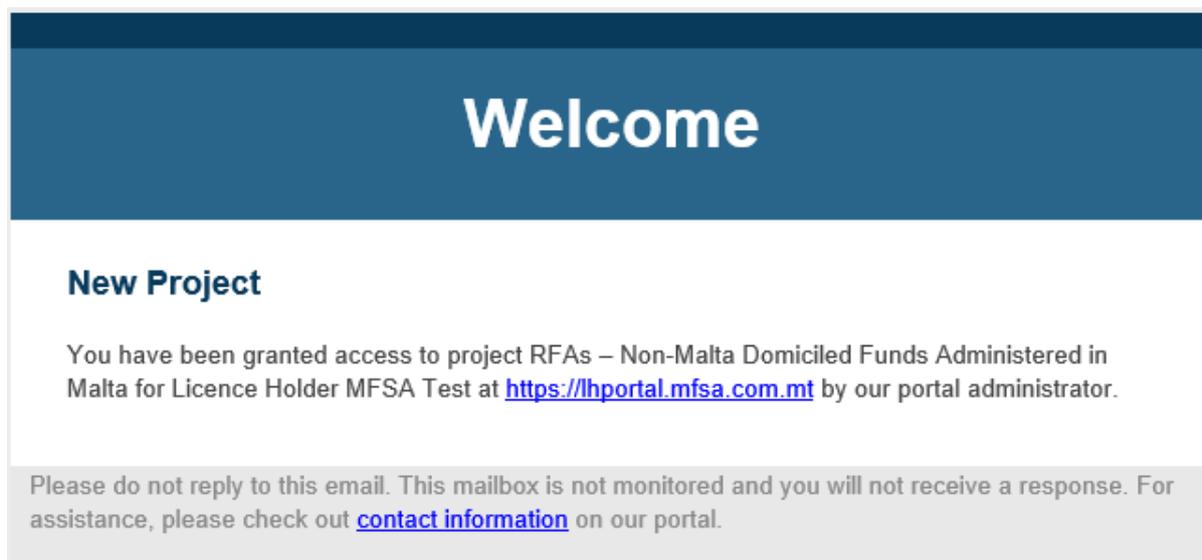
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The MFSA has developed further the Licence Holder (LH) Portal to enable licence holders to submit their regulatory reporting in relation to Non-Malta domiciled funds administered in Malta electronically to the MFSA. The following is a step by step guideline for accessing and uploading returns to the LH Portal.

1. User Access to the LH Portal

After receiving the contact details form with the details of the person/s who will be submitting the return, the MFSA will grant access to this person/s to the project 'RFAs – Non-Malta Domiciled Funds Administered in Malta'. An automated email communicating the access to the project will be received 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*.

Log in

Enter your credentials below

E-mail

Password

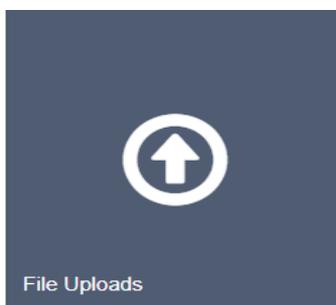
Log in

Register

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 Recognised Fund Administrator for which you are uploading the return, and the project named 'RFAs – Non-Malta Domiciled Funds Administered in Malta' as shown by the arrows in *snapshot 4*.



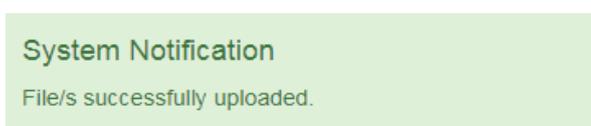
Snapshot 4

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

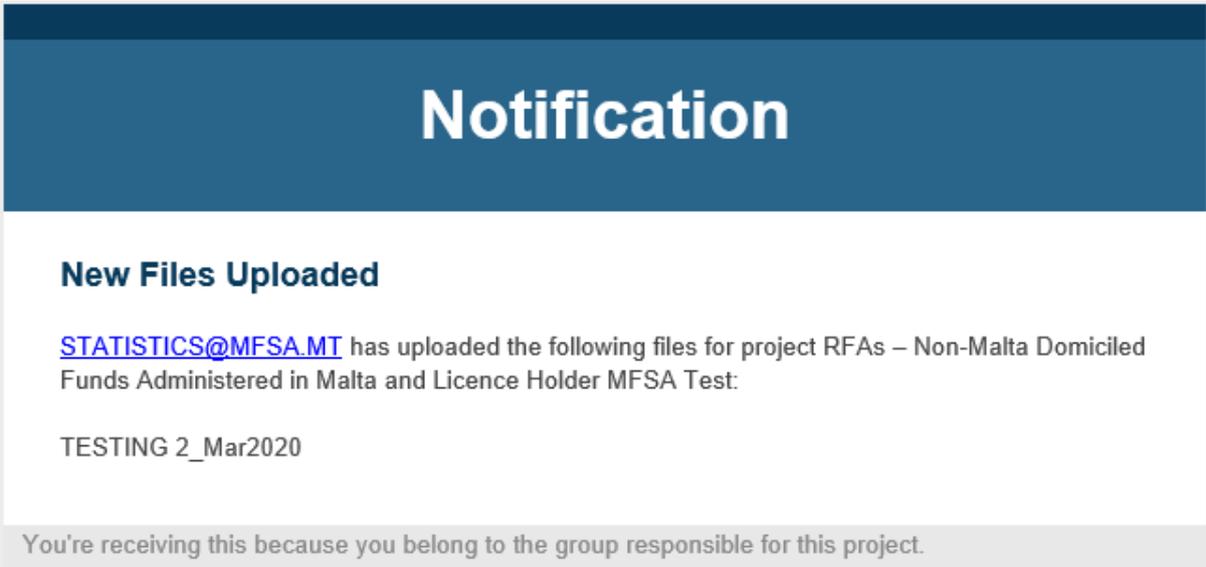
Step 3: On the right hand side of the webpage, the user will be able to view the required naming conventions. For full details on the naming convention specifics, please refer to section 3 below.

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 email confirming that the respective ZIP files have been uploaded successfully, as seen in *snapshot 6*.

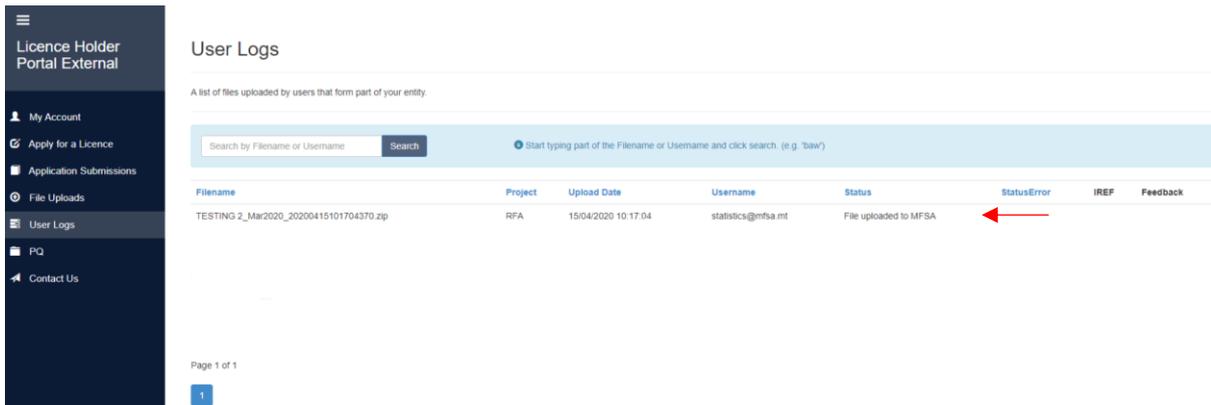


Snapshot 5



Snapshot 6

For successful submissions, the status in the User Logs 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 Section¹;
- the “Month” is the first 3 letters of the respective referenced month. For example, for March, the Month should be written as MAR;
- “Year” is the full 4-digit number of the respective referenced year.

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

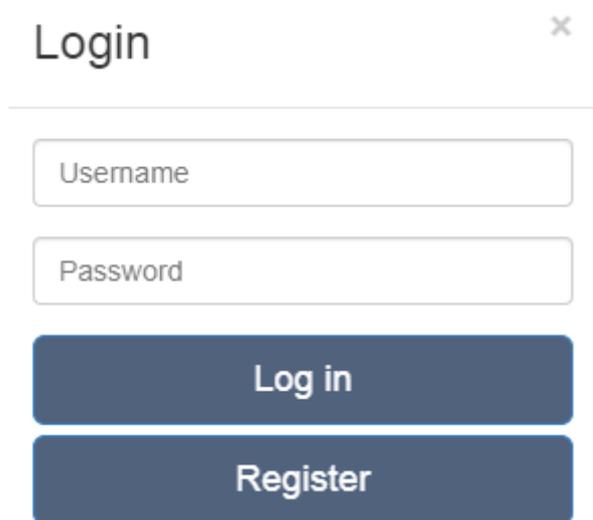
The naming convention for the excel file within the zipped file to be followed is the same as that of the zip file, i.e. LHCode_MonthYear.

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

Appendix 1

i. Registering on the LH Portal

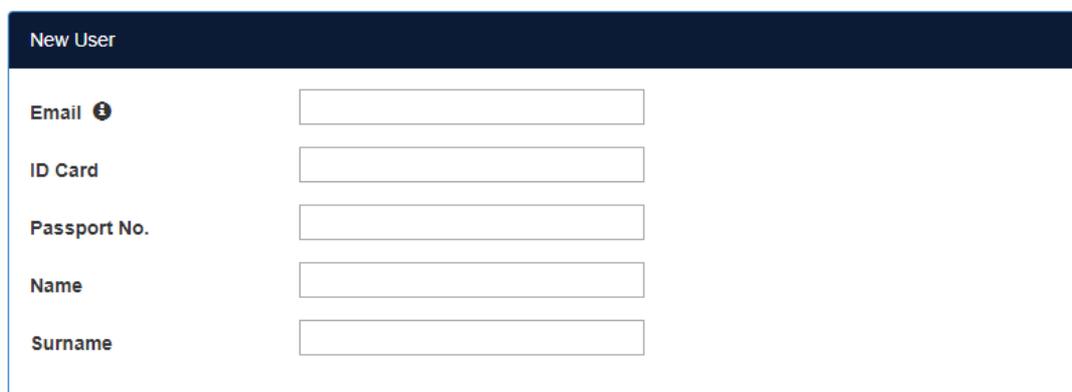
To register on the LH Portal use the <https://lhportal.mfsa.com.mt> URL and click on "Register" as seen in *snapshot i*.



The screenshot shows a login window titled "Login" with a close button (x) in the top right corner. Below the title bar are two input fields: "Username" and "Password". Below these fields are two dark blue buttons: "Log in" and "Register".

Snapshot i

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



The screenshot shows a "New User" registration form. The form has a dark blue header with the text "New User". Below the header are five input fields, each with a label to its left: "Email" (with an information icon), "ID Card", "Passport No.", "Name", and "Surname".

Create Cancel

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