

14 April 2020

## Updated: Notification about Interim Measures for the Processing of Physical Documentation

This Circular is addressed to all authorised persons and entities, applicants and prospective applicants

### Incoming Documentation

As part of its contingency planning for COVID-19, the Malta Financial Services Authority (MFSA) would hereby like to notify all persons and entities that are licensed, registered, enrolled, recognised or authorised in any other form by the MFSA, as well as applicants and prospective applicants, that, with immediate effect, for an interim period and until otherwise communicated, all documentation to be submitted to the MFSA should be sent electronically.

In this respect, the MFSA is hereby informing all relevant persons and entities specified above that any authorisation and supervisory correspondence should be submitted to the MFSA in e-mail format or through the relevant MFSA online portals, where applicable. Documentation that is ordinarily requested in original physical format, should be submitted electronically through the mediums specified above in scanned format. In the case of Personal Questionnaires (PQs) involving foreign individuals, a scanned copy of the passport, which is not certified, will suffice. **Regulatory submissions, such as audited financial statements, can be submitted with an email by the Chairman of the Board.**

The Authority reserves the right, at its sole discretion, to ask for copies by mail/courier following the receipt of the email containing the scanned documentation.

Original signed documents, certified true copies and any other documentation that is ordinarily submitted to the Authority in physical format will be expected to be submitted retrospectively at a future date, as and when communicated by the MFSA.

The MFSA would also like to advise that all payments for application, authorisation and ongoing licence fees are to be submitted by means of bank transfer to one of the following bank accounts:

Bank of Valletta plc

229, Fleur-De-Lys Road, Birkirkara BKR9069, Malta

Account Number: 15803811041

IBAN: MT06 VALL 2201 3000 0000 1580 3811 041

BIC: VALL MT MT

HSBC Bank Malta plc

1, Naxxar Road, Birkirkara BKR 9049, Malta

Account Number: 027 070457 001

IBAN: MT64 MMEB 4427 7000 0000 2707 0457 001

BIC: MMEB MT MT

### Outgoing Documentation

The MFSA shall be submitting all documentation including, but not limited to, documents related to authorisation, supervision and enforcement in pdf format or through the relevant MFSA portals where applicable. Original signed documents will be dispatched at a future date.

Documentation sent by email should be treated as official MFSA communications. Recipients are therefore expected to act on such communications upon receipt by email rather than waiting for the receipt of the signed true copy.

This procedure will remain applicable until the MFSA issues further communications. The MFSA encourages all persons and entities that are licensed, registered, enrolled, recognised or authorised in any other form by the MFSA, as well as applicants and prospective applicants to cooperate fully with these measures.