

LICENCE HOLDER PORTAL
- CORPORATE PROFILE
GUIDELINES & PROCEDURES

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DEFINITIONS

TERM	DEFINITION
Licensed Entity	Entities (individuals/companies) who are licensed and regulated by the MFSA
LH Corporate Profile	The Licence Holder Corporate Profile is a dedicated section on the LH Portal, which includes details on the licensed entity and the supporting involvements
Involvement	Individuals authorised by the MFSA to fulfil a position/role within a licensed entity, such as: Money Laundering Reporting Officer (MLRO) and the Compliance Officer
Designated Person/s	Person/s within a licensed entity who is designated the responsibility of ensuring that the LH Corporate Profile is up to date. This includes updating the LH Corporate Profile when necessary. Usually the designated person is the compliance officer
Technical Email	Email used by Licence Holders to receive notifications in relation to submissions made through the LH Portal File Upload section

REVISIONS

VERSION	DATE ISSUED	DETAILS
1.00	08 June 2020	Licence Holder Corporate Profile – Guidelines & Procedures

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1 Introduction

1.1 What is the Licence Holder (LH) Portal?

The LH Portal is a web-based application which enables all the entities licensed by the MFSA to submit POs, access their information as well as upload regulatory returns/ documentation. The LH Portal can be accessed through the following [link](#).

The Licence Holder Corporate Profile is a dedicated section on the LH Portal, which includes details on the licensed entity and the supporting involvements. The application provides Licence Holders with the possibility to review and update their profile by submitting change requests for MFSA approval as outlined in the sections below.

1.2 Who can access the Corporate Profile (Access Rights)?

Access to the LH Portal Corporate Profile is provided to designated person/s within licensed entities. The designated person/s is responsible for reviewing and updating the information within the entity's Corporate Profile by submitting change requests as outlined in this document.

For licensed entities with an MFSA approved compliance officer, the latter will be assigned the designated person role. For licensed entities without an MFSA approved compliance officer, the MFSA shall assess and assign a designated person/s considered appropriate on a case-by-case basis.

The licensed entity will have the facility to be assigned more than one (1) account for the LH Corporate Profile, if deemed necessary, subject to an approval communicated by the designated person to the MFSA. Additional accounts will only be considered for individuals within an MFSA approved position/role.

It is imperative to note that the sharing of passwords/accounts is strictly not allowed.

1.3 Activation of Account

A Licence Holder designated person/s who do not have an LH Portal user account or access to the LH Corporate Profile shall be registered for the first time by MFSA officials. Upon registration, the designated official shall be receiving a notification through an automated email with steps on how to activate their account.

1.4 How to access the Corporate Profile

The designated person/s will be required to log onto the LH Portal (<https://lhportal.mfsa.com.mt/>) using the assigned credentials. Upon first login, the user will be prompted to change the password.

Upon successful login, users can access the licensed entity's profile by clicking on 'Corporate Profile', available on the left-hand side of the screen and as illustrated in Figure 1.

Figure 1 – Licence Holder Portal Menu



As illustrated in Figure 2, the Corporate Profile includes the details of the Licence Holder, such as:

- Name of Entity
- Registered Address
- Telephone Number
- Entity Email Address
- Website Address
- Social media links
- List of involvements

Figure 2 – Licensed Entity Corporate Profile

ABC LIMITED	
Identification	abcLtd
Company Number	C1234
Registration Date	13/05/2015
Address	B1, Fifth Floor
Address Line 2	Bisazza Street
Town	Sliema
Country	Malta
Technical E-mail *	abcLtd@email.com
Website	
Legal Identifier (LEI) *	LU4G7DF3EJ0R2S6VPS08

Fields marked with an * are mandatory.

2 Editing Licensed Entity's Details

Entity details marked in grey such as company registration number, registration date and address cannot be edited through the LH Portal. Any changes in these details are required to be processed through the Malta Business Registry, using the relevant application forms.

Other entity details such as 'Technical Email', 'Website', 'Legal Identifier' (LEI) and links to Social Media pages, can be edited by the licensed entity's designated person/s. Figure 3 illustrates editable and non-editable details for the licensed entity.

To edit these fields:

- i) click on the relevant field which needs to be edited.
- ii) update the contents of the relevant field.
- iii) click on 'Save and Submit' in the bottom right hand side of the page.

Note: Validation checks are in place to ensure correct entry of information

Figure 3 - Editable/ Non-editable licensed entity details

The screenshot displays the 'ABC LIMITED' entity details form. The form is divided into three main sections. The first section, 'Identification', contains fields for 'abcLtd', 'C1234', '13/05/2015', 'B1, Fifth Floor', 'Bisazza Street', 'Sliema', and 'Malta', all of which are greyed out. The second section contains 'Technical E-mail *' (abcLtd@email.com), 'Website', and 'Legal Identifier (LEI) *' (LU4G7DF3EJOR2S6VPSO8), all of which are white and can be edited. The third section contains social media links for Facebook (facebook.com/abcltd), Instagram, and LinkedIn. A 'Save and Submit' button is located at the bottom right. Annotations on the right side of the form indicate that the greyed-out fields 'Cannot be edited' and the white fields 'Can be edited'.

Field Name	Value	Editable
Identification	abcLtd	Cannot be edited
Company Number	C1234	Cannot be edited
Registration Date	13/05/2015	Cannot be edited
Address	B1, Fifth Floor	Cannot be edited
Address Line 2	Bisazza Street	Cannot be edited
Town	Sliema	Cannot be edited
Country	Malta	Cannot be edited
Technical E-mail *	abcLtd@email.com	Can be edited
Website		Can be edited
Legal Identifier (LEI) *	LU4G7DF3EJOR2S6VPSO8	Can be edited
Facebook	facebook.com/abcltd	Can be edited
Instagram		Can be edited
LinkedIn		Can be edited

* - Required

Save and Submit

Fields marked with an * are mandatory.

3 Licensed Entity's Involvements

3.1 Involvements

Involvements are displayed on the right-hand side of the Corporate Profile. This section includes two types of entity involvements:


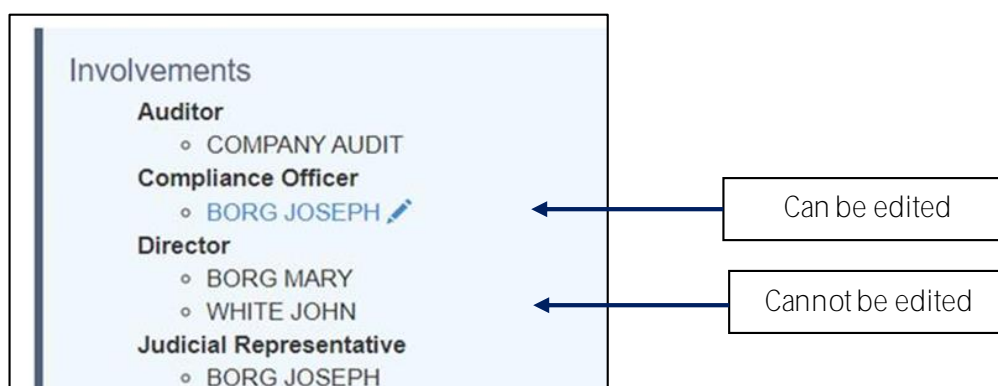

- i) Entity involvements as registered with the Malta Business Registry: these involvements cannot be edited through the LH Portal. Any changes in these details are required to be processed through the Malta Business Registry, using the relevant application forms. These involvements are marked in black text.
- ii) Entity involvements as registered with the MFSA: these involvements can be edited by the designated person/s. A  icon is illustrated next to these involvements, indicating that the details of these involvements can be edited. These involvements are marked in light blue text.

Figure 4 illustrates the different types of involvements within the LH Corporate Profile.

Figure 4 - List of involvements



3.2 Editing an existing involvement

To edit the details of an existing involvement, the licensed entity's designated person/s is required to access the respective involvement's current details by clicking on the  icon next to the involvement name and surname.

Fields highlighted in grey cannot be edited, whereas the additional details can be edited. Figure 5 illustrates an involvement's details.

Figure 5 - Involvement Details

JOSEPH BORG

Involvement Type *	Director
Identification Type *	Passport
ID / Passport Number *	0N123456
Passport Country *	UNITED KINGDOM
Name *	Joseph
Surname *	Borg
Email *	test@test.com
Contact No	123123
Date of Appointment	19/05/2020
On behalf of	
Date of Resignation	
Comments	

Documents

Upload File:

* - Required

Save and Submit **Close**

The licensed entity's designated person/s is to ensure that the inserted details are correct. Once the relevant fields have been updated and verified, clicking Save and Submit will automatically generate a change request for MFSA processing.

Fields marked with an * are mandatory.

3.3 Newly appointed MFSA involvements

Any new appointments require the submission of an online Personal Questionnaire together with the entity's assessment. Once the MFSA approves an individual, the status of the PQ is changed to 'Assessment Concluded'. Consequently, the Involvements section within the Corporate Profile of a Licence Holder will be automatically updated and will include the approved involvement's details.

3.4 Creating a new involvement

This feature should only be utilised in the following circumstances:

- 1) Addition of active Involvements, for Personal Questionnaires approved prior to 8th June 2020 and which positions are not featuring in the involvements section of the Corporate Profile.
- 2) Addition of entity officials which position does not require MFSA approval through the submission of a Personal Questionnaire. These positions are only to be created if specific guidance to that effect is provided by the MFSA to the licensed entity.

Important: The Licence Holder should not use this feature if an online PQ has been submitted.

To create a new involvement the designated person/s are required to click on Add a new involvement on the bottom right hand side of the involvements section within the licensed entity's corporate profile. A new window prompts the user to input the relevant details, as illustrated in Figure 6.

The Date of Appointment should indicate the date of MFSA approval for the involvement in question.

The On behalf of field will only be required in case the involvement is approved on behalf of the Corporate Entity.

The designated person/s is to ensure that the inserted details are correct. Once the relevant fields have been updated and verified, clicking 'Save and Submit' will automatically generate a new request for MFSA processing.

The MFSA shall contact the respective designated person/s should any further clarifications/supporting documentation be required to support the request.

Figure 6 - Adding a new involvement

New Involvement

Involvement Type *	Actuary
Identification Type *	Select Identification Type
ID / Passport Number *	<input type="text"/>
Name *	<input type="text"/>
Surname *	<input type="text"/>
Email *	<input type="text"/>
Contact No	<input type="text"/>
Has the position been approved by MFSA?	<input type="checkbox"/>
Date of Appointment	<input type="text"/>
On behalf of	<input type="text"/>
Comments	<input type="text"/>


Documents

Upload File:

* - Required

Fields marked with an * are mandatory.

3.5 Resignation of an involvement

In the case of a resigning involvement, the licensed entity's designated person/s is required to log in the resignation through the LH Portal Corporate Profile. This is done by accessing the respective involvement's details by clicking on the  icon next to the involvement name and surname.

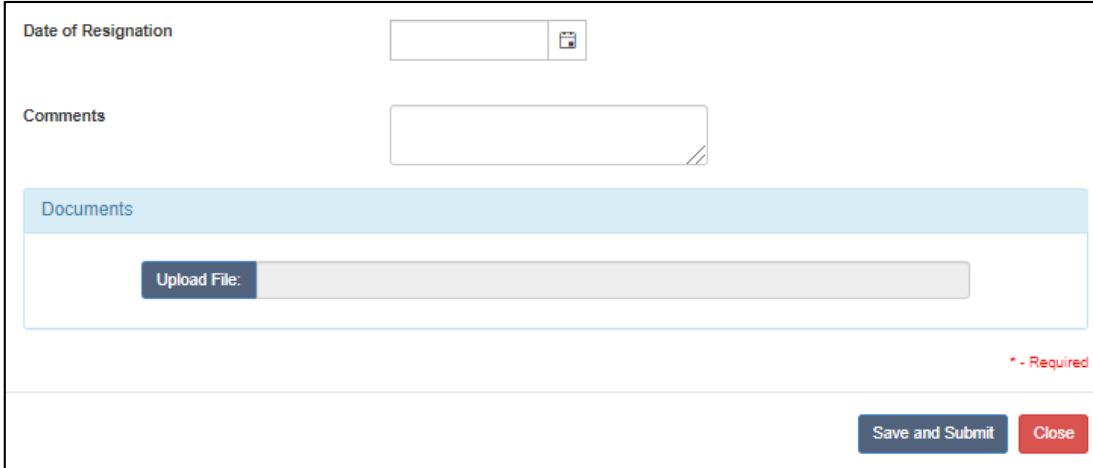
In the Date of Resignation field, input the effective date of resignation of the involvement within the licensed entity.

Under the documents section, the designated person/s is required to upload the following documentation: *Official declaration from the Licensed Entity confirming the resignation of the approved individual*. This document should also include the effective date of resignation and whether the submitted resignation has any regulatory implications.

Any additional comments can be provided in the dedicated field, as illustrated in Figure 7.

Notwithstanding the above, the original declaration document still needs to be submitted to the MFSA, unless otherwise specified by the respective Supervisory Function.

Figure 7 – Processing a Resignation



The screenshot shows a web form for processing a resignation. It contains the following elements:

- Date of Resignation:** A text input field with a calendar icon to its right.
- Comments:** A large text area for entering additional information.
- Documents:** A section with a light blue header and a file upload area containing an "Upload File:" button.
- Footer:** Two buttons, "Save and Submit" (blue) and "Close" (red), are located at the bottom right. A red asterisk and the text "* - Required" are positioned above these buttons.

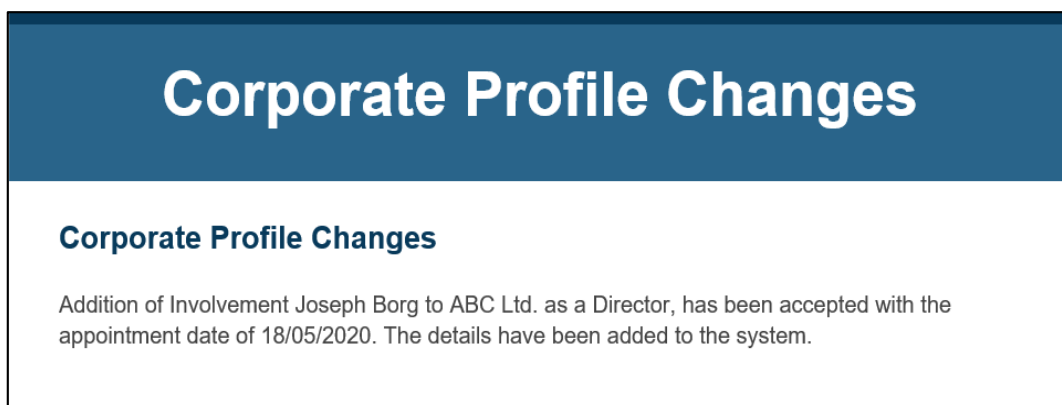
Fields marked with an * are mandatory.

4 Notifications

Once the MFSA processes a request as submitted by the licensed entity through the LH Portal as outlined in Section 3 of this document, the designated person/s of the respective entity will receive an email notification, as illustrated in figure 8, informing them on whether the MFSA has approved or rejected such request.

In case of rejection, the reason for the rejection will also be provided. If necessary, a fresh request would need to be submitted by the designated person/s of the respective licensed entity. In such cases the Licence Holder shall be notified through the LH Portal.

Figure 8 - Sample Notification



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