

**LICENCE HOLDER PORTAL -  
CORPORATE PROFILE**

GUIDELINES

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

## Contents

<b>1</b>	<b>INTRODUCTION .....</b>	<b>1</b>
1.1	WHAT IS THE LICENCE HOLDER (LH) PORTAL? .....	1
1.2	WHO CAN ACCESS THE CORPORATE PROFILE (ACCESS RIGHTS)? .....	1
1.3	ACTIVATION OF ACCOUNT .....	1
1.4	HOW TO ACCESS THE CORPORATE PROFILE .....	2
<b>2</b>	<b>EDITING DETAILS OF THE AUTHORISED PERSON.....</b>	<b>3</b>
<b>3</b>	<b>INVOLVEMENTS OF THE AUTHORISED PERSON .....</b>	<b>4</b>
3.1	INVOLVEMENTS .....	4
3.2	EDITING AN EXISTING INVOLVEMENT.....	5
3.3	NEWLY APPOINTED MFSAPUBLIC INVOLVEMENTS.....	7
3.4	CREATING A NEW INVOLVEMENT.....	7
3.5	RESIGNATION OF AN INVOLVEMENT.....	9
3.6	NOTIFICATIONS.....	10

### Table of Figures

Figure 1	– Licence Holder Portal Menu.....	2
Figure 2	–Corporate Profile of the Authorised Person .....	3
Figure 3	- Editable/ Non-editable details of the Authorised Person .....	4
Figure 4	- List of involvements .....	5
Figure 5	- Involvement Details.....	6
Figure 6	- Adding a new involvement.....	8
Figure 7	– Processing a Resignation.....	9
Figure 8	- Sample Notification .....	10

## DEFINITIONS

TERM	DEFINITION
Authorised Person	MFSA registered entities (legal or natural persons) authorised to conduct a service supervised by the Authority.
Designated Person/s	Person/s within a licenced entity an Authorised Person 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.
Involvement	Individuals authorised by the MFSA to fulfil a position/role within a licenced entity an Authorised Person, such as: Money Laundering Reporting Officer (MLRO) and the Compliance Officer
LH Corporate Profile	The Licence Holder Corporate Profile is a dedicated section on the LH Portal, which includes details on the licenced entity Authorised Person and the supporting involvements
MBR	Malta Business Registry
PQ	Personal Questionnaire
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
1.0	08 <sup>th</sup> June 2020	Licence Holder Corporate Profile – Guidelines & Procedures
2.0	29 <sup>th</sup> April 2022	Updating labels shown on the LH Portal

THIS PAGE HAS BEEN INTENTIONALLY LEFT BLANK

# 1 Introduction

## 1.1 What is the Licence Holder (LH) Portal?

The LH Portal is a web-based application which enables all the Authorised Persons authorised by the MFSA to submit Personal Questionnaire ("PQ"), 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 Authorised Person and the supporting involvements. The application provides Authorised Persons 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 Authorised Persons. 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 Authorised Persons with an MFSA approved compliance officer, the latter will be assigned the designated person role. For Authorised Persons 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 Authorised Person 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

An Authorised Person 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. **The designated person should provide the business email address as the registration account.** 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 profile of the Authorised Person 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 Authorised Person, such as:

- Name of Authorised Person
- Authorised Person Code (LH Code)
- MBR Registration Code and date (if applicable)
- Registered Address
- Email Address
- Website Address
- LEI Code
- Social media links
- List of involvements



Figure 2 –Corporate Profile of the Authorised Person

The screenshot displays the 'Corporate Profile' page. On the left is a dark sidebar with the following menu items: My Account, Apply for a Licence, Application Submissions, File Uploads, User Logs, PQ, Site Visits, Corporate Profile (highlighted), and Contact Us. The main content area is titled 'Corporate Profile' and features a dropdown menu for 'Authorised Person'. Below this, there are several input fields: 'Authorised Person Code', 'MBR Registration Code', 'MBR Registration Date', 'Address', 'Address Line 2', 'Town', and 'Country'. These fields are marked with a grey background, indicating they are non-editable. Below these are fields for 'Technical E-mail', 'Website', and 'LEI Code', which are marked with a red asterisk and are therefore mandatory and editable. At the bottom, there are three social media input fields for Facebook, Instagram, and LinkedIn.

Fields marked with an \* are mandatory.

## 2 Editing Details of the Authorised Person

Authorised Person details marked in grey such as Malta Business Registry (“MBR”) registration code, MBR 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 issued by MBR.

Other entity details such as ‘Technical Email’, ‘Website’, ‘LEI Code’ and links to Social Media pages, **can** be edited by the designated person/s of the Authorised Person. Figure 3 illustrates editable and non-editable details for the licenced 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.

Save and Submit

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

Figure 3 - Editable/ Non-editable details of the Authorised Person

Fields marked with an \* are mandatory.

### 3 Involvements of the Authorised Person

#### 3.1 Involvements

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


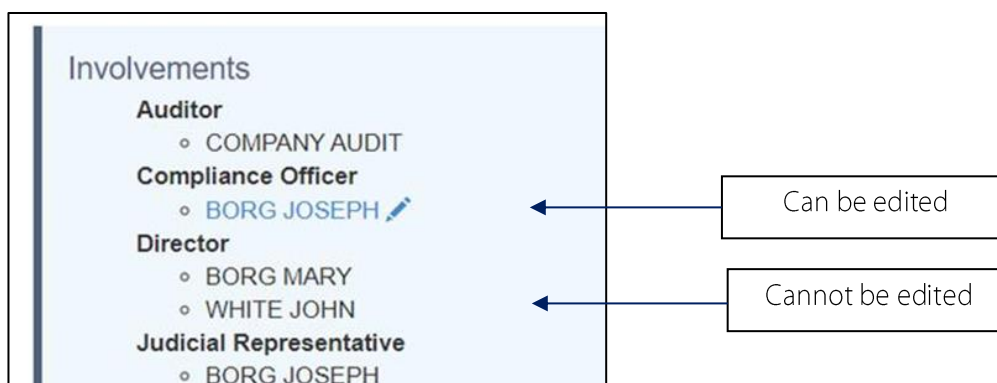

- i) Involvements as registered with the Malta Business Registry: these involvements **cannot** be edited through the LH Portal. Any changes in these details are required to be processed through the Malta Business Registry, using the relevant application forms. These involvements are marked in black text.
- ii) Involvements as registered with the MFSA: these involvements **can** be edited by the designated person/s. An  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.
- iii) Involvements, which have submitted a PQ or which have submitted a change: these involvements **cannot** be edited and are marked in green 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 designated person/s of the Authorised Person are 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**

<b>Involvement Type *</b>	Director ▼
<b>Identification Type *</b>	Passport ▼
<b>ID / Passport Number *</b>	0N123456
<b>Passport Country *</b>	UNITED KINGDOM ▼
<b>Name *</b>	Joseph
<b>Surname *</b>	Borg
<b>Email *</b>	test@test.com
<b>Contact No</b>	123123
<b>Date of Appointment</b>	19/05/2020 <input type="text"/>
<b>On behalf of</b>	<input type="checkbox"/> <input type="text"/>
<b>Date of Resignation</b>	<input type="text"/> <input type="text"/>
<b>Comments</b>	<input type="text"/>

**Documents**

\* - Required

The designated person/s of the Authorised Person 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 PQ together with the assessment of the Authorised Person. Once the MFSA approves an individual, the Involvements section within the Corporate Profile of a Authorised Person 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 PQs approved prior to 8<sup>th</sup> June 2020 and which positions are not featuring in the involvements section of the Corporate Profile.
- 2) Addition of officials whose position does not require MFSA approval through the submission of a PQ. These positions are only to be created if specific guidance to that effect is provided by the MFSA to the Authorised Person.

**Important: The Authorised Person 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 licenced 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 \***

**Identification Type \***

**ID / Passport Number \***

**Name \***

**Surname \***

**Email \***

**Contact No**

**Has the position been approved by MFSA?**

**Date of Appointment**

**On behalf of**


**Comments**

**Documents**

\* - Required

Fields marked with an \* are mandatory.

### 3.5 Resignation of an involvement

In the case of a resigning involvement, the designated person/s of the Authorised Person are 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.

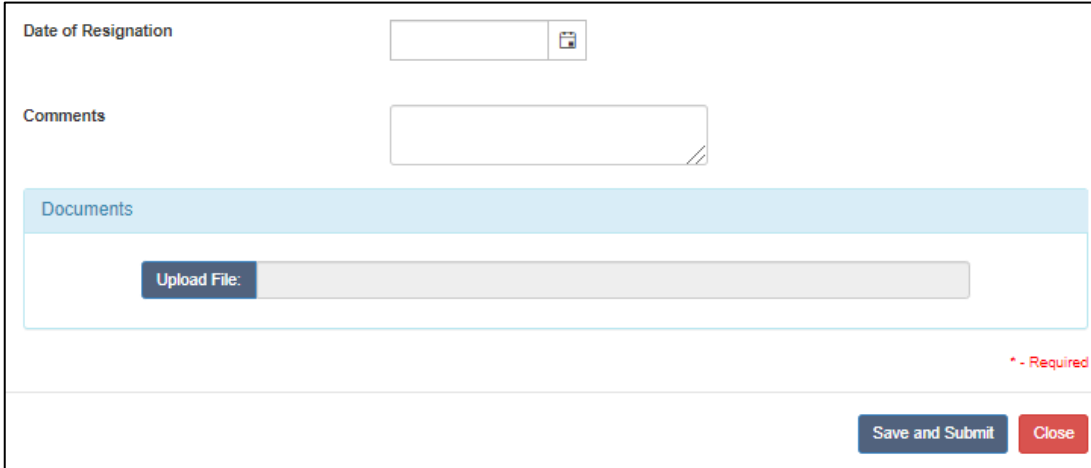
In the **Date of Resignation** field, input the effective date of resignation of the involvement within the Authorised Person.

Under the documents section, the designated person/s is required to upload an official declaration from the Authorised Person 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 remarks.
- Documents:** A section with a light blue header containing an "Upload File:" button and a file selection area.
- Footer:** "Save and Submit" (blue) and "Close" (red) buttons.
- Legend:** A red asterisk followed by the text "\* - Required" is located in the bottom right corner of the form area.

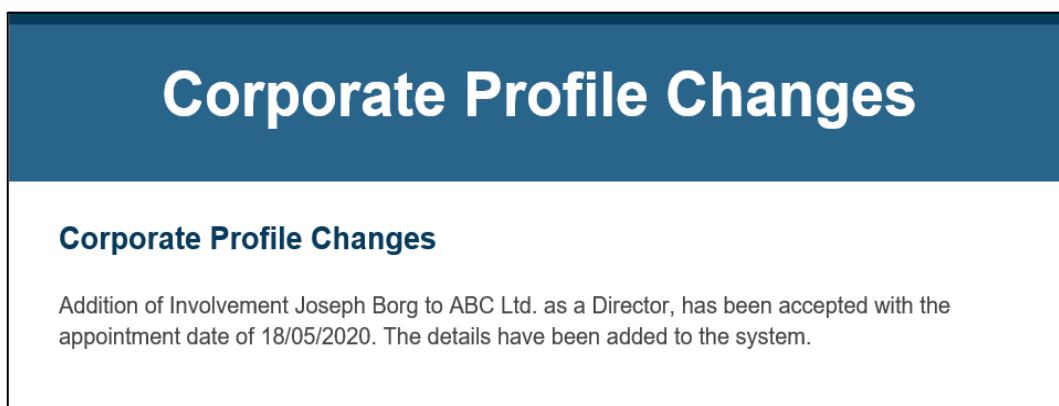
Fields marked with an \* are mandatory.

### 3.6 Notifications

Once the MFSA processes a request as submitted by the Authorised Person through the LH Portal as outlined in Section 3 of this document, the designated person/s of the respective Authorised Person 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 licenced entity. In such cases the Licence Holder shall be notified through the LH Portal.

Figure 8 - Sample Notification





Malta Financial Services Authority

Triq L-Imdina, Zone 1

Central Business District, Birkirkara, CBD 1010, Malta

[communications@mfsa.mt](mailto:communications@mfsa.mt)

[www.mfsa.mt](http://www.mfsa.mt)