MFSA
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Guidelines on Submission of Returns through the LH Portal

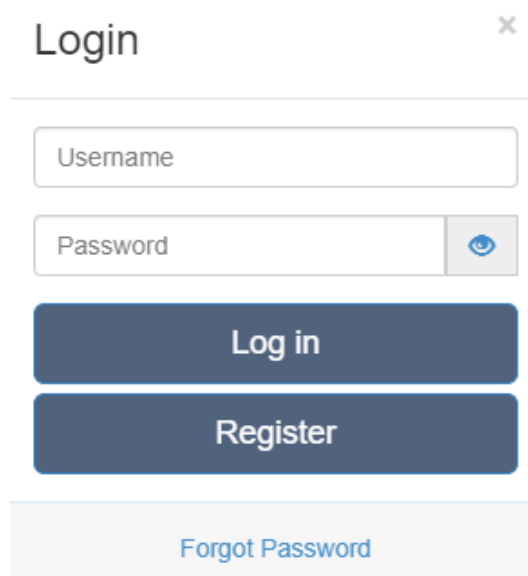Applicable to Investment Services Providers

Contents

The MFSA has developed further the Licence Holder (LH) Portal to enable Investment Services Providers to submit in XML format the CBM Reporting Schedules for Investment Services Providers electronically to the MFSA. Investment Services Providers 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 the returns to the LH Portal.

1. User Access to the LH Portal

The Reporting Agent of each respective Investment Services Provider will receive an e-mail informing them that they have been granted access to the project "CBM Investment Services Providers Statistical Return".

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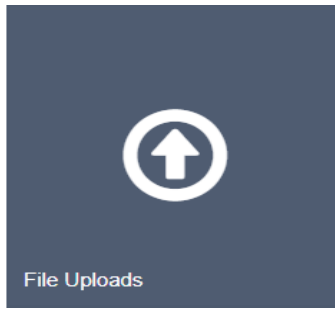

Snapshot 1

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 2*, located on the middle to left side of the screen to proceed to the next webpage.

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[1] If you don't already have an LH Portal account, you need to create one first. Steps of how to do so can be found in Appendix 1.

Snapshot 2

Step 2: On the left-hand side the user is to choose the applicable licence holder, which should be the name of the Investment Services Provider for which you are uploading the returns, and the project "CBM Investment Services Providers Statistical Return" as shown by the arrows in *snapshot 3*.

Snapshot 3

Step 3: On the right-hand side of the webpage, the user will be able to view the required naming conventions for the zip file to be uploaded.

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 (this can be found here by searching the name of your Investment Services Provider and checking the Identification which consists of four letters/numbers);
- the "Month" is the first three letters of the respective referenced submission quarter.
- "Year" is the full 4-digit number of the respective referenced year.

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.

Step 4: The user should then click the "Choose File" button to choose the zip file to be uploaded and click the "Upload File(s)" button to upload the files, as seen above in *snapshot 3*.

Subsequently you will have to wait for the upload to be processed as seen in *snapshot 4.*

Please wait...

Please do not close the window while uploading

Snapshot 4

Immediately after, *snapshot 5* will appear and you will receive an email with the outcome of the upload, that is, whether the upload has been successful or not. **It is imperative to check this email to know whether the upload was successful or not.**

The file will be processed and you will receive an email (on ~~.......~~) with the outcome, thank you.
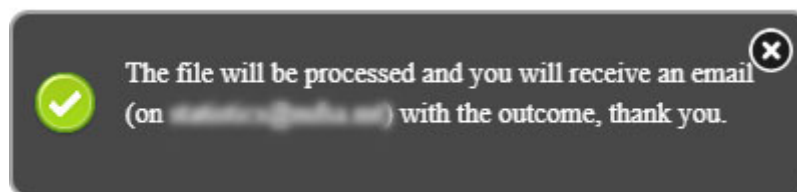
Snapshot 5

If the upload is successful, the email will be as seen in *snapshot 6.*

File Queuing: Files upload result
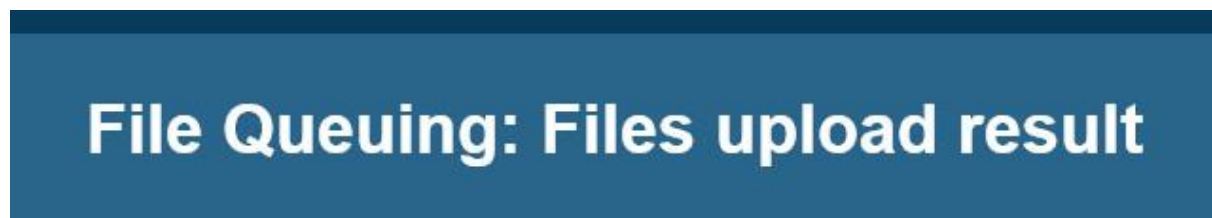
File Queuing: Files upload result

The upload result of the following file(s) ABC_Jun2021.zip is:

Uploaded successfully

Footer Placeholder

Snapshot 6

If the upload is unsuccessful, the email will display an error. Reasons for errors can include the following:

- Using the wrong zip file naming convention (e.g. including LH Code only, incorrect date format, wrong LH Code);
- Trying to upload an unzipped file;

- Trying to upload a zipped file with invalid contents (**only XML files can be included in the zip file**);
- Trying to upload an empty zip file.

To ensure that the upload has been successful, go to the 'User Logs' section of your LH Portal account and check that the status is "File uploaded to MFSA" as seen in *snapshot 7*.
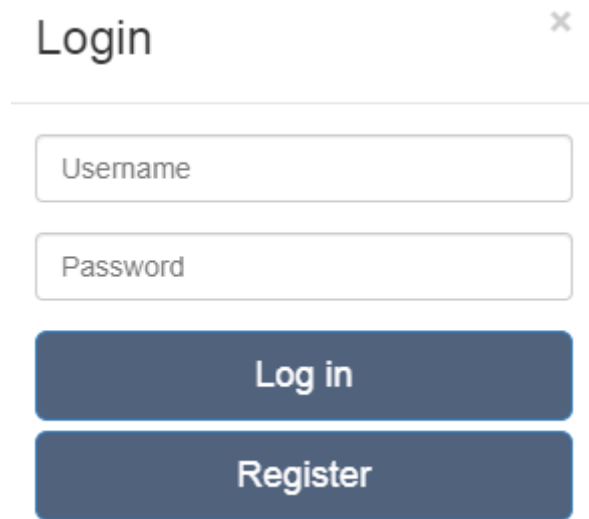

Snapshot 7

If you need to upload a revised return, you can use the same naming convention that was used to upload the original return. In this way the original zip file will be superseded with the latest uploaded zip file and old zip files will have "File superseded" as status in the "User Logs" section of the LH Portal.

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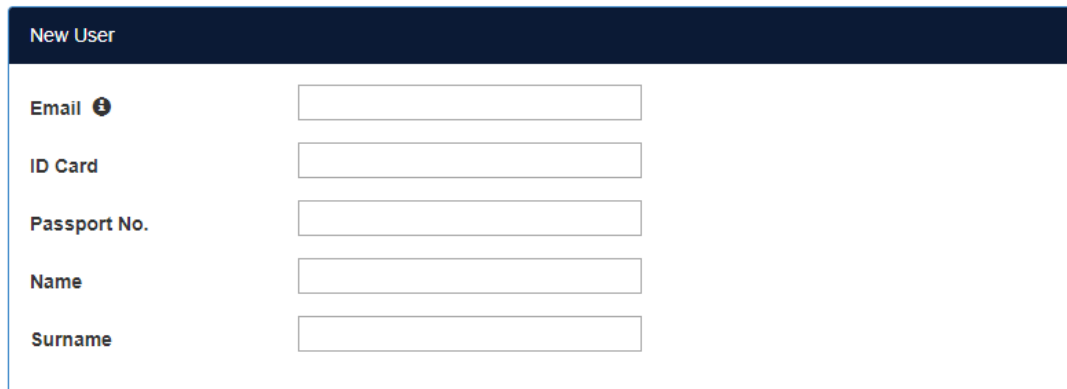
Appendix 1

i.   Registering on the LH Portal

To register on the LH Portal use the https://lhportal.mfsa.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