

27 September 2021

## Reminder on the Interim Measures for the Processing of Incoming Physical Documentation

*This Circular is addressed to all authorised or otherwise supervised persons*

Reference is made to the **Circular on Notification about Interim Measures for the Processing of Physical Documentation** issued by the Malta Financial Services Authority ('MFSA') on 24 March 2020 ([link](#)) and the Circular providing an **Update on the Interim Measures for the Processing of Physical Documentation** issued by the MFSA on 16 December 2020 ([link](#)).

As part of its contingency measures applied during 2020 due to the impact of COVID-19, on 24 March 2020, the MFSA had notified all persons and entities that are licenced, registered, enrolled, recognised or authorised in any other form by the MFSA, as well as applicants and prospective applicants, that for an interim period and until otherwise communicated, all documentation which had to be submitted to the MFSA had to be sent electronically. The MFSA communicated that originally 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.

On 16 December 2020, the MFSA notified all relevant persons, that all documentation that is ordinarily requested in original physical format, and which, pursuant to the Circular issued by the MFSA on 24 March 2020, was submitted to the MFSA electronically, was expected to be submitted to the MFSA, in physical form, by mail/courier. All such documentation was to be submitted to the MFSA from 4 January 2021 onwards and should have been received by the Authority, at its offices by 15 February 2021. The MFSA had notified all parties that failure to meet the stipulated deadline may lead to the MFSA considering regulatory action against such persons.

The MFSA is hereby notifying all authorised and otherwise supervised persons to submit any outstanding 2020 documentation that is required in original and physical form by the respective legal and regulatory provisions in the applicable frameworks. This documentation is to be received at the MFSA offices at the earliest and by no later than **30 November 2021**. The MFSA reiterates its position that failure to submit the required documentation by the stated deadline may lead to regulatory action.

Relevant persons are expected to adequately address the documentation to the intended recipient, that is the MFSA officials who were included in the relevant electronic correspondence.

The MFSA expects all relevant persons to cooperate fully with the above-communicated measures.