

22 March 2022

Guidance on the Submission of Applications for Authorisation (Old Format), Conversion and/or Extension of Authorisation

1.0 Submission of Applications for Authorisation (old format), Conversion and/or Extension of Authorisation

The MFSA is making changes to the manner in which authorised persons are to submit an application for authorisation (old format), conversion and/or extension of their authorisation.

The changes will ensure that authorised persons can submit confidential data directly to the MFSA and ensure that application submissions are accurate and complete before they are launched.

By means of these changes Authorised persons should submit an application for authorisation (old format), conversion and/or extension of their Authorisation including relevant supporting documentation pertaining to the application directly through the [Licence Holder Portal](#) by selecting the 'Application for Authorisation' option. Authorised persons should also verify that all the information required to process the said application is ready before they submit the application.

Passporting notifications and requests for changes in the details of Authorised persons will continue to be received by email and/or mail.

The MFSA's commitment to abide by the [Authorisation Process Service Charter](#) is dependent on the commitment and cooperation by Applicants with the Authority, in ensuring that any submissions of Authorisation Application Forms and the respective supporting documentation, as applicable, (hereinafter collectively referred to as 'Application'), are timely and complete. In this regard, the MFSA will be adopting a strict position when it comes to the submission of Applications which are not submitted through the Licence Holder portal. Moreover, it remains the responsibility of Applicants to present an Application with all the required documentation and a method of operations which includes a business model, strategy and organisational structures, as relevant, that meet the applicable regulatory requirements and expectations of the Authority.

2.0 MFSA Authorisation Webpage

The Authority is launching an improved MFSA Authorisation Webpage with the aim of simplifying and enhancing the user experience of Prospective Applicants, Applicants and interested parties. The new dedicated Authorisation webpage on the MFSA website will provide all the information pertaining to authorisations processes and all the applicable Application Forms required to apply for authorisation under a specific financial services framework administered by the MFSA. In this respect, the link to the improved Authorisation webpage is:

<https://www.mfsa.mt/our-work/authorisations/>

Should you have any queries in relation to the above, kindly send an email to the sector business addresses as specified in Table 3-1 of the [Authorisation Process Service Charter](#).