

30 June 2023

Important Changes Affecting Various Reporting Submissions

The purpose of this Circular is to inform Licence Holders within the Investment Services sector of updates to the validation rules pertaining to reporting submissions uploaded to MFSA LH Portal. The validation rules will include both changes to the current file naming conventions, as well as the introduction of new validation rules. Such changes will come into effect as from **Monday 10 July 2023**.

Tables providing a break-down of the updated validation rules are provided in [Annex 1](#).

Please note that the naming convention of the ZIP files will remain unchanged. The following naming convention should only be used for the individual files uploaded in the LH Portal within the mentioned ZIP files, as follows:

EntityCode_ReportingPeriod_ReturnName

Where:

EntityCode	LH Portal Authorised Person ID.
Reporting Period	The period for which the Regulatory Submission relates. Not to be confused with the submission period. Shall be composed of the first three letters of the month name (in capital letters) and the year, structured as: MMMYYYY
ReturnName	The name of the return as indicated in Annex 1.

As an example, when a Licence Holder (EntityCode: ABCD) is submitting the Management Letter for the financial year ending 30 June 2023, the following naming conventions are to be used:

ZIP File: ABCD_JUN2023_AFD

Individual File: ABCD_JUN2023_ML

Following the date on which the new validation rules become applicable, returns containing files that do not follow the new naming conventions will be rejected by LH Portal. In such cases, the submission will not be considered as submitted to the Authority in terms of the applicable regulatory obligations.

Any documentation to be submitted to the Authority which is not listed in Annex 1 shall be submitted in a zip file using the following naming convention: **EntityCode_ReportingPeriod_OTH.zip**. In such instances, the file names of the contents within this zip file are not validated.

Should you have any queries in relation to the above, please do not hesitate to contact funds@mfsa.mt, aifmdreporting@mfsa.mt or investmentfirms@mfsa.mt, as applicable.

Annex 1

LH Project Name: Fund Manager Reporting

De-Minimis Fund Managers				
ZIP Description	ZIP Name	Regulatory Documentation	Part BIII of the Rules for Investment Services Providers	Return Name
Annual Report and Audited Financial Statements	_AFS	Annual Report and Audited Financial Statements	40 of Section 1	_AFS
Additional Financial Documentation	_AFD	Auditor's Report to the MFSA	40 of Section 1	_AR
		Auditor's Confirmation	40 of Section 1	_AC
		Management Letter	40 of Section 1	_ML
		Comments to Management Letter	40 of Section 1	_MLC
		Letter from Board of Directors	40 of Section 1	_LBOD
		Self-assessment Certificate on Potential Closet Indexing	Circular dated 15.10.2019	_SACOPCI
Appendix 2B Return	_APPRET2B	Appendix 2B/A Return (unaudited)	40 of Section 1	
		Appendix 2B/A Return Audited	40 of Section 1	_A
		Sheet 7 from Appendix 2B/A Return (Interim and Annual)	40 of Section 1	_RS7
		Sheet 7 from Appendix 2B/A Return (Audited)	40 of Section 1	_RS7_A

		Appendix 2B/A audited, printed and signed including sheet 7	40 of Section 1	_SAAFR
		Appendix 2B/A printed and signed including sheet 7	40 of Section 1	_SIFR

Alternative Investment Fund Managers				
ZIP Description	ZIP Name	Regulatory Documentation	Part Bill of the Rules for Investment Services Providers	Return Name
Annual Report and Audited Financial Statements	_AFS	Annual Report and Audited Financial Statements	6.19	_AFS
Additional Financial Documentation	_AFD	Auditor's Report to the MFSA	6.31	_AR
		Auditor's Confirmation	6.31	_AC
		Management Letter	6.31	_ML
		Comments to Management Letter	6.33	_MLC
		Letter from Board of Directors	6.19	_LBOD
		Self-assessment Certificate on Potential Closet Indexing	Circular dated 15.10.2019	_SACOPCI
Appendix 2B Return	_APPRET2B	Appendix 2B/A Return (unaudited)	6.18	
		Appendix 2B/A Return Audited	6.18	_A
		Sheet 7 from Appendix 2B/A Return (Interim and Annual)	6.18	_RS7
		Sheet 7 from Appendix 2B/A Return (Audited)	6.18	_RS7_A

		Appendix 2B/A audited, printed and signed including sheet 7	6.18	_SAAFR
		Appendix 2B/A printed and signed including sheet 7	6.18	_SIFR

UCITS Managers				
ZIP Description	ZIP Name	Regulatory Documentation	Part BII of the Rules for Investment Services Providers	Return Name
Annual Report and Audited Financial Statements	_AFS	Annual Report and Audited Financial Statements	5.10	_AFS
Additional Financial Documentation	_AFD	Auditor's Report to the MFSA	5.10	_AR
		Auditor's Confirmation	5.10	_AC
		Management Letter	5.10	_ML
		Comments to Management Letter	5.24	_MLC
		Letter from Board of Directors	5.10	_LBOD
		Self-assessment Certificate on Potential Closet Indexing	Circular dated 15.10.2019	_SACOPCI
Appendix 2B Return	_APPRET2B	Appendix 2B/A Return (unaudited)	5.09	
		Appendix 2B/A Return Audited	5.09	_A
		Sheet 7 from Appendix 2B/A Return (Interim and Annual)	5.09	_RS7
		Sheet 7 from Appendix 2B/A Return (Audited)	5.09	_RS7_A
		Appendix 2B/A audited, printed and signed including sheet 7	5.09	_SAAFR
		Appendix 2B/A printed and signed including sheet 7	5.09	_SIFR

LH Project Name: Collective Investment Schemes & Recognized Persons Reporting (CISRP)

Alternative Investment Funds (“AIFs”)				
ZIP Description	ZIP Name	Regulatory Documentation	Part B of the Investment Services Rules for AIFs	Return Name
Annual Report and Audited Financial Statements	_AFS	Annual Report and Audited Financial Statements	5.06	_AFS
Additional Financial Documentation	_AFD	Auditor Report on the Fund Return	5.06(iii)	_ARFR
		Management Letter	3.38	_ML
		Custodian Report	5.09	_CR
		Comments to Management Letter	Circular 2019	_MLC
Annual Fund Return	_AFR	Annual Fund Return (Excel)	5.06(i)	_AFR
		Fund Return Representation Sheet	5.06(ii)	_RS
		Annual Fund Return audited, printed and signed (PDF)	5.06(i)	_A

Professional Investor Funds (“PIFs”)				
ZIP Description	ZIP Name	Regulatory Documentation	Part BII of the Investment Services Rules for PIFs	Return Name
Annual Report and Audited Financial Statements	_AFS	Annual Report and Audited Financial Statements	1.62	_AFS

Additional Financial Documentation	_AFD	Auditor Report on the Fund Return	1.62(iii)	_ARFR
		Auditor's Confirmation (only applicable to self-managed PIFs)	4.1(iii) of Appendix I	_AC
		Management Letter	1.38	_ML
		Custodian Report (only applicable to experienced PIFs)	1.89	_CR
		Director's Declaration on Swiss Self-Regulated Organisation (Applicable to PIFs managed by Swiss SRO)	As specified in licencing cover letter, where applicable	_SRO
		Comments to Management Letter	Circular 2019	_MLC
Annual Fund Return	_AFR	Annual Fund Return (Excel)	1.62(i)	_AFR
		Fund Return Representation Sheet	1.62(ii)	_RS
		Annual Fund Return audited, printed and signed (PDF)	1.62(i)	_A

UCITS Schemes				
ZIP Description	ZIP Name	Regulatory Documentation	Part BII of the Investment Services Rules for Retail Schemes	Return Name
Annual Report and Audited Financial Statements	_AFS	Annual Report and Audited Financial Statements	12.8	_AFS
Additional Financial	_AFD	Auditor Report on the Fund Return	12.8(iii)	_ARFR

Documentati on		Auditor's Report	1.3(i) of Appendix II	_AR
		Management Letter	16.17	_ML
		Custodian Report	2.12 of Appendix II	_CR
		Closet-indexing Self assessment certificate (for self-managed funds)	Circular dated 15.10.2019	_SAC
		Financial Derivative Instrument Report	12.8	_FDIR
		Comments to Management Letter	Circular 2019	_MLC
		Director's Confirmation	1.3(i) of Appendix II	_DC
Interim Financial Statements	_IFS	Half-yearly Report	12.8	_HYR
		Director's Confirmation in relation to Half-Yearly Report	1.3(ii) of Appendix II	_DC
Annual Fund Return	_AFR	Annual Fund Return (Excel)	12.8(i)	_AFR
		Fund Return Representation Sheet	12.8(ii)	_RS
		Annual Fund Return audited, printed and signed (PDF)	12.8(i)	_A

Notified Alternative Investment Funds ("NAIFs")				
ZIP Description	ZIP Name	Regulatory Documentation	Part B of the Investment Services Rules for NAIFs	Return Name
Annual Report and Audited Financial Statements	_AFS	Annual Report and Audited Financial Statements	5.02	_AFS
Additional Financial	_AFD	Auditor Report on the Fund Return	5.02(iii)	_ARFR

Documentation				
Annual Fund Return	_AFR	Annual Fund Return (Excel)	5.02(i)	_AFR
		Fund Return Representation Sheet	5.02(ii)	_RS
		Annual Fund Return audited, printed and signed (PDF)	5.02(i)	_A

Recognised Fund Administrators				
ZIP Description	ZIP Name	Regulatory Documentation	Part BI of the Investment Services Rules for Recognised Persons	Return Name
Annual Report and Audited Financial Statements	_AFS	Annual Report and Audited Financial Statements	5.2	_AFS
Additional Financial Documentation	_AFD	Auditor's Report	5.2(ii)	_AR
		Management letter	5.3	_ML
		Comments to Management Letter	Circular 2019	_MLC
		Letter from the Board of Directors	5.2(i)	_LBOD

Recognised Private Collective Investment Schemes				
ZIP Description	ZIP Name	Regulatory Documentation	Part BII of the Investment Services Rules for Recognised Persons	Return Name

Annual Report and Audited Financial Statements	_AFS	Annual Report and Audited Financial Statements	3.1	_AFS
Additional Financial Documentation	_AFD	Auditor's Report	3.1	_AR

Recognised Incorporated Cell Companies				
ZIP Description	ZIP Name	Regulatory Documentation	Part Bill of the Investment Services Rules for Recognised Persons	Return Name
Annual Report and Audited Financial Statements	_AFS	Annual Report and Audited Financial Statements	6.3	_AFS
Additional Financial Documentation	_AFD	Auditor's Report	6.4(ii)	_AR
		Letter from the Board of Directors	6.4(i)	_LBOD

LH Project Name: Investment Firms Reporting

Investment Firms				
ZIP Description	ZIP Name	Regulatory Documentation	Part BI of the Rules for Investment Service Providers	Return Name
Annual Report and Audited Financial Statements	_AFS	Annual Report and Audited Financial Statements	R1-2.2.1(ii)	_AFS
Additional Financial Documentation	_AFD	Auditor's Report	R1-2.2.1(iv)	_AR
		Auditor's Confirmation	R1-2.2.1(v), R1-2.2.2 and R1-2.2.5	_AC
		Auditor's note regarding ISA Net Revenues	R1-2.2.7	_AN
		Management Letter	R1-2.2.1(iii)	_ML
		Comments to management letter	R1-2.2.4	_MLC
		Report of Factual Findings - Circularisation Exercise	R1-2.2.1(viii)	_RFF
		Directors' confirmation	R1-2.2.3	_DC
		Letter from Board of Directors	R1-2.2.1(ii)	_LBOD
MIFID Firms Quarterly Reporting	_MFREP	MIFID Firms Quarterly Reporting (excel)	R1-2.1.1 & R1-2.2.1(i)	_MFREP
		Audited MIFID Firms Quarterly Reporting (excel)	R1-2.1.1 & R1-2.2.1(i)	_MFREP_A
		Supervisory fee calculation	R1.2.2.1(vi)	_SFC
		Confirmations sheet printed and signed	R1-2.2.1(vii)	_MFREPCS
		MIFID Firms return printed and signed (pdf)	R1-2.2.1(i)	_MFREPS

