

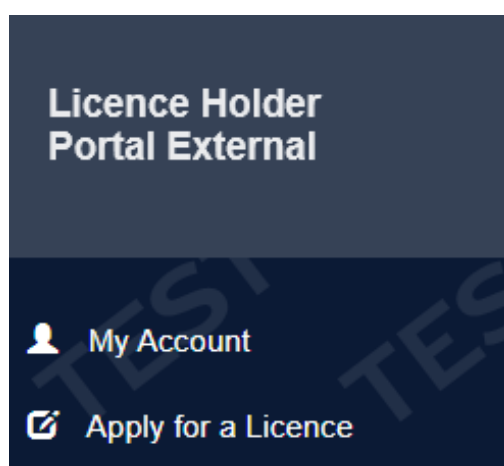
16 October 2023

## Guidance on the Submission of Notifications for Reclassification of Company Service Providers' (CSPs) Class of Authorisation

The MFSA is introducing changes to the manner in which Authorised Persons are to submit notifications for requests for reclassification of their class of authorisation in terms of the Company Service Providers Act.

The changes will ensure that Authorised Persons can submit confidential data directly to the MFSA via the Licence Holder Portal.

By means of these changes Authorised Persons should notify the Authority, by sending an email on [autrustcsps@mfsa.mt](mailto:autrustcsps@mfsa.mt), indicating their intention and the rationale behind the request for re-classification. The Authority will then guide the Authorised Person on the required documentation for the purposes of processing such a request, which documentation is to be submitted through the Licence Holder Portal ('LH Portal'). Once the Authorised Person is in receipt of the Authority's directions in this regard, the Authorised Person should proceed by logging into the LH Portal and selecting the 'Apply for a Licence' option:



Once the Authorised Person selects the 'Apply for a Licence' option, the LH Portal will redirect the Authorised Person to the 'Application Forms' section, and the Authorised Person has to select the 'Applications for Authorisation' option and click on 'Create'.

Application Forms

Select the type of application form you wish to submit:

- Application for registration of an individual in the Agents Register, Managers Register or Brokers Register.
- Application for enrolment in the Agent List, Managers List or Brokers List
- Application for Persons to be entered in the Tied Insurance Intermediaries List (in relation to local Insurance Undertakings or enrolled insurance agents)
- Application for Persons to be entered in the Tied Insurance Intermediaries List (in relation to European Insurance Undertaking which has passported into Malta)
- Application by an undertaking authorised under the Insurance Business Act and an insurance agent enrolled under the Act for enrolment of a person in the Ancillary Insurance Intermediaries List
- Application by a European Insurance Undertaking for enrolment of persons in the Ancillary Insurance Intermediaries List
- Application by an insurance broker enrolled under the Act for enrolment of a person in the Ancillary Insurance Intermediaries List
- Registration Form for VFA Agents under the Virtual Financial Assets Act
- Registration Form for Whitepapers under the Virtual Financial Assets Act
- Registration Form for VFA Service Providers under the Virtual Financial Assets Act
- Applications for Authorisation**

Create Cancel

The Authorised Person will be redirected to the application form submission section, and from the dropdown list in Section A, the Authorised Person has to select the 'CSP – AA24 – Corporate Services Providers' option:

Application Form Submission

Section A: Select Type of Application

Application Type

- Select Application Type -
- Select Application Type -
- Banking - AA01 - Credit Institutions
- Banking - AA03 - Financial Institutions
- Banking - AA38 - PEPP Distributor
- Capital Markets - AA39 - Benchmark Authorisation Application
- Capital Markets - AA40 - DLT Market Infrastructure
- Capital Markets - AA45 - Benchmark Registration Application
- CSP - AA24 - Corporate Service Providers**
- FinTech - Sandbox - FinTech Suppliers

Subsequently the Authorised Persons is required to select the 'Conversion/Reclassification of Authorisation' option in Section A:

Kindly choose one of the following types of application

- New Application
- Extension of Authorisation
- Conversion/Reclassification of Authorisation

Authorised Persons should then select one of the options under Section B depending on whether the Authorised Person is an individual or a Body Corporate.

Section B: Individual or Corporate Entities/Civil Partnerships\* Details

\* Kindly refer to the respective Act for the definition of legal person

- Individual
- Corporate Entities/Civil Partnerships

Applicant's Name

Applicant's Surname

Authorisation Person ID

Section B: Individual or Corporate Entities/Civil Partnerships\* Details

\* Kindly refer to the respective Act for the definition of legal person

- Individual
- Corporate Entities/Civil Partnerships

Applicant Name for Corporate Entities/Civil Partnerships

Authorisation Person ID

The Authorised Person should upload the documentation which the Authority indicated in its correspondence in Section C. Since only one document can be uploaded in Section C, if the Authorised Person is requested to provide additional documents, these documents are to be uploaded under Section D.

Section C: Upload Authorisation Application Form

Attach here **one** document in Word, PDF or Excel Format.

[Attach document here](#)

Section D: Additional Attachments

Attach here any documentation/information which is material to the Application, the information included therein and its subsequent processing.

(Attachments must be in Word, PDF, JPG, Excel, PPX or PNG Format)

[Attach Required Documents here](#)

Authorised Persons should also verify that all the information required to process the said request is complete and correct before submitting the request for the reclassification through the LH Portal. The Authorised Person will be requested to declare and confirm such completeness and accuracy, by ticking the box found under Section E. The MFSA is adopting a strict position when it comes to incomplete documentation or where documentation lacks in quality and may not proceed to start processing requests for reclassifications.

Section E: Declaration

I declare that the information submitted is complete and correct

Submit

Exit Application

Should you have any queries in relation to the above, kindly send an email on [autrustcsps@mfsa.mt](mailto:autrustcsps@mfsa.mt).