Head - Company Service Providers Supervision

Malta Financial Services Authority

Triq l-Imdina, Zone 1

Central Business District, Birkirkara

CBD 1010

Date: Insert Date

**Request for Conversion from Authorised Company Service Provider to Limited Company Service Provider.**

By virtue of this letter, I Insert Name and Surname, authorised as Under Threshold Class B CSP pursuant to the Company Service Providers Act (chapter 529 of the Laws of Malta) and bearing the Authorised Person ID number Insert Auth ID Number following the changes made by virtue of the amendments made to the Company Service Providers Act [CAP. 529 of the Laws of Malta] (the ‘Act’) by Act X of 2025 which came into force on 16 May 2025, I hereby submit my request to effectively become a Limited Company Service Provider, intending to have no more than ten (10) involvements.

As outlined in the attached list of current engagements and as at the date of this letter I confirm that:

* I currently do not exceed the maximum number of involvements permitted by the Rulebook applicable to Limited Company Service Providers and should the circumstances change I undertake to notify the MFSA immediately prior the engagement of any additional involvements.
* There are no material changes, or any pending matters in connection to my status as an Approved Person, that the Authority should be notified about and/or which may affect my request to become a Registered Person.
* I have sufficient working capital in terms of R2-2.6 of the Rulebook Applicable for Registered Persons and confirm that I will maintain such capital for as long as I remain a Registered Person.
* I shall continue to maintain adequate record keeping procedures and full compliance with the records keeping obligations to safeguard the security, integrity and confidentiality of information in line with Chapter 3 Title 11 of the Rulebook applicable for Registered Persons.
* I shall continue to adopt adequate business organisations, systems and resources intended to ensure that clients’ interests remain safeguarded even in the event of death, incapacity, sickness, holidays or other absence of the Registered Person as per Rule R3-2.6 of the Rulebook applicable for Registered Persons.
* I shall continue to comply with the all the AML/CFT requirements in particular those emanating from the Prevention of Money Laundering Act, the regulations issued thereunder, and the Implementing Procedures issued by the FIAU and all applicable legislative requirements as mandated by Chapter 3 Title 6 of the Rulebook applicable for Registered Persons.
* I am aware of my responsibilities arising from the legislation, regulations, codes of practices, guidance notes, guidelines and any other rules or directives, which are applicable to the role of a Registered Person and confirm my commitment to ensure that any involvement in my capacity as a Registered Person will be operated in compliance with them.
* I am aware that the MFSA reserves the right to ask for additional information and/or documentation in relation to my request to become a Limited Company Service Provider (Registered Person).

* I undertake to submit my original certificate of authorisation together with the respective annex by no later than two (2) weeks from the date the Authority approves my request to convert my current authorisation to be able to issue a revised one.

**Table of current engagements** *[to add as many fields as required]*

|  |  |  |
| --- | --- | --- |
| **Company’s Name** | **Position held (Director; Secretary; or Director and Secretary)** | **Basis in which the involvement is held**  **(E.g. In my capacity as an authorised CSP, family relation; employment; as shareholder; etc)** |
| Enter Text | Enter Text | Enter Text |

I will undertake to obtain authorisation in terms of the CSP Act should my current involvements exceed those applicable for Registered Persons.

Moreover, I confirm that I have read and understood the [MFSA Privacy Notice](https://www.mfsa.mt/privacy-notice/) which sets out the legal basis and details for the processing of personal data by the MFSA. The MFSA is required to process personal data in respect of notified persons in order to maintain a register in terms of the Company Service Providers Act.

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| --- | --- | --- | --- |
| Signature |  |  | |
| Name | Enter text | Surname | Enter text |
| Identification Document (‘ID’) Type | Select item | ID Number | Enter text |
| Date | Enter date |