

MFSA

MALTA FINANCIAL SERVICES AUTHORITY

Circular addressed to Enrolled Persons carrying on Insurance Intermediaries Activities who are required to submit the management accounts and the compliance statements in terms of their licensing conditions

In a circular dated 17th February 2015, the MFSA informed the Enrolled Persons carrying on Insurance Intermediaries Activities that a new web portal was launched for the purpose of the submission of the Business Of Insurance Intermediaries Statements (“BOIIS”) electronically.

The MFSA is now informing the Enrolled Persons that the same web portal is to be used for the submission of management accounts and the compliance statements. The submission through the LH Portal will replace the *email by attachment* approach and the *submission by post* currently being used between the Enrolled Persons and the MFSA.

The management accounts and the compliance statements should be submitted by not later than three weeks following the end of the reporting period in electronic format via the MFSA web portal, accessed through the following link: <https://lhportal.mfsa.com.mt/>.

The same username and password currently being used for the submission of the BOIIS should be used for the submission of the management accounts and the compliance statements.

The management accounts and the compliance statements are to be submitted to the MFSA in .zip format using the following file name convention: LICENCEHOLDERCODE_YMMMDD.zip. Any reconciliation required to be submitted should be contained within the same .zip file.

Kindly note that the above applies with **immediate effect**.

Any queries in relation to the above should be sent directly to the Insurance and Pensions Supervision Unit via email to ipsu@mfsa.com.mt or Tel: 25485274.

**Communications Unit
Malta Financial Services Authority
15 March 2017**