

# MFSA

## MALTA FINANCIAL SERVICES AUTHORITY

**This Circular is being addressed to Licensed Service Providers who are required to submit the annual and quarterly financial returns as stipulated under Part B of the Pension Rules for Service Providers issued in terms of the Retirement Pensions Act, 2011**

The submissions made by Licensed Service Providers in relation to the annual and quarterly financial returns as stipulated in terms of Paragraph B.4.3.15, B.4.3.16, B.4.3.17 and B.4.3.18 of the Pension Rules for Service Providers issued in terms of the Retirement Pensions Act, 2011, shall be made through the MFSA web portal.

The quarterly and audited annual financial return templates as set out in Annex IV to Part E of the Pension Rules for Service Providers and in accordance with the instructions outlined in Annex I and Annex II of Part E of the Pension Rules for Service Providers should be submitted by their due date in both electronic format ( excel format) and PDF format via the MFSA web portal, which can be accessed through the following link: <https://lhportal.mfsa.com.mt/> . Kindly contact MFSA on [ipsu@mfsa.com.mt](mailto:ipsu@mfsa.com.mt) if you are not able to access the MFSA web portal.

The submission through the LH Portal will replace the *email by attachment* approach and the *submission by post* currently being used between the Licensed Service Providers and the MFSA. However, for the submission of the audited financial statements and the audited annual financial return, the Authority still requires a hardcopy (signed) version. In accordance to Paragraph B.4.3.15 of Part B of the Pension Rules for Service Providers issued in terms of the Retirement Pensions Act, 2011, the unaudited interim financial return and the annual financial return shall be submitted to the MFSA within one month of the date up to which it has been prepared.

In addition, according to Paragraph B.4.3.18 of Part B of the Pension Rules for Service Providers issued in terms of the Retirement Pensions Act, 2011, the audited annual financial statements prepared in accordance with IFRSs, together with a copy of the auditors' management letter and the auditors' report, shall be submitted to the MFSA within four months of the accounting reference date.

The Compliance officer shall be provided with a Username and Password to be able to log onto the web portal and upload the relevant files for submission to the MFSA.

The Undertaking Identification Code ("UIC") together with the following Type of Report ("TOR") code will need to be used by the Company. The UIC can be accessed through the MFSA website, from the "Financial Services Register" tab.

Type of Report (TOR)	TOR Code
Quarterly Returns	QReturns
Audited Financial statements	AFS
Annual Returns	AReturns

The above-mentioned report is to be submitted to the MFSA via web portal in .zip format using the following file naming convention: UIC\_YYMMDD\_TOR.zip, where YYMMDD is the date of submission of the file. For example, an undertaking with financial year end 31<sup>st</sup> December having UIC code "UIC1" should name its Audited Financial Statements .zip file that is submitted on 2<sup>nd</sup> June 2015

as follows: UIC1\_150602\_AFS.zip. Any supplementary documentation to support the reporting templates should also be contained within the same .zip file.

Please direct all queries in relation to the above to the MFSA – Insurance and Pensions Supervision unit by sending an email to [ipsu@mfsa.com.mt](mailto:ipsu@mfsa.com.mt).

**Communications Unit**  
**Malta Financial Services Authority**  
**29<sup>th</sup> November 2017**