

## LH Portal Submission Guidelines

Guidelines for Authorised Persons to Upload and Review Reporting Data through the LH Portal

# Contents

1. Intr	oduction	3
1.1	Accessing the Licence Holder Portal	3
1.2	Who should upload the Return on the LH Portal?	3
1.3	Downloading the Templates	4
2. Upl	oading onto the LH Portal	5
2.1	File Upload	5
2.2	File Naming Convention	5
2.3	File Validation	5
2.4	User Logs	7
3. Cor	ntact Us	8

## 1. Introduction

The scope of this user guide is to help Authorised Persons submit their Returns and Documents with the Malta Financial Services Authority ("MFSA").

#### 1.1 Accessing the Licence Holder Portal

The Licence Holder Portal ("LH Portal") is a web-based application which enables all the entities licensed by the MFSA to submit PQs, access their information as well as upload regulatory returns / documentation.

The LH Portal can be accessed through a web-browser via the following link: <u>https://lhportal.mfsa.mt/1</u>

#### 1.2 Who should upload the Return on the LH Portal?

Access to the **Crypto-Assets Service Provider Submission Project** within LH Portal is provided to designated individual/s for each Authorised Person/Subject Person.

Designated individuals with access issues are encouraged to contact the **FinTech Supervision** team through the <u>Contact Us</u> page.

The Authorised Person/Subject Person is to log in the LH Portal through the Log In button. It is imperative to note that the sharing of passwords/accounts is strictly forbidden.

<sup>&</sup>lt;sup>1</sup> <u>URL highlighted is for the live environment.</u>

ELicence Holder Portal External		MALTA FINANCIAL SERVICES AUTHORIT	Ŷ
		REGISTER	CONTACT US
Register Log in	The MFSA ensues that any processing of personal data is conducted in accordance with its European Union and national law. WARNING This is a Maita Intrancial Services Authority Information system. Access or use of the same, you consent to the callection of personal data including its transfer to the provider for the	gulation (EU) 2016/679 (General Data Protection Regula y non-authorised users is fictiliddes. Violators will be ma surprise disorbed in the Prince's Statement.	tions, the Data Protection Act (Chapter 566 of the Laws of Maita) and any other relevant de subject to criminal, chril, disciplinary and/or administrative measures. By using this service © MFSA – Technology – Version

Figure 1: Log onto LH Portal

#### 1.3 Downloading the Templates

To access the CASP Return templates, kindly navigate to the <u>Crypto-Assets</u> workspace from the MFSA website and click on the Crypto-Assets banner. To download the CASP Return, click on the Rules and Guidance option on the left side of the screen and choose the latest version template.

	Crypto-Assets	Virtual Financial Assets
Legislation	To enhance supervision of prudential requirem services, conflict of interest management, outs service providers, the Malta Financial Services A	ents, governance, safekeeping of clients' crypto-assets and funds, complaints handling, cross-border purcing, and other obligations in respect to crypto-asset services and significant crypto-asset uthority has established the following rules and reporting requirements.
Rules and Guidance	These reporting requirements are instituted un principal legislation governing issuers of crypto	der the Markets in Crypto-Assets Act (Chapter 647 of the Laws of Malta), which serves as the -assets and crypto-asset service providers.
Application Forms	MiCA Rules	+
Newsroom	Guidance	*
FAQs and Guidance	CASP Return v25-01-a	-
Complaints	Social Media Annex v25-01-a	
	MiCA Outsourcing Notification Form	

Figure 2: Download the CASP Return

# 2. Uploading the Annual Financial Report onto the LH Portal

#### 2.1 File Upload

Once successfully signed in, through the **File Uploads** screen, users are to select the name of the Authorised Person followed by selecting the applicable project, i.e., **Crypto-Assets Service Provider Submission** as a project.

File Uploads		
Use the feature below to upload	I files to the MFSA server. It is important that all file names are in the appropria	ate convention.
Authorised Person	MEDIRECT BANK (MALTA) PLC 🗸	Guidelines on File Naming Convention Zip file name format for Crypto-Asset Service Providers Return
Project	Crypto-Asset Service Provider Submis: 🗸	Zip File Format: LHCode_MMMYYYYYzip Example: MTB_MAR2025.zip
		Zip Entrites Format Unaudited Annual Crypto Return: LHCode_YYYY_ACR.xlsm Example: MTB_2025_ACR.xlsm
Files:	Choose File No file chosen	Audited Annual Crypto Return: LHCode_YYYY_AACR.xlsm Example: MTB_2025_AACR.xlsm
	Lipload File(s)	Interim Q1 Crypto Return: LHCode_MMMYYYY_ICRQ1.xism Example: MTB_MAR2025_ICRQ1.xism
		Interim Q2 Crypto Return: LHCode_MMMYYYY_ICRQ2.xism Example: MTB_MAR2025_ICRQ2 xism
		Interim Q3 Crypto Return: LHCode_MMMYYYY_ICRQ3.xism Example: MTB_MAR2025_ICRQ3.xism
		Other Documents: LHCode_YYYY_OTH- <i>Name of Document</i> [Any of the accepted extensions below] Example: MTB_2025_OTH-NameOfDocument.pdf Accepted extentions: doc; docx, tff, docm, xls, xlsx, xlsb, xlsm, ppt, pptx, ppsx, potx, pdf, bxt, html, csv, xml, bmp, jp g, mp4, png, vmv, jpeg, pbix
		Please note that you are only allowed to upload 1 ZIPPED file at a time, not exceeding 30MB.

Figure 3: Submitting the CASP Return

#### 2.2 File Naming Convention

The naming conventions can be found within the guidelines of the LH Portal when choosing the project. The naming convention is tied to the respective project. Moreover, the naming conventions can be found in the guidelines <u>here</u>.

Naming conventions not following the above format will be rejected by the system.

#### 2.3 File Validation

The Upload File(s) button will trigger the validation process for the selected submission.

≡ Licence Holder Portal External	File Uploads
My Account     Apply for a Licence     Application Submissions	Use the feature below to upload files to the MFSA server. It is important that all file names are in the appropriate convention. Please wait Progressing
O       File Uploads         Image: Second symptotic symptot	Please do not close the window while uploading

Figure 4: File Upload Process

The file will be submitted in a queuing system and the user is informed accordingly if the file was successful or not via an automatic email. The function will receive the files upon a successful submission and validation.

File Queueing: Files upload result
File Queueing: Files upload result The upload result of the following file(s) _MAR2025.zip is: Uploaded successfully.
MFSA LH Portal File Upload

Figure 5: Sample Email for files uploaded successfully.



Figure 6: Sample Email for a file that failed validation

#### 2.4 Resubmissions

In case that an Authorised Person is required to re-submit, the same verification process needs to re-occur.

Authorised Persons are to use the same filename of the original submission as explained in the <u>File Naming Convention guidelines</u>. Any previously submitted names with the same file name will overwrite the original submission.

#### 2.5 User Logs

The system will keep a log of all files that pass the initial validations. Such logs can be accessed from the **User Logs** menu which can be located on the left-hand side of the LH Portal.

≡										
Licence Holder Portal	User Lo	ogs								
	A list of files uplo	baded by users that form part o	f your entity.							
. My Account										
C Apply for a Licence	Search by F	Filename or Username	Search	8 Start t	yping part of the Filena	me or Usernam	e and click search. (e.	, 'baw')		
Application Submissions										
File Uploads	Filename	Authorised Person	Project	Upload Date	Username	Status	StatusError	IREF	Resubmission reason	Resubmission comment
🗟 User Logs	Page 0 of 0									
PQ	3									
Site Inspections										
A Contact Us										

Figure 7: User Logs

## 3. Contact Us

For queries or difficulties regarding the contents of the **CASP Return** submission, kindly choose the **Fintech Supervision** option from the **Enquiry Type** drop-down list within the <u>Contact Us</u> page.

in the form below. Please be	SA Licence Holder Portal website. Please guided by the subject menu on the enquir	post any questions, feedback or suggestions by filling y form below. All fields are mandatory and cannot be
First Name		
Last Name		
Email		
Are you contacting us on behalf of an Authorised Person?	⊖ Yes ⊖ No	
Name of Authorised Person		
Enquiry Type	Select Option	~
Enquiry	Select Option Insurance & Pensions Financial Institutions	
	Credit Institutions	
	Credit Institutions Trustees Company Service Providers	
	Credit Institutions Trustees Company Service Providers Investment Services	
	Credit Institutions Trustees Company Service Providers Investment Services VFA Service Providers	
	Credit Institutions Trustees Company Service Providers Investment Services VFA Service Providers FinTech Supervision	
	Credit Institutions Trustees Company Service Providers Investment Services VFA Service Providers FinTech Supervision Capital Markets	44

Figure 8: Enquiry for CASP Return