LH Portal Submission Guidelines

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

Contents

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: https://lhportal.mfsa.mt/[1]

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 Contact Us 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.

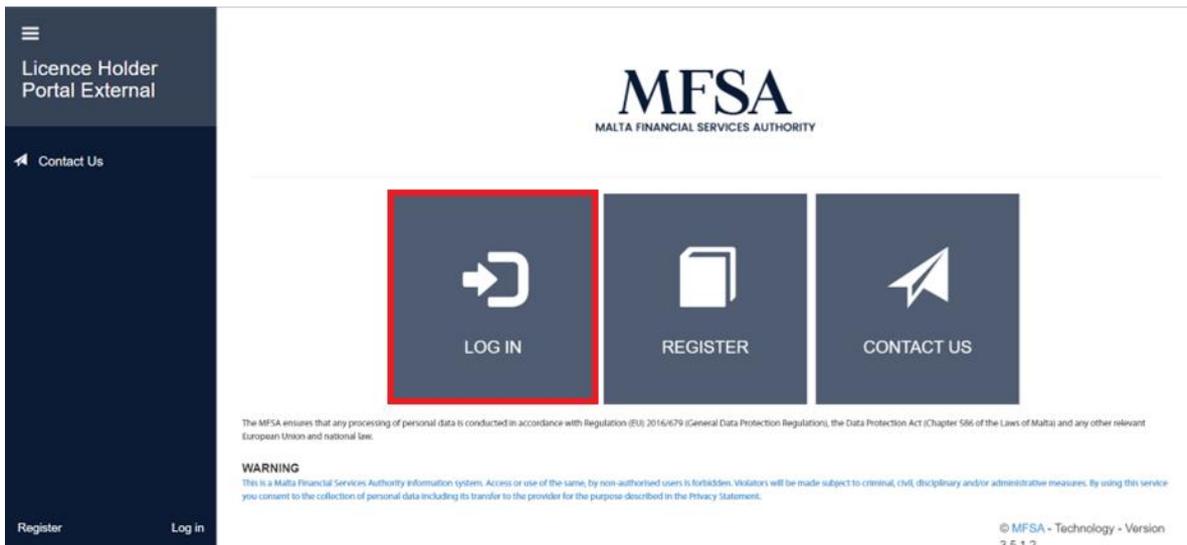[1] URL highlighted is for the live environment.

Figure 1: Log onto LH Portal

1.3 Downloading the Templates

To access the CASP Return templates, kindly navigate to the [Crypto-Assets](#) 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**.**
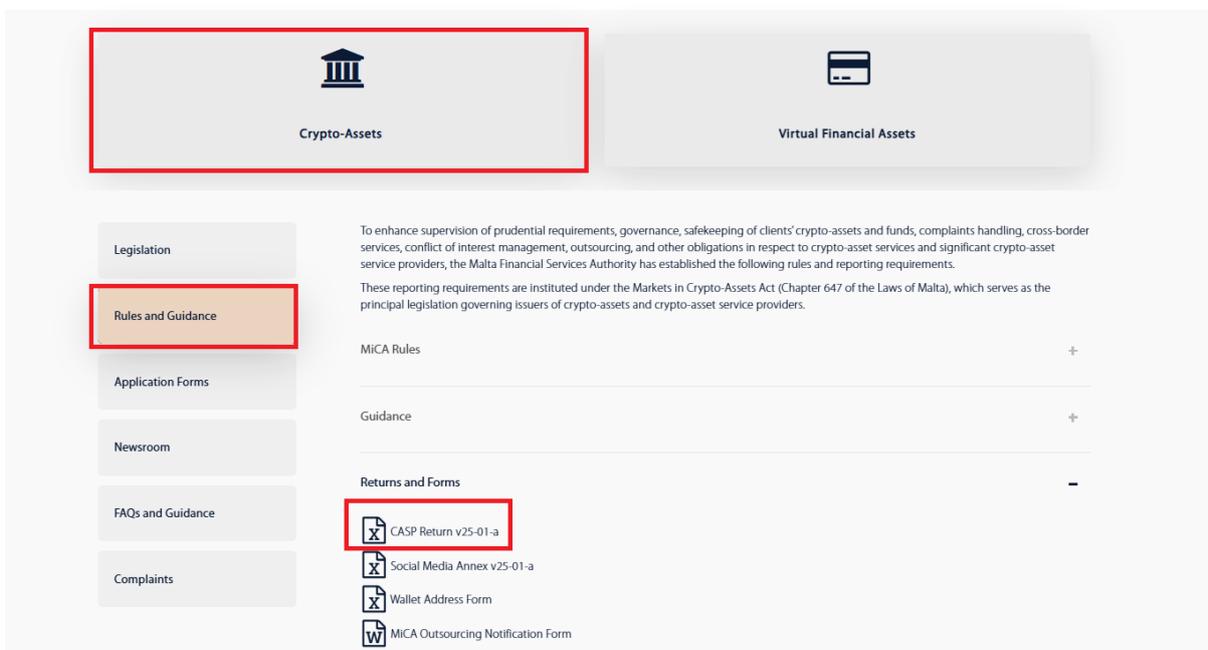

Figure 2: Download the CASP Return

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.

*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 here.

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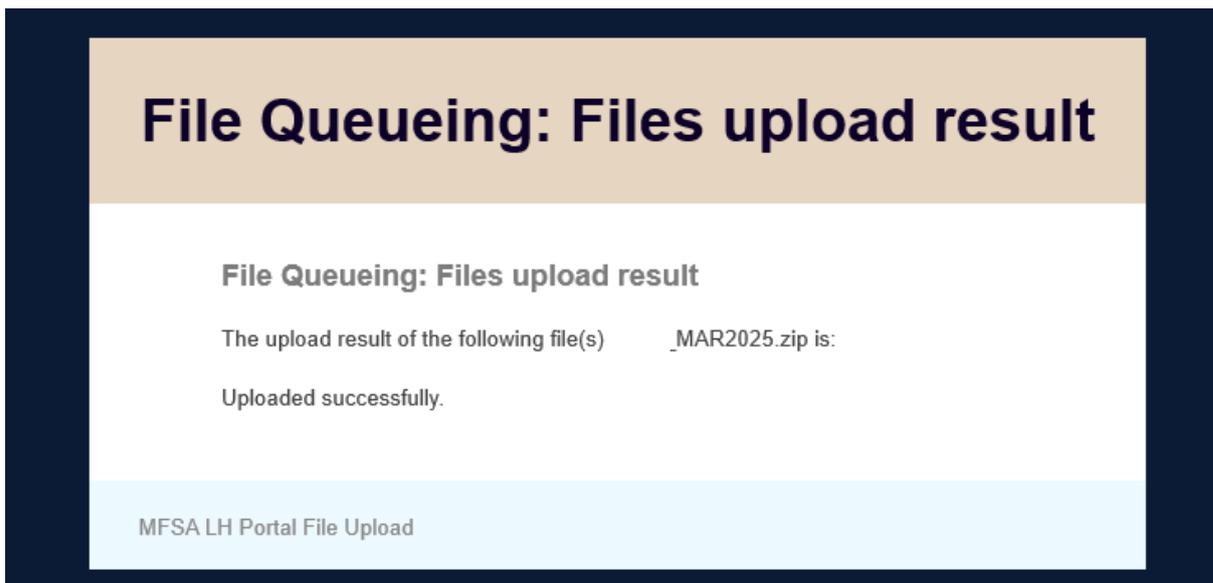
2.3 File Validation

The **Upload File(s)** button will trigger the validation process for the selected submission.
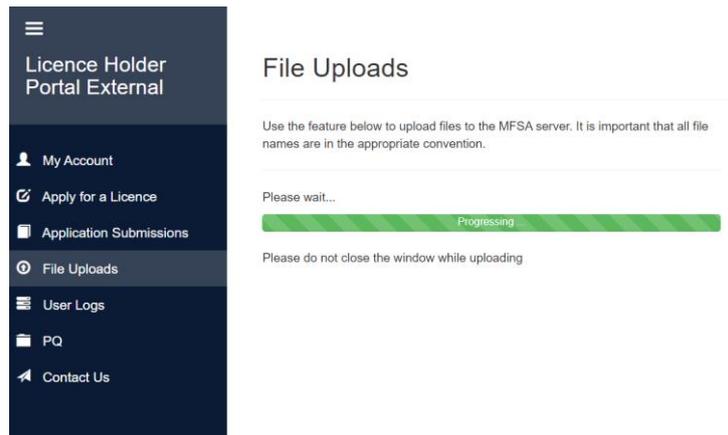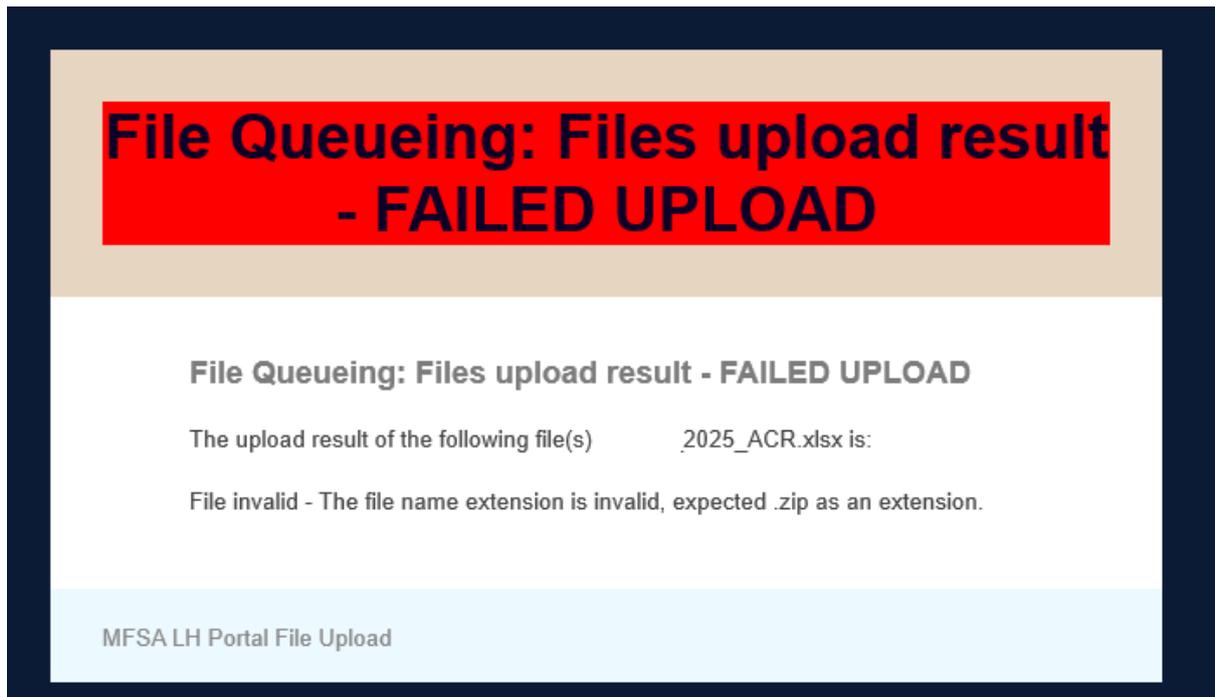
Figure 4: File Upload Process

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.

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 File Naming Convention guidelines. 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.
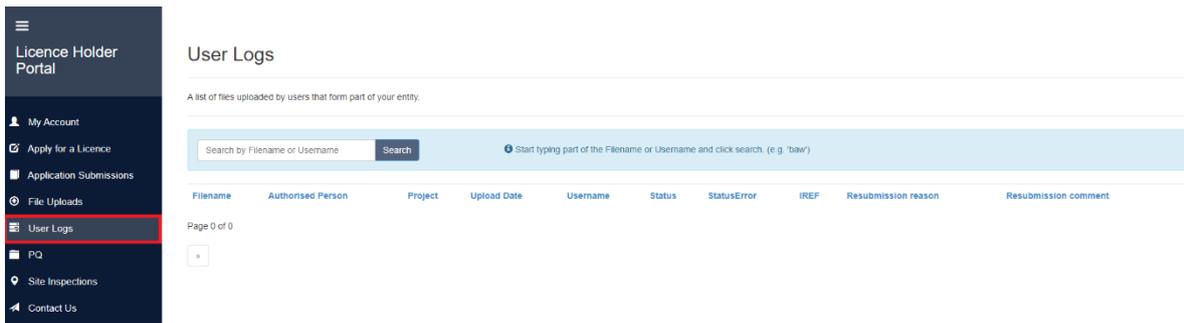
Figure 7: User Logs

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 Contact Us page.
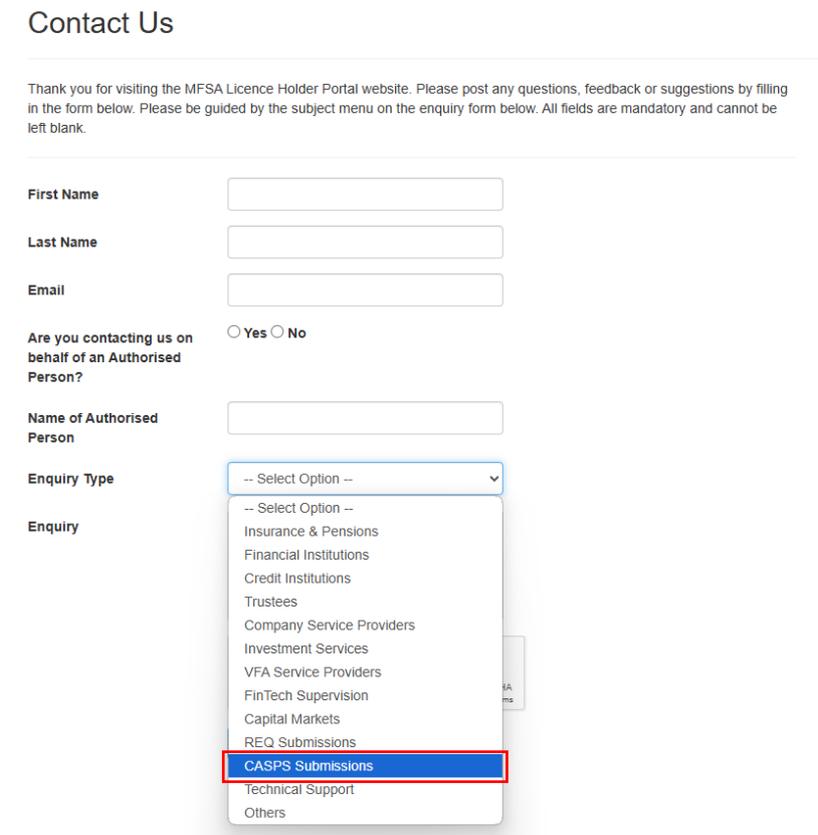

Figure 8: Enquiry for CASP Return