

Divizjoni għall-Kummerċ
 Servizzi ta' Kummerċ
 Lascaris
 Valletta



Commerce Division
 Trade Services
 Lascaris
 Valletta

FORMOLA Ċ

Applikazzjoni għal liċenza ġdida għal attività kummerċjali li tehtieg permess mill-MEPA taht l-Att dwar il-Liċenzi tal-Kummerċ (Kap.441 ta' l-2002) u leġiżlazzjoni sussidjarja

FORM C

Application for a new licence for a commercial activity which requires a MEPA permit under the Trading Licences Act (Cap.441 of 2002) and subsidiary legislation

TWISSIJA lill-applikanti – Kull stqarrija falza, rappreżentazzjoni hazina jew habi ta' fatti materjali fuq din il-formola jew xi dokument ippreżentat flimkien ma' din l-applikazzjoni tista' taghti lok għal passi kriminali.

WARNING to all applicants - Any false statement, misrepresentation or concealment of material fact on this form or any document presented in support of this application may be grounds for criminal prosecution.

PROTEZZJONI TA' L-INFORMAZZJONI – Id-Divizjoni għall-Kummerċ qed tiġbor u tipproċessa l-informazzjoni mogħtija f' din l-applikazzjoni sabiex tkun tista' taqdi l-funzjonijiet tagħha skond l-Att dwar il-Liċenzi tal-Kummerċ. L-informazzjoni kollha tiġi miġbura u pproċessata skond l-Att dwar il-Protezzjoni u l-Privatezza tad-Data, ir-Regolamenti ta' l-2002 dwar il-Liċenzi tal-Kummerċ, liġijiet oħra u l-Politika tal-Privatezza ta' din id-Divizjoni, li kopja tagħha tista' tingħata jekk mitluba. L-informazzjoni mogħtija f' din l-applikazzjoni tista' tingħata lill-Awtoritajiet Pubbliċi u/jew Dipartimenti tal-Gvern, kif meħtieġ, bil-għan li tiġi pproċessata din l-applikazzjoni, u kif tippermetti l-liġi Maltija.

INFORMATION PROTECTED – The Commerce Division collects and processes information provided in this application to carry out its functions under the Trading Licences Act. All data is collected and processed in accordance with the Data Protection Act, the Trading Licences Regulations, 2002, other legislation and the Privacy Policy of the Division, a copy of which is available on demand. The information provided in this application may also be exchanged with other Public Authorities and/or Government Departments, as required, for the purpose of processing of this application, and as permitted by Maltese Law.

Meta l-permess ta' żvilupp tal-MEPA inhareg
 When the MEPA development permit is obtained

Meta l-applikazzjoni għal liċenza tan-negozju qed tintalab flimkien mal-permess ta' żvilupp tal-MEPA
 When the application for a trading licence is requested with the MEPA development permit

Sezzjoni A: Dettalji ta' l-applikant <i>Section A: Particulars of applicant</i>		
Kunjom <i>Surname</i>		
Isem <i>First Name(s)</i>		
Nazzjonalita` <i>Nationality</i>	Nru. ta' l-Identita`/Passaport <i>ID card/Passport no.</i>	
Indirizz tar-residenza f' Malta <i>Address of residence in Malta</i>	Numru tad-dar <i>House Number</i>	Isem tad-Dar <i>House Name</i>
Triq <i>Street</i>	Lokalita` <i>Town</i>	
Kodiċi Postali <i>Post Code</i>	Numru tat-Telefon <i>Telephone Number</i>	Numru tal-Mobile <i>Mobile Number</i>
Indirizz ta' l-E-mail <i>E-mail Address</i>	Numru tal-Fax <i>Fax Number</i>	

Jekk l-applikazzjoni qed issir ghan-nom ta' soċjeta' kummerċjali jew kumpanija registrata ma' l-MFSA, semmi:
If the application is being made on behalf of a commercial partnership or company registered with the MFSA, state:

Isem tas-soċjeta` kummerċjali/kumpanija <i>Name of commercial partnership/company</i>	
Nru. tar-registrazzjoni tal-kumpanija <i>Company's registration no.</i>	
Il-kariga tieghek fil-kumpanija/organizzazzjoni <i>Your designation in the company/organisation</i>	

Jekk persuna oħra ***self-employed*** għajr il-liċenzat/a ser tmexxi l-attività kummerċjali, indika min ser imexxi l-attività kummerċjali fuq **formola A2** u eġmiża ma' din l-applikazzjoni.

A.L. 1 ta' 2006 Artiklu 6 (3) (b)

If another self-employed person, not the licensee will carry out the commercial activity, indicate who will run the commercial activity on form A2 and attach it with this application.

L.N. 1 of 2006 Article 6 (3) (b)

Sezzjoni B: Isem u indirizz tal-post kummerċjali
Section B: Name and address of the commercial premises

Isem tan-negozju <i>Name of business</i>			
Indirizz tal-post li ser ikun liċenzat <i>Address of premises to be licensed</i>	Numru <i>Number</i>	Isem tal-Hanut <i>Name of Shop</i>	
Triq <i>Street</i>	Lokalita' <i>Town</i>	Kodiċi postali <i>Post code</i>	
Il-qies ta' l-art li ser tiġi użata għall-attività (metri kwadri) <i>Floor area to be utilised for activity (square metres)</i>	<i>mt²</i>		

Sezzjoni Ċ: Kategorija tal-kummerċ (jekk jogħġbok immarka l-kategoriji applikabbli)**Section C: Trading category** (please tick applicable categories)

<input type="checkbox"/> I: Proċessar, manifattura u bejgħ ta' prodotti ta' ikel u xorb <i>I: Processing, manufacturing and sale of food products and beverages</i>	<input type="checkbox"/> II: Attivitajiet tal-manifattura <i>II: Manufacturing activities</i>	<input type="checkbox"/> III: Bejgħ bl-ingrossa u bl-imnut <i>III: Wholesale and retail trade</i>
<input type="checkbox"/> IV: Servizzi ta' kostruzzjoni <i>IV: Construction services</i>	<input type="checkbox"/> V: Servizzi professjonali u kummerċjali <i>V: Professional and business services</i>	<input type="checkbox"/> VI: Servizzi soċjali u personali <i>VI: Social and personal services</i>

Jekk jogħġbok indika il-klassijiet tal-kategorija relatati mal-kategoriji magħżulin

Please indicate category types relating to the chosen categories

Kodiċi tal-klassi <i>Type code</i>	Deskrizzjoni tal-klassi <i>Class description</i>

Jekk huma mehtieġa iktar Kodiċijiet ta' Klassi, jistghu jiġu mnizzla separatament
If any further Type Codes are needed, they may be listed separately

<i>Il-kera annwali</i> <i>Annual rent</i>	<i>Lm</i>
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Sezzjoni D: Dikjarazzjoni ta' sid/t il-post**Section D: Declaration of owner of the premises**

Il-post huwa propjeta` ta' l-applikant? <i>Are the premises owned by the applicant?</i>	Iva <i>Yes</i>	<input type="checkbox"/>	Le <i>No</i>	<input type="checkbox"/>
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Jekk **le**, jekk jogħġbok staqsi lil sid il-kera biex j/timla li ġej:
*If no, please ask the land lord to fill the following:*Jien _____ Nru. ta' l-Identita`/Passaport
*I ID Card/Passport No.*li noqgħod
residing at _____m'għandi l-ebda oġġezzjoni għal din l-applikazzjoni.
have no objection to this application.

<input type="checkbox"/> Ġuvni/Xebba <i>Single</i>	<input type="checkbox"/> Miżzewweġ/a <i>Married</i>	<input type="checkbox"/> Separat/a <i>Separated</i>	<input type="checkbox"/> Armel/Armla <i>Widow/er</i>
Data Date Jum Day Xahar Month Sena Year	ID card no.		Firma ta' sid/t il-kera <i>Signature of landowner</i>
		Firma tal-konjugu/a <i>Signature of spouse</i>	

Sezzjoni E: Dikjarazzjoni
Section E: Declaration

Permezz ta' din l-applikazzjoni, jien, hawn taht iffirmit, qed napplika ghal liċenza ġdida biex inhadem attivita' kummerċjali taht l-Att dwar il-Liċenzi tal-Kummerċ (Kap 441). Nikkonferma li l-informazzjoni li jien qed naghti f'din l-applikazzjoni hija korretta. Jiena hawnhekk qed naghti l-kunsens tiegħi lid-Divizjoni għall-Kummerċ:

- biex tipproċessa u żżomm l-informazzjoni personali li qed naghti f'din l-applikazzjoni;
- biex tagħti din l-informazzjoni lill-Awtoritajiet Pubbliċi u Dipartimenti tal-Gvern, kif mehtieġ, bil-għan li tiġi pproċessata din l-applikazzjoni skond kif permess mill-liġi Maltija; u
- biex jiġu ppubblikati d-dettalji dwar din il-liċenza u biex dawn id-dettalji jinghataw lill-pubbliku skond ir-regolament 10 tar-Regolamenti ta' l-2006 li jemendaw ir-Regolamenti dwar il-Kummerċ.

Jiena nifhem li:

- jekk ma naghmilx hekk, l-applikazzjoni tiegħi ma tkunx tista' tiġi pproċessata;
- l-uffiċjali nkarigati biex jipproċessaw din l-applikazzjoni jistgħu jużaw l-informazzjoni mogħtija f'din l-applikazzjoni għall-iskop imsemmi fl-istess applikazzjoni;
- informazzjoni li ma turix l-identita' tiegħi tista' tintuża għal skopijiet ta' statistika.

Jiena nifhem li għandi dritt nara l-informazzjoni li għandha x'taqsam miegħi jekk naghmel talba bil-miktub.

Jiena nifhem li għal skopijiet ta' l-Att dwar il-Protezzjoni u l-Privatezza tad-Data, il-Kontrollur tad-Data huwa d-Direttur Ġenerali tad-Divizjoni għall-Kummerċ.

By means of this application, I, the undersigned, am hereby applying for a new licence to exercise a commercial activity under the Trading Licences Act (Cap. 441). I confirm that the data I am supplying in this application is correct. I hereby give my consent to Commerce Division:

- to process and record the personal information which I am providing in this application;
- to exchange this information with Public Authorities and Government Departments, as necessary, in order to process this application and as permitted by Maltese law; and
- to publish the details of this licence and to give such details to the public in accordance with regulation 10 of the Trading Licences (Amendment) Regulations, 2006.

I fully understand that:

- by opting out, my application cannot be processed;
- authorised personnel who are processing this application may have access to the information provided in this application for the purpose specified in this application;
- edited information, that would not identify me, may be used for statistical purposes.

I know that I am entitled to see the information related to me, should I ask for it in writing.

I am aware that for the purposes of the Data Protection Act, the Data Controller is the Director General, Commerce Division.

<input type="checkbox"/> Ġuvni/Xebba <i>Single</i>	<input type="checkbox"/> Mizzewweġ/Mizzewġa <i>Married</i>	<input type="checkbox"/> Separat/a/Divorzjat/a <i>Separated/Divorced</i>	<input type="checkbox"/> Armel/Armla <i>Widow/er</i>					
<p>Data Date</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%; text-align: center;">Jum Day</td> <td style="width: 33%; text-align: center;">Xahar Month</td> <td style="width: 33%; text-align: center;">Sena Year</td> </tr> <tr> <td style="border-top: 1px solid black; height: 20px;"></td> <td style="border-top: 1px solid black; height: 20px;"></td> <td style="border-top: 1px solid black; height: 20px;"></td> </tr> </table>		Jum Day	Xahar Month	Sena Year				ID Card no.
Jum Day	Xahar Month	Sena Year						
Firma ta' l-applikant <i>Signature of applicant</i>		Firma tal-konjugu/a <i>Signature of spouse</i>						

Nota - Kull min jiffirma għandu jiddikjara l-istat tiegħu. F'każ ta' mizzewġin, il-konjuġi kollha għandhom jiffirmaw l-applikazzjoni u jnizzlu n-numru tal-karta ta' l-identita'. F'każ ta' kumpaniji, firma tad-direttur/direttriċi hija biżżejjed.

Note - Anyone who signs the application must declare one's status. In the case of married couples, both spouses need to sign the application stating their ID card number. In the case of companies, the signature of one director is enough.

Dokumenti mehtieġa m'applikazzjoni Ċ
Required documents with application C

Jekk jogħġbok, immarka liema dokumenti qed tehmeż ma' l-applikazzjoni <i>Kindly indicate which documents are being attached with the application</i>			Ghall-użu uffiċjali <i>For official use</i>	
<input type="checkbox"/>	Formola ta' dikjarazzjoni tal-bidu ta' l-impjeg ta' l-ETC (formola roża jew blu f'każ ta' kumpaniji) <i>ETC employment engagement form (Pink form or blue in case of companies)</i>			
<input type="checkbox"/>	Kopja tal-permess ta' żvilupp għall-ftuħ tal-post kummerċjali mahruġ mill-MEPA <i>Copy of the development permit to open the commercial premises issued by the MEPA</i>			
<input type="checkbox"/>	Jekk il-permess tal-MEPA ma jindikax eżattament il-lok tal-kummerċ, perit għandu jiddikjara li l-permess mill-MEPA jirreferi għall-post li fih ser issir l-attività kummerċjali <i>If the MEPA permit does not exactly specify the commercial site, an architect needs to declare that the MEPA permit refers to the site where the commercial activity will be held</i>			
<input type="checkbox"/>	Dikjarazzjoni minghand perit li sabiex titbiddel jew tiżdied l-attività kummerċjali, m'hemmx bżonn permessi minghand il-MEPA għax l-attivitàjiet jaqgħu taħt l-istess ordni ta' klassi tal-MEPA <i>Declaration from an architect stating that to change or add activities to the commercial activity, no MEPA permits are required since the activities fall under the same MEPA class order</i>			
<input type="checkbox"/>	Pjanta tal-post kummerċjali iffirmata minghand perit li tindika l-qies tal-post bil-metri kwadri <i>Floor plan of the commercial premises signed by an architect which indicates the floor area in metres squared of the commercial premises</i>			
Jekk il-post huwa mikri: <i>If the premises are being rented:</i>		JEW OR	Jekk il-liċenzata huwa/hija sid/t il-post: <i>If the premises are owned by the licensee</i>	
<input type="checkbox"/>	Fotokopja ta' l-aħħar irċevuta tal-kera mahruġa, li tindika il-valur tal-kera preżenti mhallas fuq il-post kummerċjali mill-liċenzat/a. <i>A photocopy of the last rent receipt issued, indicating the present rental value paid on the commercial premises by the licensee.</i>		<input type="checkbox"/>	Stima ffirmata minn perit li tiddikjara il-valur tal-kera tal-post kummerċjali. <i>A signed valuation by an architect declaring the rental value of the commercial premises.</i>
JEW OR				
<input type="checkbox"/>	Kopja tal-kuntratt tal-kera <i>Copy of rent contract</i>			
Dokumenti mehtieġa jekk l-applikazzjoni qed issir għan-nom ta' kumpanija <i>Documents required if the application is being made on behalf of a company</i>				
<input type="checkbox"/>	Riżoluzzjoni tal-Bord iffirmata mis-Segretarju/a tal-Kumpanija li tawtorizza l-applikant biex jirrapprezenta l-kumpanija <i>A Board Resolution signed by the Company Secretary authorising the applicant to represent the company</i>	JEW OR	<input type="checkbox"/>	Lista tad-Diretturi tal-Kumpanija mill-MFSA <i>A list of the Company Directors from the MFSA</i>
			U AND	
			<input type="checkbox"/>	Ittra ffirmata mid-Diretturi li tawtorizza l-applikant biex jirrapprezenta l-kumpanija <i>A letter signed by the Directors authorising the applicant to represent the company</i>

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