



PUBLIC REGISTRY ONLINE

# USER GUIDE & SERVICE DESCRIPTION



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## **Service description**

The online public registry service provides to the public a quick and convenient way to request an official search request by simply filling a small electronic application form directly from home 24/7

### Services offered:

Search for Firms - Normal (Completed within 10 days)

Search for Firms - Fast Track (Completed within 3 days)

Search for Individuals - Normal Track (Completed within 10 days)

Search for Individuals - Fast Track (Completed within 3 days)

Search on Wills (Testamentary Searches)

## **Search for Firms**

A search may be ordered vis-à-vis any person or firm. There are two types of searches (a) Transfers and (b) Liabilities. The scope of ordering the 'transfer' searches is to find out what immovable property a firm owns. The search will only yield results if the property is acquired by a public deed and is enrolled by the Notary at the Public Registry. For instance a person may order 'transfer' searches on a firm for a period between 1990 and 2012. Hence all property acquired by contract during these 22 years will feature in these search results. On the other hand the liabilities searches will reveal as to whether the firm has any hypothecs securing any obligations – such as for example loans and payment of ground-rents.

## **Search for Individuals**

A search may be ordered vis-à-vis any person or company. There are two types of searches (a) Transfers and (b) Liabilities. The scope of ordering the 'transfer' searches is to find out what immovable property a person owns. The search will only yield results if the property is acquired by a public deed and is enrolled by the Notary at the Public Registry. For instance a person may order 'transfer' searches on a person for a period between 1990 and 2012. Hence all property acquired by contract during these 22 years will feature in these search results. On the other hand the liabilities searches will reveal as to whether a person has any hypothecs securing any obligations – such as for example loans and payment of ground-rents.

## **Search on Wills (Testamentary Searches)**

A testamentary search may be ordered on any person (living or deceased) to find out whether that person registered a public will. Of course the search will not reveal the contents of the will itself but simply a summary stating the date and time of the will and the Notary who published the same will. The contents of the will can only be seen by the person drawing up the will or by his/her heirs. The search results do not include secret wills since the latter have to be ordered from the Voluntary Jurisdiction Section of the Civil Court. Before ordering testamentary searches it is important to allow 21 days to pass from date of demise of person.

## Guide

- 1) Enter your personal and contact details and choose pick up location

### Public Official Search

To proceed in ordering an official search please follow the steps below.

#### Step 1: Personal Information

The personal details below will be listed on the invoice and will be used to contact you.

Id Card / Passport *	<input type="text" value="0101000M"/>
Name / Company Name *	<input type="text" value="Joseph Borg"/>
VAT Reg. Number	<input type="text"/>
House Name / Number *	<input type="text" value="Sample"/>
Street *	<input type="text" value="Triq is-salini"/>
Locality *	<input type="text" value="Bormla"/>
Contact No *	<input type="text" value="+356 99000000"/>
Pick up from	<input checked="" type="radio"/> Public Registry Malta <input type="radio"/> Public Registry Gozo

Next >

- 2) Choose order type (See service description for type definitions)
- 3) Select note search region to limit your search to either Malta or Gozo or request both
- 4) Choose search type either for an Individual or a Firm

### Step 2: Order Type

<input type="radio"/> <b>Wills Search</b>	Search for Wills. This search is specifically made for Wills searching where an official certificate of the results is generated. The fees for such certificates are fixed according to the searching dates: Fee before the year 1972 - <b>EUR12.85</b> Fee on or after the year 1972 - <b>EUR9.00</b>
<input checked="" type="radio"/> <b>Normal Search</b>	Search for notes without priority. This search is made for searching any kind of notes for a specific person. The fees for this search is <b>EUR15.85</b> as a submission fee. Fee for every relevant note found - <b>EUR3.20</b> OR Fee for every relevant note found that is of type GPP - <b>EUR0.95</b>
<input type="radio"/> <b>Priority Search</b>	Search for notes with priority. This search is made for searching any kind of notes for a specific person. The fees for this search is <b>EUR31.70</b> as a submission fee. Fee for every relevant note found - <b>EUR6.40</b> OR Fee for every relevant note found that is of type GPP - <b>EUR1.90</b>

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Notes search region:  **Malta & Gozo**  **Malta Only**  **Gozo Only**

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Searching for:  **Individual**  **Firm**

- 5) By default transfers, liabilities, fidi & no different maternity are checked and will be included in the official search an option to choose period dates and specify the date range is also available to refine your search.
- 6) Warning levels are set by default to a maximum of €250. Should an order exceed that amount the requestor will be notified by phone and email, asking to confirm or cancel the order. If a response is not given within 7 days from notification, the order will be cancelled, and the deposit is not refunded. Calls are received and made from Monday to Friday 8am – 3pm.
- 7) Order information must contain all relevant details pertaining to the testator, it is important that all fields are filled in correctly, moreover it is strongly suggested that no fields are left blank whenever possible.

**Step 3: Order Information**

<input checked="" type="checkbox"/> <b>Transfers</b>	<input checked="" type="checkbox"/> <b>Liabilites</b>
From: 01/01/1950 To: 31/05/2016	From: 31/05/1986 To: 31/05/2016
<input checked="" type="checkbox"/> <b>Fidi</b>	<input checked="" type="checkbox"/> <b>Warning</b>
From: 01/01/1981 To: 31/05/2016	Warn when total cost is more than 250.00 €

No Different Maternity  Remarks

ID Card / Passport

Name \*  Surname \*

Spouse Name  Spouse Surname

Father Name  Father Surname

Mother Name  Mother Maiden Name

Birthplace  Date of Birth

8) Confirm all order details are correct.

Step 1: Personal Information

Step 2: Order Type

Step 3: Order Information

Step 4: Details Confirmation & Payment

You can review the entered information by clicking the step title you would like to check.

I confirm that all the given information is correct.

✓ Confirm Order



9) Keep the order number or save the reference link if you choose to continue later.

## Public Order Payment

### Payment Information

Your order was created successfully. The order number and deposit fee are listed below. Please note that the orders will be submitted to be processed only when the payment is effected.

Order Number **6601**

Deposit Fee **€15.85**

You may save the link below if you would like to continue this process later on.


Reference Link


<https://backoffice.identitymalta.com:8444/public/payment/gDJUilSbROHDq7uUb21w/g==>

Click on the continue button to proceed...


 Continue

10) Proceed to the payment gateway to complete your order.

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Choose Payment Method » Submit Details Select Language 

## TESTING Card Payment Details

 Highlighted fields indicate they are required.

**Card Type**

**Card Number**

**Expiry Date**

**Cardholder's Name**

*Total amount that will be charged to your card is **EUR 15.85***

*I have read and accept the terms and conditions.*

# **Public Registry Online Website**

## **Disclaimer & Terms of Use**

### **General Information – Terms of use**

*The information available on this website is not intended to provide official government searches and shall not be relied upon in this regard, it may therefore, not necessarily assure you that the search affected is exhaustive.*

*Identity Malta or any of its employees cannot make any express or implied representations or warranties regarding the material and facilities contained or referred to in this site, nor do we accept refunds, reverse payments or any liability for any loss or damage whatsoever which may arise in any way from the use of any of the material or facilities, for errors or omissions resulting from the material or facilities, or for any lack of accuracy of any information obtained through use of this site. The search carried out is only indicative and will always be considered as an unofficial search, by the department. However, for your peace of mind, the search on line is accessing the same database as that used for the official searches. If in doubt as to the validity of any information contained in this Site, we kindly ask you to seek verification by contacting us. You are advised to obtain appropriate help where necessary. Paid up transactions are not reversible and therefore cannot be undone.*

### **Accessing the Site**

*This Site is made available at a pay-per-use charge basis.*

*We do not guarantee that the Site, or any of its contents, will always be available or be uninterrupted. Access to the Site is permitted on a temporary basis. We may suspend, withdraw or discontinue all or any part of the Site, or any Local Site, without notice. We will not be held liable if, for any reason, the Site is unavailable at any time or for any period. You are responsible for making all arrangements necessary for you to have access to our site. You are also responsible for ensuring that all persons who access the Site through your internet connection are aware of these Terms of Use and disclaimer, and that they comply with them.*

### **Account Holder Obligations**

*You shall be responsible for the acts and omissions of all persons using your devices and password protected accounts. Without prejudice to any provisions hereunder, you shall hereby agree not to use or permit the use of the Service for any improper, harmful or fraudulent actions. You agree to keep your account password safe and secure, and to promptly notify us in the event of any breach of security or unauthorized use of your account. You are to promptly notify us of any personal detail changes or if your account login details are lost or have been compromised.*

### **Continuity of service**

*IdentityMalta makes no guarantee or representation, expressed or implied, as to the continuity of service, and reserves the right to suspend, terminate or otherwise alter access to user accounts at any time and without notice. We may modify, suspend, maintain or upgrade the network and the Service in whole or in part, with or without notice, if we deem that such action is necessary (e.g. for maintenance, repair, security or other valid reasons) or if we are requested to do so by a relevant authority. All reasonable efforts shall be made, from our end, to minimize such service disruptions and keep any periods of interruption to a minimum. You acknowledge and accept our obligation to carry out works from time to time, in your interest. We also reserve the right to immediately terminate or suspend your use and access to this Website at any time and without notice, if we consider that you have breached these terms and conditions. We reserve the right to disclose your personal information to any competent law enforcement authorities in the event of such a breach.*

**Security**

*We will not be held liable for any loss or damage caused by a distributed denial-of-service attack, viruses or other technologically harmful material that may infect your computer equipment, computer programs, data or other proprietary material due to your use of the website or to your downloading of any material posted on it, or on any website linked to it.*

**Jurisdiction and applicable law**

*The Maltese courts will have exclusive jurisdiction over any claim arising from, or related to, the use of this website. These terms and conditions of use and any dispute or claim arising out of or in connection with them or their subject matter, or formation (including noncontractual disputes or claims), shall be governed by and construed in accordance with the law of Malta.*

**Updates and changes**

*We may remove or make changes to the information, content, tools and features on this Website at any time without liability and without notice to you. We may also change or modify all or any part of our disclaimer at any time and such changes or modifications shall be effective immediately upon their publication. You should review these regularly to ensure you are familiar with the most up to date version.*