



2011

FORMOLA E

Avviż għat-thassir jew trasferiment ta' liċenza taht l-Att dwar il-Liċenzi tal-Kummerċ (Kap.441 ta' l-2002) u leġiżlazzjoni sussidjarja
FORM E

Notification for cancellation or transfer of licence 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 ipprezentat flimkien ma' din l-applikazzjoni tista' tagħti 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-Privattezza tad-Data, ir-Regolamenti ta' l-2002 dwar il-Liċenzi tal-Kummerċ, liġijiet oħra u l-Politika tal-Privattezza 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-ghan li tiġi pprocessata 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.

Nru. tal-Liċenza
 Licence no.

Maħruġa fil-
 Issued on

Sezzjoni A: Dettalji tal-liċenzat
Section A: Particulars of licensee

Kunjom Surname													
Isem First Name(s)													
Nazjonalita` Nationality				Nru. ta' l-Identita`/Passaport ID card/Passport no.									
Indirizz tar-residenza f' Malta Address of residence in Malta		Numru tad-Dar House Number				Isem tad-Dar House Name							
Triq Street				Lokalita` Town				Kodiċi Postali Post Code					
Indirizz ta' l-E-mail E-mail Address													
Numru tat-Telefon Telephone Number				Numru tal-Fax Fax Number				Numru tal-Mobile Mobile Number					
Jekk applikabbli jekk jogħbok semmi : If applicable please mention :													
Isem il-kumpanija reġistrata ma' l-MFSA The name of the company registered with the MFSA													
Nru. tar-reġistrazzjoni tal-kumpanija Company's registration no.													

Sezzjoni B: Dikjarazzjoni ta' sid il-post
Section B: Declaration of owner of the premises

Il-post huwa propjeta` ta' l-applikant? <i>Is the premises owned by the applicant?</i>	Iva Yes	<input type="checkbox"/>	Le No	<input type="checkbox"/>
Jekk le , jekk jogħġbok staqsi lil sid il-kera biex jimla li ġej: <i>If no, please ask the landowner to fill the following:</i>				
Jien <i>I</i>	Nru. ta' l-Identita`/Passaport <i>ID Card/Passport No.</i>			
li noqghod <i>residing at</i>				
Ghazla A <i>Option A</i>	<input type="checkbox"/>	Naqbel li l-kerrej jikkancella l-liċenza <i>Agree that the tenant cancels the licence</i>		
Ghazla B <i>Option B</i>	<input type="checkbox"/>	Naqbel li l-kerrej jittrasferixxi l-liċenzja f' ismi <i>Agree that the tenant transfers the licence upon my name</i>		
Ghazla Ċ <i>Option C</i>	<input type="checkbox"/>	Naqbel li l-kerrej jittrasferixxi l-liċenza fuq il-kerrej il-ġdid <i>Agree that the tenant transfers the licence upon the new tenant</i>		
<input type="checkbox"/> Ġuvni/Xebba <i>Single</i>	<input type="checkbox"/> Miżżewweg/a <i>Married</i>	<input type="checkbox"/> Separat/a/Divorzjat/a <i>Separated/Divorced</i>	<input type="checkbox"/> Armel/Armla <i>Widow/er</i>	
Data <i>Date</i>	Jum <i>Day</i>		Xahar <i>Month</i>	Sena <i>Year</i>
Firma ta' sid/t il-kera <i>Signature of landowner</i>			Firma tal-konjugu/a <i>Signature of spouse</i>	
ID card no.				

Ehmez kopja tal-karta ta' l-identita ta' sid il-post
Attach a copy of the identity card of the owner of the premise

Sezzjoni Ċ: Dettalji ta' fuq min ser isir it-trasferiment
Section C: Particulars of transferee

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>					
Indirizz ta' l-E-mail <i>E-mail Address</i>			Indirizz ta' l-E-mail <i>E-mail Address</i>								
Numru tat-Telefon <i>Telephone Number</i>			Numru tal-Fax <i>Fax Number</i>				Numru tal-Mobile <i>Mobile Number</i>				
Jekk l-applikazzjoni qed issir ghan-nom ta' soċjeta' kummerċjali jew kumpanija registrata ma' l-MFSA, semmi: <i>If the application is being made on behalf of a commercial partnership or company registered with the MFSA, state:</i>											
Isem il-kumpanija <i>The name of the company</i>											
Nru. tar-registrazzjoni tal-kumpanija <i>Company's registration no.</i>											

Jekk persuna oħra **self-employed** għajr il-liċenzat ser tmexxi l-attività kummerċjali, indika min ser imexxi l-attività kummerċjali fuq **formola A2** u eghmiża 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 D: Isem u indirizz tal-post kummerċjali
Section d: Name and address of the commercial premises

Isem tan-negozju <i>Name of business</i>			
Indirizz tal-post kummerċjali <i>Address of commercial premises</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 E: Kategorija tal-kummerċ (jekk jogħġbok immarka l-kategoriji applikabbli)
Section E: Trading category (please tick applicable categorie)

<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, jistgħu jiġu mniżżla separatament
If any further Type Codes are needed, they may be listed separately

Il-kera annwali <i>Annual rent</i>	<i>Lm</i>
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Sezzjoni F: Dikjarazzjoni
Section F: Declaration

Permezz ta' din l-applikazzjoni, jien, hawn taht iffirmat, qed napplika biex inhassar il-liċenza tan-negozju tiegħi. Nikkonferma li l-informazzjoni li jien qed nagħti f'din l-applikazzjoni hija korretta. Jiena hawnhekk qed nagħti l-kunsens tiegħi lid-Divizjoni għall-Kummerċ sabiex tippoċessa u żzomm l-informazzjoni personali li qed nagħti f'din l-applikazzjoni, u biex tagħti din l-informazzjoni lill-Awtoritajiet Pubbliċi u/jew Dipartimenti tal-Gvern, kif meħtieġ, bil-ghan li tiġi pproċessata din l-applikazzjoni u kif permess mill-liġi Maltija.

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' tintuza 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 to cancel my trading licence. I confirm that the data I am supplying in this application is correct. I hereby give my consent to the Commerce Division to process and record the personal information which I am providing in this application, and to exchange this information with Public Authorities and Government departments, as necessary, in order to process this application and as permitted by Maltese Law.

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 Single	<input type="checkbox"/> Miżżewweġ/a Married	<input type="checkbox"/> Separat/a/Divorzjat/a Separated/Divorced	<input type="checkbox"/> Armel/Armla Widow/er
Data Date Jum Xahar Sena Day Month Year 			ID card no.
Firma ta' l-applikant Signature of applicant		Firma tal-konjugu/a Signature of spouse	
<input type="checkbox"/> Ġuvni/Xebba Single	<input type="checkbox"/> Miżżewweġ/a Married	<input type="checkbox"/> Separat/a/Divorzjat/a Separated/Divorced	<input type="checkbox"/> Armel/Armla Widow/er
Data Date Jum Xahar Sena Day Month Year 			ID card no
Firma ta' fuq min ser isir it-trasferiment Signature of the transferee		Firma tal-konjugu/a Signature of spouse	

Nota - Kull min jiffirma għandu jiddikjara l-istat tiegħu. F'każ ta' miżżewġin, il-konjuġi kollha għandhom jiffirmaw l-applikazzjoni u jniżżlu 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 I.D. card number. In the case of companies, the signature of one director is enough.

Dokumenti mehtieġa m'applikazzjoni E
Required documents with application E

<input type="checkbox"/>	Formola safra ta' l-ETC biex tittermina n-negozju <i>Yellow form from ETC to terminate the commercial activity</i>					
<input type="checkbox"/>	L-ahħar irċevuta ta' hlas tal-liċenza <i>Last receipt of licence payment</i>					
Għażla A Option A	Dokumenti mehtieġa jekk il-liċenza tidher għan-nom ta' kumpanija Documents required if the licence is on behalf of a company					
	<input type="checkbox"/>	Rizoluzzjoni tal-Bord iffirmata mis-Segretarju/a tal-Kumpanija li tawtorizza l-applikant biex iħassar il-liċenza. <i>A Board Resolution signed by the Company Secretary authorising the applicant to cancel.</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"/>				<input type="checkbox"/>	Ittra iffirmata mid-Diretturi li tawtorizza l-applikant biex jirrapreżenta l-kumpanija <i>A letter signed by the Directors authorising the applicant to represent the company</i>	
Għażla B u C Option B and C	Dokumenti mehtieġa jekk il-liċenza tidher għan-nom ta' kumpanija Documents required if the licence is on behalf of a company					
	<input type="checkbox"/>	Rizoluzzjoni tal-Bord iffirmata mis-Segretarju/a tal-Kumpanija li tawtorizza l-applikant biex jittrasferixxi l-liċenza. <i>A Board Resolution signed by the Company Secretary authorising the applicant to transfer the licence.</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"/>				<input type="checkbox"/>	Ittra iffirmata mid-Diretturi li tawtorizza l-applikant biex jittrasferixxi l-liċenza. <i>A letter signed by the Directors authorising the applicant to transfer the licence.</i>
	Dokumenti mehtieġa jekk l-attività kummerċjali ser tidbiddel jew tiżdied Documents required if the commercial activity is going to be changed or added to further activities					
	<input type="checkbox"/>	Dikjarazzjoni minghand perit li tgħid li m'hemmx b'żonn permess minghand il-MEPA għall-bidla/żieda fl-attività kummerċjali għax (l-imsemmijin) attivitajiet jaqgħu taħt l-istess klassi tal-MEPA. <i>A declaration from an architect stating that no MEPA permit is required for a change/addition in the commercial activity since (the mentioned) activities fall under the same MEPA class order.</i>				
	Dokumenti mehtieġa jekk l-applikazzjoni għat-trasferiment qed issir għan-nom ta' kumpanija Documents required if the application for the transfer is being made on behalf of a company					
<input type="checkbox"/>	Rizoluzzjoni tal-Bord iffirmata mis-Segretarju/a tal-Kumpanija li tawtorizza l-applikant biex jirrapreżenta 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"/>				<input type="checkbox"/>	Ittra iffirmata mid-Diretturi li tawtorizza l-applikant biex jirrapreżenta l-kumpanija <i>A letter signed by the Directors authorising the applicant to represent the company</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>					
<input type="checkbox"/>	Formola ta' dikjarazzjoni tal-bidu ta' l-impjieg 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>					
Għażla C Option C			Għażla B Option B			
<input type="checkbox"/>	Fotokopja ta' l-ahħar irċevuta tal-kera mahruġa, li tindika il-valur tal-kera preżenti mħallas fuq il-post kummerċjali mill-liċenzat. <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 iffirmata 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>					

Trade Services, Commerce Division, Lascaris, Valletta

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