

## ■ Fees

There is no fee to subscribe to the Registry's online system.

## ■ Electronic Payment Services

The Registry's online system also provides for electronic payment facilities in respect of fees for new companies, annual returns and other services. The system will guide users to effect the relative payments from their top-up account or by means of electronic debit and credit cards commonly in use.



*For further information on the services select  
"Online Filing Information" from the menu at*

*<http://registry.mfsa.com.mt>*

**MFSA**

**MALTA FINANCIAL SERVICES AUTHORITY**

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Electronic filing is a secure and reliable way to file your company's documents. This service is available on a "twenty-four hours by seven" basis enabling users to file documents with the Companies Registry in a convenient and flexible manner.

These electronic enhancements are part of the commitment of the MFSA to improve the service provided to the general public and increase efficiency in the financial services sector.

**Registry of Companies**  
**Malta Financial Services Authority**  
Notabile Road,  
Attard BKR 3000,  
Tel: (00356) 21 44 11 55  
<http://registry.mfsa.com.mt>

**Registry of Companies**  
**Online Registration**  
**and Filing Service**

[www.mfsa.com.mt](http://www.mfsa.com.mt)

The MFSA is offering a new advanced internet service providing practitioners and members of the public with a secure and simple way to register new companies and file company documents online. These services are available through the Registry of Companies' website at <http://registry.mfsa.com.mt>

**The following services are available:**

- Electronic filing by means of an advanced electronic signature of the following documents:
  - Memoranda and Articles of Association
  - Annual Returns
  - Form K (Return to be filed following any change in directors, company secretary or representation of the company)
  - Form T (Notice of Share Transfer)
  - Form Q (Notice of change in registered office of company)
- Electronic payment of new company registration fee and annual return fee.
- Free company name check
- Reservation of company names

**To be able to use the system and file documents electronically please follow these steps:**

■ **STEP 1**

**Register as an online "Authorised User"**

If you have never used the **Online Registry Service** before, go to the Registry of Companies website <http://registry.mfsa.com.mt> and register as an **"Authorised User"**. The application for registration as a new user may be submitted electronically by selecting **"New User Registration"** and following the prompts.

On receipt of the application the Registry of Companies will email back a copy of the agreement for signature. The registration is completed once the signed agreement is delivered to the Registry of Companies.

■ **STEP 2**

**Obtain an Electronic Signature**

To start submitting electronically-signed documents one must hold a personal digital certificate, which is issued by the Malta Communications Authority (MCA). The Registry of Companies website provides a link to the MCA website for this purpose. Alternatively one may go directly to

<https://www.mygov.mt/PORTAL/webforms/howdoigetaccesstomygov.aspx>

Once the digital certificate is obtained from the MCA you should proceed to register the digital certificate with the Registry of Companies. This is done by selecting the option **"Register Certificate"** available in the Registry of Companies' online system menu. Authorisation to be able to create and submit online forms on behalf of a company is also required and is obtained on request through the Registry Online System by selecting the option **"Add Link to Company"** from the system menu. This should be accompanied with a written consent from the company authorising the user to file online documents on its behalf. Such consent is not required if the authorised user is an officer of the company. Once approved, the Authorised User may be able to use the online filing service provided by the ROC online system.

Please follow the instructions provided in the Registry of Companies website under **"Online Filing Information."**

Company directors or secretaries who wish to be able to sign documents electronically and online, but do not wish to become Authorised Users themselves and prefer to use the services of a company practitioner, may register as a **"Signatory Only User"**.

■ **STEP 3**

**Start submitting your company documents online**

Once approved by the Registry as an Authorised User, you may create, submit and sign electronically any of the documents available through this service. **You will no longer need to follow Steps 1 & 2 every time you wish to do so.**

- **To register a company's Memorandum and Articles online:** Select **"Company Registration"** option under **"Online Filing"** and proceed according to the sequence steps indicated.
- **To file the company Annual Return online:** In system's menu, select **"Annual return"** option under **"Online Filing"**, select the company for which the form is required and proceed according to the sequence steps indicated.
- **To submit other online Forms:** Select the requested form under the **"Online Filing"** options, select the company for which the form is required and proceed according to the sequence steps indicated.