

# *Registrar of Companies*

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MALTA

## **Notice on Notifications**

The Registry of Companies wishes to notify authorised representatives of all Companies registered in Malta that following an extensive and thorough enhancement of its software, an upgraded system will go live as from the 23<sup>rd</sup> January 2017.

The system will, on the basis of companies' records held at the Registry of Companies, generate the following notifications.

- Reminders when annual returns are due - advising of the 42 days period before the filing deadline;
- Reminders of the date by which annual accounts were to be approved by the company in general meeting - advising of the 42 days period after such date that the accounts should be filed;
- Notifications when penalties are issued in respect of late submission of Annual Returns and Annual Accounts. These notifications will continue to be issued on a monthly basis until the Annual Return or Annual Accounts are filed.

Authorised representatives who have supplied the Registrar with an email address will be receiving the notifications by e-mail whilst manual notifications will be sent where an email address is not available.

It is to be appreciated that while the system has been rigorously tested to ensure its correct functionality, there may be situations where incorrect company data on the register may cause notifications/reminders to be issued erroneously.

Consequently, authorised representatives are requested to ensure that data in the company register is correct and up to date. Authorised representatives are kindly requested to supply the Registrar with a valid email address to be utilised for all notifications. Email addresses are to be sent by email to *systemsupport@rocmalta.com.mt* with a reference to the company registration number.

Authorised representatives who receive any notice which is considered as incorrect are kindly requested to contact the Registry of Companies by telephone on 2548 5144 or by e-mail on *penalties@rocmalta.com.mt*

Thank you for your cooperation.

Registrar of Companies