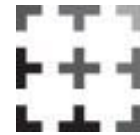


# Structural Funds Database 2014-2020

Information Management & Monitoring System



EU funds  
for Malta  
2014-2020

## USER ACCOUNT APPLICATION FORM

Ref  
No

User Level

Managing Authority

Horizontal Stakeholder

Line Ministry OP I

Line Ministry OP II

Beneficiary OP I

Beneficiary OP II

Intermediate Body OPI

Intermediate Boday OPII

User already has an  
SFD14-20 Account

Yes

Level

Select From Managing Authority, Horizontal Stakeholder, Line Ministry OP I, Line  
Ministry OP II, Beneficiary OP I, Beneficiary OP II

No

### 1.0 DETAILS

#### 1.1 Personal

Surname and Name

ID Card Number

UMS  
Login

corp\

Applicable only in the case of CORP users

Designation  
(in relation to the Project)

#### 1.2 Organisation

Organisation Name

Organisation  
Address

#### 1.3 Contact Details

e-Mail Address

Telephone Number

Mobile Number



European Structural and Investment Funds 2014-2020  
Co-financing rate: 80% European Union; 20% National  
Funds



## 1.4 Declaration by the Applicant

I am hereby accepting responsibility to access the SFD 14-20 and to follow rules and obligations which arise from the use of this database. I am hereby agreeing to access this database solely to carry out my duties related to projects funded under Cohesion Policy 2014-2020. I declare that I will not divulge any information or details arising from the use of this system to other individuals or entities outside the organisation indicated above.

I, the undersigned, state that I will:

- Only certify payments for which I have the necessary authority (where applicable);
- Request termination of access rights when no longer needed or justified;
- Promptly report suspicious events that may bring prejudice to the security of the system;
- Not divulge my access details (username and password) to anyone, including higher or lower staff;
- Inform the SFD Systems Administrator in writing about any changes affecting myself in my role at the above office; and
- Take the necessary precautions in terms of data privacy protection as per National and Commission's Regulations.

I also state that the above data identifying me is accurate.

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Signature of the Applicant

Date

Information gathered from this application form is held in accordance with the Data Protection Act. All "Personal Data" is held by the Managing Authority in order to provide you with online access to services for the management of Structural Funds in Malta and in line with EU Regulation No. 1303/2013. This Application Form may not be copied by any means (except by the Applicant) and the original shall be kept in a secure area by the Managing Authority. All applicants are to ensure that all information within this application form is correct and complete. All provided data shall be used for the purpose indicated including interoperability with European Commission systems and any other systems with the same purpose of managing Structural Funds in Malta. Unless your prior permission is sought, data will not be used for other purposes than those indicated. All data is kept for no longer than necessary. ICT management reserves the right to terminate access without any notification.

## 2.0 ENDORSEMENT BY THE HEAD OF THE ORGANISATION

- In the case of the Managing Authority the form is to be endorsed by the Head of Unit or by a senior Officer (in his/her absence or if the applicant is the Head of Unit him/herself).***
- In the case of the Line Ministry the form is to be endorsed by the Director (Programme Implementation) or by the Permanent Secretary if the applicant is the Director (Programme Implementation) him/herself.***
- In all other cases the form is to be endorsed by the Head of the Organisation***

I approve that \_\_\_\_\_ (name of the applicant) is provided access to the Structural Funds Database 2014-2020 on behalf of my organisation as indicated hereunder:

Rights <i>Delete as applicable</i>		Priority Axis/Axes/Project(s) <i>Applicable only in the case of the Managing Authority</i>		Editing Rights on Technical Assistance <i>Applicable only in the case of the Managing Authority - Delete as applicable</i>	
Viewing Only	Editing Rights			Yes	No

I will also notify the ICT Unit by email in order to terminate the above access rights when they are no longer required or justified.

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Signature of the Head of the Organisation

Date

This application form is to be submitted to the Desk Officer responsible for the Project within the Planning and Priorities Co-ordination Division, Triq il-Kukkanja, Santa Venera, SVR 1411, or as applicable. Upon creation of Account, an automated e-mail including the system's credentials will be sent to the Applicant.

### 3.0 APPROVAL BY THE MANAGING AUTHORITY

*This Section does not apply in the case of the Managing Authority.*

#### 3.1 Receipt

*(this sub-section applies in the case of Horizontal Stakeholders, Line Ministries and Beneficiaries)*

Date received (by the Desk Officer)	
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#### 3.2 Approval

*(this sub-section only applies in the case of Beneficiaries)*

Application Endorsed	Yes	<input type="checkbox"/>	Reason(s)	
	No	<input type="checkbox"/>		

#### 3.3 Projects inserted in the system for which the User is to be given access

*This sub-section only applies in the case of Beneficiaries. Applications for projects whose details are yet to be inserted in the system cannot be completed.*

Project Code(s)	
MA Officers (to be copied)	

*Including names of Desk Officer & Senior Manager*

Signature of the Head of the Unit

Name

Date

### 4.0 PROCESSING BY THE ICT UNIT

	Date	Signature
Application Form Received On:		
Application Accepted <i>Tick where applicable</i>		
Yes <input type="checkbox"/>		
No <input type="checkbox"/>		
User Account Created on: <i>Applicable only if the Application is accepted</i>		
Reason(s) for Rejection <i>Applicable only if the Application is rejected</i>		
Additional Comments		