Financial Identification Form – EU Funds
Formola ta' Identifikazzjoni – Fondi tal-UE

GOVERNMENT OF MALTA

FONDI.eu

EU Payments Unit

Part I

Name and Surname or Enterprise/Entity Name / Isem u Kunjom jew Isem l-Intrapriża/Entita'

Company Registration Number and Name *[if applicable]* / Numru ta Reġistrazzjoni Tal-Kumpanija u Isem *[jekk applikabbli]*

Identification Number (ID or Passport)/ Numru ta' Identifikazzjoni (ID jew Passaport)

Address / Indirizz

Town or City / Raħal jew Belt

Post Code / Kodiċi Postali

Country / Pajjiż

Telephone Number or Mobile Number
Numru tat-Telefown jew Numru tal-Mowbajl

VAT Reg. Number/ Numru tar-Reġistrazzjoni tal-VAT

Tax Identification Number *[if applicable]* / Numru ta Identifikazzjoni Fiskali *[jekk applikabbli]*

Contact Person / Isem tal-Persuna li magħha għandu jsir kuntatt

e-mail Address *[generic]* / Indirizz Elettroniku *[ġeneriku]*

Part II

Bank Account Holder / Isem tad-Detentur tal-Kont tal-Bank

Bank Name / Isem tal-Bank Kummerċjali

Branch Address / Indirizz tal-Fergħa tal-Bank Kummerċjali

Town/City and Post Code / Raħal /Belt u Kodiċi Postali

Country / Pajjiż

International Bank Account Number (IBAN) *[compulsory]* / Numru Internazzjonali tal-Kont Bankarju (IBAN) *[obbligatorju]*

Bank Identifier Code (BIC) / Kodiċi ta' Identifikazzjoni tal-Bank (BIC)

Part III

I the undersigned declare that all information filled herein and conferred to you is to the best of my knowledge and belief true, correct and complete. I understand and am fully aware that falsification of any information may jeopardise the validity of the payment issued thereon. I further declare that I have read and understood the details given on pages 2/3 of this form, and unless otherwise directed, the above information may be used for future EU related payments.

Jien, hawn taħt iffirmat, niddikjara li l-informazzjoni kollha mimlija hawn fuq u moghtija, hija, sa fejn naf jien, vera, korretta u sħiħa. Jiena nifhem, u jiena konxju, illi falsifikazzjoni ta' kwalunkwe tip ta' informazzjoni tista tipperikola l-validitá ta' pagamenti maħruġa fuq din l-informazzjoni. Niddikjara wkoll illi jiena qrajt u fhimt id-dettalji mogħtija fit-tieni/tielet paġna ta' din il-formola, u sakemm ma jkunx indikat mod ieħor, l-informazzjoni ta' hawn fuq tista' tintuża għal pagamenti futuri relatati mal-Fondi tal-UE.

Signature of Account Holder
Firma tad-Detentur tal-Kont

Date / Data

[compulsory / obbligatorja]

GOVERNMENT OF MALTA	Financial Identification Form – EU Funds Formola ta' Identifikazzjoni – Fondi tal-UE EU Payments Unit	FONDI.eu

PART I [BUSINESS DETAILS]
In the first part of the form the applicant must fill in the personal details or name of the business as well as other relevant business information.

PURPOSE OF FORM
The objective of the form is to provide the **EU Payments Unit**, with information necessary to perform EU Related Payments by means of a direct credit transfer at no additional cost.

PART II [BANKER]
In this section, the applicant is requested to enter banking information, indicating bank and account where to receive payment.
Special attention needs to be given when information submitted in this section does not conform to that already specified in the relevant contract documents (See **Specific Instructions** for further guidance).

For more information about the **International Bank Identification Number (IBAN)** the applicant is solicited to contact his local banker and ask for assistance.

PART III [CERTIFICATION]
Certification instructions. The applicant must ensure that the person designated to fill in the form and sign the certification has the proper capacity to do so.

In so doing the person endorsing the form must indicate his/her name and official capacity in the business.

Note: The form will not be considered valid if it is returned to the EU Payments Unit incomplete or without the required Signature of account holder.

SPECIFIC INSTRUCTIONS

Name and Surname or Business Name must be the same as Bank account holder.
If the bank account details are not in accordance with those indicated in the related contract document, the contractor shall immediately take the necessary steps to rectify his position and ensure that written confirmation for the alterations made to the terms and conditions of contract be obtained from the Contracting Authority.
The EU Payments Unit will not effect payment without the prior consent of the Contracting Authority.

DATA PROTECTION NOTICE

The EU Payments Unit is committed to being transparent on the collection and use of the applicant's personal data, and to meeting its data protection obligations according to applicable law.

Data Controller	The Permanent Secretary EU Funds is the controller of the applicant's personal information as provided through this form.
Categories of Data	We process personal data as is adequate, necessary and relevant for the purposes of effecting EU Related Payments by means of a direct credit transfer, which personal data includes the business details of the applicant, banking information, including bank and account where payments are to be received, and certification instructions as outlined above.
Purposes for Processing	We process personal data provided by the applicant in order to effect EU Related Payments by means of a direct credit transfer. We may also process personal data provided by the applicant in order to safeguard public funds and to prevent fraud. We may check information provided by the applicant or information about the applicant provided by a third party with other information held by us. We may also get information about the applicant from third parties, which may include other government entities and local authorities, or give information to such third parties to verify the accuracy of the information provided, to prevent or detect crime or to protect public funds as may be permitted by law.
Legal Basis	We will only process the applicant's personal data as necessary for the achievement of the above-mentioned purpose, or in order for us to comply with our legal obligations or as may be permissible under applicable law.
Recipients	The applicant's personal data may be communicated to third parties, including other government entities, local authorities and beneficiaries, in order to verify the accuracy of the information provided, or as and when this is required under applicable laws and regulations. The applicant's personal data may also be disclosed to courts, tribunals, arbitrators or other competent bodies who may have authority to request such personal information.
Retention:	The applicant's personal information shall be held only as long as is necessary in order to carry out those purposes for which such data has been collected or to comply with our legal obligations. Financial data is retained for a period of ten years.
Security	We use reasonable efforts to safeguard the integrity, availability and confidentiality of all personal data that we process relating to the applicant and regularly review and enhance our technical, physical and managerial procedures so as to ensure that personal data is protected from unauthorized access, improper use or disclosure, unauthorized modification and unlawful destruction or accidental loss.
Rights	The applicant has the right to: (i) withdraw consent when personal data is processed on the basis of consent. The withdrawal of consent shall not affect the lawfulness of processing before the withdrawal of consent; (ii) ask us about the processing of the applicant's personal information, including to be provided with a copy of any personal information held by us; (iii) to request the correction and/or deletion of personal information, or restrict or object to the processing of personal information, as may be applicable; (iv) to request to obtain and reuse personal information for the applicant's own purposes across different services; and (v) to complain to a competent supervisory authority, or to a court of law, if the applicant's data protection rights are violated or the applicant has suffered as a result of unlawful processing of personal information. Should the applicant wish to exercise any of the above-mentioned rights, or forward any query regarding the processing of personal data, the EU Payment Unit can be contacted as per contact details below. The EU Payment Unit may be required or entitled to retain and process the applicant's personal information to comply with legal and regulatory obligations.

GOVERNMENT OF MALTA V	**Financial Identification Form – EU Funds** **Formola ta' Identifikazzjoni – Fondi tal-UE** **EU Payments Unit**	FONDI.eu

L-GĦAN TAL-FORMOLA
L-għan tal-formola hu li tipprovdi lill-EU Payments Unit informazzjoni meħtieġa sabiex twettaq ħlasijiet marbuta mal-Unjoni Ewropea direttament fil-kont bankarju, mingħajr spejjeż addizzjonali.

L-EWWEL TAQSIMA [BENEFIĊJARJU]
Fl-ewwel parti tal-formola, l-applikant għandu jniżżel l-isem tan-negozju kif ukoll tagħrif Ġenerali ieħor.

IT-TIENI TAQSIMA [DETTAJI TAL-BANK]
F'din it-taqsima, l-applikant mitlub jimla l-isem tal-bank u d-dettalji tal-kont bankarju fejn jixtieq li jiġi ddepożitat il-ħlas.
Attenzjoni speċjali għandha tingħata meta d-dettalji tal-kont bankarju mniżżla fil-formola ma jkunux konformi ma' dawk imniżżla fil-kuntratt innifsu. (Għall aktar għajnuna ara l-Istruzzjonijiet Speċifiċi).
Għal aktar tagħrif dwar in-numru IBAN, l-applikant imħeġġeġ jikkomunika mal-bank kummerċjali tiegħu.

IT-TIELET TAQSIMA [DIKJARAZZJONI]
Proċedura – L-applikant għandu jkun żgur li dik il-persuna li timla u tiċċertifika l-formola, għandha kull setgħa li tagħmel dan.
Għaldaqstant, il-persuna li tiffirma din id-dikjarazzjoni għandha, flimkien ma' isimha, tindika l-pożizzjoni uffiċċjali tagħha fin-negozju.
Nota: Il-formola ma tiġix ikkunsidrata valida jekk tasal lura għand l-EU Payments Unit mingħajr Firma tal-benefiċjarju jew mhux kompluta.

ISTRUZZJONIJIET SPEĊIFIĊI
Isem u Kunjom/Isem il-Kumpanija jew Entita' irid jaqbel mal-Isem tad-Detentur tal-Kont tal-Bank.
F'każ li d-dettalji tal-kont bankarju ma jaqblux ma' dawk indikati fid-dokument tal-kuntratt, il-kuntrattur għandu minnufih jieħu l-passi kollha meħtieġa sabiex jirregola l-pożizzjoni tiegħu u jiżgura li kull tibdil fil-kundizzjonijiet tal-kuntratt jiġu approvati bil-miktub mingħand id-Dipartiment ikkonċernat.
L-EU Payments Unit ma tagħmilx ħlasijiet qabel tirċievi l-kunsens mingħand id-Dipartiment ikkonċernat.

AVVIŻ DWAR IL-PROTEZZJONI TAD-DATA
Il-*EU Payments Unit* huwa kommess li jkun trasparenti fil-ġbir u l-użu tad-*data* personali tal-applikant, u li jissodisfa l-obbligazzjonijiet tiegħu ta' protezzjoni ta' *data* skond il-liġijiet applikabbli.

Kontrollur ta' *Data*	Is-Segretarju Permanenti tal-EU Funds huwa l-kontrollur tal-informazzjoni personali tal-applikant provduta skond din il-formola.
Kategoriji ta' *Data*	Aħna nipproċessaw *data* personali skond kif inhuwa adegwat, neċessarju u rilevanti għall-finijiet li jsiru Pagamenti Relatati mal-UE permezz ta' trasferiment ta' *direct credit*, liema *data* personali tinkludi d-dettalji tan-negozju tal-applikant, informazzjoni bankarja, inkluż l-bank u l-kont fejn għandhom isiru l-ħlasijiet, u istruzzjonijiet taċ-ċertifikazzjoni kif deskritt hawn fuq.
Għanijiet tal-Proċessar	Aħna nipproċessaw *data* personali pprovduta mill-applikant sabiex inkunu nistgħu nagħmlu Pagamenti Relatati mal-UE permezz ta' trasferiment ta' *direct credit.* Aħna nistgħu nipproċessaw *data* personali pprovduta mill-applikant wkoll sabiex nissalvagwardjaw fondi pubbliċi u sabiex nipprevjenu frodi. Aħna nistgħu niċċekjaw informazzjoni pprovduta mill-applikant jew informazzjoni dwar l-applikant pprovduta minn terzi persuni ma' informazzjoni oħra miżmuma minna. Aħna nistgħu wkoll nottjenu informazzjoni dwar l-applikant mingħand terzi persuni, li jistgħu jinkludu entitajiet governattivi oħra u awtoritajiet lokali, jew nagħtu informazzjoni lill-istess terzi persuni sabiex tiġi verifikata l-eżattezza tal-informazzjoni pprovduta, sabiex jiġu evitati jew misjuba reati jew sabiex jiġu protetti fondi pubbliċi kif permessibli mil-liġi.
Bażi Legali	Aħna nipproċessaw d-*data* personali tal-applikant biss sakemm tali proċess huwa neċessarju għall-għanijiet fuq indikati, jew sabiex nikkonformaw mal-obbligi legali tagħna jew sakemm huwa permissibbli skond il-liġijiet applikabbli.
Reċipjenti	Id-*data* personali tal-applikant tista' tiġi komunikata lil terzi persuni, inkluż entitajiet governattivi oħra, awtoritajiet lokali u beneficjarji jew nagħtu informazzjoni lill-istess terzi persuni sabiex tiġi verifikata l-eżattezza tal-informazzjoni pprovduta, jew kif u meta din hija rikjesta mil-liġijiet u regolamenti applikabbli. Id-*data* personali tal-applikant tista' wkoll tiġi żvelata lil qrati, tribunali, arbitri jew korpijiet kompetenti oħra li jaf ikollhom awtorità jitolbu l-istess informazzjoni personali.
Ritenzjoni	Id-*data* personali tal-applikant sejra tinżamm biss sakemm huwa neċessarji sabiex jiġu eżegwiti l-għanijiet li għalihom id-*data* nġabret jew sabiex nikkonformu mal-obbligi legali tagħna. *Data* finanzjarja sejra tinżamm għal perjodu ta' għaxar snin.
Sigurtà	Aħna nużaw sforzi raġonevoli sabiex nissalvagwardjaw l-integrità, id-disponibbiltà u l-kunfidenzjalità tad-*data* personali kollha li nipproċessaw relatata mal-applikant u regolarment nirrevedu u ntejbu l-proċeduri tekniċi, fiżiċi u maniġerjali tagħna sabiex niżguraw li d-*data* personali tkun protetta minn aċċess mhux awtorizzat, użu mhux xieraq jew żvelar, modifika mhux awtorizzata u distruzzjoni illegali jew telf aċċidentali.
Drittijiet	L-applikant għandu d-dritt li: (i) jirtira l-kunsens meta *data* personali tiġi pproċessata fuq il-bażi tal-kunsens. L-irtirar tal-kunsens ma għandux jaffettwa l-legalità tal-ipproċessar qabel l-irtirar tal-kunsens; (ii) jistaqsina dwar l-ipproċessar tal-informazzjoni personali tiegħu, inkluż li jingħata kopja ta' kwalunkwe informazzjoni personali dwaru li għandna; (iii) li jitlob il-korrezzjoni u/jew it-tħassir ta' informazzjoni personali tiegħu, jew jirrestrinġi jew joġġezzjona għall-ipproċessar ta' informazzjoni personali tiegħu, kif jista' jkun applikabbli; (iv) li jitlob li jikseb u juża mill-ġdid informazzjoni personali għal skopijiet tal-applikant stess f'servizzi differenti; u (v) li jilmenta ma' awtorità superviżorja kompetenti, jew quddiem qorti, jekk id-drittijiet tal-protezzjoni tad-*data* tal-applikant jinkisru jew l-applikant ikun sofra bħala riżultat ta' pproċessar illegali ta' informazzjoni personali. Jekk l-applikant jixtieq jeżerċita xi wieħed mid-drittijiet imsemmija hawn fuq, jew jgħaddi xi mistoqsija dwar l-ipproċessar ta' *data* personali, l-*EU Payment Unit* jista' jiġi kkuntattjat skond id-dettalji indikati hawn taħt. L-*EU Payments Unit* jista' jkun meħtieġ jew intitolat iżżomm u jipproċessa l-informazzjoni personali tal-applikant biex jikkonforma mal-obbligi legali u regolatorji tiegħu.