

PUBLIC REGISTRY ONLINE

USER GUIDE & SERVICE DESCRIPTION





Document Version 1.3

Service Description

The online public registry service provides to the public a quick and convenient way to request an official search request by simply filling a small electronic application form directly from home 24/7

Services offered:

Search for Firms – Normal (Completed within 10 days)

Search for Firms - Fast Track (Completed within 3 days)

Search for Individuals - Normal Track (Completed within 10 days)

Search for Individuals - Fast Track (Completed within 3 days)

Search on Wills (Testamentary Searches)

Search for Firms

A search may be ordered vis-à-vis any person or firm. There are two types of searches (a) Transfers and (b) Liabilities. The scope of ordering the 'transfer' searches is to find out what immovable property a firm owns. The search will only yield results if the property is acquired by a public deed and is enrolled by the Notary at the Public Registry. For instance, a person may order `transfer` searches on a firm for a period between 1990 and 2012. Hence all property acquired by contract during these 22 years will feature in these search results. On the other hand, the liabilities searches will reveal as to whether the firm has any hypothecs securing any obligations – such as for example loans and payment of ground-rents.

Search for Individuals

A search may be ordered vis-à-vis any person or company. There are two types of searches (a) Transfers and (b) Liabilities. The scope of ordering the 'transfer' searches is to find out what immovable property a person owns. The search will only yield results if the property is acquired by a public deed and is enrolled by the Notary at the Public Registry. For instance, a person may order 'transfer' searches on a person for a period between 1990 and 2012. Hence all property acquired by contract during these 22 years will feature in these search results. On the other hand, the liabilities searches will reveal as to whether a person has any hypothecs securing any obligations – such as for example loans and payment of ground-rents.

Search on Wills (Testamentary Searches)

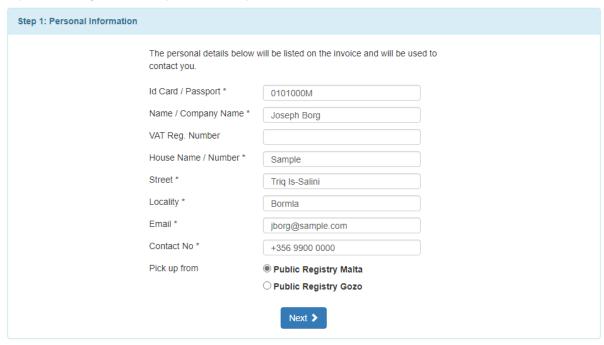
A testamentary search may be ordered on any person (living or deceased) to find out whether that person registered a public will. Of course, the search will not reveal the contents of the will itself but simply a summary stating the date and time of the will and the Notary who published the same will. The contents of the will can only be seen by the person drawing up the will or by his/her heirs. The search results do not include secret wills since the latter have to be ordered from the Voluntary Jurisdiction Section of the Civil Court. Before ordering testamentary searches, it is important to allow 21 days to pass from date of demise of person.

Guide

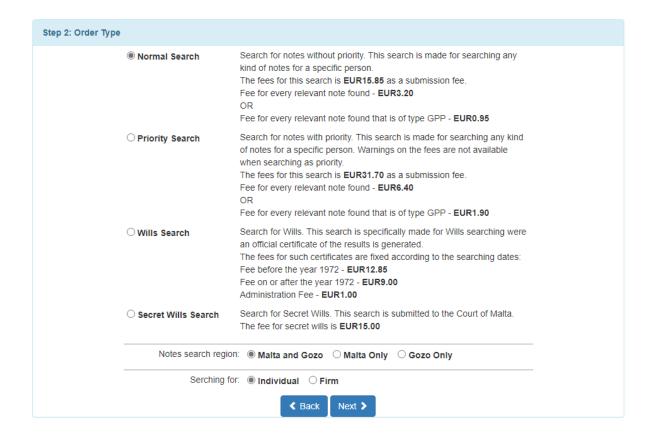
1. Enter your personal and contact details and choose pick up location

Public Official Search

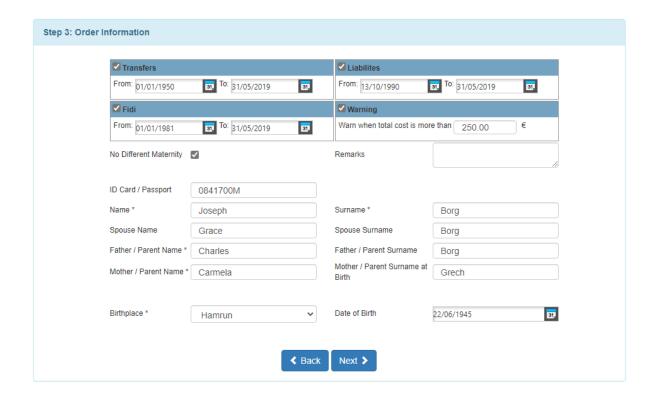
To proceed in ordering an official search please follow the steps below.



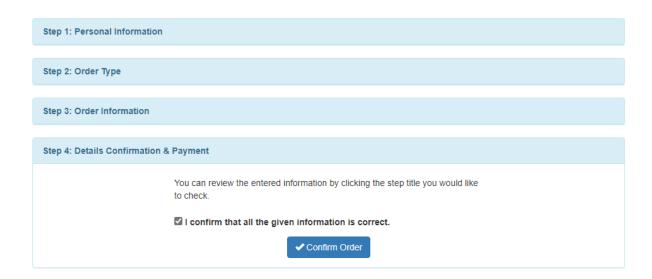
- 2. Choose order type (See service description for type definitions)
- 3. Select note search region to limit your search to either Malta or Gozo or request both
- 4. Choose search type either for an Individual or a Firm



- 5. By default, transfers, liabilities, fidi and no different maternity are checked and will be included in the official search an option to choose period dates and specify the date range is also available to refine your search.
- 6. Warning levels are set by default to a maximum of €250. Should an order exceed that amount the requestor will be notified by phone and email, asking to confirm or cancel the order. If a response is not given within 7 days from notification, the order will be cancelled, and the deposit is not refunded. Calls are received and made from Monday to Friday 8am 3pm.
- 7. Order information must contain all relevant details pertaining to the testator, it is important that all fields are filled in correctly, moreover it is strongly suggested that no fields are left blank whenever possible.
- 8. If any detail is not clear or further clarification on the criteria provided is required, an official query is made, and the search is sent back for the necessary confirmation. The client is contacted and asked to answer said query, so that the processing of the search could resume accordingly. It is crucial to note that the same time window for the warning level applies- a reply has to be given within 7 days from the order submission, otherwise, the search is automatically cancelled and the deposit is not refunded. Calls are received and made from Monday-Friday 8am-3pm.

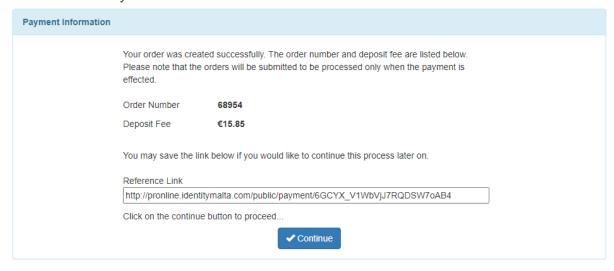


9. Confirm all order details are correct



10. Keep the order number or save the reference link if you choose to continue later

Public Order Payment



11. Proceed to the payment gateway to complete your order

Terms & Conditions About Us			
Choose Payment Method	» Submit Detai	ls Sele	ct Language 🇮
ATESTING Card Payment Details			
Highlighted fields indicate they are required.			
Card Type	Select Card Typ	e	~]
Card Number			
Expiry Date	Select Month	∨ Ye	ar 💙
Cardholder's Name			
Total amount that will be charged to your card is EUR 15.85			
I have read and accept the terms and conditions. $igspace$			
Ca	ıncel	Clear	Continue

Public Registry Online Website Disclaimer & Terms of Use

General Information – Terms of use

The information available on this website is not intended to provide official government searches and shall not be relied upon in this regard, it may therefore, not necessarily assure you that the search affected is exhaustive.

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Account Holder Obligations

You shall be responsible for the acts and omissions of all persons using your devices and password protected accounts. Without prejudice to any provisions hereunder, you shall hereby agree not to use or permit the use of the Service for any improper, harmful or fraudulent actions. You agree to keep your account password safe and secure, and to promptly notify us in the event of any breach of security or unauthorized use of your account. You are to promptly notify us of any personal detail changes or if your account login details are lost or have been compromised.

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