



PUBLIC REGISTRY ONLINE

USER GUIDE & SERVICE DESCRIPTION



<https://pronline.identitymalta.com>



pubsearches@identitymalta.com

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.

Step 1: Personal Information

The personal details below will be listed on the invoice and will be used to contact you.

Id Card / Passport *	<input type="text" value="0101000M"/>
Name / Company Name *	<input type="text" value="Joseph Borg"/>
VAT Reg. Number	<input type="text"/>
House Name / Number *	<input type="text" value="Sample"/>
Street *	<input type="text" value="Triq Is-Salini"/>
Locality *	<input type="text" value="Bormla"/>
Email *	<input type="text" value="jborg@sample.com"/>
Contact No *	<input type="text" value="+356 9900 0000"/>
Pick up from	<input checked="" type="radio"/> Public Registry Malta <input type="radio"/> Public Registry Gozo

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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

Step 2: Order Type

<input checked="" type="radio"/> Normal Search	Search for notes without priority. This search is made for searching any kind of notes for a specific person. The fees for this search is EUR15.85 as a submission fee. Fee for every relevant note found - EUR3.20 OR Fee for every relevant note found that is of type GPP - EUR0.95
<input type="radio"/> Priority Search	Search for notes with priority. This search is made for searching any kind of notes for a specific person. Warnings on the fees are not available when searching as priority. The fees for this search is EUR31.70 as a submission fee. Fee for every relevant note found - EUR6.40 OR Fee for every relevant note found that is of type GPP - EUR1.90
<input type="radio"/> Wills Search	Search for Wills. This search is specifically made for Wills searching were an official certificate of the results is generated. The fees for such certificates are fixed according to the searching dates: Fee before the year 1972 - EUR12.85 Fee on or after the year 1972 - EUR9.00 Administration Fee - EUR1.00
<input type="radio"/> Secret Wills Search	Search for Secret Wills. This search is submitted to the Court of Malta. The fee for secret wills is EUR15.00

Notes search region: **Malta and Gozo** **Malta Only** **Gozo Only**

Searching for: **Individual** **Firm**

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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.

Step 3: Order Information

<input checked="" type="checkbox"/> Transfers From: <input type="text" value="01/01/1950"/> To: <input type="text" value="31/05/2019"/>	<input checked="" type="checkbox"/> Liabilities From: <input type="text" value="13/10/1990"/> To: <input type="text" value="31/05/2019"/>
<input checked="" type="checkbox"/> Fidi From: <input type="text" value="01/01/1981"/> To: <input type="text" value="31/05/2019"/>	<input checked="" type="checkbox"/> Warning Warn when total cost is more than <input type="text" value="250.00"/> €

No Different Maternity Remarks

ID Card / Passport <input type="text" value="0841700M"/>	Surname * <input type="text" value="Borg"/>
Name * <input type="text" value="Joseph"/>	Spouse Surname <input type="text" value="Borg"/>
Spouse Name <input type="text" value="Grace"/>	Father / Parent Surname <input type="text" value="Borg"/>
Father / Parent Name * <input type="text" value="Charles"/>	Mother / Parent Surname at Birth <input type="text" value="Grech"/>
Mother / Parent Name * <input type="text" value="Carmela"/>	
Birthplace * <input type="text" value="Hamrun"/>	Date of Birth <input type="text" value="22/06/1945"/>

9. Confirm all order details are correct

Step 1: Personal Information

Step 2: Order Type

Step 3: Order Information

Step 4: Details Confirmation & Payment

You can review the entered information by clicking the step title you would like to check.

I confirm that all the given information is correct.

[✔ Confirm Order](#)

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

Public Order Payment

Payment Information

Your order was created successfully. The order number and deposit fee are listed below. Please note that the orders will be submitted to be processed only when the payment is effected.

Order Number	68954
Deposit Fee	€15.85


You may save the link below if you would like to continue this process later on.


Reference Link

Click on the continue button to proceed...

[✔ Continue](#)

11. Proceed to the payment gateway to complete your order

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Choose Payment Method » **Submit Details** Select Language 

Card Payment Details

Highlighted fields indicate they are **required**.

Card Type

Card Number

Expiry Date

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.

Public Registry Online Website

Disclaimer & Terms of Use

General Information – Terms of use

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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.

Continuity of service

IdentityMalta makes no guarantee or representation, expressed or implied, as to the continuity of service, and reserves the right to suspend, terminate or otherwise alter access to user accounts at any time and without notice. We may modify, suspend, maintain or upgrade the network and the Service in whole or in part, with or without notice, if we deem that such action is necessary (e.g. for maintenance, repair, security or other valid reasons) or if we are requested to do so by a relevant authority. All reasonable efforts shall be made, from our end, to minimize such service disruptions and keep any periods of interruption to a minimum. You acknowledge and accept our obligation to carry out works from time to time, in your interest. We also reserve the right to immediately terminate or suspend your use and access to this Website at any time and without notice, if we consider that you have breached these terms and conditions. We reserve the right to disclose your personal information to any competent law enforcement authorities in the event of such a breach.

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