



NOTIFICATION FORM

This form is a notification to exercise a new commercial activity in order to secure a **licence for said commercial activity** under the Trading Licences Act (Cap. 441).

Warning to applicant: For activities listed in Part II of the first schedule to S.L. (Trading Licences Regulations) (hereby reproduced in Section 06), it is possible to submit a notification thirty days from the commencement date of the commercial activity.

It is also possible in respect of the same activities to submit a notification after thirty days from the commencement date.

Failure to submit notification within thirty days from the commencement date of the commercial activity is an offence.

Any false statement, misinterpretation or concealment of material fact on this form or any other document presented in support of this notification may be grounds for refusal of notification, annulment of licence as well as criminal prosecution.

Data Protection Information Note: The Commerce Department collects and processes information provided in this notification to carry out its functions under the Trading Licences Act (Cap. 441). All data is collected and processed in accordance with the Data Protection Act, Trading Licences Act (Cap. 441), other legislation and the Privacy Policy of the Department, a copy of which is available on demand. The information provided in this Form may also be exchanged with other third parties as provided according to the law.

Helpline: In case of difficulty in completing the Form, contact the Business Care Unit on +356 21226688 or email on commerce@gov.mt.

Note: For successful assessment of the notification, it is mandatory to provide all information requested, unless so indicated.

Complete either Section A or Section B and B1

Section A - Details of Applicant

Complete this section (A) if the applicant is the natural person responsible for running the commercial activity for which this application is being submitted.

Name _____

Surname _____

Courtesy title Prof. Dr. Mr. Ms.
 Other (please specify) _____

Date of Birth _____ Male Female

Address for Correspondence purposes _____

Phone* _____ Mobile* _____

Fax* _____ e-mail* _____

Note: At least one of the details marked with (*) has to be provided

Nationality (tick one of the following)

Maltese ID Card Number _____

or European Economic Area Specific Country _____
Passport / Residence Permit Number ^(a) _____

or Other Specific Country _____
Passport/Residence Permit Number ^(a) _____

ETC Work Permit Number ^(b) _____

(*) **Attach** ^(a) A copy of the passport or ID Card

^(b) A copy of the employment license issued by the Employment and Training Corporation to carry out the specific commercial activity of this application

Section B - Details of Company or Commercial Partnership

Complete this section (B and B1) if the commercial activity for which this application is being submitted will be run by a company or a commercial partnership.

Name of Company or Commercial Partnership _____

Address _____

Phone _____ Fax (if available) _____

Company registration number _____

Country of incorporation (tick one of the following and fill as appropriate)

Malta

or

EU Specify Country _____

or

Other Specify Country _____

Is the statutory domicile, central administration or main place of business responsible for this commercial activity in an EU Member State?

NO YES Specify Country _____

Section B1 - Details of the Legal Representative (*) submitting this Form in the name of the Company or Commercial Partnership

(*) Attach: A declaration by the shareholders or the Board of Directors certifying that the person submitting this application is authorised to act as a legal representative of the partnership or company.

Name _____

Surname _____

Courtesy title Prof. Dr. Mr. Ms.
 Other (please specify) _____

Date of Birth _____ Male Female

Address for Correspondence purposes _____

Phone* _____ Mobile* _____

Fax* _____ e-mail* _____

Note: At least one of the details marked with (*) has to be provided

Nationality (tick one of the following)

Maltese ID Card Number _____

or

European Economic Area Specific Country _____

Passport / Residence Permit

Number ^(a) _____

or

Other Specific Country _____

Passport/Residence Permit

Number ^(a) _____

ETC Work Permit Number ^(b) _____

(*) **Attach**

(a) A copy of the passport or ID Card

(b) A copy of the employment license issued by the Employment and Training Corporation to carry out the specific commercial activity of this application

Section C - The Commercial Activity

The commercial activities licensed by the Commerce Department are listed in the first schedule to the S.L. 441.07 (Trading Licences Regulations) and are reproduced in Section G of this application form.

Although the activity for which you are submitting the application may involve various activities listed in Section G, the trading licence will be issued on only one activity which should represent the predominant commercial activity. The predominant activity is the one that generates most value added.

Note – The trading licence does not cover activities which are regulated by other entities.

The predominant commercial activity _____ Type Code _____ (*)

Corresponding Type Code Title _____

The carrying out of said commercial activity is in no way prohibited in the building permit related to the premises from where the activity is to take place.

(*) **Attach:** Some activities require clearance from other Authorities before a trading licence can be issued. In particular, activities involving the handling of food products and beverages, hairdressing, beauty treatment, fitness or physical well being activities require clearance by the Environmental Health Authorities. The documentation needed to attest such clearances is listed in Section E of this application.

Value Added Tax registration number (unless exempted by VAT law) _____

Trading name (if available) _____

Section D - Execution of the Commercial Activity

(Tick one as appropriate)

- The activity will be conducted from the same premises the details of which are to be indicated under Section D1 of this application.*

(*) **Note: Ensure that sections D1 and D2 are completed**

or

- The activity will be conducted from different locations as required by the customer.

Section D1 - Details of Premises

Complete this section (D1) only if the commercial activity will be conducted from the same premises

Address _____

Phone _____ Fax (if available) _____

Development Building Permit (tick one of the following and fill as appropriate)

Either

- D1a **Premises allocated by Malta Enterprise or Government Property Department**

Reference number of letter of intent issued by Malta
Enterprise or Government Property Department _____

or

D1b **Premises constructed from 2001 onwards**

Building permit number issued by MEPA in respect of the commercial activity of this application _____

Development class number (*) _____

The Commercial activity allowed from the premises indicated in this section according to the respective MEPA permit is the following (*)

NOTE: If any of the information in (*) is NOT being provided the following declaration is required (Tick where applicable):

I hereby declare that MEPA has not allocated a Development Class Number on the development permit issued on ____ / ____ / _____ (date of issue) in respect of the commercial activity to be carried out from the premises indicated in this section.

I hereby declare that on the respective development permit issued on ____ / ____ / _____ (date of issue), MEPA has not specified the commercial activity to be carried out in this section.

or

D1c **Premises constructed prior to 2001**

Planning Permit Number (*) _____

(*) **Attach**

(a) A Copy of the Planning Permit

(b) A declaration from an architect or civil engineer certifying that the Planning Permit is indeed still valid today without any need to apply to MEPA for any change of use application.

or

D1d **Premises constructed prior to 2001** and for the same (*) commercial activity which had been licensed to be carried out from the said premises and the relevant trading license had been paid and renewed up to at least three years prior to this application.

Trading licence number of the activity that was being conducted from the same premises. _____

(*) **Attach - If the commercial activity cited in this application is different from or more extensive than that which had been licensed: to attach a declaration from an architect or civil engineer certifying that such a change or extension does not require a permit under the Development Planning Act.**

Section D2 - Data for Calculation of Licence Fee

Complete this section D2 only if the commercial activity will be run from the same premises. Information on fees can be found in section 08.

Footprint of ground floor of commercial premises _____ m²

Section E - Declaration

By means of this Form, I, the undersigned, am hereby notifying the Commerce Department of my commercial activity. I confirm that the data I am supplying in this Form is correct. I hereby give my consent to the Commerce Department to process and record the personal information which I am providing in this Form and to exchange this information with Public Authorities, Government Departments and any other third parties, as necessary, in order to process this Form and as permitted by Maltese Law.

I fully understand that:

- by opting out, my notification cannot be processed;
- authorised personnel who are processing this Form may have access to the information provided in this Form for the purpose specified in this Form;
- information in this Form will be published by the Commerce Department and is therefore accessible to the public;
- edited information, that would not identify me, may be used for statistical purposes.

I know that I am entitled to see the information related to me, should I ask for it in writing.

I am aware that for the purposes of the Data Protection Act, the Data Controller is the Director General, Commerce Department.

Date _____

Signature _____

Section F - Documents to be submitted with this Form

- | | | | |
|-------------|--|--------------------------|---|
| Section A: | If the applicant is a non-Maltese EEA national | <input type="checkbox"/> | Copy of passport or ID card |
| | If the applicant is a third country national | <input type="checkbox"/> | Copy of passport or ID card |
| | | <input type="checkbox"/> | ETC permit |
| Section B1: | If the applicant is the legal representative of a partnership or company | <input type="checkbox"/> | Declaration by Shareholders or by Board of Directors |
| | If the applicant is a non-Maltese EEA national | <input type="checkbox"/> | Copy of passport or ID card |
| | If the applicant is a third country national | <input type="checkbox"/> | Copy of passport or ID card |
| | | <input type="checkbox"/> | ETC permit |
| Section D1: | | | |
| | D1c | <input type="checkbox"/> | Copy of Planning Permit |
| | | <input type="checkbox"/> | Declaration from an architect or civil engineer certifying that the Planning Permit is indeed still valid today and without any need to apply to MEPA for any change of use application |
| | D1d | <input type="checkbox"/> | Declaration from an architect or civil engineer certifying that such a change or extension does not require a permit under the Development Planning Act |

NOTE:

- This Form **cannot** be used for street hawkers and market hawkers.
- Processing of this Form will only be finalised once all applicable fields are completed, all attachments presented and once the fee is settled.

Section G - Licensable Commercial Activities from the First Schedule of S.L. 441.07 (Trading Licence Regulations)

Code	Type of Commercial Activity	Part 2 (Notifications)
17	Manufacture of textile and textile products	
18	Manufacture of wearing apparel, dressing and dyeing of fur	
19	Tanning and dressing of leather, manufacture of luggage, handbags, saddlery, harness and footwear	
20	Manufacture of wood and products of wood and cork, except furniture; manufacture of articles of straw and plaiting material	
21	Manufacture of pulp, paper, paper products	
22	Publishing, printing and reproduction of recorded media	
24	Manufacture of chemicals and chemical products excluding the manufacture of pharmaceuticals	
25	Manufacture of rubber and plastic products	
26	Manufacture of other non-metallic mineral products	
27	Manufacture of base metal	
28	Manufacture of fabricated metal products, except machinery and equipment	
29	Manufacture of machinery and equipment excluding the manufacture of weapons, arms and ammunition	
30	Manufacture of office machinery and computers	
31	Manufacture of electrical machinery and apparatus not elsewhere classified	
32	Manufacture of radio, television and communications equipment and apparatus	
33	Manufacture of medical precision and optical instruments, watches and clocks	
34	Manufacture of motor vehicles, trailers and semi-trailers	
35	Manufacture of other transport equipment	
36.1	Manufacture of furniture	
36.2	Manufacture of jewellery and related articles	
36.3	Manufacture of musical instruments	
36.4	Manufacture of sports goods	
36.5	Manufacture of games and toys	
36.6	Miscellaneous manufacturing activities not elsewhere classified	
37	Recycling including scrap yards	
45	The offering of construction services or the renting of equipment, plant and machinery related with such services	
50.1	Sale of motor vehicles and motorcycles	
50.2	Maintenance and repair of motor vehicles	
50.3	Sale of motor vehicles parts and accessories	
50.4	Sale, maintenance and repair of motorcycles and related parts and accessories	
51.4	Wholesale of household goods excluding pharmaceutical products	
51.5	Wholesale of non-agricultural intermediate products, waste and scrap	
51.8	Wholesale of machinery, equipment and supplies	
51.9	Other wholesale (excluding food and beverages)	
52.26	Retail sale in specialised store selling predominantly tobacco products	
52.32	Retail sale in specialised store selling predominantly medical and orthopedic goods	
52.33	Retail sale in specialised store selling predominantly cosmetics and toiletries	
52.41	Retail sale in specialised store selling predominantly textiles	
52.42	Retail sale in specialised store selling predominantly clothing	
52.43	Retail sale in specialised store selling predominantly footwear and leather goods	
52.44	Retail sale in specialised store selling predominantly furniture, lighting equipment and other household articles	
52.45	Retail sale in specialised store selling predominantly electrical household appliances and radio and television goods	
52.46	Retail sale in specialised store selling predominantly hardware, paints and glass	

52.47	Retail sale in specialised store selling predominantly books, newspapers and stationery
52.48.1	Other retail sale in specialised store selling predominantly office equipment, computers and non-customised software
52.48.2	Other retail sale in specialised store selling predominantly photographic, optical and precision equipment
52.48.3	Other retail sale in specialised store selling predominantly telecommunications equipment
52.48.4	Activities of opticians
52.48.5	Other retail sale in specialised stores selling predominantly wallpaper and floor coverings
52.48.6	Other retail sale in specialised stores selling predominantly carpets and rugs
52.48.7	Other retail sale in specialised stores selling predominantly watches, clocks and jewellery
52.48.8	Other retail sale and maintenance in specialised stores selling predominantly sports goods, fishing gear, camping goods, boats and bicycles
52.48.9	Other retail sale in specialised stores selling predominantly games and toys
52.48.11	Other retail sale in specialised stores selling predominantly souvenirs, craftwork and religious articles
52.48.12	Other retail sale in specialised stores selling predominantly stamps and coins
52.48.13	Other retail sale in specialised stores selling predominantly non-food products not elsewhere classified
52.5	Retail sale of second hand goods in stores
52.6	Retail sale not in stores: retail sale via mail order houses or through the internet
52.7	Repair of personal and household goods
62.11	Cargo handling
63.12B	Storage and warehousing as a commercial service (excluding food and beverages)
63.4	Activities of other transport agencies
64.1	Post and courier activities
70	Real estate activities
70.2	Letting of property and halls for weddings and other receptions
71	Renting of machinery and equipment without operator and of personal and household goods excluding the renting of automobiles and other land, air or sea transport equipment
72	Computer service and related activities
73	Research and development
74.12	Book-keeping
74.13	Market research and opinion polling
74.14	Business and management consultancy activities excluding public relations and communications
74.141	Public relations and communications
74.15	Management activities of holding companies
74.3	Technical testing and analysis
74.4	Advertising
74.5	Labour recruitment and provision of personnel
74.7	Industrial cleaning
74.81	Photographic activities
74.82	Packaging activities
74.83	Secretariat and translation services
74.84	Call centre activities
74.87	Other professional and business activities not elsewhere classified
80.42	Activities of instructors of music, crafts, sports and other leisure activities
92.1	Motion picture and video activities
92.2	Radio and television activities
92.3	Other entertainment activities (excluding any gambling or betting activities)
92.4	News agency activities
92.5	Library, archives, museums and other cultural activities
92.6	Sporting activities excluding water sports and hunting and betting
92.7	Other recreational activities excluding gambling and betting activities
93.01	Washing and dry cleaning of textile and fur products
93.021B	Hairdressing performed at a location desired by the client

93.022B	Activities of beauty treatment performed at a location desired by the client
93.03	Funeral related activities
93.04B	Physical well-being activities performed at a location desired by the client
93.05	Other social and personal services activities not elsewhere classified (excluding any gambling of betting activities)

Section H - Schedule of Fees

First time fee for:

i. Commercial activities conducted from the same premises:

MALTA	Premises' ground-floor footprint (m ²)	For applications approved between			
		Jan - Mar	Apr - Jun	Jul - Sept	Oct - Dec
	Less than 200m ²	€ 70.00	€ 52.50	€ 35.00	€ 17.50
	From 200m ² up to 400m ²	€ 140.00	€ 105.00	€ 70.00	€ 35.00
	More than 400m ² up to 800m ²	€ 420.00	€ 315.00	€ 210.00	€ 105.00
	More than 800m ²	€ 1,000.00	€ 750.00	€ 500.00	€ 250.00

ii. Commercial activities conducted from the same premises (Gozo):

GOZO	Premises' ground-floor footprint (m ²)	For applications approved between			
		Jan - Mar	Apr - Jun	Jul - Sept	Oct - Dec
	Less than 200m ²	€ 52.50	€ 39.38	€ 26.25	€ 13.13
	From 200m ² up to 400m ²	€ 105.00	€ 78.75	€ 52.50	€ 26.25
	More than 400m ² up to 800m ²	€ 315.00	€ 236.25	€ 157.50	€ 78.75
	More than 800m ²	€ 750.00	€ 562.50	€ 375.00	€ 187.50

iii. Commercial activities conducted from different locations as required by the customer:

For applications approved between			
Jan - Mar	Apr - Jun	Jul - Sept	Oct - Dec
€ 50.00	€ 37.50	€ 25.00	€ 12.50

Cheques to be made payable to: **Trade Licensing Unit**
