



MALTA RESOURCES AUTHORITY

***Promotion of Energy efficiency and use of renewable Sources of Energy In the domestic Sector-Guidelines***



**EUROPEAN REGIONAL DEVELOPMENT FUND**  
MALTA 2007-2013

Malta Resources Authority  
Millennia  
Triq Aldo Moro  
Marsa, MRS 9065  
MALTA  
Tel. : +356 22955542  
Fax.: +356 2295 5200  
Email: enquiry@mra.org.mt  
www.mra.org.mt

In order to further encourage the use of renewable sources of energy for domestic use, the following Grant Scheme has been launched. The scheme is part financed by the European Regional Development Fund.

## GRANT SCHEME

### **Introduction**

The application for a grant is made by the householder and the contractual arrangements are between the householder and the programme administrators (Malta Resources Authority). The application form is divided in three parts. Applicants must complete Part I of the application with their personal details. Part II must be completed by the retailer and Part III by both the retailer and the applicant. Part I and Part II must be completed and submitted to the Malta Resources Authority prior to the purchase and installation of the equipment and Part III has to be completed and submitted to the Malta Resources Authority when the equipment is installed.

Part I and Part II will be processed, and available funds shall be allocated, in accordance with the Government Notice published by the Ministry for Resources and Rural Affairs. Funds for the scheme are limited, and applications are processed on a first-in first-out basis. There is no guarantee that all applications will be successful, even if all eligibility criteria are met.

### **Steps in Applying for the Solar Water Heating System Grant Scheme**

#### ***Step 1***

Read the guidelines on how to apply under the Solar Water Heating Grant Scheme.

#### ***Step 2***

Contact eligible suppliers of the systems to help assess electricity demands, conduct a review of energy use and determine the appropriate type and size of system required. It is recommended that the applicant should contact more than one potential supplier.

#### ***Step 3***

Ensure that you have obtained planning permission for your installation (where applicable).

#### *Step 4*

Fill in Part I and Part II of the grant scheme application form in conjunction with the supplier, and submit to the Malta Resources Authority together with the required documentation. Note that at this stage, the application is not yet assessed much less approved and no grant offer has been made in your case. Part I and Part II of the application must be approved by the Malta Resources Authority **before** equipment is purchased and installed.

#### *Step 5*

If the scheme criteria are met and the application is successful you will receive a **grant offer letter**; and you may subsequently purchase and install the system. Successful applications may be published on the website.

#### *Step 6*

When the installation of the Solar Water Heating System or Solar Collector has been completed, fill in the MRA notification form and submit it to the MRA, together with Part III of the grant scheme application form including all required documentation. Grant scheme completion forms must reach the MRA within the date indicated on the grant offer letter.

#### *Step 7*

The Malta Resources Authority will assess the grant scheme application and the details of the installed system against information provided in the original pre-purchase application (part I and part II of the application).

#### *Step 8*

Payments of grant schemes will be processed after receipt of a fully and correctly completed Part III grant scheme application including all required attachments. The grant will be paid to the applicant through a cheque issued by the Malta Resources Authority.

**Note:** The MRA requires full details (entered into the relevant forms or attached as required) to assess applications and reserves the right to suspend processing of incomplete applications until all necessary details have been provided. The MRA will advise any applicant so affected of the necessary details required to complete an application.

Your application will be assessed to make sure all the information and documents supplied meet the grant requirements. The MRA may contact other Government Departments to verify that the information submitted in the applications is correct.

Once your application meets all the criteria and is approved, the Malta Resources Authority will issue the cheque representing the relevant grant amount. The Authority is required to ensure that the scheme and related funds it administers meet the objective of providing environmental benefits. For this reason, one of the conditions of the grant is that the system will remain installed and in use, and will not be modified in such a way as to degrade its performance for a period of at least five years after installation. It is the responsibility of the applicant to ensure that this condition is met. The retailer shall therefore include a warranty of 5 years on the system. If the equipment is not according to the information claimed in the application and to the requirements of the scheme, the grant will not be processed or the sum paid will have to be returned to the Malta Resources Authority with legal interest. MRA auditors may inspect, and you accept to undergo such inspections by applying for a grant under the scheme, the supported system installed in your house during this five year period. In applying for the grant, you are agreeing to accept and facilitate such inspection.

A grant will only be paid once the installation has been completed. The application form must be sent in with the documentation listed in the application form.

## **1. Interpretation**

In this Scheme, unless the context otherwise requires:

‘applicant’ means any person, who is a resident of Malta and is 18 years of age or over on the day of application and has made an application for a grant in terms of this Scheme;

‘Authority’ and ‘MRA’ mean the Malta Resources Authority;

‘date of purchase’ means the date on the last original fiscal receipt relating to the purchase, provided that this date is not later than one year after the date of order;

‘duration of the scheme’ means the period between, and including, the effective date and the termination date;

‘effective date’ means the 16 February 2010;

‘fiscal receipt’ means a receipt as defined in the Thirteenth Schedule of Chapter 406 - the Value Added Tax Act, Act XX111 of 1998 as subsequently amended - and also includes any regulation made by the same Act;

‘application’ means an application for a grant made in such manner as required by the Authority and in terms of this scheme;

‘Malta’ means the Maltese Islands;

‘Micro-generation’ means the production of heat or electricity on a small scale from a low carbon source;

‘you’ or ‘your’ refers to the individual named as the applicant in the application;

‘technology’ or ‘technologies’ refers to the micro-generation technology type to be installed at the property;

‘owner’ includes ‘joint ownership’, ‘emphyteuta’ includes ‘joint-emphyteuta’ and ‘tenant’ includes ‘joint-tenant’, and ‘emphyteuta’ includes ‘sub-emphyteuta’ and ‘tenant’ includes ‘sub-tenant’;

‘RES system’ for this scheme means new solar heating system or solar collector for this scheme;

‘solar water heating system’, ‘solar water heating systems’, ‘system’, ‘systems’ or ‘equipment’ means new solar water heaters or new solar collectors approved by the Authority as eligible for this scheme, when meeting the requirements contained in the Government Notice entitled ‘Registration of Solar Water Heaters, Solar Collectors and Photovoltaic Systems’;

‘solar collector’ means the part of the equipment of a solar water heater which collects the thermal energy from the sun;

‘solar water heater’ means a system through which solar energy is utilised as an alternative source of energy for the purpose of heating water;

‘domestic use’ means the use made of a system at a residential premises, which premises is used by an applicant for residential or habitation purposes only and does not include use by landlords or developers, or persons carrying out an economic activity at the place where the system is to be installed.

‘termination date’ shall mean the 31<sup>st</sup> December 2010;

‘date of order’ means the date on the invoice or of the first original fiscal receipt, whichever is earlier.

## **2. Area of applicability**

This Scheme applies to the expenditure that is incurred on the purchase of a solar water heating system or solar collector purchased for domestic use and installed in Malta, for which an application has been made for the duration of the Grant Scheme. Grants will not be payable in respect of technologies installed in caravans, boats or boathouses.

### 3a. Eligible Applicant

To be eligible, an applicant must:

- have obtained planning permission (where required) for the installation. The building should also be covered by a planning permit;
- You must be the freehold owner of the property OR the owner of a long leasehold interest in the property (i.e. a leasehold term with more than 5 years remaining) with all necessary consents from the owner of the property. If you are a joint owner of the property, you are entitled to apply for a grant on behalf of the other joint owners provided they have agreed to your doing so and will comply as necessary with all of these terms and conditions. The property must be used principally by you or your family for your own private residential purposes. You are not entitled to receive a grant if the property is used principally for business purposes, including the letting of the property on a commercial basis (even if your tenants' use of the property will be residential);
- not obtain any other grants or subsidies for this system from any other schemes that include national or public funds such as Government of Malta funds or EU funds.
- install the equipment in a residential premises and is not used by the applicant to carry out an economic activity or as an undertaking;
- not be applying on behalf of an undertaking and not be a landlord of the property where the system is installed;
- provide the MRA with a bank account to enable transfer of the grant amount directly to the applicant's account;
- allow MRA or EU Auditors to perform on site inspection of the equipment installed and facilitate such inspections;
- For Solar Water Heating systems or Solar Collectors, the applicant must accept that the applicant's name together with the eligible grant amount may appear on public documents.

In addition to the above, households applying for Solar Water Heating technologies must be in line with at least one of the following criteria:

- be entitled to receive the energy benefit voucher<sup>1</sup>. This is to be demonstrated by presentation of a copy of such energy benefit voucher sent to the address of the applicant during 2009 or 2010. The address of the applicant must be the same address where the system is going to be installed and the same address on the electricity bill.  
OR
- be in receipt of the Children's Allowance. This is payable to female citizens of Malta who have the care of children under 16 years of age, and where the household income does not exceed Euro 23,923 as stipulated in the Social Security Act. This is

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<sup>1</sup> [http://www.msp.gov.mt/services/sif/service\\_info.asp?cluster=family&serviceid=378](http://www.msp.gov.mt/services/sif/service_info.asp?cluster=family&serviceid=378)

to be demonstrated by presentation of a copy of such benefit sent to the address of the applicant during 2009 or 2010. The address of the applicant must be the same address where the system is going to be installed and the same address on the electricity bill.

Persons receiving a Fixed Children's Allowance as defined in the Social Security Act (that is a children's allowance that is payable to households irrespective of the annual reckonable income of the household) will not be considered eligible for the solar water heater unless qualifying under any other of the criteria for eligibility. OR

- solar water heater is to be installed in a premises in Gozo, at the address shown on the ID card of the applicant OR

- have purchased a residence to be used as a "sole ordinary residence" in terms of Chapt 364 section 32(4)(a) of the Laws of Malta. The value of the property must be of less than Euro 120,000 and must have been bought on or after the 1st January 2010. This is to be demonstrated by a certified true copy of the deed of transfer or by a notary's declaration to this effect. The address of the 'sole ordinary residence' must be the same as the address where the system is going to be installed. OR

- must be a household whose income or joint income is of less than Euro 16,070 as demonstrated by a copy or copies of an FS3 form for 2009 or a copy of the income tax statement or statements issued by Inland Revenue Department for 2008. The address of the applicant must be the same address where the system is going to be installed and the same address on the electricity bill. OR

- be a household in receipt of social assistance under the Social Security Act (Chapter 318 of the Laws of Malta). This is to be demonstrated by the presentation of a copy of such assistance sent to the address of the applicant during 2009 or 2010. The address of the applicant must be the same address where the system is going to be installed and the same address on the electricity bill.

Other members of the same household may not apply for a grant on the same technology (i.e. solar water heaters or solar collectors).

Lack of adequate sun exposure of the solar water heating system or solar collector will disqualify an installation.

The Authority reserves the right to refuse the grant and take legal action to recover the amount granted with interests and any other costs incurred, in case of:

- incorrect information being stated by the applicant in this application;
- some conditions of the scheme are not being met; or
- the grant having been already given.

- other reasons where the 'bona fide' intention of the applicant is manifestly missing.

#### **4. Eligible expenditure**

##### **4.1 Purchases from the Local Market**

The expenditure to be claimed must be in respect of the purchase price as shown on the original fiscal receipt in terms of Article 51 of the VAT Act. The Treasury Division reserves the right to request the original bank transfer if deemed necessary. This may also apply in cases of payments by electronic means, whereby an official bank document such as a Statement of Account must be presented.

##### **4.2 Purchases from the Foreign Market**

In case of overseas purchases, the expenditure to be claimed should be in respect of the purchase price shown on the receipt. Expenditure must also be supported by the original bank transfer issued by a financial institution. In cases of payments made by electronic means, an official bank document such as a Statement of Account must be presented.

##### **4.3 The eligible costs are:**

- For solar hot water systems: Costs of solar hot water panels and storage tanks, plus their fixing to the roof or ground, including VAT, but excluding (i) the cost of any extended warranty beyond the standard warranty that installers are required to provide free of charge; (ii) the cost of any other materials, works or other costs such as, but not limited to, any cost of plumbing at property; and (iii) costs of permits or certification.
- For solar collectors: Costs of solar hot water panel plus their fixing to the roof or ground, including VAT, but excluding (i) the cost of any extended warranty beyond the standard warranty that installers are required to provide free of charge; (ii) the cost of any other materials, works or other costs such as, but not limited to, any cost of plumbing at property; and (iii) costs of permits or certification.

#### **5. Eligible Technology**

The chosen technology model and manufacturer must be registered with the MRA. The registered list of manufacturers and models will be accessible on [www.mra.org.mt](http://www.mra.org.mt)<sup>2</sup>. The product manufacturer is the company that makes the product. The model is the version of the product that has been selected for use. It is your responsibility to ensure that approved products are used.

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<sup>2</sup> The registered list may be obtained from MRA offices.

**IMPORTANT NOTE:** you must not enter into a binding contractual commitment or otherwise pay out any money (including any deposit) in relation to the purchase of a technology or the carrying out of any installation work (other than certain preliminary ground or civil water works) before receiving a grant offer letter. If you fail to comply with this requirement, you may not receive a grant offer letter, either because MRA exercises its right not to make an offer where particular requirements are not met and/or because insufficient funds are available) and you may find, as a result, that you are committed to paying the full cost of the technology/installation work yourself.

## **6. Manner of application and supporting documents**

- (i) Applications under this Scheme shall be made by the applicant in the form, set out in the Schedule to this Scheme and shall contain all the information, details and documents as required in the said form and in terms of this Scheme.
- (ii) Prospective applicants who intend to import systems directly are also urged to pre-register their systems themselves PRIOR to making any commitments. Full details of the overseas retailer from whom the system is imported must be given and Part II of the application form may be sent by e-mail. The Malta Resources Authority will need to verify all overseas purchases. An original bank transfer statement must be submitted with the application form as proof of purchase.
- (iii) Retailers are required to register their equipment as soon as it is available for sale.
- (iv) Applications shall be accompanied by the documents listed in the application form.
- (v) Only those applications that are found to conform to all the provisions of this Scheme shall be eligible for payment of the grant referred to in paragraph 8 of the Scheme.

## **7. Grant Claim Deadline**

Grants are valid for four months from the date of the grant offer letter.

Please confirm with your qualified installer an installation date for your technology. If your installation has not been completed within the given timeframe your grant will expire and a claim cannot be made. If you are unable to install a system within the timescales outlined above, do not submit a grant application at this time. We will welcome an application when you are ready to install subject to availability of funds and to the termination date of the scheme.

## **8. Grant payable under this Scheme**

The applicable grant is as follows:

Solar water heating systems: 40% of eligible costs<sup>3</sup> up to a maximum of € 560;

## **9. Payment of Grant**

Once all criteria are met and application has been approved, the application will be passed for payment and a cheque representing the relevant grant amount will be issued. This cheque will be mailed to the applicant. The correct mailing address shall be provided to the Authority by the applicant on Part I of the application for this purpose.

## **10. Validity of application**

An application shall not be deemed to have been submitted unless it is full and complete and unless it contains all the information and is accompanied by all the documentation requested therein.

## **11. Duration of the Scheme**

This Scheme shall remain in force until the termination date unless modified/terminated beforehand by means of a Notice in the Government Gazette, and may be renewed as deemed necessary. Applications relating to purchases on, or before the termination date shall continue to be accepted, for a period of three months from the termination date.

## **12. Amendments to the Scheme**

The Malta Resources Authority shall have the right to make any amendments to this Scheme by the publication of the said amendments in the Government Gazette or to publish clarifications to the Scheme by the publication of such clarifications on its website [www.mra.org.mt](http://www.mra.org.mt)

## **13. Period of operation**

The Authority is required to ensure that the funds it administers provide a certain amount of environmental benefits. For this reason, one of the conditions of the grant is that the system will remain installed and in use, and will not be modified in such a way as to degrade its performance for a period of at least five years after installation. It is the responsibility of the applicant to ensure that this condition is met. The retailer shall therefore include a warranty of 5 years on the system. The Malta Resources Authority and other national and European authorities may perform on site inspections throughout this five year period to ensure that the equipment is still in operation.

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<sup>3</sup> Eligible costs are the costs of the technology chosen as per section 4 of these guidelines.

## **14. Audit**

The Authority and other national and European authorities have to be able to verify, if need be, that any grants paid by MRA were used for the purposes intended by the grant scheme. For this reason, you must ensure that you comply with the record keeping and inspection requirements set out in the following paragraphs.

(a) You must keep a record of all relevant documentation that you obtain in relation to the technology and its installation, including in particular the original of any quotations and invoices from the relevant qualified installer or any other contractors involved in the installation work. You must keep these records for at least 5 years following payment of the grant and if MRA asks you to do so at any time (and as long as it gives you reasonable prior notice) you must allow authorised representatives of MRA and/or its agents and/or any national and European audit bodies to inspect and take copies of these records.

(b) If MRA asks you to do so at any time (and as long as it gives you reasonable prior notice) you must permit MRA and its authorised inspectors or other representatives to have access to the property for the purposes of inspecting the technology and/or verifying whether the energy efficiency measures required by these terms and conditions have been put in place.

(c) If the MRA asks you to do so at any time, you must provide such additional information and co-operation as MRA may request for the purposes of MRA monitoring energy use of the property and/or the performance of the technology. The MRA will be entitled to use this information, amongst other things, for the purposes of publishing reports in relation to the relevant technology.

## **15. Publicity**

If at any time you use the technology in any advertising or otherwise publish any information about the technology, you must make clear as part of the relevant activity that you have received a grant using EU funds. However, you must not do or say anything that may lead a third party to believe that you are acting as an agent of the Authority.

The names of applicants and the corresponding grant given may appear in public official documents.

Stickers containing the EU funding logo will be distributed with the grant offer letter. These stickers are to be attached to the equipment installed in your premises.

## **16. Data Protection**

Acceptance of funding is an automatic acceptance of the individuals inclusion in the publication (electronic or otherwise) of the list of applicants, the names of the operations and the amount of public funding allocated to the operation in line with Article 7(2)(d) of Commission Regulation 1828/2006.

Personal information provided is protected and used in accordance with the Data Protection Act. The information shown on this application form will be used and shared by/with the Malta Resources Authority and its agents, the Ministry for Finance, the VAT department and other Government entities and EU bodies involved in administering and supervising the scheme. The MRA may also use this information to demonstrate market transformation trends.

The authority may check information given by the applicant with relevant authorities and / or Government entities in Malta.

### **17. Compliance with legislation**

Compliance with planning permission requirements: In this context, compliance to development permission implies that the PV installation (and the building where this installation is sited) complies with a valid development permit, or is permitted development under the Development Notification Order.

You must ensure that in carrying out any activities in connection with the installation and use of the technology you and anyone acting on your behalf complies with all applicable laws and regulations. This grant is subject to Maltese legislation. The grant is also made to the applicant personally and may not be transferred. The grant does not confer any rights. The MRA will not lose any right that it has under these terms and conditions if it does not exercise that right or delays in exercising it.

### **18. Liability**

- The MRA cannot and does not guarantee or underwrite the performance of any technology and you should ensure that the retailer and installer you contract with provides you with all necessary information in relation to the warranty cover they will be providing.
- In cases where the supplier does not conform to any provisions set out in the scheme, the supplier/installer shall be obliged to either change the equipment to bring the installations within the provisions of the scheme or pay the grant to the end consumer. This does not exclude the possibility that the end consumer may take legal action against the retailer to provide him with equipment as originally requested.

### **19. Type of Technology**

The technology to be installed at the property must be applicable to the requirements of the call of the grant scheme. Technical details of the system and model number are required to ensure that the equipment being purchased is in fact applicable to the scheme.

As at the date on which these terms and conditions were issued, grants are only available in relation to particular types of micro-generation technology, as follows:-

- Solar thermal domestic water heating

In addition, the specific technology (i.e. the specific type of micro-generation product) to be installed at the property must have specific approval by the MRA.

The installed system must be compliant with applicable regulation and technical codes such as the national Network Code.

## **20. Implementation Process**

Part 1 and Part II of the application will be received by MRA from the date indicated on the Government Notice prior to the purchase and installation of the technology chosen. The MRA will check eligibility of the applicant and of the chosen technology. MRA auditors may inspect the site of installation. Eligible applications will be processed on a first come first served basis. The first come first served basis principle applies only to valid applications and hence, incomplete or invalid applications, even if later made complete or valid, shall lose their order of preference, in terms of such principle.

A grant offer letter will be sent indicating the grant amount, model, installation address and the date when the installation must be complete. A letter of rejection will be sent to non-compliant applicants. The reason for rejection will be indicated on the letter. Any appeals from rejected applicants will be assessed by an Appeals Committee specifically appointed to hear appeals from decisions made under this scheme. Applicants will be informed of the Appeals Committee decision.

Applicants who receive their grant offer letter will be able to purchase and install their equipment in the time period indicated on their grant offer letter. Once the equipment has been installed, Part III of the application form may be submitted with the required attachments. This will be assessed by MRA. MRA auditors may be sent to verify that the equipment installed conforms to what has been stated in the application. Applications that conform to the scheme requirements will receive the grant through a bank transfer. Part III applications that do not conform to the grant offer letter and to the scheme requirements will be rejected. A letter of rejection will be sent to the applicants. Rejected applicants may submit their appeals to the Appeals Committee. The decision of the Appeals Committee is final.

### **Guidance notes to the application form – step by step**

#### **The Application form explained**

*Applicant details:* This section requires factual information about you as the applicant. We will consider that you are willing to communicate by email if you provide us with your email address.

*Address where system is to be installed:* This section requires detailed information on the installation address. In case there are ambiguities about the address, applicants are advised to provide a site map with a clear indication of the installation address. This is required to ensure that the technology is installed in a local residence and to permit Malta Resources Authority auditors to perform site inspections.

*Mailing Address:* This needs to be filled in if you would like correspondence to be mailed to a different address from the installation address given in section B.

*Grant eligibility questions:* You must check whether your installation requires a MEPA clearance. Where MEPA permit is not required, mark as not applicable.

We need to confirm that you are entitled to install the system. It is your responsibility to ensure that you have obtained any agreements required from joint-owners or other parties.

You may not apply for further funding on a system if funds have already been provided on this system from other schemes that are not managed by the MRA.

*Grant eligibility questions for solar water heating technology*

In addition to the grant eligibility questions, households applying for Solar Water Heating technologies must be in line with at least one of the criteria stipulated in Section D (ii). You must check whether your household falls under one of the category listed in D(ii). Please tick boxes as appropriate.

Other members of the same household may not apply for an investment aid on the same technology (i.e solar water heating system).

This particular scheme is open only to private individuals for use on their residential properties, and for organisations that do not fall within the concept of ‘undertaking’ i.e. an undertaking carrying out an economic activity. For undertakings, state aid rules apply and a separate scheme will be issued. Undertakings include landowners. Government entities and not-for-profit organisations may apply directly for EU funds when calls are issued by the Planning and Priorities Coordination Division (PPCD).

*Documents accompanying application:*

1. Original quotation containing seller and buyer details, segregated prices and description of product is required to verify price and model number of technology to be purchased.
2. Photocopy of ID card is required to ensure that applicant is a domestic user.
3. A copy of a complete electricity bill or statement of account issued by the electricity provider, or partial electricity bill plus receipt. The name of the applicant should be shown as the account holder, while the service address should refer to the site where the system is to be installed.
4. And any one of the following:
  - Recent social security statement related to social assistance or unemployment assistance Or
  - Energy Voucher Statement Or
  - FS3 statement or tax statement Or
  - Children's Allowance Statement Or
  - Contract for the purchase of a property under € 120,000 as 'sole ordinary residence' or declaration from a notary stating the price of the property purchased and that the residence is a 'sole ordinary residence'

*Applicant's Declaration:* The declaration must be signed to ensure that the applicant is aware of the conditions for the investment aid and that the applicant is accepting these conditions.

## ***Promotion of Renewable energy sources in the domestic sector – Application form Part II***

*Retailer's Details:* This section requires factual information about the retailer to enable Malta Resources Authority to communicate with the retailer and make the necessary checks. We will consider that the retailer is willing to communicate by email if the email address is provided to us.

*Technical Details of Installation:* One application needs to be filled in per technology. Please indicate the technology you are applying for by ticking the box next to each technology.

### **For solar water heaters:**

*Water storage capacity and collector size:* The capacity of the tank is required to ensure that the amount of hot water commensurate with the collector size.

*Evacuated tube or flat plate:* We need to know the type of technology the applicant will be purchasing. This information will be on the technical specifications of the equipment.

*Equipment Model:*

*Equipment Manufacturer:*

The equipment model and manufacturer will define characteristics of your preferred technology. The model numbers may be found from manufacturer's technical documentation. The manufacturer is the company that designed and built the technology you intend to purchase.

*Quoted Price:* This refers to the price to be paid for your technology and must correspond to the price stated on the fiscal receipt after you purchase the equipment. This information is required to calculate the applicable investment aid. Please see the guidelines to see what is eligible for the grant.

***Promotion of Renewable Sources of Energy in the Domestic Sector – Completion Form Part III***

This form should be completed in full and left with the customer. Please make sure that the model numbers correspond to the model numbers on the documentation sent in the pre-approval stage (application form Parts I and II) and with those on the rating plates installed on your equipment. This form should be accompanied with the following items:

- Original fiscal receipts. In the case of computerised receipts, the original invoice should also be submitted;
- Photographs of the rating plates clearly showing the module model number and serial number of each module of technologies installed;
- Photographs of the installation site showing the equipment installed;
- Photocopy of MEPA Permit (where required);
- Photocopy of 5 year guarantee;
- Original bank transfer statement (for overseas purchases only).

Requirements for original invoices and original receipts may be found on [www.mra.org.mt](http://www.mra.org.mt)<sup>4</sup>

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<sup>4</sup> A copy of the requirements for original invoices and receipts may be obtained from MRA offices.

**Annex 1 – Flow Chart**

