

MINISTRY FOR FINANCE AND FINANCIAL SERVICES

A Once-Only Grant for Police Officers who performed "overtime" between 1st September, 1993 and 31st December, 2009

IN ORDER to implement one of the measures identified in Budget 2020, the Prime Minister, the Minister for Finance and Financial Services and the Minister for Home Affairs, National Security and Law Enforcement have developed the following Scheme that aims to provide a once-only grant for "overtime" performed by police officers between 1st September, 1993 and 31st December, 2009.

SCHEME

1. Interpretation

In this Scheme, unless the context otherwise requires:

"Malta" means the Maltese Islands

"applicant/s" means an individual/s who submitted an application.

"effective period" means any period between 1st September, 1993 and 31st December, 2009.

"eligible person/s" means member/s or former member/s of the Malta Police Force in the rank of Police Constable, Sergeant or Sergeant Major who performed extra hours during the effective period or part thereof.

2. Area of applicability

The Scheme applies to eligible persons who performed "overtime" during the effective period.

The Scheme also applies to the heirs of eligible persons who are deceased at the time of the submission of the application.

3. Manner of application and supporting documents

(i) Applications under this Scheme shall be made on the application form enclosed with this Scheme and shall contain all the information and details as required in the said form and in terms of this Scheme.

(ii) In the case of applications under this Scheme made relative to a deceased eligible person, the application shall be made by the heirs. Where there is more than one heir, there shall be made one joint application by the heirs. Together with the application, there shall be produced a declaration made by a notary public, in which declaration there shall be declared who is the appointed heir, on whose name the grant payment will be issued, on condition that the *decurjus* was eligible to apply for the Scheme. The Ministry for Home Affairs, National Security and Law Enforcement reserves the right to request the presentation of other documents besides the declaration mentioned above.

(iii) Only those applications that are found to conform with the provisions of this Scheme shall be eligible for payment of the grant.

(iv) Applications under this Scheme, including the documents that are to be attached to the application, shall be submitted to the Human Resources Department at the Police General Headquarters in Floriana by not later than the **31st July, 2020**. **Applications not received by the 31st July 2020 will not be processed and payment will not be issued.**

(v) Those applicants who applied under the Scheme published in the Government Gazette of 2nd May 2017, of 17th April 2018 or of 26th April 2019, and who received a grant in accordance with their eligibility subject to the terms of this Scheme, need not reapply under the new Scheme. They will soon be notified by a letter and Declaration Form accordingly by the Ministry for Home Affairs, National Security and Law Enforcement. Declaration Form received shall be duly amended, if the case, signed and submitted to the Human Resources Department at the Police General Headquarters in Floriana by not later than the **31st July, 2020**. **Declaration Forms not received by the 31st July 2020 will not be processed and payment will not be issued.**

(vi) In the case of deceased eligible applicants who received a grant under any of the previous schemes, if the authorised heir has not already submitted an application and received a grant payment/s, a new application needs to be submitted under this Scheme by the authorised heir as provided for in clause 3 (ii) above. The application shall be submitted to the Human Resources Department at the Police General Headquarters in Floriana by not later than the **31st July, 2020**. **Applications by heirs not received by the 31st July 2020 will not be processed and payment will not be issued.**

(vii) Authorised heir who has already applied for previous scheme/s and received a grant payment/s need not reapply under the new scheme and will soon be notified by a letter and Declaration Form accordingly by the Ministry for Home Affairs, National Security and Law Enforcement. Declaration Form received shall be duly amended, if the case, signed and submitted to the Human Resources Department at the Police General Headquarters in Floriana by not later than the **31st July, 2020**. **Declaration Forms not received by the 31st July 2020 will not be processed and payment will not be issued.**

4. Grant payable under the Scheme

Eligible applicants, including heirs where applicable, may apply for a grant in respect of the "overtime" performed during the effective period.

5. Payment of grant

The amount of the grant will be paid to the eligible applicant by cheque which shall be posted to the address shown on the application form. No interests shall run on the amount of the grant due to the applicant. It is a condition of this Scheme that by accepting the grant, the applicant shall be renouncing to any other claims in respect of "overtime" performed during the effective period.

6. Validity of application

An application shall not be deemed to have been submitted unless it is fully completed, contains all the information and is supported by all the documentation requested therein.

7. Review of Decisions

An applicant whose application for the payment of the grant under the Scheme was not acceded to, shall be informed of such refusal by the Ministry for Home Affairs, National Security and Law Enforcement by means of a registered letter.

An applicant who feels aggrieved from the decision taken by the Ministry for Home Affairs, National Security and Law Enforcement has the right to request a revision of the said decision within twenty one (21) days from the receipt of the decision of refusal. The request for a revision, together with a copy of the refusal letter, shall be sent within the established period by means of a registered letter addressed to the Secretary, Grant Review Board, 201, Strait Street, Valletta VLT 1433.

The review of the decision shall be done by the Grant Review Board, which shall be set up following an order issued by the Minister responsible for Finance and published in the Government Gazette. The decision of the Grant Review Board shall be final and there shall be no appeal from the decision of the Grant Review Board.

8. Amendments to the Scheme

The Minister responsible for Finance and the Minister responsible for Home Affairs, National Security and Law Enforcement shall have the right to make any amendments to this Scheme by the publication of the said amendments in the Government Gazette.



MINISTRY FOR HOME AFFAIRS AND NATIONAL SECURITY, LAW ENFORCEMENT

APPLICATION FORM - 2020

**Application for a once-only grant for Police Officers who performed "overtime"
between 1st September, 1993 and 31st December, 2009**

Definitions:

"applicant" means the individual who submitted the application.

"effective period" means the period between 1st September, 1993 and 31st December, 2009.

"eligible person" means a member or former member of the Malta Police Force in the rank of Police Constable, Sergeant or Sergeant Major who performed "overtime" during the effective period or part thereof.

Current Status of Applicant:

Member of the Malta Police Force

Retired from the Malta Police Force

Heir/s¹

Details of Eligible Person:

Rank and Number:² _____

Name: _____

Surname: _____

¹ Applicable when the applicant is the sole heir or the appointed lawful heir from a number of heirs of the eligible person. A declaration to this effect by a Notary Public has to be submitted with the application in both instances.

² The rank and number the eligible person had at the end of the effective period. If the applicant was promoted to a rank that was not eligible, the rank the applicant had prior to being promoted is to be included. If the applicant left the Malta Police Force, the rank to be included is the one the applicant had on the last day of service in the Force.

Identity Card Number : _____

Write the date when the eligible person joined the Malta Police Force and the date of termination (if applicable) in the first row. If an eligible person re-joined the Malta Police Force, write down the second period of service in the Force (use one line for each period if there is more than one period of service).

1. From: __/__/____ To: __/__/____

2. From: __/__/____ To: __/__/____

3. From: __/__/____ To: __/__/____

Write the months and year/years when the eligible person performed "overtime" in the Malta Police Force. If an eligible person left and re-joined the Malta Police Force, write every period of service in the Force during which "overtime" was performed in the subsequent lines.

1. From: __/__/____ To: __/__/____

2. From: __/__/____ To: __/__/____

3. From: __/__/____ To: __/__/____

If during the effective period, the eligible person was promoted from the rank of Police Constable, Sergeant or Sergeant Major to a Police Inspector, write down the date of such promotion below:

__/__/____

Details of Applicant:³

Name: _____

Surname: _____

ID Card Number: _____

Address: _____

Telephone/Mobile Number: _____

³ Details in this section have to be provided both if the applicant is the eligible person and if the application is being submitted by the heir/s of the eligible person.

Important Information

The information provided in this application will be used by the Ministry for Home Affairs, National Security and Law Enforcement for verification purposes and in accordance with the Data Protection Act.

If the applicant is the eligible person, no further documentation other than a correctly filled application form is required, although the Ministry for Home Affairs, National Security and Law Enforcement reserves the right to request additional information or documentation for verification purposes if required.

In the case of applications made by heirs of deceased applicants, a signed declaration from a Notary Public is required to be submitted with the application form, in which declaration there shall be declared who the heir/s are and who is the sole heir authorized to receive payment on behalf of all heirs.

The application must be submitted to the Human Resources Department at the Police General Headquarters in Floriana by not later than **31st July, 2020**.

DECLARATION

I declare that the information in this application is correct and that I am eligible to receive the once-only Grant for 'overtime' as stipulated in the Scheme.

I understand that giving false or misleading information in connection with this application is a serious offence and may result in the Minister responsible for Home Affairs, National Security and Law Enforcement to initiate criminal proceedings against me as well as a full refund of the grant received.

In the event of an incorrect payment of the grant, the Ministry responsible reserves the right to recover any funds paid in error.

I declare that any claims under this particular Scheme are final and that by accepting the grant I am renouncing to any other claim related to the Scheme.

Signature of Applicant/
Authorised heir

Identity Card Number

Date