

Public Authority	<b>Land Registration Agency</b>
Description of the department/directorate/entity's structure	<p>The Land Registration Agency carries out the duties as stipulated in Chapter 296 of the Laws of Malta – Land Registration Act and Chapter 398 of the Laws of Malta – Condominium Act.</p> <p>The Agency is composed of an Executive Head, Land Registrar, Assistant Land Registrars, Senior Managers, Property Registration Managers, Administrative Officers, Junior Administrative Officers, Clerks and Messengers/Drivers.</p> <p>The Agency has two offices, one in Malta and the other one in Gozo.</p>
Description of the department/directorate/entity's functions and responsibilities	<p>The Land Registration Agency receives applications for the registration of property, charges and other ancillary applications and issues certificates of title in connection thereto. Applications for registration are only received in relation to specific areas as may be declared from time to time by means of a Legal Notice. However, all property pertaining to the Government of Malta or property stipulated in the Ecclesiastical Entities Act – Chapter 358 of the Laws of Malta, can be registered.</p> <p>The Agency also processes official searches with regards to property in Malta and Gozo.</p> <p>Concerning the Condominium Act, the Agency receives notices for the registration of an Administrator and Rules of any particular block/complex.</p> <p>The Agency also provides site-plans which are used in connection with requests for applications.</p>

<p>General description of the categories of documents the department/directorate/entity holds (including exempt documents)</p>	<p>The Agency holds several documents, such as:</p> <ul style="list-style-type: none"> <li>(i) General HR and Administrative files, including personal files;</li> <li>(ii) All applications in connection with the registration of property and any other application in connection thereto;</li> <li>(iii) All files in connection with the Condominium Registry; and</li> <li>(iv) Copies of official searches submitted.</li> <li>(v) Registers of all applications, searches, notices submitted in connection with (ii), (iii) and (iv), which documents are all available to the public.</li> </ul>
<p>Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance with which decisions or recommendations are made in respect of members of the public (including bodies corporate and employees of the public authority in their personal capacity)</p>	<p>The foundations of the Agency are regulated and determined by:</p> <p>Chapter 296 of the Laws of Malta – Land Registration; and Chapter 398 of the Laws of Malta – Condominium Act.</p>
<p>Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the public authority, which statement shall include of the officer or officers to whom requests for such access should be sent</p>	<p>FOI Officers may be contacted by e-mail on <a href="mailto:foi-ps.mhse@gov.mt">foi-ps.mhse@gov.mt</a> or by telephone 25689314/306</p> <p>FOI Requests may be submitted by e-mail to <a href="mailto:foi-ps.mhse@gov.mt">foi-ps.mhse@gov.mt</a>, through the FOI Portal <a href="http://www.foi.gov.mt">www.foi.gov.mt</a> via the e-ID or through the online form.</p>

<p>Details of Internal Complaints Procedure</p>	<p>An applicant whose request for information is refused, or who is otherwise not satisfied with the information provided, its format or the extension of the deadline for the submission of the notification indicating whether a request would be met or not, may address a complaint to the Public Authority.</p> <p>The complaint should be addressed to the FOI Officer, who shall bring the complaint to the attention of the officer responsible<sup>1</sup>. The officer responsible shall reply to the applicant within 10 working days from the receipt of the complaint. The applicant shall also be informed that he or she may appeal the decision or otherwise address a complaint to the Information and Data Protection Commissioner in accordance with the Freedom of Information Act (Cap. 496 of the Laws of Malta).</p> <p>The officer responsible shall inform the applicant of the decision taken with respect to his or her complaint, and in the event of confirmation of a decision not to release the pertinent information, shall explain the reasons thereof. Whenever the applicant's complaint is related to the format of the information provided or to an extension of the deadline for the submission of the notification indicating whether a request would be met or not by the Ministry, and the original decision is upheld, the applicant shall be given an explanation as to why his or her complaint cannot be positively addressed.</p> <p>An applicant may also make use of the Internal Complaints Procedure to report failure to meet deadlines or to send notifications. In those cases where the request for information can be met but has not been met within the deadlines specified by the Act, the officer responsible shall waive any applicable fees for the submission of information.</p>
<p>Other Information</p>	<p>Complaints may be submitted to the Public Authority by e-mail to the Public Authority by e-mail to <a href="mailto:foi-ps.mhse@gov.mt">foi-ps.mhse@gov.mt</a>, through the FOI portal <a href="http://www.foi.gov.mt">www.foi.gov.mt</a> via the e-ID or through the online form.</p>

<sup>1</sup> The officer responsible shall be the Director or most senior official within the Department, Directorate or Secretariat concerned. In the absence of such officer, a reply may be provided by the Assistant Director. In the absence of an Assistant Director, a reply would be provided by the officer higher in rank than the Director or most senior official.

	<p>Payments can be made in cash or by cheque payable to the Office of the Permanent Secretary, Ministry for Home Affairs, National Security and Law Enforcement, at the following address: Accounts Section Ministry for Home Affairs, National Security and Law Enforcement 201 Strait Street Valletta</p> <p>Applicants are requested to make an appointment with the FOI Officer before calling at the Public Authority for payment and/or collection of document.</p> <p>Working Hours Winter Hours 8.00am – 12.30pm and 1.15pm – 5.15pm</p> <p>Summer Hours 8.00am -1.00pm</p>
Public Authority Contact Details	<p>Office of the Permanent Secretary, Ministry for Home Affairs, National Security and Law Enforcement 201, Strait Street Valletta VLT 1433 Tel No: (+356) 2568 9314</p>