SUBMISSION OF ANNUAL ACCOUNTS USER GUIDE ON BAROS

MBR | MALTA BUSINESS REGISTRY

This is a step-by-step guide on how to access the Business Automation Registry Online System (BAROS) and submit the Annual Accounts/Financial Statements.

Should you have any issues or queries, kindly contact us on **online.accounts@mbr.mt**

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1. Go to **register.mbr.mt**

2. On the left side menu, click on **Sign In**

Sign In

3. The following login screen will be displayed:

mita

Sign in using Work or Citizen Account

	CORP
gov.mt	E-Id Account
	Eidas

OR

Sign in for non Maltese ID Card holders

Sign in name

Password

Forgot your password?

Sign in

Don't have an account?   Sign up now

4. There are different ways to sign in:

a) **E-ID Account** – If you are in possession of a Maltese E-ID Account

b) **EIDAS** – If you have an E-ID Account from an EU Member State

c) **Non-EU Login (Email/Password)** – If you are a TCN/Non-EU, you can register for an account using an e-mail and password.

You will be re-directed to the E-ID login page. You will be asked for your:

- ID Card Number
- E-ID Password

EIDAS

You will be re-directed to the available EIDAS Nodes. Kindly click on your country and login with your EIDAS Credentials:

Country Selector

Please choose the country which provided you with your eID

BELGIË	DEUTSCHLAND	EESTI
ESPAÑA	HRVATSKA	ITALIA
LATVIJA	LUXEMBOURG	PORTUGAL
SLOVENSKO	TEST NODE	ČESKO

TCN/NON-EU ACCOUNT REGISTRATION/LOGIN

TCNs and Non-EU Users can register for an account by clicking on **B2C Account Registration** found on the main page on the left-side menu

$\longrightarrow$

B2C Account
Registration

The step-by-step guide to register for a B2C Account can be found in the following link provided by the Malta Information Technology Agency (MITA):

https://b2cprodsa.blob.core.windows.net/manuals/AccountRegistrationProcess.pdf

Once the account has been registered, you can login from the **Sign In** button on the left-side menu

SECTION 2 – UPGRADE TO AUTHORISED USER

To be able to file online, users need to be upgraded as an Authorised User.
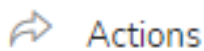
An Authorised User will be able to:

- Link to Companies
- Request a Digital Signing Certificate to sign Documents on the Portal
- Create Corporate Group Accounts

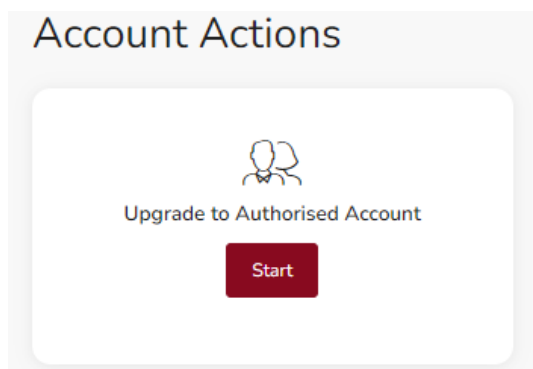To upgrade to an **Authorised User**:

1) On the left-side menu, click on **Profile**

2) On the right-side menu, click on **Actions**

3) Click on **Start**

4) You will be asked for certain details such as indicating your Occupation, Warrant Number/License Number, etc.

5) Click **Apply for an Authorised User Account** and the application will be reviewed by internal MBR Staff. Once it has been processed, you will receive an e-mail that the application was successful and that your account has been upgraded to an Authorised User.

Upgrade to Authorised Account

In order to make use of the online filing facilities of this portal, you must be eligible to apply for an Authorised User account.

This role is available to those who are eligible and who wish to **create** and **submit** any of the available online forms or to **create, submit** and **sign** a Memorandum and Articles of Association document electronically on behalf of clients.

In order to apply for an Authorised User role, kindly provide the below details which will be reviewed internally by a member of the Malta Business Registry's staff.

Occupation *

What is your occupation?

Warrant / License Number

Kindly provide a warrant or license number.

Copy of Identity Document *

File Name	Size
Drop files to attach, or **browse**	

Kindly provide a copy of your Identity Card or Passport which is required for identity verification purposes.

Additional Comments

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⠿ ⠿ ⠿ ⠿ ⠿ 99 </>	🔗 🖼 🗄 fx [source]		

Please write any additional comments that you wish to make the Registry aware of in the above textbox.

Apply for an Authorised User Account

SECTION 3 – ADD LINK TO COMPANY

To add links to a company in order to be able to file on behalf of the company:

1) On the left-side menu, click on **Profile**

Profile

2) On the right-side menu, click on **Linked Companies**

Linked Companies

3) Click on **Link User To Company**

Link User to Company

4) You will be asked to enter the Company Registration Number and attach any board resolutions.

Link user to company

In order to link a user to a company, kindly enter the **user's identity number (for Maltese individuals) or passport number (for foreign individuals).** Then select the company to which the user will be linked by entering the **Company Registration Number** of the said company.

A **board resolution** is required in order to create links to companies.

Please search by company registration number or company name. If the company is found and active, it's details will populate in the read only text fields below. Please note - if searching by name - the name must be an exact match.

Company Registration Number

Company Name

Check Company

Registration Number *

Company Name *

Board Resolution *

File Name	Size
☁ Drop files to attach, or **browse**	

Submit

5) Click **Submit** and the application will be review by internal MBR Staff. Once it has been processed, you will receive an e-mail that the company links have been approved.

SECTION 4 – REQUEST DIGITAL CERTIFICATE

Note: you need to be approved as an Authorised User

To be able to sign documents on the new online system, MBR is offering a Digital Qualified Signature which can be obtained through the portal.

To obtain the Qualified Digital Signature, users will have to go through an Identity Verification Process carried out by MBR Staff as per EIDAS Regulation.

To request the certificate:

1) On the left-side menu, click on **Profile**

Profile

2) On the right-side menu, click on **Signing Certificates**

Signing Certificates

3) Click on **Request Signing Certificate**

⊕ Request Signing Certificate

4) Check your details and click on **Confirm**

Confirm to request a digital signature certificate

The following information will be used to generate your certificate

Certificate Type

OTP Enabled

First Name

John

Surname

Doe

Email

johndoe@gmail.com

An email containing all information relating to the enrollment process
will be sent after confirming

⊘ Confirm   ⊗ Cancel

5) An e-mail will be sent by our provider **Intesi Group** with a link to their portal
where you will be requested to enter some personal details to verify your
identity. Click on **Start** to be redirected to the portal.

   Note: If you don't receive any e-mail, please check your Junk Folder

6) Click on **Start** to be redirected to the portal and follow the instructions.

IO INTESI GROUP
Cloud Signature Service

You're about to begin your identification process.
These are the next steps:

1   **Provide your personal data**

2   **Upload your ID**

3   **Join a video interview with our operator**

At the end of the identification process **Intesi Group** will create a digital certificate to enable you to sign your documents.

Continue

7) After filling out the form with the requested details, kindly pick a date and time to schedule a video interview with our MBR operators in order to be able to verify your identify. A ZOOM invite will be sent to you in order to attend the meeting.

8) Once the video interview is carried out and subject to approval by the MBR operators, users will then receive a final confirmation e-mail that their qualified digital signature has been issued.

9) You will also receive instructions to download your digital certificate on your personal mobile device.

SECTION 5 – CORPORATE ACCOUNTS

CREATING THE CORPORATE ACCOUNT

Note: you need to be approved as an Authorised User

Subject persons in terms of the Prevention of Money Laundering and Funding of Terrorism Regulations providing services in or from Malta may apply to create a Corporate Account on this portal. Applications for corporate accounts must be approved by the Malta Business Registry before they become functional.

Corporate Accounts allow subject persons to add and remove other users from their corporate account. Users in the same corporate account will be able to work and collaborate on the same processes as well as act as signatories on behalf of the subject person where applicable.

To create a corporate account:

1) On the left-side menu, click on **Profile**

Profile

2) On the right-side menu, click on **Actions**

Actions
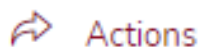
3) Click on **Start** under **Corporate Account Application**
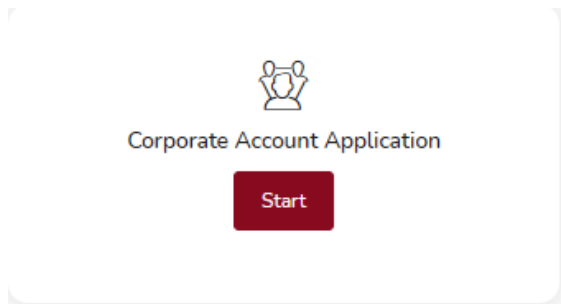
4) You will be asked to enter details on who is applying for the Corporate Account, warrant number (if applicable) and upload the Proof of Address/Warrant

5) Click **Submit** and the application will be review by internal MBR Staff. Once it has been processed, you will receive an e-mail that the corporate account has been created.

MANAGING AND ASSIGING ROLES

Once the Corporate Account has been created, the Administrator (the one who created the account) can access the functionality by:

1) On the left-side menu, click on **Profile**

Profile

2) On the right-side menu, click on **Corporate Account**

Corporate Account

3) Click on **Manage Corporate Account Members** to view all users linked to the Corporate Account

Manage Corporate Account Members

4) **Kindly make sure that the user has logged in on the new MBR Portal at least once before adding him to the Corporate Account.** To add members to your Corporate Account, click on **Add New Member** and enter the E-mail Address (personal or correspondence) of the new member as well as which role they'll be occupying within the group:

Add Member To Corporate Account

E-Mail Address

| |

Role

| | ⬍ |

Add Member

5) To remove an existing Corporate Account member, click on **Remove from Group.** A confirmation box will appear to confirm the removal of the user from the Corporate Account.

Corporate Account administrators may add company links or remove existing links

1) On the left-side menu, click on **Profile**

Profile

2) On the right-side menu, click on **Corporate Account**

Corporate Account

3) Click on **Manage Corporate Account Company Links** to add or remove company links

Manage Corporate Account Company Links

4) Click Add new link to submit and add link to company:

Add New Link

5) Search for the subject Company by entering the registration number or Company Name. Please note if searching by registration number – the number should be an exact match as registered. If searching by name, it must be an exact match.

Link corporate account to company

In order to link a corporate account to a company, kindly select the company to which the corporate account will be linked by entering the **Registration Number** or the **Name** of the said company.

A **board resolution** is required in order to create links to companies.

Please search by company registration number or company name. If the company is found and active, it's details will populate in the read only text fields below. Please note - if searching by name - the name must be an exact match.

Company Registration Number

Company Name

6) Click on **Check Company**. If the company is found and active, it's details will populate in the read only text fields.

Check Company

7) A **signed Board Resolution** must be uploaded in the below section. Applications for company links must be approved by the Malta Business Registry before they become functional.

Board Resolution *

File Name	Size

Drop files to attach, or **browse**

Submit

8) To remove a company link select Unlink from Corporate Account next to the linked company.

Unlink From Corporate Account

SECTION 6 – SUBMISSION OF ANNUAL ACCOUNTS

BAROS allows for the online submission of Annual Accounts for both Companies Act (CA) and Merchant Shipping Regulations (MSR) Companies and Commercial Partnerships.

1. On the left-side menu, click on **Online Filing (CA)** or **Online Filing (MSR)** depending on the type of company you're filing for:

Online Filing (CA)

Online Filing (MSR)

2. From the new menu that pops up on the left-side, click on **Annual Accounts / Consolidated Accounts** depending on the type of Accounts you are filing.

 Annual Accounts

 Consolidated Accounts

3. On the top-right, click on the button **Start New Process**

4. You will be able to select the Company you are filing for from the dropdown (these Companies need to be linked to your Personal/Corporate Account in order to show in the dropdown menu). The Associated Filing Year will come up automatically. Click **Submit** to initiate the filing process.

Annual Accounts

Warning: There are processes ongoing for the selected company. Are you sure you would like to proceed?

Please select the company for which the changes are to be made.

Company *

C 46950 ROC TEST LIMITED   × ▾

Associated Filing Year

2023

Submit

5. In the next section, click on **Add Next Pending Accounts.** You need to select whether you're uploading:
    a. a single set of Annual Accounts; OR
    b. Annual Accounts and Consolidated Accounts as separate documents; OR
    c. Annual Accounts and Consolidated Accounts merged as a single document.

Annual Accounts Upload

Year	Approval Date	Approval Date Consolidated	Document/s

Year *

2023

Latest date for laying Annual Accounts 2023

31/10/2024

Upload Options

○ Annual Accounts
○ Annual Accounts and Consolidated Accounts (Separate)
○ Annual Accounts and Consolidated Accounts (Merged)

6. Click on the **Browse** button to upload the chosen Annual Accounts in .pdf format and enter the **Annual Accounts Approval Date.**

Annual Accounts (PDF) 2023 *

File Name	Size
⬆ Drop files to attach, or browse	

Annual Accounts Approval Date 2023 *

7. Once finished click on **Save Accounts Year**

Save Accounts Year

8. Click on **Submit** to sign and submit the document

Submit

USING MBR DIGITAL SIGNATURE

In the signing step, users can sign digitally either via the digital signature issued through the MBR Portal (Intesi) or via their own Qualified Digital Signature.

When using the digital certificate issued by MBR, follow these steps:

1. From the signing process page, choose **Sign via MBR certificate**.

2. Select your **Certificate** from the dropdown, input your **Certificate PIN** (this was created during the Intesi process) and the **One Time Password – OTP** (you receive a code on your mobile) from the IG App. After filling this information, click **Sign Document**.

Sign Document

Please provided the following details.

Full Name

The above will be displayed in your signature.

Certificate

- OTP Enabled

Please select a certificate to use for signing.

Certificate PIN

PIN associated with your certificate. (created during enrolment)

One Time Password (OTP)

OTP Password generated from Valid App

Back   Sign Document

USING EXTERNAL CERTIFICATE

It is very important that the digital signature used by yourself or the client is a qualified digital signature approved by EIDAS.

When using your own digital signature, follow these steps:

1. From the signing process page, choose **Sign via External Certificate**.

   🖃 Sign via External Certificate

2. Download the PDF by clicking **Download Document**. A page will be appended to the end of the document where Digital Signatures are to be placed.

   ⚐ Download Document

3. Sign the PDF using your qualified digital signature. Kindly place the signature in the bottom half of the page to ensure that the external signatures do not overlap with signatures added afterwards.
4. Upload the signed PDF.

   Upload Signed Document *

File Name	Size
Drop files to attach, or **browse**	

5. Proceed by pressing **Submit**. The system won't let you press the Submit button, if the uploaded pdf doesn't have a digital signature.