

# GUIDE ON UPLOADING DIGITALLY SIGNED DOCUMENTS



## INTRODUCTION

This is a step-by-step guide on how to upload already digitally signed documents on the Business Automation Registry Online System (BAROS). This guide shows two methods of signing and uploading on the BAROS.

Should you have any issues or queries, kindly contact us at [ictsupport.mbr@mbr.mt](mailto:ictsupport.mbr@mbr.mt)


## TABLE OF CONTENTS

INTRODUCTION.....	2
<b>SECTION 1 – SIGNING WITH MBR CERTIFICATE.....</b>	<b>4</b>
<b>SECTION 2 – SIGNING WITH EXTERNAL CERTIFICATE.....</b>	<b>5</b>

## SECTION 1 – SIGNING WITH MBR CERTIFICATE

This section is for when you intend to upload a document signed with a qualified digital certificate which will then be signed again with the MBR Digital Signature during submission. These are the things to consider in such cases:

1. Before digitally signing the document with the qualified digital signature, make sure that a blank page is inserted at the end of the PDF. This is vital since the blank page will be used by BAROS to place the MBR digital signatures. This extra page **cannot** be added after the PDF is digitally signed, since the validity of the document is lost.
2. The qualified digital signature used by the client needs to be approved by EIDAS and placed somewhere on the document where it does not obstruct text.
3. To sign via the MBR Certificate, from the signing process page, choose **Sign via MBR certificate**.

 Sign via MBR Certificate

4. 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**. When signing via the MBR certificate, the digital signature is automatically placed near the top of the blank page at the end of the document.

Sign Document

Please provide the following details.

Full Name

The above will be displayed in your signature.

Certificate

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


## SECTION 2 – SIGNING WITH EXTERNAL CERTIFICATE

This section is for when you intend to upload a document that you will sign digitally with an external qualified digital signature. These are the things to consider in such cases:

1. The document needs to be uploaded **without** any digital signatures present. This is because the BAROS will not be able to add an extra page at the end for signatures after a PDF is signed as the validity of the signatures will be lost.
2. From the signing process page, choose **Sign via External Certificate**.


 Sign via External Certificate

3. 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

4. Sign the PDF using your qualified digital signature. Multiple qualified digital signatures can be used at this point if the PDF is not modified in any other way. Kindly place the signatures in the bottom half of the page to ensure that the external signatures do not overlap with signatures added afterward.
5. It is important that the qualified digital signatures used are approved by EIDAS.
6. Upload the signed PDF.

Upload Signed Document \*

File Name	Size
 Drop files to attach, or <a href="#">browse</a>	

7. Proceed by pressing **Submit**. The system won't let you press the Submit button if the uploaded PDF does not have a digital signature.