

MBR ONLINE PORTAL USER GUIDE



INTRODUCTION

This is a step-by-step guide on how to access the new Malta Business Registry Online System.

Should you have any issues or queries regarding the new system, kindly contact us on ictsupport.mbr@mbr.mt

TABLE OF CONTENTS

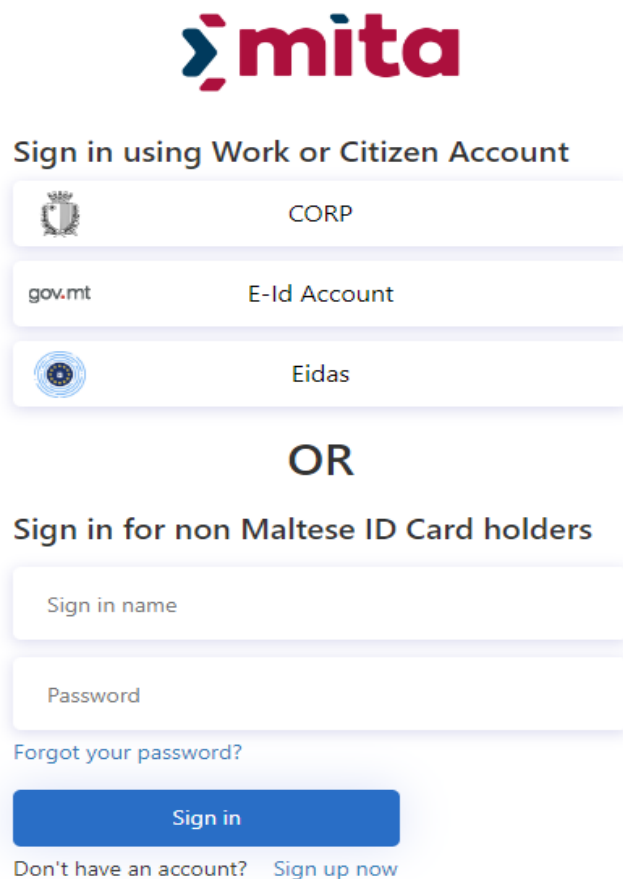
INTRODUCTION.....	2
SECTION 1 – LOGGING IN.....	4
CORP ACCOUNT	5
E-ID ACCOUNT	6
EIDAS.....	7
SECTION 2 – UPGRADE TO AUTHORISED USER.....	8
SECTION 3 – ADD LINK TO COMPANY.....	10
SECTION 4 – REQUEST DIGITAL CERTIFICATE.....	12
SECTION 5 – CORPORATE ACCOUNTS	15
CREATING THE CORPORATE ACCOUNT.....	15
MANAGING AND ASSIGING ROLES.....	17
MANAGING CORPORATE ACCOUNT COMPANY LINKS	19
SECTION 6 – COMPANY INCORPORATION	22
RESERVING COMPANY NAME.....	22
ONLINE COMPANY INCORPORATION.....	26
SECTION 7 – ONLINE FILING OF FORMS.....	30
COMPANIES ACT	30
MSR FORMS	34
SUBMISSION OF ANNUAL ACCOUNTS	36
DISSOLUTION FORMS	39
SECTION 8 – SIGNING PROCESS	46
USING MBR DIGITAL SIGNATURE.....	46
USING EXTERNAL CERTIFICATE.....	47
SECTION 9 – PAYMENTS.....	48
PAYMENTS THROUGH THE MBR PORTAL	48
PAYMENT LINK	49
SECTION 10 – CERTIFICATE ORDERS.....	50

SECTION 1 – LOGGING IN

1. Go to register.mbr.mt
2. On the left side menu, click on **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](#)

There are different ways to sign in:

- a) **CORP** – Using your CORP Account if you are Government Official
- b) **E-ID Account** – If you are in possession of a Maltese E-ID Account
- c) **EIDAS** – If you have an E-ID Account from an EU Member State

CORP ACCOUNT

When signing in with your CORP Account, you will be asked for your:

- Gov E-mail
- Password



Sign in

john.doe@gov.mt

[Can't access your account?](#)

Next

E-ID ACCOUNT

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

- ID Card Number
- E-ID Password

Sign In

EN | MT

Sign in with your e-ID Account*

ID Number [\(view sample\)](#)

0123456M



Password

.....

Sign In

[Sign-in and change my password](#)

*If you don't have an e-ID account, kindly contact us during office hours on **2590 4300**.

[Forgot your password?](#)

[Help on how to start using e-ID](#)

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



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:

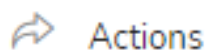
- Link to Companies
- Request a Digital Signing Certificate to sign Documents on the Portal
- Create Corporate Group Accounts

To upgrade to an **Authorised User**:

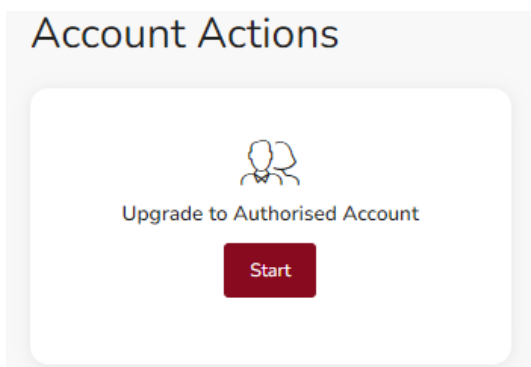
- 1) On the left-side menu, click on **Profile**



- 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

Normal  Normal  Sans Serif  **B** **I** U  x_2 x^2  **A** 

           [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 a User to a Company

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**



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




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**



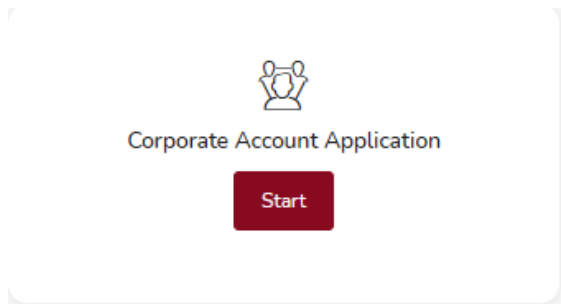
Profile

- 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


Who is applying for the corporate account ? *

License/Warrant Number (if applicable)

What will the corporate account be used for ? *

Normal **B** **I** U    

Supporting Documentation (Warrant/Proof of Address) *

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 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.

MANAGING CORPORATE ACCOUNT COMPANY LINKS

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.

Add Link To Corporate Account

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 – COMPANY INCORPORATION

RESERVING COMPANY NAME

It is suggested that before starting an online company incorporation, you reserve the name beforehand.

1. On the left-side menu, click on **Online Filing (CA)**




Online Filing (CA)

2. From the new menu that pops up on the left-side, click **Name Reservations**.

-  Name Reservations

3. From the top right, click on **Start New Process**

Start New Process 

- In the new window, input the Company Name and press **Check Name**. It is important **not** to include the suffix. This system will automatically display similar Company Names and would not allow submission of a name which is already taken.

Name Reservations

Enter the name you wish to reserve in the area below and click **Check Name** to check the availability. The name will be crosschecked against our database to ensure that it is compliant with Maltese Law. Name reservations are valid for **3 months**.

Company Name

MBR Test	Check Name
----------	------------

Please note that company suffixes (Limited / LTD. etc.) should **NOT** be included in the name reservation. The suffix will be added during company registration.

- You **may attempt** to reserve this name, subject to approval.
- There are companies with **similar sounding names** to the one provided.

Similar Existing Companies

Company Name
TEST ST LTD.
MARIA TEST LTD.
ROC TEST LTD
TEST ONE LIMITED
TESTING LTD
TESTUDO LTD

5. Scroll down and you will see the Applicant details section. If you are reserving the name on your personal account, tick the **Reserve name as current user**. Click on **Check Applicant** and fill the details if needed. Most details only need to be inputted when reserving a name for the first time. **When reserving a name as part of a corporate account, once the name is approved, it can be used by your colleagues during an online company incorporation.**

Applicant

Some details regarding the name reservation applicant are required. Please provide the applicant's **First Name**, **Last Name**, **ID Document Number** and **ID Document Type**. Then click **Check Applicant**. If a name reservation has never been made in the applicant's name, additional details will be required.

Reserve name as current user

First Name *	Last Name *	ID Document Number *
John	Doe	123M
ID Document Type *	Place of Issue of Identity Document *	
Identity Card x ▼	Malta x ▼	

Check Applicant

No previous applications found for this applicant. Some further details are required **(only required once per applicant)**

Title *	Email Address *
Mr x ▼	test@gmail.com
Country	Nationality
Malta x ▼	Malta x ▼

6. Input the Company Type in the **Additional Comments** section and click **Reserve Name** to proceed.

ONLINE COMPANY INCORPORATION

It is suggested that before starting an online company incorporation, you reserve the name beforehand.

All types of Commercial Partnerships can be incorporated online through the MBR Portal. This includes:

- **Private Limited Companies** (only available option on the previous MBR portal)
- **Public Limited Companies**
- **Shipping Companies (MSR)**
- **Any Continued Companies**
- **Partnership en Nom Collectif**
- **Partnership en Commandite**
- **Overseas Branch**
- **Sicav**
- **Societas Europea**
- **EEIG**

***Note: you need to be approved as an Authorised User**

1. On the left-side menu, click on **Online Filing (CA)**



Online Filing (CA)

2. From the new menu that pops up on the left-side, click **New Company Registrations**.

-  **Company Registration**

3. From the top right, click on **Start New Process**.

Start New Process (+)

4. From the new window, choose a Company Type from the dropdown.

New Company Registrations

Company Type *

Companies Act - Public and Private

Please select the type of company or partnership to be registered

Would you like to use a name that you have previously reserved ? *

Yes No

Start Company Registration

5. Select **Yes**, if you or your colleagues (if part of a corporate account) have already reserved a company name. Choose a company name from the dropdown and click **Start Company Registration**.

New Company Registrations

Company Type *

Companies Act - Public and Private

Please select the type of company or partnership to be registered

Would you like to use a name that you have previously reserved ? *

Yes No

Company Name *

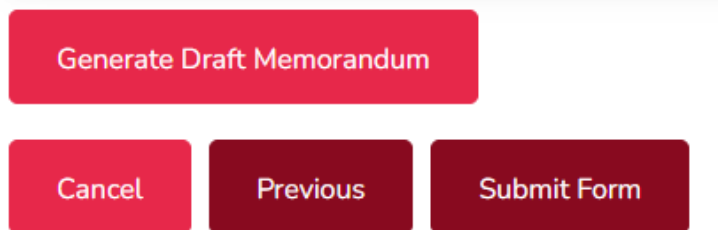
MBR Test

Kindly choose a name from those that you have already reserved

Start Company Registration

6. From the new window, you will be taken to the **Company Details** page. On this page:
 - a. Choose **Company Type** and **Suffix** from the dropdown.
 - b. Choose **Sector** and **Area of Activity**.
 - c. Input **Company Email Address**.
 - d. Input the **Registered Address** of the company. It is important to choose the locality before the Street. If the registered address doesn't belong to the Corporate Service Provider, a pdf proof of address needs to be uploaded before proceeding to the next step.
7. In the **Objects** section, click on **Load Template** and then you can edit the system generated template or copy your own template.
8. In the **Involved Parties** section, insert any Natural Persons, Local Body Corporates, Foreign Body Corporates and other involved parties which will have an involvement role and/or shareholding in the company.
9. In the **Roles** section, select whether the company will have a fixed or variable number of directors. Afterwards, add director(s), upload a pdf of a Form K1, add company secretary (or multiple) and choose Judicial and Legal representation. Depending on the representation, **load template** and edit as needed.
10. In the **Share Capital** section, first add the **Authorised Share Capital** and then allocate the shares as **Issued Share Capital**.
11. In the **Articles of Association** section, either choose to use the full first schedule (input quorum) or register your own articles. The system offers the templates of the first schedule as well.

12. The last section called **Additional Documentation**, asks the user for any supporting documents depending on the company type and data inputted in the previous sections. A pdf draft of the Memorandum and Articles of Association can be downloaded by clicking **Generate Draft Memorandum**. Click **Submit Form** to proceed to the next step and allow the system to validate all the data input.



13. If there is Body Corporate Shareholder, the system will automatically request a BO1 Form. For more detail on BO forms, go to section 7.
14. The system asks the user to sign the Memorandum and Articles of Association, Form K1 and BO1 Form (only if it was required). For more details on the signing process, go to section 8.
15. Proceed with the payment. You will find more details regarding payments in Section 9.
16. After approval of the company incorporation, you will receive an email and you can order digital certified copies of the Certificate of Incorporation and Memorandum and Articles of Association for 15 euros.

SECTION 7 – ONLINE FILING OF FORMS

COMPANIES ACT

The new MBR Portal allows for online submission of all forms from the Companies Act for all types of Commercial Partnerships.

1. On the left-side menu, click on **Online Filing (CA)**



Online Filing (CA)

2. From the new menu that pops up on the left-side, click on any of the following options for intelligent forms which are filled according to the data inputted online:
 - a. **Annual Return**
 - i. When submitting an Annual Return, the system will inform you of any forms which need to be submitted so that the data can be changed in the Annual Return itself depending on the effective date and made-up date. This means that if you submit a Form Q with an effective date before the made-up date of the Annual Return, even though it has not yet been approved, the Annual Return will include the new address of the company automatically.
 - b. **Annual Accounts**
 - i. Multiple sets of Accounts can be submitted in a single process.
 - ii. Consolidated Accounts can be submitted as part of a merged pdf or as its own pdf.
 - iii. Approval date needs to be provided.
 - c. **Form K**
 - i. The system checks that the maximum number of directors wasn't exceeded, before allowing the submission of a form K.
 - ii. The system asks for supporting documentation depending on the contents of the Form K.
 - d. **Form Q**
 - i. It is important to choose the locality before the Street name.
 - e. **Form T**

- i. The system generates a draft of the Form T depending on the data input. This needs to be stamped by the MTCA before it is uploaded on the MBR Portal.
 - ii. If a Beneficial Owner Form is required, the system automatically asks the user for the BO Form and the submission of both forms is done in one process.
- f. **Form BO**
 - i. Form BO2
 - ii. Form BO (Change in SMO)
 - iii. Form BO (Change in Details of BO/SMO)
 - iv. Form BO3
 - v. Declaration that the company is ste owned
 - vi. Declaration that the company is wholly owned by a company which is listed on a regulated market
- g. **Annual Beneficial Owner** (Annual BO Confirmation)
- h. **Form B1/B2**
 - i. This is a newly available intelligent form.
 - ii. The system allows for online submission of a single Form B1, Form B1 and Form B2, Form B1 and Form L, and all 3 forms together.
- i. **Form L**
 - i. This is a newly available intelligent form.
- j. **Form I/I1**
 - i. This is a newly available intelligent form.
- k. **Form H**
 - i. This is a newly available intelligent form.
 - ii. The system generates a draft of the Form H depending on the data input. This needs to be stamped by the MTCA before it is uploaded on the MBR Portal.
- l. **Consolidated Accounts**
 - i. Consolidated Accounts can be submitted on their own.

m. **Change Person Details**

- i. This will replace having to send a letter for each company whenever an Involvement's details are updated.
- ii. This is only a pdf upload of a proof of address or identification document.
- iii. Upon approval, wherever the individual is involved, his residential address and personal details are automatically updated.
- iv. **This excludes involvement as a Beneficial Owner or Senior Managing Official, since the BO Register is separate.**

n. **Other Forms** (these are only pdf uploads)

- i. **Report in terms of Sec. 73(6) – Non-Cash Consideration**
- ii. **Liquidator's Statement with respect to pending winding up** (new on the MBR Portal)
- iii. **Increase in issued share capital**
- iv. **Form F**
- v. **Form F1**
- vi. **Form F2**
- vii. **Form L3**
- viii. **Form S**
- ix. **Form T1**
- x. **Form T2**
- xi. **Form T3**
- xii. **Form A** (new on the MBR Portal)
- xiii. **Form A1** (new on the MBR Portal)
- xiv. **Form A2** (new on the MBR Portal)
- xv. **Form A3** (new on the MBR Portal)
- xvi. **Form B** (new on the MBR Portal)
- xvii. **Form C** (new on the MBR Portal)
- xviii. **Form D** (new on the MBR Portal)
- xix. **Form E** (new on the MBR Portal)
- xx. **Form E1** (new on the MBR Portal)
- xxi. **Form G** (new on the MBR Portal)
- xxii. **Form J** (new on the MBR Portal)
- xxiii. **Form L1** (new on the MBR Portal)
- xxiv. **Form L2** (new on the MBR Portal)
- xxv. **Form L4** (new on the MBR Portal)
- xxvi. **Form M** (new on the MBR Portal)
- xxvii. **Form P** (new on the MBR Portal)
- xxviii. **Form R** (new on the MBR Portal)

- xxix. **Form R1** (new on the MBR Portal)
- xxx. **Form V** (new on the MBR Portal)
- xxxi. **Form W** (new on the MBR Portal)
- xxxii. **Form Y** (new on the MBR Portal)
- xxxiii. **Form Y1** (new on the MBR Portal)
- xxxiv. **Form Y2** (new on the MBR Portal)
- xxxv. **Form Y3** (new on the MBR Portal)

MSR FORMS

The new MBR Portal allows for online submission of all forms from the Merchant Shipping Regulations. These were not available on the previous portal.

1. On the left-side menu, click on **Online Filing (MSR)**



Online Filing (MSR)

2. From the new menu that pops up on the left-side, click on any of the following options for intelligent forms which are filled according to the data inputted online:
 - a. **Annual Return (MSR)**
 - b. **Annual Accounts (MSR)**
 - c. **Form V MSR** (same as Form Q)
 - d. **Form I MSR** (same as Form K)
 - e. **Form F MSR** (same as Form T)
 - f. **Form BO MSR**
 - g. **Annual Beneficial Owner MSR** (Annual BO Confirmation)
 - h. **Other Forms MSR** (these are only pdf uploads)
 - i. **Increase in issued share capital**
 - ii. **Form A MSR** (same as Form I)
 - iii. **Form B MSR** (same as Form I1)
 - iv. **Form C MSR** (same as Form H)
 - v. **Form D MSR** (same as Form S)
 - vi. **Form E MSR** (same as Form T1)
 - vii. **Form G MSR** (same as Form T2)
 - viii. **Form H MSR** (same as Form T3)
 - ix. **Form K MSR** (same as Form F)
 - x. **Form L MSR** (same as Form F1)
 - xi. **Form M MSR** (same as Form F2)
 - xii. **Form P MSR** (same as Form L)
 - xiii. **Form S MSR** (same as Form B1)
 - xiv. **Form T MSR** (same as Form L3)
 - xv. **Form J MSR** (same as Form R)
 - xvi. **Form N MSR** (same as Form L1)

- xvii. **Form O MSR** (same as Form L2)
- xviii. **Form Q MSR**
- xix. **Form R MSR**
- xx. **Form U MSR**
- xxi. **Accounts, Scheme of Distribution and Auditors Report**
- xxii. **Alterations to the Memorandum and Articles**
- xxiii. **Alterations to the Memorandum and Articles change in name**
- xxiv. **Alterations to the Memorandum and Articles including change in share capital**
- xxv. **Liquidators Return**
- xxvi. **Liquidators statement with respect to pending winding up pursuant to Regulation 131(1)**
- xxvii. **Reduction of issued share capital**

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**

Start New Process 

- 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


- In the next section, click on **Add Next Pending Accounts**. You need to select whether you're uploading:
 - a single set of Annual Accounts; OR
 - Annual Accounts and Consolidated Accounts as separate documents; OR
 - 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			
<input checked="" type="radio"/> Annual Accounts			
<input type="radio"/> Annual Accounts and Consolidated Accounts (Separate)			
<input type="radio"/> Annual Accounts and Consolidated Accounts (Merged)			

- 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 *

	
--	---

- Once finished click on **Save Accounts Year**

Save Accounts Year

- Click on **Submit** to sign and submit the document

Submit

DISSOLUTION FORMS

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

To submit the Dissolution forms for **MSR** Companies:

1. On the left-side menu, click on **Online Filing (MSR)**



Online Filing (MSR)

2. From the new menu that pops up on the left-side, click on **Other Forms**

↑ Other Forms

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

Start New Process +

4. You will be able to select the **MSR** Company you are filing for from the dropdown (these **MSR** Companies need to be linked to your Personal/Corporate Account in order to show in the dropdown menu). For MSR Dissolution forms, select the appropriate form from the second dropdown. To expedite the process, you can type the form's name in the search bar. The available options are:
 - a. **Form S MSR – Notice of dissolution and consequential winding up**
 - b. **Form P MSR – Notice of appointment of liquidator**

- Click **Submit** to initiate the filing process.

Statutory Form (Other)

The Official Registry Forms may be found [here](#).

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

Company *

C [REDACTED] MARITIME LTD ✕ ▼

Form *

Form S MSR - Notice of dissolution and consequential winding up ✕ ▼


Submit

- In the next section, click on the **Browse** button to upload the chosen MSR Dissolution form in .pdf format. You may also upload additional documentation in .pdf format in the section underneath.

Scanned copy of form to be submitted *

File Name	Size
✕ Release notes - Dec - 09_12.pdf	21.40 kB

Additional Documentation

File Name	Size
 Drop files to attach, or browse	

- Click on **Submit** to sign and submit the document

Submit

- In the case of **Form S MSR**, you will need to pay 10 euros for the submission. This can be done either through the top up account (if there are enough funds), payment via credit card or by sending a payment link to an external user.

The Dissolution forms for Companies Act (CA) are:

- **Form B1 – Notice of resolution for dissolution and consequential winding up**
- **Form B2 – Declaration of solvency**
- **Form L – Notice of appointment of liquidator**

Dissolution forms for **CA** Companies may be submitted in the following combinations:

- a. **Form B1** only
- b. **Form B1** and **Form B2**
- c. **Form B1** and **Form L**
- d. **Form B1**, **Form B2** and **Form L**
- e. **Form L** only

To submit combinations **a-d** for **CA** Companies:

1. On the left-side menu, click on **Online Filing (CA)**



Online Filing (CA)

2. From the new menu that pops up on the left-side, click on **Form B1,B2**



Form B1, B2

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

Start New Process (+)

4. You will be able to select the **CA** Company you are filing for from the dropdown (these **CA** Companies need to be linked to your Personal/Corporate Account in order to show in the dropdown menu). You will be prompted to input the following information for the system to generate the **Form B1**:
- Resolution Date (needs to be same or before Dissolution Date)
 - Dissolution Date (cannot be before Resolution Date)

Form B

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

Please select the company for which the notice, in accordance with **Article 265 (1) of the Companies Act**, of a resolution for dissolution and consequential voluntary winding up is to be submitted.

A Form B1 will be automatically generated to be signed and submitted digitally.

Company *

ROC TEST LTD



Please select the date on which the resolution was made.

Resolution Date *



Please select the effective date of dissolution of the company.

Dissolution Date *



5. BAROS asks whether a declaration in accordance with **Article 268 (1) of the Companies Act** has been made by the directors. If you choose **Yes**, you will be prompted to input the following information for the system generated

Form B2:

- a. Number of months that the said company will be able to pay its debts in full within the date of dissolution (up to 12 months)
- b. Choose which directors (from a dropdown) on behalf of whom the declaration is made
- c. Upload a **statement of the company's assets and liabilities** made up to the date of dissolution in .pdf format
- d. Statement of assets date (needs to be the Resolution Date or up to 3 months before)
- e. Form B2 date (needs to be the Resolution Date or up to 1 month before)

Once this data is inserted, you will need to click on **Generate Draft Form B2** and upload a scanned copy of the Form B2 signed by the directors in .pdf format.

Has a declaration in accordance with **Article 268 (1) of the Companies Act** been made by the directors?

Yes
 No


A Form B2 will be automatically generated to be signed and submitted digitally.

Please enter the number of months that the said company will be able to pay its debts in full within from the date of dissolution. *


Please select the directors on behalf of whom the declaration is made. *

* Please note if the company has more than 1 directors the form must be submitted and signed by a majority of the directors


Please upload a statement of the company's assets and liabilities made up to the date of dissolution to be attached as part of this declaration *

File Name	Size
 Drop files to attach, or browse	

Statement of assets date *


 

Form B2 Date *

[Generate Draft Form B2](#)

Scanned copy of form B2 signed by the directors *

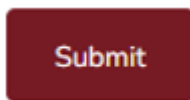
File Name	Size
 Drop files to attach, or browse	

6. In the next section, if you choose **Yes**, later on you will be prompted to upload the **Form L**.

Do you wish to submit a notice of appointment of liquidator? (Form L) *

- Yes
 No

7. Click on **Submit** to proceed to the payment process (step 9) or to the submission of the **Form L** (step 8) if you chose **Yes** in step 7.



8. In this section, click on **+Add Another** to choose the appointed Liquidator(s) by inputting their ID card / Passport details. Insert the **date of appointment** (needs to be from Dissolution Date onwards) and then click **Submit** to proceed to the payment process.

Submit Form L

Please select the company and input the details of the appointed liquidators for which the notice of an appointment of liquidator/s, in accordance with Section 290 (1) of the Companies Act, is to be submitted.

Save As Draft

A Form L will be automatically generated to be signed and submitted digitally by the liquidator/s.

Appointed Liquidators *

Involvement Party

+ Add Another

Date of appointment *

Submit

9. You will be prompted to pay 10 euros for the submission of the **Form B1**. This can be done either through the top up account (if there are enough funds), payment via credit card or by sending a payment link to an external user.

10. The signing process needs to be done for each form included in the submission.

To submit combination **e** (Form L only) for **CA** Companies:

1. On the left-side menu, click on **Online Filing (CA)**



Online Filing (CA)

2. From the new menu that pops up on the left-side, click on **Form L**

Form L

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

Start New Process +

4. You will be able to select the **CA** Company you are filing for from the dropdown (these **CA** Companies need to be linked to your Personal/Corporate Account in order to show in the dropdown menu). Click **Submit** to proceed to the next step.

Appointment of Liquidator

Please **select the company** and input the **details of the appointed liquidators** for which the notice of an appointment of liquidator/s, in accordance with **Section 290 (1) of the Companies Act**, is to be submitted.

A Form L will be automatically generated to be signed and submitted digitally by the liquidator/s.

Company *

C 46950 ROC TEST LTD



Submit

5. In this section, click on **+Add Another** to choose the appointed Liquidator(s) by inputting their ID card / Passport details. Insert the **date of appointment** (needs to be from Dissolution Date onwards) and then click **Submit** to proceed to the signing process. This is identical to step 8 of the other combinations (a-d).

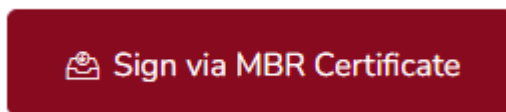
SECTION 8 – SIGNING PROCESS

USING MBR DIGITAL SIGNATURE

The new MBR Portal allows the user to sign digitally either via the digital signature issued through the MBR Portal (Intesi) or via their own.

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

[Redacted]

The above will be displayed in your signature.

Certificate

[Redacted] - OTP Enabled

Please select a certificate to use for signing.

Certificate PIN

[Redacted]

PIN associated with your certificate. (created during enrolment)

One Time Password (OTP)

[Redacted]

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.

SECTION 9 – PAYMENTS

PAYMENTS THROUGH THE MBR PORTAL

The new MBR Portal allows the user to pay either by credit card, from top up balance or by sending a payment link.

To pay by credit card, choose **Pay by Credit Card** and fill the credit card details below.

Payment

Please select a payment method

Amount Due €10.00

Pay by Credit Card ⌵

Payment by Credit Card

Who will make the payment?

Pay myself
 Pay via external user

To top up your Account, go to **Profile** -> **Payment Accounts**, select the top up account and click **Add Funds**. You will be guided to proceed with your credit card details.

To top up your Corporate Account, go to **Profile** -> **Corporate Payment Accounts**, select the corporate top up account and click **Add Funds**. You will be guided to proceed with your credit card details.

To pay from top up balance, choose the **Top up account** from the dropdown and then click **Pay Now**.

Payment

Please select a payment method

Amount Due €10.00

Test_Top_up_account (Top Up Account - Remaining balance ●) ⌵

Pay Now

PAYMENT LINK

The new MBR Portal has a new function to send a payment link to someone else. This payment link doesn't expire.

To send a payment link, follow these steps:

1. From the payment page, choose **Pay by Credit Card** and tick **Pay via external user**.

Payment

Amount Due €10.00

Please select a payment method

Pay by Credit Card

Payment by Credit Card
Who will make the payment?

Pay myself Pay via external user

The following link can be used to perform the payment externally
Click the "Copy link" button to copy the link to your clipboard

<https://mbr.mt/app/purchase/ext/summary/external> **Copy Link**

2. Press **Copy Link** and you can forward the payment link to the client.
3. When the client opens the link, he will need to input his credit card details to pay.

SECTION 10 – CERTIFICATE ORDERS

Certificates can be ordered on the MBR Portal itself. The list of certificates which can be ordered through the MBR Portal are:

- **List of Directors (Local use)**
- **Directors Certificate**
- **Shareholders Certificate**
- **Legal and Judicial Certificate**
- **Good Standing Certificate**
- **Incumbency Certificate**
- **Dissolution Certificate**
- **Struck Off Certificate**
- **Certificate of Incorporation**

More certificates and certified copies of documents will be available soon on the MBR Portal.

1. On the left-side menu, click on **Orders**.



Orders

2. From the top-right side, press **New**.

A dark red rectangular button with rounded corners, containing a white plus sign followed by the word 'New' in white text.

3. In the new window, insert the company Registration number (ex: C 12345) and click **Check Company**.

Company Registration Number

C 12345

Check Company

Company Name *

[REDACTED] LTD

4. From the **Retrieval Options** dropdown, choose **Pick up at Registry**.

Retrieval Options *

Pick up at Registry x ▼

5. Tick the certificates which you want to order and insert the quantity on the right.

Certificates

	Type	Fee Type	Fee Amount	Quantity
<input type="checkbox"/>	List of Directors (Loc	Flat	€ 10	1
<input checked="" type="checkbox"/>	Directors Certificate	Flat	€ 20	2
<input type="checkbox"/>	Shareholders Certific	Flat	€ 20	1
<input type="checkbox"/>	Legal and Judicial Ce	Flat	€ 20	1
<input checked="" type="checkbox"/>	Struck Off Certificate	Flat	€ 20	1

6. Fill in the personal details and press **Submit**.

Submit

7. Proceed with the payment.
8. When the certificate order is ready for pickup from MBR premises, you will be notified via email.