

Guidelines for completing the *Financial Identification Form – EU Funds*

Applicable only to participants of the Training Pays Scheme as part of the reimbursement process.

Part I

Field	Remarks
Business Name as Registered with VAT Dept.	Insert Name & Surname of Participant.
Trading/Company Number and Name [if applicable]	Leave blank or insert N/A.
Address	Insert full address of Participant as recorded on the Identity Card / Residence Permit document.
Town/City	Insert the Town/City forming part of the address above.
Post Code	Insert the Post Code forming part of the address above.
Country	Insert Malta/Gozo as applicable.
VAT Reg. Number	Leave blank or insert N/A.
Telephone Number/ Mobile Number	Insert contact number of Participant.
Identification Number (ID or Passport)	Insert ID Card No. of Participant.
Contact Person	Insert Name & Surname of Participant.
e-mail Address [generic]	Insert e-mail address of Participant.

Part II

Field	Remarks
Bank Account Holder	Insert the full name of the Account holder where the funds are to be deposited as registered with the respective Bank. The bank account being provided must be registered under the Participant's name. Joint accounts and non-local based bank accounts (i.e. foreign) are allowed. Note: Funds cannot be deposited to bank accounts registered under other individuals. Cheque payments are also not possible.
Bank Name	Insert the corresponding Bank name to the account provided above, example: <i>Bank of Valletta, HSBC, Revolut</i> etc.
Branch Address	Insert the address of the branch where the account provided above is registered.
Town/City and Post Code	Insert the Town/City and Post Code forming part of the branch address above.
Country	Insert the Country forming part of the branch address above.
International Bank Account Holder (IBAN) [compulsory]	Insert the corresponding IBAN of the account listed above. Please note that the Maltese IBAN is made up of 31 alphanumeric characters. This information can be obtained by contacting the bank directly or from a bank statement. More information about the IBAN can be obtained by following the link: http://www.centralbankmalta.org/iban
Bank Identifier Code (BIC)	Insert BIC Code. This information can be obtained by contacting the bank directly or from a bank statement.

Part III

Field	Remarks
Signature of account holder	Insert Signature of Participant.
Date	Insert the date when the form is being completed.

