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Għarfien temporanju ta' kerrej
Temporary recognition of tenant in rented premises

AUTOMATED REVENUE MANAGEMENT SERVICES LIMITED

A: Arms Ltd. - P.O. Box 63, Marsa, MRS1000, Malta
E: customercare@arms.com.mt
T: 8007 2222 HELPLINE
W: www.smartutilities.com.mt

Numru tad-Dokument tal-identità
Identity Document Number

L-applikazzjoni tiġi proċessata biss jekk id-dettalji kollha mitluba f'din il-formola jiġu pprovduti kif ukoll jekk il-fond ikun qed jintuża għal skop residenzjali biss. L-applikazzjoni ma tiġix ipproċessata jekk xi wieħed mis-servizzi jkun sospiż.
The application will only be processed if all details requested in this form are provided and the premises are being used solely for residential purposes. The application will also not be processed should any of the services be suspended.

Sezzjoni A / Section A

Dettalji tal-kont li qed jinkera / Details of the rented account

Data tal-bidu tal-ftehim tal-kiri
Start date of rental agreement

Data tat-tmiem tal-ftehim tal-kiri
End date of rental agreement

Indirizz ta' fejn hemm is-servizz
Service Address

Numru jew isem tal-fond / Number or name of premises

Triq / Street

Lokalità / Locality

Kodiċi Postali / Postcode

Numru tal-kont
Account Number

Din il-bidla qed issir minħabba kiri ta' proprjetà jew estensjoni tal-kirja
This change is being effected in view of rental agreement or renewal thereof

☐ **L-ewwel reġistrazzjoni**
First registration

☐ **Tiġdid**
Renewal

Dokumentazzjoni meħtieġa Documentation required
Kopja tal-Karta tal-Identità jew Passaport tal-persuna li se tieħu r-responsabbiltà tal-kont. Copy of Identity Card or Passport of the person assuming responsability of the account.
Kopja tal-ftehim tal-kiri. Copy of rental agreement.
Ritratti tal-*meters* bin-numru u l-qari rispettiv viżibbli, datati u ffirmati mill-applikant fuq wara. Photos of meters with their number and their respective reading visible, dated and signed by the applicant at the back.

Sezzjoni B / Section B

Spejjeż / Fees

Deskrizzjoni Description	**Ammont** Amount
Hlas biex tiġi proċessata l-applikazzjoni, mhux applikabbli f'każ ta' estensjoni fil-ħin stipulat kif imsemmi f'sezzjoni Ċ Processing fee for this application, not applicable in the case of extension in terms of section C.	**€50**
Depożitu ta' garanzija Guarantee deposit	**€500**

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Sezzjoni Ċ / Section C

Informazzjoni Importanti (Aqra sew) / Important Information (Read carefully)

1. **Il-konsumatur attwali reġistrat fuq il-kont jibqa' responsabbli għall-ħlas tal-kontijiet kollha sad-data tar-reġistrazzjoni.**
   The current registered consumer will be responsible for payment of all bills up to the registration date.

2. **Mal-preżentazzjoni ta' din l-applikazzjoni, huwa neċessarju li l-applikant jipprovdi ritratti riċenti tal-*meters* fejn jidher in-numru tal-*meter* flimkien mal-qari. L-applikant irid jiffirma fuq wara tar-ritratti u jinkludi d-data ta' meta ttieħdu. L-applikant huwa obbligat jagħti aċċess lill-uffiċjali tal-ARMS sabiex jittieħed qari uffiċjali fejn neċessarju. Fin-nuqqas ta' dan l-aċċess l-applikazzjoni ma tiġix ipproċessata.**
   Together with this Form, it is necessary that the applicant provides recent photos of meters showing clearly the meter number and the readings. The applicant must sign at the back of the photos and include the date that photos were taken. The applicant is obliged to provide access to ARMS officials to take readings where necessary. The application will not be processed if this access is not granted.

3. **Il-persuna li se tassumi responsabbiltà tal-kont mid-data u bil-qari provduti, tintrabat li tħares ir-regolamenti għall-provvista tal-Elettriku u tal-Ilma u li tħallas il-kontijiet futuri kollha. Tintrabat ukoll li tinforma lill-ARMS b'kull bidla li jkun hemm, kemm fin-numru ta' persuni li jgħixu fil-post u kemm b'kull bidla oħra relatata mal-kont, u tirrikonoxxi li kull bidla tidħol fis-seħħ biss mid-data li l-ARMS tiġi infurmata b'tali bidla, u fl-ebda każ b'lura.**
   The person assuming responsibility for the account, from the date and readings provided, is binding himself/herself to adhere to the conditions in accordance with the Electricity and Water Supply Regulations and to pay all future bills. Furthermore, he/she binds himself/herself to inform ARMS of all changes to the number of persons residing in the premises and with all other changes relative to the account and understands that any and all changes will take effect as from the date that ARMS is informed and in no case, retroactively.

4. **Sabiex wieħed japplika permezz ta' din il-formola, jew biex iġedded, irid jippreżenta kopja tal-ftehim għal perjodu ta' kera ta' mhux anqas minn 3 xhur mid-data tal-applikazzjoni. F'każ ta' kuntratti ta' kera fit-tul, l-applikant ikun irid iġedded kull 5 snin. Talbiet għal dan it-tiġdid iridu jaslu għand l-ARMS qabel ma jkun se jiskadi l-arranġament skont din l-applikazzjoni.**
   Together with this form, applicant is to provide a copy of the rental agreement which is to cover a period of not less than 3 months from the date of the application. In the case of long let (rental) agreements, applicant is to renew this application every 5 years. Renewal applications are to reach ARMS before the lapse of the arrangement in terms of this application.

5. **L-ARMS se tinforma lil sid il-kont bit-talba magħmula b'din l-applikazzjoni kif ukoll tirriserva d-dritt li tagħmel verifikazzjonijiet addizzjonali mal-Awtoritajiet kompetenti. Flimkien mal-ittra se jkun hemm dokumenti relatati.**
   Arms will be informing the account holder regarding this application and reserves the right to make further verifications with the concerned Authorities. Any related documents will be forwarded to the account holder along with the notification letter.

6. **Sid il-fond fuq il-ftehim tal-kiri u sid il-kont tal-ARMS preżenti jridu jkunu l-istess persuna biex tiġi pproċessata din l-applikazzjoni.**
   The owner of the premises mentioned in the rental agreement and the account holder of the present ARMS account are to be the same person for this application to be processed.

7. **Tista' tiġi mitluba informazzjoni, dokumentazzjoni u awtorizzazzjonijiet ulterjuri meta fuq il-kont inkwistjoni jkunu wkoll reġistrati pannelli fotovoltajiċi.**
   Further information, documentation or authorisations may be requested in cases where photovoltaic panels are registered on the same account.

8. **Talbiet mill-utent temporanju, wara li tiġi pproċessata favorevolment din l-applikazzjoni, sabiex jiġu mneħħija l-*meters* jew alterat is-servizz, ma jkunux jistgħu jiġu milqugħa.**
   Applications by the temporary account holder, in terms of this application, for the removal of meters or alteration of service, will not be processed.

9. **F'każ ta' terminazzjoni/għeluq tal-kont temporanju b'bilanċ ta' kreditu, u sakemm ma jkunx hemm bilanċi pendenti fuq kontijiet oħra f'isem l-istess sid il-kont, l-ARMS tikkredita l-kreditu fil-kont bankarju lil dak biss li jipprovdi n-numru tal-IBAN f'sezzjoni E (Awtorizzazzjoni għall-Ħlas Diretti). F'każ li ma jsirx dan, sid il-kont temporanju huwa mitlub jikteb lill-ARMS sabiex inkunu nistgħu nibagħtu *cheque* bl-ammont rispettiv.**
   In case of terminated/closed temporary accounts, and provided no other accounts with pending dues exist on the same account holder, ARMS will transfer the credit directly into bank accounts to whom has provided the IBAN number in Section E (Direct Debit Mandatae). Alternatively, the temporary account holder has to request in writing so that ARMS can issue a cheque with the respective amount.

10. **Sid il-fond jirriserva d-dritt għall-informazzjoni u kopji tal-kontijiet li jappartjenu lill-kont temporanju.**
    The owner of the premises reserves the right to request information and copy of invoices which pertains to the temporary account.

AVVIŻ DWAR IL-PRIVATEZZA TAL-INFORMAZZJONI (Data).

L-informazzjoni miġbura f'din il-formola se tiġi proċessata minn Arms Ltd. f'isem l-Enemalta plc u l-Korporazzjoni tal-Ilma. Dan l-ipproċessar se jsir b'kunfidenzjalità u skont dak provdut fl-Att dwar il-Protezzjoni u Privatezza tad-Data, Kap 440 tal-Liġijiet ta' Malta. L-istess dettalji jistgħu jiġu użati mill-Arms Ltd. biex jintbagħtu messaġġi u/jew materjal promozzjonali fuq is-servizzi tagħha. F'każ li tixtieq tirċievi dawn il-messaġġi u/jew materjal promozzjonali inti ġentilment mitlub/a timmarka b' "X" hawnhekk. ☐

DATA PROTECTION NOTICE.
The information given in this form shall be processed by Arms Ltd. on behalf of Enemalta plc and the Water Services Corporation. Such data shall be kept confidential and processed in terms of that provided in the Data Protection Act, Chap. 440 of the Laws of Malta. The same data may be used by Arms Ltd. to send messages and/or promotional material regarding the company's services. Should you wish to receive these messages and/or promotional material you are kindly requested to mark with an "X" here. ☐

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Sezzjoni D / Section D

Persuna li dieħla fil-fond / Incoming person

Din is-sezzjoni għandha timtela mill-konsumatur li qed jitlob li jieħu responsabbiltà li jħallas il-kontijiet segwenti ta' dan il-fond. (L-applikazzjoni tiġi pproċessata biss jekk id-dettalji kollha t'hawn taħt jiġu pprovduti).
This section is to be filled by the consumer assuming responsibility for the payment of future bills for this premises.
(The application will only be processed if all details below are provided)

Isem tal-applikant
Name of applicant

Kunjom tal-applikant
Surname of applicant

Numru tad-Dokument tal-Identità
Identity document number

Mowbajl / Telefown
Mobile / Telephone

Indirizz elettroniku
E-mail address

Ibgħat il-kontijiet tad-dawl u tal-ilma fl-indirizz imsemmi hawn
Please forward future electricity and water bills to this address

Numru jew isem tal-fond / Number or name of premises

Triq / Street

Lokalità / Locality

Kodiċi Postali / Postcode

Indika d-dettalji tal-persuna/i li sejrin jgħixu fir-residenza. Is-sussidju tiegħek ikun ibbażat fuq in-numru ta' persuni mniżżla hawn taħt.
Please list details of the person/s who will be residing in the premises. Your subsidy will be based on the number of persons registered below.

Isem u Kunjom Name and Surname	**Dokument ta' identità** Identity Document	**Firma** Signature

L-applikant għandu jippreżenta dokument validu ta' identità għal kull persuna (jekk l-applikazzjoni tintbagħat bil-posta, għandha tiġi annessa kopja). Kull forma valida ta' identifikazzjoni bħal Karta tal-Identità jew Passaporti jiġu aċċettati bħala identifikazzjoni.
The applicant must present a valid identity document for each person (if sent by post, a copy must be attached). Any valid form of identification such as Identity card and passports are accepted as a means of identification.

Firma tal-Omm*
Mother's Signature

Numru tad-Dokument tal-Identità
Identity document number

Firma tal-Missier*
Father's Signature

Numru tad-Dokument tal-Identità
Identity document number

***Meta l-persuni li qed jiżdiedu jew jitnaqqsu jkollhom inqas minn 18-il sena, tinħtieġ il-firma taz-żewġ ġenituri flimkien ma' kopja tad-Dokumenti tal-Identità.**
**In case that the persons being added or removed are under 18 years of age, both parents' signatures are required together with a copy of a valid identity document.

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Sezzjoni E / *Section E*
Awtorizzazzjoni għal ħlas dirett (mhux mandatorja)
Direct Debit Mandate (not mandatory)

Id-drittijiet tiegħek dwar il-mandat ta' hawn taħt huma spjegati f'dikjarazzjoni li tista' tinġabar mill-bank tiegħek. Tista' timla din is-sezzjoni biex tibbenefika mill-aktar sistema ta' ħlas ta' kontijiet komda u konvenjenti biex tevita l-konsegwenzi ta' kontijiet mhux imħallsa, jew imħallsa tard. Jekk tagħżel din is-sistema ta' ħlas u ma taqbilx ma' xi kont mibgħut lilek, xorta waħda tkun tista' titlob li jiġi kkalkulat mill-ġdid u jekk ikun xieraq tingħata lura l-ħlas li jkun sar.
Your rights regarding the below mandate are explained in a statement that you can obtain from your bank where the Terms & Conditions are explained. You may complete this section to benefit from the most convenient method to pay for this service and to avoid the consequences of late or non payment. If you opt for this payment method and you disagree with any of the bills sent to you, you may still request a recalculation, and where applicable, you will be refunded accordingly.

Meta tiffirma din il-formola qed tawtorizza lil (A) Arms Ltd li tibgħat istruzzjonijiet lill-bank biex jiddebita l-kont tiegħek u (B) il-bank biex jiddebita l-kont skont l-istruzzjonijiet mogħtija minn ARMS Ltd. Bħala parti mid-drittijiet tiegħek, int intitolat għal rifużjoni mill-bank tiegħek skont it-termini u l-kundizzjonijiet tal-ftehim tiegħek mal-bank. Rifużjoni lura tal-flus trid tintalab sa 8 ġimgħat li jibdew mid-data ta' meta l-kont tiegħek ikun debitat. Il-partijiet immarkati b'(*) huma mandatorji.
By signing this mandate form, you authorise (A) Arms Ltd to send instructions to your Bank to debit your account and (B) your Bank to debit your account as per instructions from Arms Ltd. As part of your rights, you are entitled to a refund from your Bank under the terms and conditions of your agreement with your Bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited. Field marked with (*) are mandatory.

Dettalji tal-kont tal-bank / *Bank account details*

*

Numru tal-Kont - IBAN *(International Bank Account Number)*

*

SWIFT - BIC

*

Dettalji tal-Kreditur/*Creditor's Details*

Isem tal-Kreditur
Name of Creditor: **AUTOMATED REVENUE MANAGEMENT SERVICES LTD. (ARMS LTD.)**

Numru tal-Kreditur
Creditor ID: **MT50ZZZ994796004T**

Isem tal-fond
Names of premises: **GATTARD HOUSE, NATIONAL ROAD**

Lokalità
Locality: **BLATA L-BAJDA**

Kodiċi Postali
Postcode: **HMR 9010**

Pajjiż
Country: **MALTA**

*** Tip ta' Pagament**
Type of Payment

☐ **Pagament rikurrenti**
Recurrent payment

☐ **Pagament ta' darba**
One-off payment

Jekk il-pagament rikurrenti hu għal ftehim temporanju (Mhix mandatorja)
If recurrent payment is for temporary agreement (Optional)

Minn Meta
Initial Date: ☐☐ / ☐☐ / ☐☐☐☐
ġġ xx sena

Sa Meta
End Date: ☐☐ / ☐☐ / ☐☐☐☐
ġġ xx sena

FIRMA
SIGNATURE

DATA
DATE

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TERMINI U KUNDIZZJONIJIET

- Jien/aħna nawtorżżawk tħallas b'mod diretti mill-kont tiegħi/tagħna skond kif jidher hawn fuq u tgħaddi l-flus lil ARMS Ltd., wara talba għall-ħlas minn din tal-aħħar.
- Jien/aħna naqblu li l-ammont li se jitnaqqsilna u d-data ta' dan id-debitu jvarjaw, iżda ARMS Ltd. għanda tinnotifikani/a bil-quddiem fuq l-ammont tal-flus li se n]allsu b'mod direttu d-data tal-ħlas. Jien/aħna naqblu li l-Bank m'għandux ikun marbut li jivvarifika jekk dan l-avviż bil-quddiem intbagħatx.
- Jien/aħna naqblu li l-Bank għandu dmir li jew jirifjuta jħallas jew jirtira pagamenti jekk il-kont fil-Bank tiegħi/tagħna ma jkollux flus biżejjed biex iħallas il-pagament.Naqbel/naqblu li kull tariffa mħallsa mill-Bank minħabba nuqqas ta' flus fil-kont, titnaqqas mill-kont tiegħi/tagħna.
- Jien/aħna nifhmu li f'każ li trasazzjoni awtorizzata tiġi rifjutata mill-Bank minħabba li ma jkollokx biżżejed flus fil-kont bankarju, trid tħallas €35.
- Meta tiffirma l-formula tal-mandat qed tawtorizza lil ARMS Ltd. biex tibgħat struzzjonijiet lill-bank tiegħek biex jiddebitalek il-kont bankarju skont l-istruzzjonijiet mogħtija minn ARMS Ltd.
  Bħala parti mid-drittijiet tiegħek, int intitolat għal rifużjoni lura mill-bank tiegħek skont it-termini u l-kundizzjonijiet tal-ftehim tiegħek mal-Bank. Talba għal flus lura trid issir fi żmien 8 ġimgħat li jibdew mid-data ta' meta l-kont tiegħek ġie debitat.
- Naqbel/naqblu li l-Bank/ARMS Ltd. jista jtemm it-talba għal ħlas dirett skont id-diskrezjoni tiegħu billi javża lili/lilna u lil Bank/ARMS Ltd. bil-miktub.
- Jien/aħna għandna ninfurmaw lill-Bank u lil ARMS Ltd. bil-kitab kemm-il darba jien/aħna nixtiequ nitterminaw it-talba tagħna għal ħlas dirett.
- Skontijiet, fejn aplikabbli, jisgħu jinbidlu mingħajr l-ebda avviż i japplikaw mill-kont li jmiss. Skontijiet fuq kont imħallas bi ħlass dirett jiġu kkreditati fuq il-kont li jmiss.
- Ir-roħs applikabbli għal ħlasijiet bid-Debitu Dirett ma japplikax f'każijiet fejn l-ammont totali dovut fuq il-kont ikun bi kreditu.
- L-arretrati kollha jridu jitħallsu qabel issir l-applikazjoni għal dan is-servizz.
- Naqbel/naqblu li ma nagħmlux ħsara lill-Bank jekk iseħħ xi żball li ma jkunx tort tiegħu jew li l-Bank ma jkollux kontroll fuqu.
- Dan id-dokument jista' jinżamm min ARMS Ltd. u t-talba ta' ARMS Ltd. biex isir ħlas dirett mill-kont tiegħi/tagħna jsir ladarba l-Bank ikun jaf li ARMS Ltd. għandu din l-awtorità.

TERMS AND CONDITIONS

- I/We authorize you to effect a direct debit to my/our account detailed in mandate and to credit ARMS Ltd. following a request to this effect by the latter.
- I/We understand that the amount to be debited and the date of such debit varies. ARMS Ltd. shall notify me/us in advance of the amount and date of the debit through the issue of an ARMS invoice or installment plan notice. I/We also understand that the Bank shall not be bound to verify whether such advance notice has been given.
- I/We understand that the Bank is at liberty to either refuse to effect payment or to reverse a payment if my/our bank account does not have sufficient funds to meet the direct debit amount. I/We also understand that any changes levied by the Bank due to insufficient funds shall be debited to my/our acunt.
- I/We understand that a fee of €35 is chargable if collection of an authorized transaction is rejected by the Bank due to insufficient funds.
- By signing the mandate form you authorize ARMS Ltd. to send instructions to your bank to debit your account and your bank to debit your account in accordance with the instructions from ARMS Ltd.
  As part of your rights, you are entitled to a refund from your bansk under the terms and conditions of your agreement with your Bank. A refund must be claimed within 8 weeks starting from the date on which your account was debited.
- I/We understand that the Bank/ARMS Ltd. may terminate this Direct Debit instructions at its sole discretion by advising me/us and the Bank?ARMS Ltd. in writing
- I/We shall inform the Bank and/or ARMS Ltd. in writing if I/we wish to cancel a Mandate.
- Discounts, where applicable, are subject to change without notice and will apply from your next bill. Discounts for a bill paid by direct debit are credited to the subsequent bill.
- Discounts applicable to Direct Debit collections shall not apply where the total amount due on the bill is in credit.
- All arrears need to be paid before applying for this service as otherwise the total amount due will be debited.
- I/We fully undertake to keep the Bank harmless and fully indemnified against any liability, loss or damage the Bank may incur for any reason which is beyond the Bank's control in consequence of making this facility available.
- The original mandate is retained by ARMS Ltd. and ARMS Ltd.'s request to debit my/our account may be confirmed by the Bank that ARMS Ltd. possesses this authority.

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Sezzjoni F / Section F

Data tal-qari tal-arloġġ / Date of meter reading ___/___/____
jj / dd **xx /** mm **ssss /** yyyy

Numru tal-arloġġ tal-ilma / Water meter number

Qari tal-arloġġ tal-ilma / Water meter reading

Numru tal-arloġġ prinċipali tal-elettriku / Main electricity meter number

Qari tal-arloġġ prinċipali tal-elettriku / Main electricity meter reading

Trid timtela BISS jekk hemm sistema fotovoltajka installata f'dan il-fond. Timtela anke jekk is-sistema ser tkun riallokata f'post ieħor.
To be filled ONLY if a photovoltaic system is installed at this premises. To fill in also if the system will be re-allocated to another premises.

Qari mill-arloġġ prinċipali (Export) / Reading from main meter (Export)

Numru tal-arloġġ fotovoltajku / PV meter number

Qari tal-arloġġ fotovoltajku / PV electricity reading

Għadħom jiġi preżentati ritratti ċari tal-meters li juru n-numru tal-meter u l-qari preżenti.
To submit clear photos of the meters showing the meter number and consumption.

Sezzjoni Ġ / Section G

Dikjarazzjoni / Declaration

Jien, hawn taħt iffirmat nikkonferma li d-data u l-qari tal-*meters* (f'Sezzjoni F) huma korretti, u li s-siġilli tal-*meters* tal-ilma u d-dawl huma intatti. Jien niddikjara li qrajt u naqbel mal-kundizzjonijiet f'Sezzjoni Ċ ta' din l-applikazzjoni.
I, the undersigned confirm that the date and the meter readings (In Section F) are correct and that the seals pertaining to the water and electricity meters are intact. I declare to have read and agree to conditions in Section C of this application form.

Is-servizzi skont din l-applikazzjoni jingħata skont il-leġiżlazzjoni relevanti u mingħajr preġudizzju għal drittijiet ta' terzi. L-applikant qed jidħol responsabbli għall-eżattezza u verità tal-informazzjoni provduta. Kull ineżattezza tista' tkun suġġetta għal provvedimenti tal-Liġijiet ta' Malta, li bħala riżultat, fost oħrajn, jistgħu jiġu sospiżi s-servizzi u/jew jittieħdu passi ġudizzjarji fil-Qorti. L-applikant jikkonferma li qed jifhem din id-dikjarazzjoni u l-konsegwenzi li tista' iġġorr magħha u jaqbel bis-sħiħ u mingħajr riżerva mal-kontenut tagħha.
The services in terms of this application shall be provided in accordance with the relevant legislation and without prejudice to third party rights. The applicant accepts full responsibility for the accuracy and truthfulness of the information provided. Any inaccuracy can be dealt with in accordance with the provisions of the Laws of Malta and may result, amongst others, in the eventual suspension of the services and/or in judicial proceedings. The applicant confirms that he/she understands this declaration and the consquences thereof and agrees entirely and without reservation with its contents.

Isem u firma tal-persuna li qed tapplika biex tieħu r-responsabbiltà tal-kont
Name and signature of person applying to assume responsability of account (Incoming person)