

Public Authority	Family Business Office
Description of the department/directorate/entity's structure	<p>The office is made up of its Regulator, currently Dr Joseph Gerada. The Regulator is appointed for a period of three years and may be re-appointed upon expiration of the term of office for a further period or periods.</p> <p>To support him/her in their role, the regulator may appoint other officials and staff and currently the office employs a Senior Manager and receives administrative services through an agreement with MIMCOL.</p>
Description of the department/directorate/entity's functions and responsibilities	<p>The Family Business Office is a regulatory office which holds a register of registered family businesses. These businesses register on a voluntary basis. For further information please see the following link: Home - Family Business Office</p>
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<p>The office holds a register of members who would have registered and are qualify as family businesses under the act.</p> <p>The office also holds:</p> <p>HR files, accounts and management accounts, marketing information, audits and annual reports of the office.</p> <p>Duly filled in Application forms for registration with the office including all supporting documentation for each registered business</p> <p>Duly filled in incentive Application forms submitted by registered family businesses to the office, including all the requisite supporting documentation.</p>
Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance with which decisions or recommendations are made in respect of members of the public (including bodies corporate and employees of the public authority in their personal capacity)	<p>The office is established under the Family Business Act, Chapter 565 of the laws of Malta and all regulations and laws regulating the office are contained therein and it is this law which is applied in the day-to-day functions of the office.</p>
Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the public authority, which statement shall include particulars of the officer or	<p>The FOI officers of the Family Business Office may be contacted by e-mail at familybusinessact@gov.mt or by telephone 21497970.</p>

<p>officers to whom requests for such access should be sent</p>	<p>FOI Requests may be submitted by e-mail to familybusinessact@gov.mt, through the FOI Portal https://foi.gov.mt/ via the e-ID or through the online form.</p>
<p>Details of Internal Complaints Procedure</p>	<p>An applicant whose request for information is refused, or who is otherwise not satisfied with the information provided, its format or the extension of the deadline for the submission of the notification indicating whether a request would be met or not, may address a complaint to the Freedom of Information Officer.</p> <p>Complaints may be submitted by e-mail, or through the foi portal www.foi.gov.mt via the E-ID or through the online form.</p> <p>The complaint should be addressed to the Public Authority's FOI Officer, who shall bring the complaint to the attention of the officer responsible. The officer responsible shall reply to the applicant within 10 working days from the receipt of the complaint. The applicant shall also be informed that he or she may appeal the decision or otherwise address a complaint to the Information and Data Protection Commissioner in accordance with the Freedom of Information Act (Cap. 496 of the Laws of Malta).</p> <p>The officer responsible shall inform the applicant of the decision taken with respect to his or her complaint, and in the event of confirmation of a decision not to release the pertinent information, shall explain the reasons thereof. Whenever the applicant's complaint is related to the format of the information provided or to an extension of the deadline for the submission of the notification indicating whether a request would be met or not by the Public Authority and the original decision is upheld, the applicant shall be given an explanation as to why his or her complaint cannot be positively addressed.</p> <p>An applicant may also make use of the Internal Complaints Procedure to report failure to meet deadlines or to send notifications. In those cases where the request for information can be met, but has not been met within the deadlines specified by the Act, the officer responsible shall waive any applicable fees for the submission of information</p>
<p>Other Information</p>	<p>Payments are made at:</p>

	<p><i>Family Business Office MIMCOL Offices, Clock Tower, Level 1, Tigne Point, Sliema, TP01</i></p> <p>Opening Hours: 8am-4pm</p>
Public Authority Contact Details	<p>Address: <i>Family Business Office, MIMCOL Offices, Clock Tower, Level 1, Tigne Point, Sliema, TP01</i></p> <p>General contact number: +356 21497970</p> <p>General e-mail address: familybusinessact@gov.mt</p>