

**GUIDELINES ON PAYMENT OF APPLICATION FEES,
SUPERVISORY FEES OR PENALTIES USING THE BILL
PAYMENT FACILITY – APPLICABLE TO BOV
CUSTOMERS**

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REVISION HISTORY

Version	Effective date	Details
1.0	7-Oct-22	First issue of User Guideline

DEFINITIONS

TERM	DEFINITION
Authorised Persons	Entities (individuals/companies) who are authorised and regulated by the MFSA
Bill Payment Facility	An alternative payment method provided by Bank of Valletta p.l.c.

1 Introduction

MFSA has committed to an agreement with Bank of Valletta to provide the Bill Payment Facility for BOV Authorised Persons. This new payment method through the Bank of Valletta payment facility will facilitate any Authorised Persons or third-parties on behalf of Authorised Persons having a BOV Bank account to settle any of their fees by choosing the bill payment facility option.

The following is a step-by-step guideline for using the Bill Payment Facility.

2 User guide

2.1 Selection of Payment Option

After logging into the BOV portal, select **my Payments**. From the options provided, select **pay a bill** as shown in Figure 1 Selection of payment below.

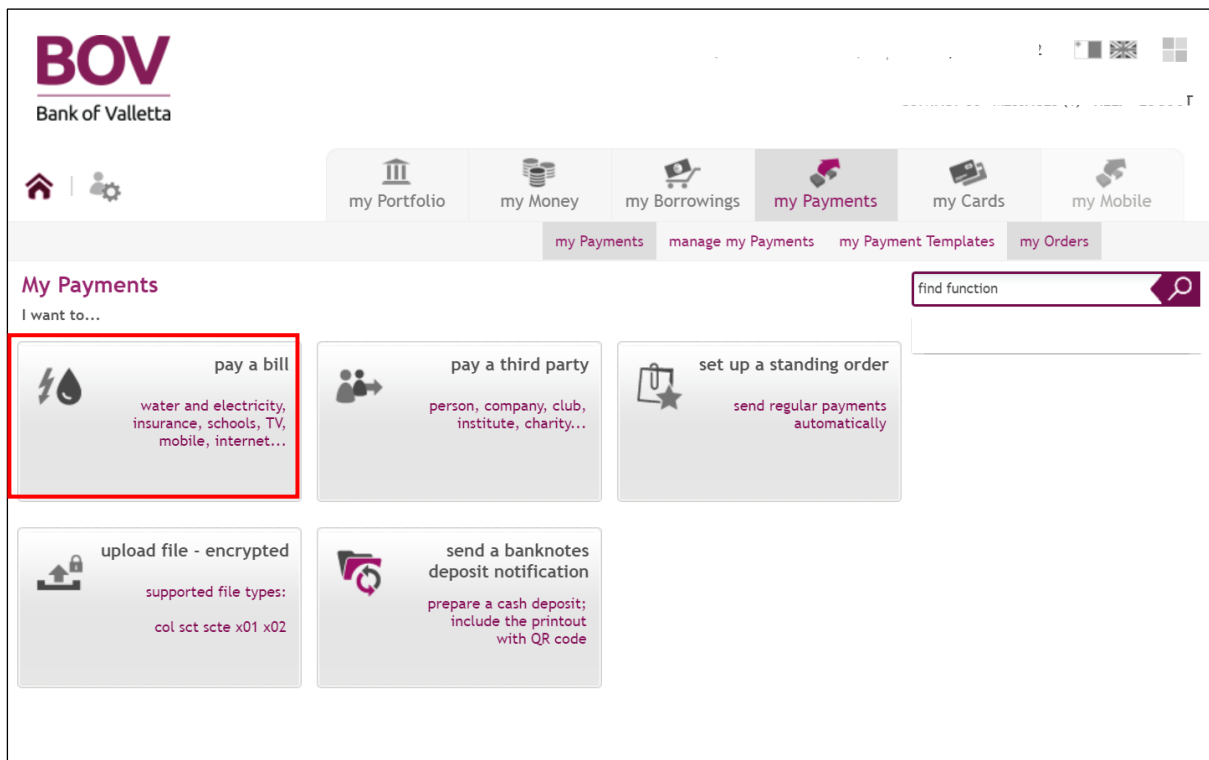


Figure 1 Selection of payment

2.2 Payment details

Figure 2 “Pay a bill” will appear whereby the **send a bill payment to ...** line has to be selected. A list of “Payable to” companies will appear as shown below in Figure 3 “Payable to Grid”. The Authorised Person has to select **Malta Financial Services Authority** from the provided list after which it will be directed to the next screen.

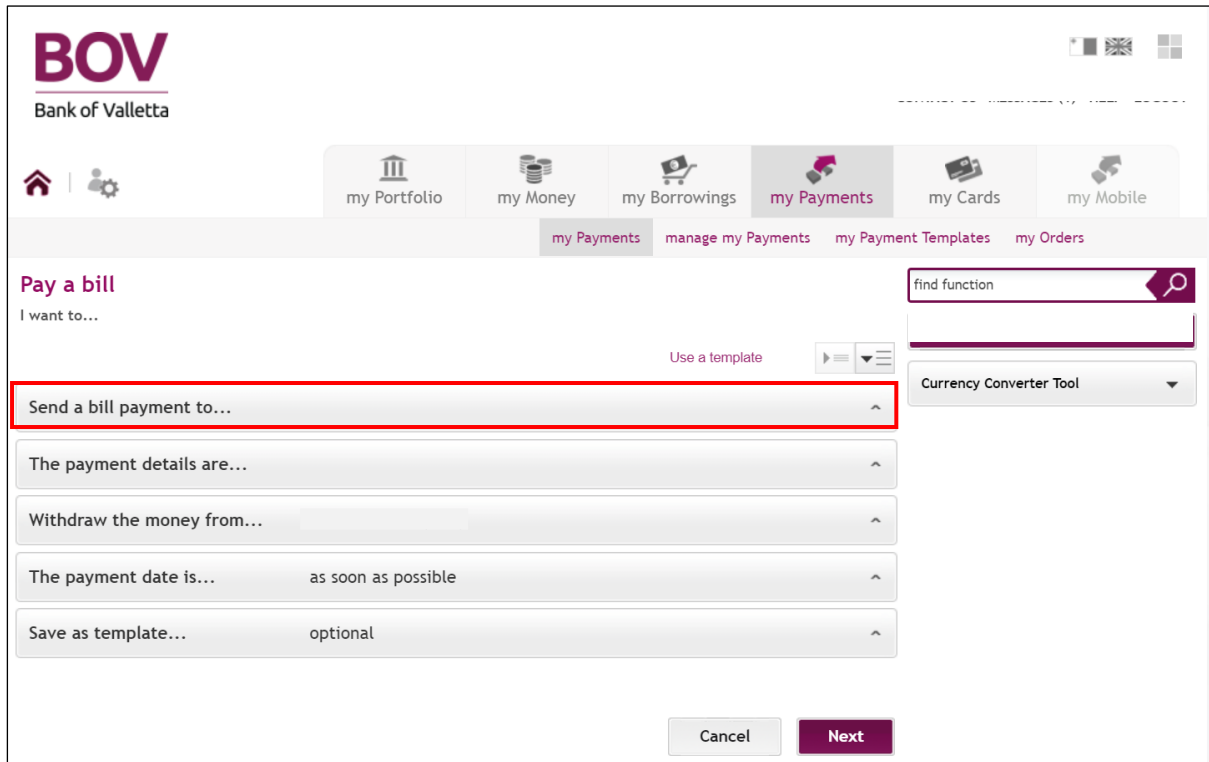


Figure 2 Pay a bill

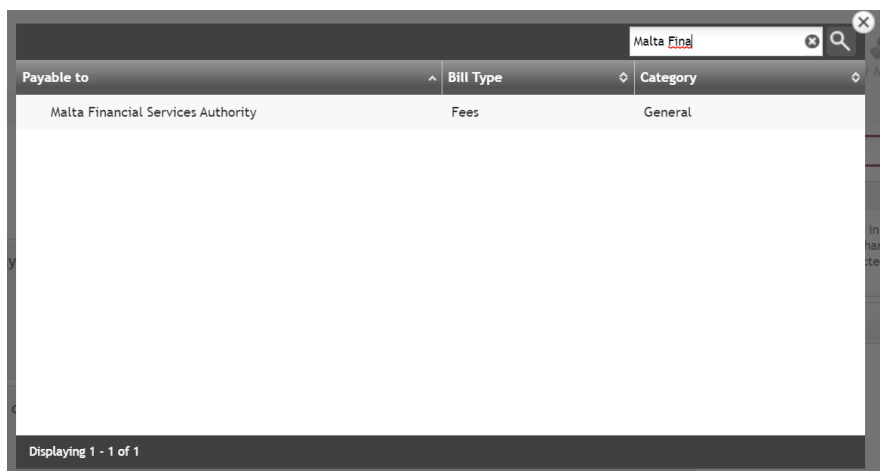


Figure 3 “Payable To” Grid

Send a bill payment to...

Company name: ☰ ⓘ

The payment details are...

Sector: ⓘ

Authorised Person (LH Name):

Fee Notice Reference Number:

Other Comments:

Amount:

A

B

C

D

E


Figure 4 Payment details

When inputting details for payment kindly follow the below instructions to ensure that only the required and correct information is submitted. Please also find a sample fee notice and a sample bill facility payment identifying which details need to be included.

A. Sector	The sector to which the fee or penalty relates to as per below list: Authorisations Banking Supervision Capital Markets Supervision Company Service Providers Fintech Insurance and Pensions Supervision Investment Services Supervision Trusts & Fiduciaries
B. Authorised Persons (LH Name)	The name of the company/individual the fee relates too. When payment is made by a third party on behalf of an Authorised Person, it is important that the name of the Authorised Person is provided.

C. Fee Notice Reference Number	If paying for a supervisory fee, this number is provided on the Fee Notice. If paying for an application fee or penalty, please write " <i>Application Fee</i> " or " <i>Penalty</i> "
D. Other comments	Kindly use this line for any details necessary such as the name of sub-funds or other fee notice numbers if paying for more than one fee notice
E. Amount	Fee due to be paid

The above payment details can be mapped to the below sample Fee Note:



|

Date: 03-03-2022
 Ref No: C S01234
 Unit: A Investment Services

Fee Notice

B) D
 ABC Ltd - def sub-fud

Kindly settle the following fee(s) quoting the reference number and the name of the licence holder.

Payment Terms: Within 15 days from date of this notice

Amount: E €600.00

In respect of: PIF - Supervisory Fee

In terms of: Investment Services Act (Licence and Other Fees) Regulations

Figure 5 Sample Fee Notice