

MBR ONLINE PORTAL USER GUIDE



INTRODUCTION

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

Kindly note that the website is in BETA, meaning that not all functionality will be available (such as online filing). The aim of launching the website in beta is so that corporate service providers (CSPs) and the general public can get used to the new user interface as well as set-up their accounts on the new portal.

Users will be able to:

- login on the new portal
- upgrade to an authorised user
- create corporate accounts and assign roles
- apply for qualified digital certificates

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

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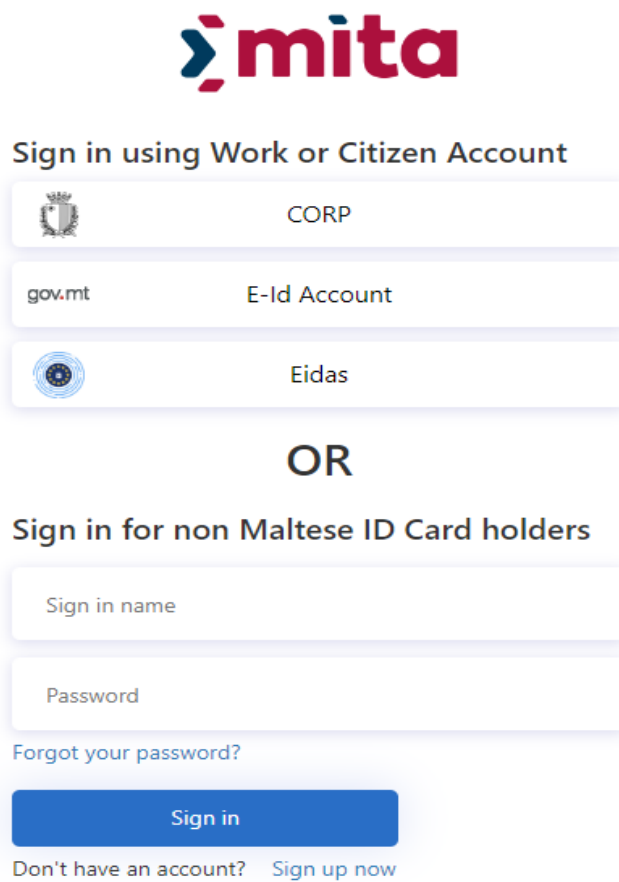
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SECTION 1 – LOGGING IN

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

 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

 BELGIË	 DEUTSCHLAND	 EESTI
 ESPAÑA	 HRVATSKA	 ITALIA
 LATVIJA	 LUXEMBOURG	 PORTUGAL
 SLOVENSKO	 TEST NODE	 ČESKO

SECTION 2 – 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**



- 2) On the right-side menu, click on **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, its 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 3 – 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:

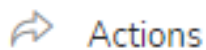
- Link to Companies
- Request a Digital Signing Certificate to sign Documents on the Portal
- Create Corporate Group Accounts

To upgrade to an **Authorised User**:

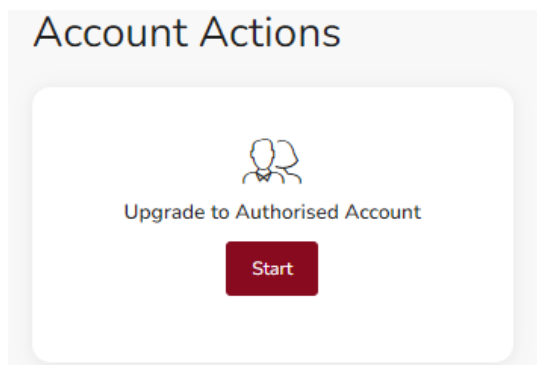
- 1) On the left-side menu, click on **Profile**



- 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	I _x	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 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**



Profile

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



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**



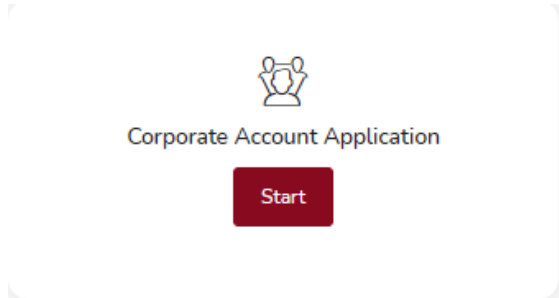
Profile

- 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) To add members to your Corporate Account, click on **Add New Member** and enter the E-mail Address 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**



- 2) On the right-side menu, click on **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](#)