



Ports and Yachting Directorate
Commercial Vessels Unit



REQUEST FOR A MANUFACTURER IDENTIFICATION CODE (MIC)

(applicable only for local Manufacturers of Pleasure Craft up to 24 metres)

MANUFACTURER'S PARTICULARS			
Name and Surname / Company Name:			
ID Number / Company Registration No:		VAT No:	
Address:			
Mobile No:		Email:	
Website URL:			
Authorised Representative (if applicable):		ID No:	

Not Applicable for Single Home Built Craft	
Brand Name(s)**:	
Preferred MIC* Option 1 :	
Preferred MIC* Option 2 :	

(*) – The preferred MIC must consist of three alphabetical letters taken from the manufacturer's name.

(**) – Indicate the brand name(s) under which the pleasure craft may be sold if this is different from the company name.

The submission of a request for a Manufacturer Identification Code (MIC) must be sent in its signed original form to: **Ports and Yachting Directorate, Malta Transport Centre, Triq Pantar, Hal Lija. LJA 2021 Malta**

Name of Applicant or
Authorised Representative: _____

Date: _____

Signature: _____

Documents to be submitted with this form:

- If applicant is a company – Copy of Memorandum and Articles of Association.
- If applicant is an individual – Copy of Police Conduct and ID Card

WARNING: Any false declaration in this application and/or in any of the document/s attached to it, or any false document/s presented, will annul this form and may give rise to criminal proceedings.

INFORMATION: The Ports Commercial collects and processes the data provided in this form to carry out its functions under the Authority for Transport in Malta Act (Act XV of 2009). All the data collected in this form is processed in accordance with the General Data Protection Regulation (GDPR) 2016/679 and CAP 586 Data Protection Act of the Laws of Malta. The data provided in this application may be forwarded to other Public Authorities and/or Government Departments as necessary and permitted by the Law and is published on Transport Malta's website.

For official use:			
MIC:		Date:	
Executive:	Name and Surname		Signature
Manager	Name and Surname		Signature



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Data Protection Privacy Notice

Transport Malta of Triq Pantar, Lija, Malta LJA 2021 is the Data Controller for the purpose of the General Data Protection Regulation (GDPR) 2016/679 and CAP 586 Data Protection Act of the Laws of Malta. This Privacy Notice sets out the way in which we collect and process your Personal Information, as well as the steps we take to protect such information.

1. The information we collect and how we use it

From this form Transport Malta collects different types of information as required by Law and is used explicitly to process your Request for a Manufacturer Identification Code (MIC) in accordance with Commercial Vessels Regulations (SL 499.23). It is to be noted that if the required information is not provided the said application could not be processed.

- 1.1. The primary purpose for collecting information is mainly to process the Request for a Manufacturer Identification Code (MIC), however, Personal information may also be used for related purposes that amongst other include sending notifications, and for the provision of information with regards to any legislative amendments which may affect the services offered to you.
- 1.2. The data provided in this application is also published on Transport Malta's website

2. To whom we disclose information

- 2.1. This information will be solely used for the reasons detailed above. However there may be cases where personal information is shared with the following third parties for reasons listed below;
 - Any third party offering assistance in providing the service, including Insurance;
 - Any law enforcement body who may have any reasonable requirement to access your personal information;
 - Third party entities.

3. Data Subject Rights

- 3.1. With respect to your privacy rights, Transport Malta is obliged to provide you with reasonable access to the Personal Data that you have provided to us. Your other principal rights under data protection law are:
 - a. the right for information;
 - b. the right to access;
 - c. the right to rectification;
 - d. the right to erasure;
 - e. the right to restrict processing;
 - f. the right to object to processing;
 - g. the right to data portability;
 - h. the right to complain to a supervisory authority; and
 - i. the right to withdraw consent.
- 3.2. If you wish to access or amend any Personal Data, we hold about you, or to request that we delete any information about you, you may contact us by sending a request to dataprotection.tm@transport.gov.mt. We will acknowledge your request within seventy-two (72) hours and will do our utmost to handle it promptly. We will respond to these requests within a month, with a possibility to extend this period for particularly complex requests in accordance with Applicable Law.
- 3.3. At any time, you may object to the processing of your Personal Data, on legitimate grounds, except if otherwise permitted by applicable law.
- 3.4. In accordance with Applicable Law, we reserve the right to withhold personal data if disclosing it would adversely affect the rights and freedoms of others. Moreover, we reserve the right to charge a fee for complying with such requests if they are deemed manifestly unfounded or excessive.

4. Retention period

- 4.1. *Personal data will be retained for not more than 3 months from date of application should the application not be submitted complete or is rejected.*
- 4.2. Once the permit is issued the data will be retained for as long as needed to provide you with our service, or to comply with our legal obligations, resolve disputes and enforce our agreements.

5. Security

- 5.1. We take appropriate security measures to protect against loss, misuse and unauthorized access, alteration, disclosure, or destruction of your information. Additionally, steps will also be taken to ensure the ongoing confidentiality, integrity, availability, and resilience of systems and services processing personal information, and will restore the availability and access to information in a timely manner in the event of a physical or technical incident. All information gathered is kept confidential and is used solely for the Instructor Nautical Licence purposes.
- 5.2. If we learn of a security systems breach, we will inform you of the occurrence of the breach in accordance with Applicable Law.

6. Governing Law

All data collected in this form is processed in accordance with the General Data Protection Regulation (GDPR) 2016/679 and CAP 586 Data Protection Act of the Laws of Malta.

7. Data Protection Officer

- 7.1. Transport Malta has a Data Protection Officer ("DPO") who is responsible for matters relating to privacy and data protection. The DPO can be reached at the above address or by email: dataprotection.tm@transport.gov.mt

8. Contacting us

- 8.1. Please address any questions, comments and requests regarding the application process to info.pyd@transport.gov.mt