Methods of payment of bills issued by the Planning Authority

1. **BY INTERNET BANKING**

Payment of bills issued by the Planning Authority can be effected through the bill payment facilities offered by Bank of Valletta p.l.c., APS Bank p.l.c. and HSBC Bank Malta p.l.c.

If bank account is held with APS Bank p.l.c.

a. Enter the APS Bank website - https://www.apsbank.com.mt/

b. Login in with your APS 365 Online Login ID and password using the APS 365 online SecureKey

c. Select ‘Payments’ and choose ‘Bill Payment’

d. Select ‘Bill Payment’
e. Select ‘Planning Authority’

f. Input all the necessary information as detailed on the screen, from details showing on the bill as issued by the Planning Authority, and then press ‘Continue’

![Image of the interface showing the selection of 'Planning Authority' and input fields]

![Image of the bill issued by Planning Authority with details of the items and total amount]

g. Authorise transaction by using the APS 365 Online SecureKey
If bank account is held with Bank of Valletta p.l.c.

a. Enter the BOV website - [https://www.bov.com/](https://www.bov.com/)

b. Login in with your BOV User ID and password using the BOV SecureKey

c. Select ‘my Payments’

d. Select ‘pay a bill’

e. Click on ‘Send a bill payment to...’
f. Choose ‘Planning Authority’

![Image of Planning Authority interface]

- Input all the necessary information as detailed on the screen, getting the details from the bill as issued by the Planning Authority.

**Bill**

Name: Joe Borg  
Address:  
Location:  
VAT No.:  

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Unit Price (excl VAT)</th>
<th>Not Amount (excl VAT)</th>
<th>VAT Amount</th>
<th>VAT Rate %</th>
</tr>
</thead>
<tbody>
<tr>
<td>Development Permit Fee</td>
<td>1</td>
<td>€100.00</td>
<td>€100.00</td>
<td>€0.00</td>
<td>0</td>
</tr>
<tr>
<td>Environment Fee</td>
<td>1</td>
<td>€5.00</td>
<td>€5.00</td>
<td>€0.00</td>
<td>0</td>
</tr>
</tbody>
</table>

**Total NET:**  
€105.00  
**Total VAT:**  
€0.00  
**Total:**  
€105.00  
**Outstanding Balance:**  
€105.00
h. Keep filling in requested details

![Transaction Details Form](image)

i. Authorise transaction by using the BOV SecureKey
If bank account is held with HSBC Bank Malta p.l.c.

a. Enter the HSBC website - https://www.hsbc.com.mt/
b. Login in with your HSBC User ID and password using the HSBC security device
c. From the main menu:
   i. select ‘Pay Bills’
   ii. select ‘Add Payee’
   iii. select ‘Planning Authority’
d. In the box marked ‘Reference number’ please quote Document Number and System Reference separated by an ‘*’. Example B0123456-1234-1*0123456AAA
e. Confirm new payee

f. At this stage, this payee has been added to your personalised payee list and you can proceed to pay your bill in the normal manner by following the steps as indicated by the bill payment facility.

g. IMPORTANT: Please note that the above steps need to be followed every time a bill issued by the Planning Authority needs to be paid. A new payee needs to be created for each different bill, since this will contain the new bill details.
2. **AT MALTAPOST OFFICES**

Payments can be effected at any Maltapost p.l.c. branch and any cheques are to be made payable to Maltapost p.l.c. A copy of the bill being paid is to be presented when effecting payment.

3. **BY POST**

Cheque payments should be made payable to the Planning Authority and sent to:

Planning Authority  
St. Francis Ravelin  
Floriana FRN 1230  
Attn: Finance Department

A copy of the bill being paid is to be attached to the cheque.

Please do not send cash through the post.

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An official receipt will be issued and sent by e-mail as soon as our bankers notify us that your payment has been duly processed.