

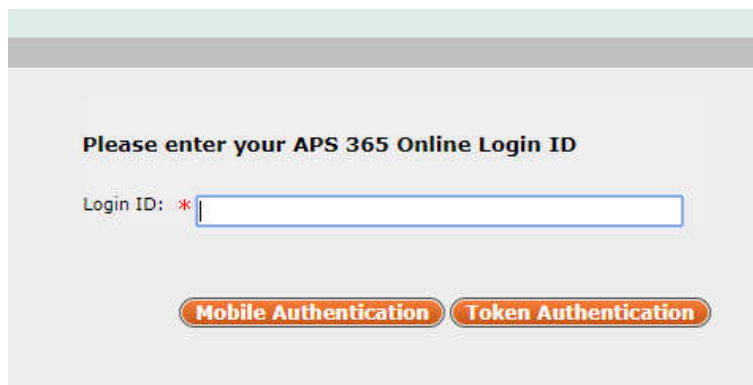
Methods of payment of bills issued by the Planning Authority

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.

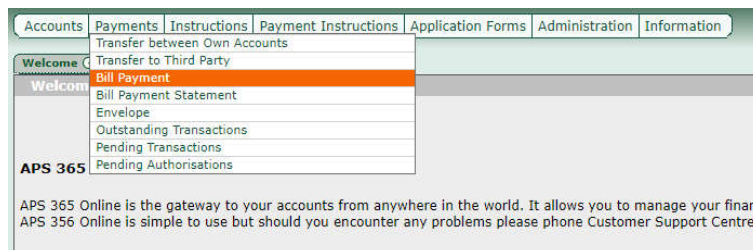
If bank account is held with APS Bank p.l.c.

- 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



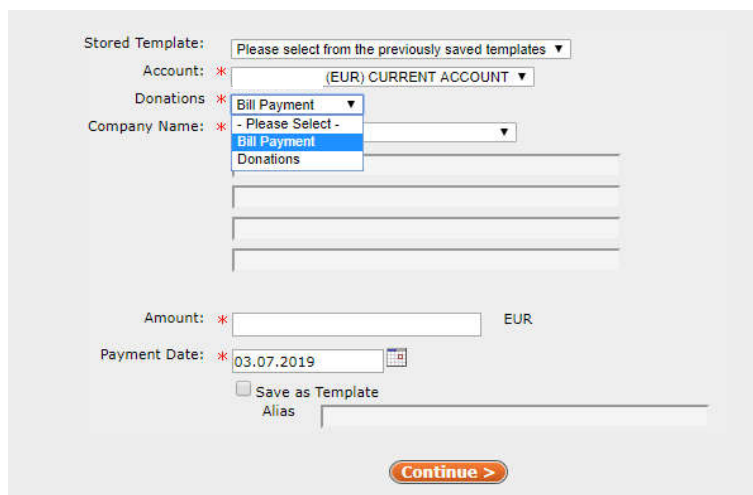
The screenshot shows the APS 365 Online Login ID entry screen. It features a heading "Please enter your APS 365 Online Login ID" and a text input field for the Login ID. Below the input field are two buttons: "Mobile Authentication" and "Token Authentication".

- c. Select 'Payments' and choose 'Bill Payment'



The screenshot shows the APS 365 Online Payments menu. The "Payments" tab is selected, and the "Bill Payment" option is highlighted. Other options in the menu include "Transfer between Own Accounts", "Transfer to Third Party", "Bill Payment Statement", "Envelope", "Outstanding Transactions", "Pending Transactions", and "Pending Authorisations".

- d. Select 'Bill Payment'



The screenshot shows the APS 365 Online Bill Payment form. It includes fields for "Stored Template" (Please select from the previously saved templates), "Account" ((EUR) CURRENT ACCOUNT), "Donations" (Bill Payment), "Company Name" (- Please Select -), "Amount" (EUR), and "Payment Date" (03.07.2019). There is also a "Save as Template" checkbox and an "Alias" field. A "Continue" button is at the bottom.

e. Select 'Planning Authority'

Stored Template:

Account: *

Donations *

Company Name: *

- Global Capital Life Ins. Ltd
- GO (Mobile, TV, Phone & Internet)
- Inland Revenue Department
- Island Insurance Brokers Ltd.
- Kummissjoni Djoesana Zghazagh (KDZ)
- Laferla Insurance Agency Ltd
- Malta Statistics Authority
- Malta Union Of Teachers
- Mediterranean Insurance Brokers Ltd
- Melita Cable
- MET
- Middlesea Insurance
- MSV Life
- Planning Authority**
- RMF Limited
- The Archbishop Seminary - Major Acc
- The Archbishop Seminary - School Acc
- VAT Bill Payment
- Vodafone MT
- Waldonet Ltd.

Amount: *

Payment Date: *

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'

Stored Template:

Account: *

Donations *

Company Name: *

Document Number *

System Reference *

Date *

Applicant Name *

Amount: * EUR

Payment Date: *

Save as Template

Alias

Continue >



St Francis Ravelin, Floriana, FRN 1230, Malta
 www.pa.org.mt
 Tel: (+356) 2290 0000 customercare@pa.org.mt
 VAT No: MT 1281-6708 Exemption No: EXO 1188

Bill

Name: Joe Borg Document Number: B0123456-1234-1
 Address: Date:
 System Reference: 0123456AAA
 Location: Case Number:
 VAT No.: Case Number:

Item Description	Qty	Unit Price (excl VAT)	Net Amount (excl VAT)	VAT Amount	VAT Rate %
Development Permit Fee	1	€100.00	€100.00	€0.00	0
Environment Fee	1	€5.00	€5.00	€0.00	0
Total NET:				€105.00	
Total VAT:				€0.00	
Total:				€105.00	
Outstanding Balance:				€105.00	

g. Authorise transaction by using the APS 365 Online SecureKey

If bank account is held with Bank of Valletta p.l.c.

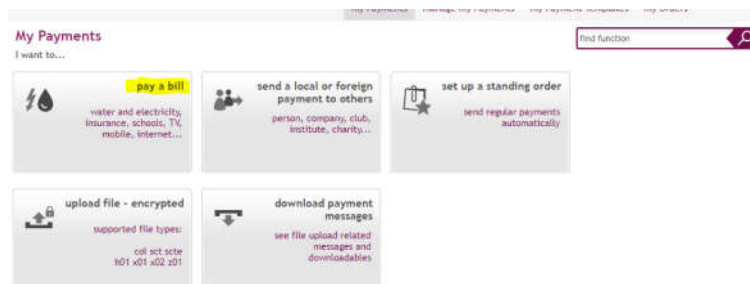
- a. Enter the BOV website - <https://www.bov.com/>
- b. Login in with your BOV User ID and password using the BOV SecureKey



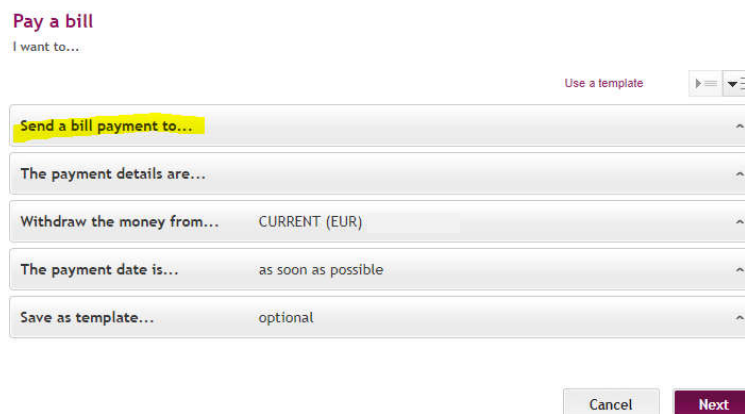
- c. Select 'my Payments'



- d. Select 'pay a bill'



- e. Click on 'Send a bill payment to...'



f. Choose 'Planning Authority'

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

Pay a bill
I want to...

Use a template

Send a bill payment to...

Company name:

Next

The payment details are...

Name of Applicant:

Document Number:

System Reference:

Amount: EUR:

Next



PLANNING AUTHORITY

St Francis Ravelin, Floriana, FRN 1230, Malta
www.pa.org.mt

Tel: (+356) 2290 0000 customercare@pa.org.mt
VAT No: MT 1281-6708 Exemption No: EXO 1188

Bill

Name: **Joe Borg**

Address:

Location:

VAT No.:

Document Number: **B0123456-1234-1**

Date:

System Reference: **0123456AAA**

Case Number:

Item Description	Qty	Unit Price (excl VAT)	Net Amount (excl VAT)	VAT Amount	VAT Rate %
Development Permit Fee	1	€100.00	€100.00	€0.00	0
Environment Fee	1	€5.00	€5.00	€0.00	0
Total NET:				€105.00	
Total VAT:				€0.00	
Total:				€105.00	
Outstanding Balance:				€105.00	

h. Keep filling in requested details

Withdraw the money from... CURRENT (EUR) ^

The payment date is... as soon as possible ^

Save as template... v

Would you like to save this bill payment as a template? Saving as a template means that it becomes easier and faster to make similar payments in the future.

Yes, template name is:

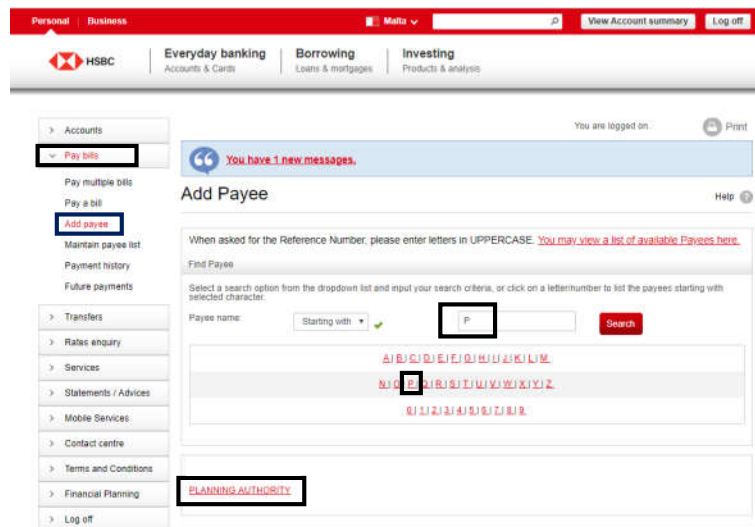
No

Cancel Next

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

Personal | Business | Malta | View Account summary | Log off

HSBC | Everyday banking | Borrowing | Investing

Accounts | Pay bills | Add payee

You are logged on | Print

You have 1 new messages.

Add Payee

When asked for the Reference Number, please enter letters in UPPERCASE.
[You may view a list of available Payees here.](#)

Merchant Name: PLANNING AUTHORITY

Reference number: Find Merchant Reference

Generate Transaction Signing Code

STEP 1: Hold down the button to turn on your security device. Then enter your security device PIN.

STEP 2: With the HSBC welcome screen displayed, press the button. A dash will appear on the screen. Enter the last 5 digits of the beneficiary account number / IBAN (in case of transfers), or last 5 digits of the reference number (when adding a payee) and press the button. If there are fewer than 5 digits, insert zeroes before the digits. For example: 'ABCDXYZ123' would be entered as '00123'. 'ABC123XYZ456' would be entered as '23456'. 'ABCXYZ456789' would be entered as '36789'.



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Bill

Name: Joe Borg | Document Number: B0123456-1234-1
 Address: | Date:
 | System Reference: 0123456AAA
 Location: |
 VAT No.: | Case Number:

Item Description	Qty	Unit Price (excl VAT)	Net Amount (excl VAT)	VAT Amount	VAT Rate %
Development Permit Fee	1	€100.00	€100.00	€0.00	0
Environment Fee	1	€5.00	€5.00	€0.00	0
				Total NET:	€105.00
				Total VAT:	€0.00
				Total:	€105.00
				Outstanding Balance:	€105.00

e. Confirm new payee

The screenshot shows the 'Add Payee - Review details' page in the HSBC Business portal. The page header includes 'Personal Business', 'Malta', 'View Account summary', and 'Log off'. The main navigation bar has 'Everyday banking', 'Borrowing', and 'Investing'. A left sidebar contains 'Accounts', 'Pay bills', 'Transfers', and 'Rates enquiry'. The 'Pay bills' section is expanded, showing options like 'Pay multiple bills', 'Pay a bill', 'Add payee', 'Maintain payee list', 'Payment history', and 'Future payments'. The main content area displays 'Merchant' information: 'Merchant Name: PLANNING AUTHORITY' and 'Reference number: B0123456-1234-1'. At the bottom right, there are three buttons: 'Confirm', 'Change', and 'Cancel'. The 'Confirm' button is highlighted with a black box.

The screenshot shows the 'Add Payee - Acknowledgement' page in the HSBC Business portal. The layout is similar to the previous screenshot, with the same header and navigation. The main content area displays the same merchant information: 'Merchant Name: PLANNING AUTHORITY' and 'Reference number: B0123456-1234-1'. At the bottom right, there are two buttons: 'Add another payee' and 'Pay a bill'. The 'Pay a bill' button is highlighted with a black box.

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

The screenshot shows the 'Pay a Bill' page in the HSBC Business portal. The left sidebar is expanded to show 'Pay bills' and 'Add payee'. The main content area displays 'From and to' information: 'From account: Select Account' and 'Pay to: PLANNING AUTHORITY B0123456-1234-1'. Below this, there is a 'Payments' section with a 'Payment amount' input field, which is highlighted with a black box. At the bottom right, there is a 'Pay' button, also highlighted with a black box. The 'Bill Payments Schedule' section shows options for 'Pay Now', 'Pay Later', and 'Set up Recurring payment'.

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.

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.