Methods of payment of bills issued by the Planning Authority

Payment of bills issued by the Planning Authority can be effected through the following channels:

1. By Internet Banking
   a. APS Bank plc - Existing Internet Banking
   b. APS Bank plc - New Internet Banking (myAPS desktop portal)
   c. APS Bank plc - Mobile Banking (myAPS app)
   d. Bank of Valletta plc
   e. HSBC Bank Malta plc

2. At any Maltapost branch

3. By post

Scroll down for step by step instructions.
1. **BY INTERNET BANKING**

If bank account is held with APS Bank p.l.c. - Existing Internet Banking

a. Enter the APS Bank website - [https://www.apsbank.com.mt/](https://www.apsbank.com.mt/)

b. Click on the [INTERNET BANKING] tab in top right corner.

c. Click on the **Log In** button.

d. Log in with your APS 365 Online Login ID and generate the secure code using the APS 365 online SecureKey.

e. Select **Payments** and choose **Bill Payment**.

f. Select **Bill Payment**.
g. Select Planning Authority.

h. 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'

i. Authorise transaction by using the APS 365 Online SecureKey
If bank account is held with APS Bank p.l.c. - New Internet Banking, using myAPS desktop portal

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

b. Click on the Internet Banking myAPS tab in top right corner.

c. Click on the Sign Up / Log In button.

d. Log in with your Username and generate the Secure Code using the myAPS app.

e. Click on the burger-menu icon in the top left corner.

f. Select Payments and choose Transfers.
g. Click on **Bill Payments and Donations**.

h. Select **Bill Payment** from the drop-down menu.

i. Choose the **Debit Account**, from where funds will be taken.
j. From the **Company** drop-down menu, choose **Planning Authority**.

k. Input all the information as highlighted below. This information is available on your Planning Authority bill. Once completed, click on **Submit**.
I. Authorise the payment using the Payment Authorisation function in the myAPS app.

m. Once completed, select **Print** to view and print your proof of payment.
If bank account is held with APS Bank p.l.c. - Mobile Banking, using myAPS app

a. Open the myAPS app and log in using the 4-digit PIN.

b. Tap on the burger-menu icon in the top left corner. Tap **Payments** and choose **Bill Payments and Donations**.
c. Select Bill Payment.

d. Choose the Debit Account, where funds will be taken from, and select Planning Authority in the Company Name field.
e. Input all the information as highlighted below. This information is available on your Planning Authority bill. Once completed, tap on Confirm.

f. Enter PIN to authorise payment and tap on Next.
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’

![Planning Authority screen shot]


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

![Bill screenshot]

**Bill**

<table>
<thead>
<tr>
<th>Item Description</th>
<th>Qty</th>
<th>Unit Price (excl VAT)</th>
<th>Net 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

![Image of a form with fields for withdrawal and payment details]

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 Planning Authority. 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.