



**Application by a Marketing  
Company to engage an Outside  
Promotional Contact for the  
promotion of Timeshare and  
Timeshare like products**

**File**

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**Receiving Officer:** \_\_\_\_\_

<b>MALTA TOURISM AUTHORITY</b> Licensing Directorate, Building SCM 01, Suites 301-306, SmartCity Malta, Ricasoli SCM 1001, Kalkara, MALTA.	Date Received Stamp
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This application for a licensed Marketing Company to engage an Outside Promotional contact for the promotion of Timeshare and Timeshare like products is in 5 parts. Parts 1, 2, and 3 are to be filled in. Part 4 indicates the documentation information required for the process of the application. Part 5 shows the obligations of the licensee as per current Legislation and is to be signed and dated by applicant on behalf of the company he represents.

Warning to applicant. Any false statements misrepresentation or concealment of material fact on this form or on any document presented in support of this application, may be grounds for criminal prosecution and the revocation of the licence.

**DATA PROTECTION STATEMENT:** Personal information provided in your application is protected under the Data Protection Act (Chapter 586 of the Laws of Malta). The Malta Tourism Authority will process your personal data in accordance with the provisions of Data Protection Act for licensing and administrative purposes, and to comply with the Authority's legal obligations. Upon approval of your application, and following written consent from your end, the Authority, occasionally, may use your personal details for marketing purposes.

If you still have queries, you can telephone for advice on phone number 2291 5000, or email at [licensing.mta@visitmalta.com](mailto:licensing.mta@visitmalta.com)

## Part 1

<b>01</b>	<b>DETAILS OF COMPANY</b>
	Name of Company
	Address
	Telephone
	Fax
	E-Mail
	VAT Number
	(i) Details of proposed operation (tick applicable box)
	Timeshare <input type="checkbox"/>
	Timeshare- Like Products <input type="checkbox"/>
	(ii) If Timeshare-like product, please specify the kind of product being marketed.

## Part 2

<b>02</b>	<b>DETAILS OF APPLICANT</b>
	Name of Person representing The Company
	Position within the Company
	Residential Address
	Telephone No.
	I.D. Card No.

### Part 3

03	DETAILS OF PERSON TO BE ENGAGED AS AN OPC
	Name and surname of person
	Citizenship
	Identity Card Number Or Passport Number
	Local address
	Foreign address
	Telephone No.
	Documents as in part 4 of this application form were applicable

### Part 4

04	SUBMISSION OF DOCUMENTS/ INFORMATION
a	Copy of ID card passport of prospective Outside Promotional Contact
b	Two colour passport size photos
c	a recent police conduct certificate from his/her country of origin showing that the person is of good conduct.
d	a certificate or attestation drawn up by the marketing company that shall be employing or otherwise engaging the OPC representative, certifying that the person is competent to act as an OPC representative and that the said person has an acceptable educational background;
e	a certificate or attestation of acquired knowledge following appropriate training of not less than ten hours in the carrying out of duties which are normally carried out by an OPC representative in an ethical and respectful manner towards potential consumers of time share and timeshare like products; and in the regulatory framework governing this activity, including these regulations and any other law, particularly those concerning

	consumer rights in general and as may be specific to the promotion and selling of timeshare and timeshare-like products;
f	a written declaration signed by the applicant OPC representative committing to perform his duties in a proper and ethical manner; to abide by the provisions of these regulations and any other law, particularly those concerning consumer rights in general and as may be specific to the promotion and selling of timeshare and timeshare like products; to adhere to the conditions of his licence and to accept the fines and penalties indicated in these regulations:
g	A declaration by the licensee of the Marketing Company that the prospective OPC will be engaged only to promote resorts and timeshare-like products of the marketing company submitting the application;
h	The marketing company shall deposit a bond in favour of the Authority for the amount of two thousand five hundred Euros (€ 2,500.00) for every OPC representative;
i	An applicant from an EU citizen needs to be registered with Jobsplus. A non-EU Citizens applicant would require a work permit issued by Jobsplus. For further information contact Jobsplus on Tel: 153;

Note: The applicant may be requested to produce the original documents.

## Part 5

05	<b>DECLARATION OF APPLICANT</b>
	I, the undersigned, declare that:-
(a)	I am aware of my obligations under current legislation relating to the marketing of Timeshare and Timeshare-like products,
(b)	<p>I am obliged to deposit a <b>BOND</b> in favour of the Authority at a Bank and account indicated by the Authority, for the amount of €2,500.00 for every OPC engaged by my company;</p> <p>Any amounts withdrawn by the Authority from the bond deposited with it by the marketing company to cover fines imposed as per these regulations shall, within seven days of the imposition of the fine, be replaced by the marketing company with the same amount withdrawn by the Authority in order that the bond deposited shall at all times remain equivalent to the amount of two thousand five hundred euro (€2,500) for every OPC engaged by the marketing company.</p>
(c)	My company shall be liable to pay the <b>FINES</b> indicating in the regulations for the different breaches of the regulations as indicated in the same legislation,
(d)	I shall abide, at all times by the provisions of the Malta Travel & Tourism Services Act (Cap 409) and regulations made there under; I bind myself to inform the Authority of any changes in circumstances regarding the information given within one week of its occurrence;
(e)	I declare that the information given on this form is accurate and complete.
(f)	I have read the data protection statement and (tick as appropriate)

I CONSENT to the information provided on this application being disclosed as described in the statement.

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**OR**

I DO NOT CONSENT to direct marketing.

☐

Signature of Applicant .....

Signatory's name .....

On behalf of (Company's Name).....

Official Position .....

Date.....

This form should be returned to the Malta Tourism Authority, Licensing Section at the address shown on the front page.