

For assistance with the SOLID INFORMATION SYSTEM 2007-2013 and this application form visit http://www.fpd.gov.mt/migration/sis_system or contact the Solid unit sis.opm@gov.mt ☎ 2200 1114

User Account Application Form - Beneficiaries level

Personal Details All sections on this page are to be duly completed. Where possible, the document should be printed in **duplex** format. **A**

First Name : _____ Surname : _____
 ID Card No: _____ Tick if you have a SIS 07-13 account

Office Details

Office Name & Address: _____
 Section: _____ Designation: _____

Account Details

In case of CORP[†] users, UMS Login: _____ [contact your IT support for assistance]
† Government of Malta users, e.g. BORGJ001

I request access to (insert name of Fund) _____

Contact Details

Email: _____ Fax: _____
 Telephone: _____ Mobile: _____

Do you have an active account under SIS with another organisation? Yes No
 Do you know who is (are) the trainer(s) for your organisation? Yes No

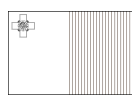
I am hereby accepting responsibility to access the SIS 07-13 and to follow rules and obligations which arise from the use of this database. I am hereby agreeing to access this database solely to carry my duties related to projects funded under General Programme Solidarity and Management of Migration Flows 2007-2013. I declare that I will not divulge any information or details arising from the use of this system to other individuals or entities outside the office indicated

- I the undersigned state that I will:
- a) Only certify payments for which I have the necessary authority;
 - b) Request termination of access rights when no longer needed or justified;
 - c) Promptly report suspicious events that may bring prejudice to the security of the system;
 - d) Not divulge my access details (username and password) to anyone, including higher or lower staff;
 - e) Inform the Responsible Authority in writing of any changes affecting myself in my role at the above office; including but not limited to a change in employment; and
 - f) Take the necessary precautions in terms of data privacy protection as per National and Commission's Regulations.

I also state that the above data identifying me is accurate.

_____ _____
Signature of the Applicant **Date**

Information gathered from this application is held in accordance with the Data Protection Act. All "Personal data" is held by the Responsible Authority (RA) in order to provide you with online access to services. The front page of this application form may not be copied by any means (except by Applicant) and the original is kept by the RA. All applicants are to ensure that all information introduced in this application form is correct and complete. All data provided shall be used for the purpose indicated unless your prior permission is sought. All data is kept for no longer than necessary. The RA reserves the right to terminate access without any notification.





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User Account Application Form - Beneficiaries level

B

Approval by the respective Head of Department (Public Service) / CEO *

* CEO (or equivalent Head of the Organisation) in the case of applicants outside the Public Service
Section not applicable in case of Heads of Departments or CEOs completing their own application form

I, _____ (name in BLOCK LETTERS), approve
_____ to access the Solid Information System Database 2007-2013
on behalf of my department / organisation * with viewing only / editing * rights. * cross out as
applicable

The information provided by the applicant in Section A is correct.

Access rights as described above are required in view of the applicants role as: _____

I will notify in writing the Systems Administrator (SIS) * to terminate the above access rights when they are no longer needed or justified;
including but not limited to a change in employment. * contact email sis.opm@gov.mt

Signature of the Head of Department / CEO *

Date

Kindly send this application form to the respective Projects Officer at: Funds and Programmes Division, Triq il-Kukkanja, Santa Venera, SVR 1411

For Responsible Authority use only

Application form received stamp:

Management

C

* I endorse this application form, and the applicant is allowed to access
The General Programme Solidarity and Management of Migration Flows with
Viewing Only / Editing rights
or
* I reject this application form because

The user requires access to the following
Projects:

Signature of Projects Officer

Name

Date

Note that Viewing or editing rights are assigned at a Programme level and linked to the respective projects

Solid Unit

D

	Date	Signature
I. Application form received on:	_____	_____
II. * Application form has been <i>accepted</i> or * Application form has been <i>rejected</i> because:	_____	_____
or * View correspondence dated:	_____	_____
III. Application form reference:	_____	_____
IV. User account created on: (ERFS _____)	_____	_____
V. Access rights given on:	_____	_____
VI. User attended training session(s) on:	_____	_____

Additional Comments

How to complete the SIS07-13 Application form at Beneficiaries level

☞ SIS07-13 Application forms for Beneficiary level users should be only downloaded from the following link:

http://www.fpd.gov.mt/migration/sis_system

The latest application form is displayed on the website.

There is no need to forward this 3rd page of this document with the application form.

The application form is composed of four parts:

Section A: Applicant's details and declaration

Section B: Approval by the respective Head of Department (in case of Public Service entities) and CEO (or equivalent in case of other Public entities and non Public entities)

Section C: Endorsement by the Solid unit within the FPD

Section D: Completed by the Solid unit

Section A

1a. Personal Details: Fill in your First Name, Surname and ID Card No. where requested. The ID Card No. is requested for two reasons:

- In order to identify users when there are users with the same name; and
- The other fields may change.

1b. If you have already an SIS07-13 account to access another project, kindly indicate by ticking the box.

2. Office Details: Fill in the office details in this section, including the address where the database will be installed

☞ Failure to fill in the office details and your designation may result in delaying the creation of account.

3. Account Details: If you have access to the Government network (Magnet), provide the username which you normally log-in to your computer so that the same username is utilised for the SIS07-13 account. If you are outside the government domain, leave this section empty and the Solid Unit will generate a new username.

4. Contact Details: Provide your email, office fax and telephone number and mobile number. The fax and mobile numbers are optional, though the latter is useful in case the Solid unit needs to contact the user urgently.

☞ Only provide email addresses which only you have access to. If you provide a generic/shared email account which is viewed by other individuals, the Solid Unit will not be able to proceed with the generation of the account since the password is sent to the email provided.

5. In the checklist beneath the contact details the user is to state whether:

- the user has an active SIS account (please note that the user rights might conflict with other rights of the same user);
- the user is aware of the training material available on the FPD website; and

6. Read the declaration carefully before signing the application form. Remember to keep the Solid Unit informed of any changes, and it is recommended that you keep a copy of the application form for your own personal use.

Section B

• Only the Head or CEO of the organisation is authorised to sign the Approval in Section B. In the case where the Head is physically unable to sign the approval form, the deputy Head may sign on his or her behalf only against a documented Delegation of Authority.

• The Head of the Entity is to indicate whether the applicant is to have editing rights (to input data and certify invoices) OR viewing only rights (no changes and data inputting can be made).

• On the requested space, the Head of Entity is to designate why the applicant is required to have access to the system in relation to the project requesting access to.

• Kindly forward the application form to the Projects Officer within the FPD at Triq il-Kukkanja, Santa Venera. SVR 1411.

Section C

The Projects Officer is to indicate which projects will the applicant have access to, as well as acknowledge the rights given by the Head of Entity.

Section D

This section is completed by the System Administrator.

Data Protection: Queries related to data protection should be addressed to the Data Controller, Funds and Programmes Division, Santa Venera. SVR 1411