



MALTA
RESOURCES
AUTHORITY



BUILDING REGULATION OFFICE
SERVICES DIVISION
MINISTRY FOR RESOURCES AND RURAL AFFAIRS



ENERGY PERFORMANCE RATING OF DWELLINGS IN MALTA

ASSESSORS' COURSE FOR ENERGY PERFORMANCE OF BUILDINGS (DWELLINGS)

Please insert order of preference (1 - 3):

- Course 10: 2, 4, 6, 9, 11 & 21 November 2009 (15:00 – 20:30)**
- Course 11: 4, 6, 8, 11, 13 & 23 January 2010 (15:00 – 20:30)**
- Course 12: 1, 3, 5, 8, 12 & 20 February 2010 (15:00 – 20:30)**

Venue: Project House Conference Hall, Floriana

PLEASE FILL IN THIS FORM AND DEPOSIT IT TOGETHER WITH FULL PAYMENT AT THE
CASH OFFICE, GROUND FLOOR, BLOCK A, SERVICES DIVISION, FLORIANA
(Cash or Cheques only, payable to the Director General (*Services Division*), not refundable)
by the **29th October 2009, 17th December 2009 and 18th January 2010 respectively.**

The Cash Office is open from Mondays to Fridays between 8 am and 12 noon.

Professional Title:

Name:

Surname:

**I.D. Card /
Passport No:**

Date of Birth:

Nationality:

Official Address:

Telephone:

Mobile:

Fax:

E-mail:



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Qualifications¹ – to be completed by all applicants:

Professional qualification #1	Qualification	
	Awarding body	
	Date	
Professional qualification #2	Qualification	
	Awarding body	
	Date	
Professional qualification #3	Qualification	
	Awarding body	
	Date	

1. Disclaimer:

It is the responsibility of the applicants, in possession of qualifications awarded by foreign Universities/tertiary education or other institutions, to produce a recognition statement on comparability of qualifications issued by the Malta Qualifications Recognition Information Centre (MQRIC) within the Ministry of Education, Culture, Youth and Sport or the designated authority, as applicable, which statement should be attached to the application.

To be completed by persons from other EU Member States (excluding Malta):

<p>Are you currently approved by an overseas organisation to issue EPCs for Domestic Buildings in the EU?</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p> <p>If yes give details:</p> <p>Authority/Entity:</p> <p>Country:</p> <p>Registration number:</p>
Experience	
<p>Describe your experience and training related to undertaking energy audits of domestic buildings in Malta and the EU (include – types of buildings, number of years, relevant training undertaken and qualifications gained)</p>	



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To be completed by all applicants:

- I have filled in this form accurately.*
- I understand that failure to disclose any relevant information will prejudice my application.*
- I have completed all sections of this form, attached the relevant documents and attached full payment (cash/cheque) that is not refundable.*
- I understand that the Building Regulation Office has the right to come back to me to ask for further information.*
- I understand that I must inform the Building Regulation Office immediately if any details in this application change at any time.*
- I have read and accept the following conditions:*
- a. *If this application is not accepted because the requested qualifications are not met, applicant will be entitled for reimbursement of the fee paid less a 10% administrative fee on presentation of a request for refund.*
 - b. *If this application is cancelled by the applicant at least 7 working days before the starting date of the course for whatever reason, the applicant will be entitled for reimbursement of the fee paid less a 10% administrative fee on presentation of a request for refund.*
 - c. *If this application is cancelled by the applicant 6 working days or less before the starting date of the course for whatever reason, the applicant will not be entitled for any reimbursement of the fee paid.*
 - d. *In the event that courses are over-booked and no more places are available, applicant will be requested to state whether he or she would opt to attend a course which will be held at a later date or request a full refund.*

Name:

Title:

Signature:

Date:

Data Protection Clause:

In terms of the Data Protection Act (Chapter 440 of the Laws of Malta), the Building Regulations Office will process any personal and/ or sensitive data supplied on/ in this application, form or subsequently supplied by yourself, whether orally or in writing, for all or any of the following:

1. The proper processing of your application;
2. Preventing, detecting and/or prosecuting fraud and any other criminal activity which the Department is bound to report and/or act upon whilst meeting any other specific legal or regulatory obligations;
3. Establishing, exercising or defending any legal action;
4. Internal management, research and statistics, systems administration, the development and improvement of our services;
5. The protection and promotion of our legitimate interests and the proper conduct of our obligations arising under any law or statutory instrument; and



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6. To make public the necessary information as specified in the relevant law and/or instrument.

Relevant data will be disclosed or shared as appropriate with all our employees and with other third parties if pertinent to any of the purposes listed above.

Every field on the form is mandatory. Should you fail to fill in any mandatory field, we reserve the right to refuse the application. Should any field be inapplicable to your particular circumstances please mark that field with the letters "N/A".

You have the right to require that we provide you with access to your personal data as well as the right to rectify, or, in appropriate circumstances, erase any inaccurate, incomplete or immaterial personal data which is being processed. However, you are required to inform us immediately of any alterations relating to your personal data which we are processing.

By signing this form, you confirm that you are giving your explicit consent, in terms of the Data Protection Act, on behalf of yourself for the Department to process your respective personal information as outlined above.

We undertake to implement appropriate measures and safeguards for the purpose of protecting the confidentiality, integrity and availability of all data processed.

For Official Use Only

Course Fee €25 inc. of VAT

Cheque No: _____ Bank: _____

Cash Office Receipt No _____ Date: _____

BRO Acknowledgement No: **D** _____ Date: _____