

# User Manual - Marriage Grant Application

Department of Social Security



This manual was developed by the Department of Social Security in order to help you fill an online application for a Marriage Grant in a complete and correct manner.

You can make use of this application if you have received a notification letter from the Department of Social Security requesting you to provide details necessary to start off your Marriage Grant assessment. This application may also be used to apply for a Marriage Grant.

Note: This manual was written for information purposes and does not have legal strength whatsoever

The Department of Social Security makes use of the information provided to process your application. We may check the information provided by you or by third persons with other information held with us. We are bound not to disclose information about you with other persons or organizations outside the Department of Social Security, unless this is permitted by the law. The Department of Social Security treats your personal information in accordance with the Data Protection Act (Cap. 440.) to protect your privacy.

### For more information



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## The Scope of the Application

Through this electronic form, you may apply for the marriage grant allowance. One may apply for the grant within 6 months of marriage date. Only one application per couple is allowed. Applications for one part are not accepted. Marriages registered abroad can be considered for payment subject to a copy of the marriage certificate being annexed to the application. If the marriage is registered in Malta, no such document is needed.

Payments are strictly carried out through a deposit to a local bank account via an IBAN. Each application is verified with other sources within the government and payment is only granted if the application is genuine.

## The Stages of the Application

The application for the Marriage Grant passes through these stages:

1. The filling and submission of the form by the applicant: The applicant fills in the application with the requested details and submits the application to the Department of Social Security.
2. The Application Process: The officials of the Department of Social Security check the application to ensure that all the information was provided in a complete and correct way. If this is not the case, the Department may be required to request additional information, either through this form or else by traditional post, as required.

## Compilation of the Application and General Notes

In order to submit the application, you need to log in with your eID. In case you need to apply for the eID, or you forgot the password, access [www.mygov.mt](http://www.mygov.mt) for information about the required process.

The application for the Marriage Grant consists of these parts:

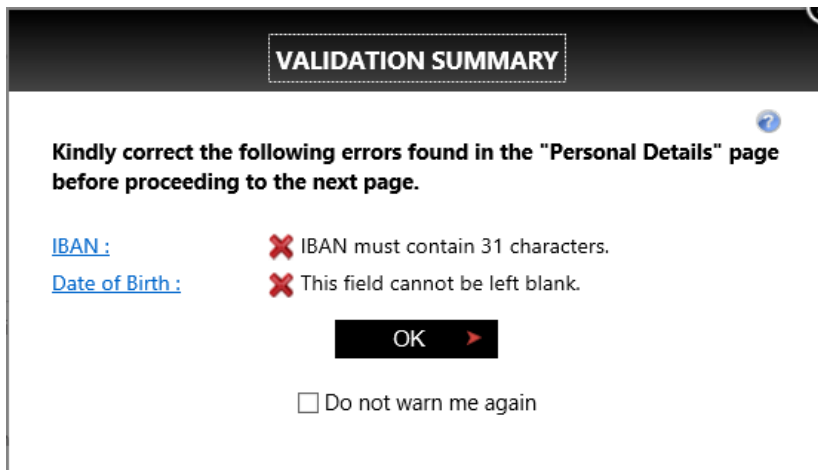
1. Personal Details
2. Attachments
3. Signature
4. Submit

Each part of the application form is found in a different page. You may browse through the different pages by selecting from the dropdown list from the top part of the page. You may also use the 'PREVIOUS' or 'NEXT' buttons to return to the previous page, or to go to the next page respectively. It is important to use the form buttons only and not the browser navigation buttons so as not to lose any information already submitted in the application.

The screenshot displays the top navigation bar of the application form. On the left, there is a green progress indicator showing '1 of 4' steps. To its right are 'Previous' and 'Next' buttons. A dropdown menu is open, showing the current step 'Personal Details' and other available steps: 'Attachments', 'Signature', and 'Submit'. Below the dropdown, the user is identified as 'Signed in as: Mary Borq (0125)' and the date is '05/02/2016'. The 'Last Saved' timestamp is '05/02/2016 10:50:51'. At the bottom of the screenshot, there are two large black buttons with white text: 'PREVIOUS' with a left arrow and 'NEXT' with a right arrow.

**The selection dropdown list (top) and the navigation buttons (bottom)**

Please note that you cannot proceed from one page of the application to another unless you have entered all the information marked as mandatory, in that page, or else if you have entered information which is not in the requested format. If this happens, the system will inform you about the committed errors or missing information by means of a dialog box.



***Dialog box with a notification message of missing information and another message of an invalid format***

If for some reason, you would like to skip from one section to another without filling the required details, tick the 'Do not warn me again' check box and proceed to click on the 'OK' box. After this, you may switch from one part to another without any restriction.

It is worth noting that at any time, you may save your application by clicking on the save button (📄) which is found on every page on

the upper right hand side. You may also, at any time, export the form to pdf format by clicking on the button (📄), which is also found on every page on the upper right hand side.

## Page no. 1: Personal Details

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This page has 3 sections:

1. Details of the Husband / Partner
2. Details of Wife / Partner
3. Marriage Details

The first two sections are identical and accept the personal details of the spouses. Start from the first section by entering the **ID Card Number**. Indicate if the person is foreign by ticking the box () if this is the case. If the person is a foreigner, select the nationality from the dropdown list. Proceed by inputting the **Social Security Number, Name, Surname** and **Date of Birth** in the other textboxes. You may input the **Mobile Number** and **Email Address** in the next textboxes. Indicate the employment status by clicking on the appropriate box () from the list of four (4) boxes, and using the same method, also state whether the person is ordinarily resident in Malta. Provide the bank account details where the person wishes to receive the benefit. This must be a savings or current account but not a debit account. Furthermore, the indicated account must be registered on the beneficiary. Input the **Name of Bank** in the field and the **IBAN** in the other field. This number needs to contain 31 characters and you may find it on a recent bank statement. If you

have a Garnishee order, tick the checkbox () next to 'Yes'. If this is not the case, tick the checkbox next to 'No', provided that this is not already ticked since you would have already entered the account details.

**Details of the Husband / Partner:**

ID Card Number : 456789M Foreigner

Social Security Number : 8123456

Name : JOE

Surname : BORG

Date of Birth : 30/10/1989

Mobile Number : 79567890

Email :

Employment Details :  Employed  Self Employed earning under €910 per annum  
 Unemployed  Self Employed earning over €910 per annum

Ordinarily resident in Malta : Yes  No

The payment should be deposited in a bank Savings or Current account but not a Loan account. The account should be in the name of the beneficiary.

Name of Bank : BANK OF COMINO Do you have a Bank Garnishee Order? Yes  No

IBAN : MT84MALT011000012345MTLCAST0015

**Details of Wife / Partner:**

ID Card Number : 777794M Foreigner

Social Security Number : 8645321

Name : MARY

Surname : BORG

Date of Birth : 21/12/1994

Mobile Number : 99123456

Email :

Employment Details :  Employed  Self Employed earning under €910 per annum  
 Unemployed  Self Employed earning over €910 per annum

Ordinarily resident in Malta : Yes  No

The payment should be deposited in a bank Savings or Current account but not a Loan account. The account should be in the name of the beneficiary.

Name of Bank : ABC BANK Do you have a Bank Garnishee Order? Yes  No

IBAN : MT84MALT011000034567MLTCAST0015

### Section n° 1 & n° 2: Spouses Details

In the third section, you need to input the common details related to the marriage. Input the **Date of Marriage**, **Locality of Marriage**, **Address** (House Number, House Name, Locality, Street and Postcode), and finally the **Telephone Number**.

**Marriage Details:**

Date of Marriage : 12/12/2015

Locality of Marriage : MOSTA

Address : House Number 71 House Name

Locality NAXXAR

Street TRIQ IL-WIRT NATURALI

Post Code NXR 222

Telephone Number : 21222333

### Section n° 3: Marriage Details

#### Notes:

The Date of Birth must be in the following format: dd/mm/yyyy e.g: 12/04/1977. You may input the Date of Birth by typing or by using the calendar. If you are using the calendar, select the year from the upper part, select the month by using the arrows from the upper part and finally select the day by clicking on the appropriate number.

#### Page no 2: Attachments



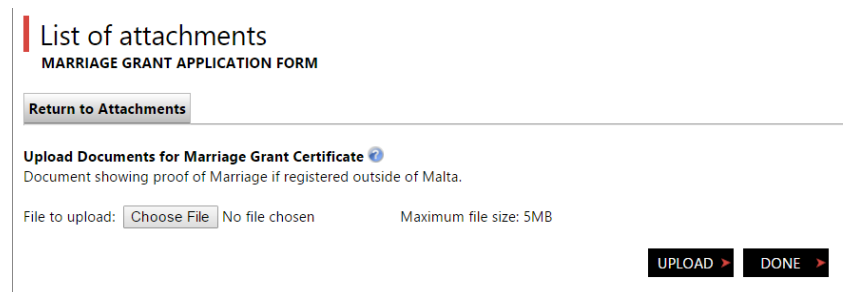
In this section, you can upload the attachments required by the Department of Social Security. These help the Department by providing information and enable it to verify that the information in the application is indeed valid.

This page displays the full list of attachments. This does not necessarily apply in its entirety for your application. The attachment list is as follows

Attachment Name	When Applicable
Marriage Certificate	If your marriage is registered abroad
Garnishee Order	If you have a Garnishee Order on bank accounts

To upload a file, click on the blue link which bears the name of the relevant attachment. As soon as you do this, a dialog box will be displayed. Click on the 'Browse...' button and search for the file that you need to upload by means of the dialog box which appears as soon as you click on the button. When you locate the file, double click on it (or else click once on the file and proceed to select 'Open'). Continue by clicking on 'UPLOAD'. A dialog box will appear that confirms that the file was attached. Click on the 'OK' button to return to the attachment page where you should see the file listed in the attachment list. You may add more files by repeating the process.

If you want to upload another file but for a different attachment, or if you want to return to the page that lists all attachments, click on the 'Return to Attachments' button which is found in the top part of the page. This process must be repeated for every attachment that you wish to upload.



**The Dialog Box which allows you to upload the Marriage Certificate**

If you want to view the document that you uploaded, from the attachments page, click on the blue link of the desired document and the document will open.

If you want to delete a document, from the same page, tick the box () near the link so that this is marked in black () and continue by clicking on the blue link "Delete Selected Documents". A dialog box will appear which prompts you to confirm the deletion of the selected document. Click on the 'OK' button to confirm or 'Cancel' to retain the document. When you click on 'OK', dialog box will appear which confirms that the document has been deleted. Click on 'OK' to return to the attachments page.

Once all the required documents are uploaded, in the attachments page, click on 'CLOSE' button to proceed to the next section.

### Page no 3: Signature

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In this section, you are required to read a number of conditions. You must agree to these terms and conditions to be able to submit the application. To accept these conditions, you must click on the 'Click here to Sign' button. After this, click the 'Next' button to proceed to the application submission page.

#### Signature

The Department of Social Security collects all relevant personal information to provide its services to individuals who qualify for assistance, allowance or non-contributory pensions in accordance with the Social Security Act (Cap 318). The Department may verify the information submitted by you in line with article 133 (b) of the Social Security Act to ensure its accuracy in relation to the claim. Personal data may be disclosed to departments / third parties, who may also have access to your data as authorised by law. Personal information may also be exchanged with benefits institutions of other countries to combat and deter fraud, as provided for in international treaties or bilateral agreements to which Malta is a party. You will be informed in due course of the result of your claim after it has been assessed.

The Department of Social Security treats your personal information in accordance with the Data Protection Act, (Cap 440) to protect your privacy. You may request in writing to access information held about you, and eventually to rectify, and where applicable to erase incorrect information, having regard to the claim for which you applied. Such request is to be addressed to: 'The Data Controller' at the Department and appropriate action would be taken at the earliest possible time. In making such requests, kindly quote your identity card number, national insurance number, your name and address and other relevant documentation to identify your case.

Applicant Signature

Click here to Sign

#### Signature

### Page no 4: Submit

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In this last stage of the application form, you can submit the application. The application may be submitted by clicking on the

green 'SUBMIT' button. After clicking this button, a message will confirm that the application has been sent, unless there is any missing content which is mandatory.

Use the green 'Submit' button when the form is complete and is ready to be submitted.

SUBMIT →

#### Green button to Submit the Form

You may wish to withdraw the application by clicking on the red 'WITHDRAW' button. When you do this, a dialog box appears which prompts you to confirm your selection. To confirm the withdrawal of the application, click on the left button ('WITHDRAW'). If you want to return to the application without withdrawing it, click on the right button ('CANCEL').

The 'Withdraw' button should be used only when you want to withdraw your application, thus terminating the application process.

WITHDRAW ×

#### Red button to Withdraw the Form

You may also save the application without sending it if for example you may still need to prepare other documents. You can do this by clicking on the white 'SAVE' button. After clicking this button, you should see a message confirming that the application was saved.

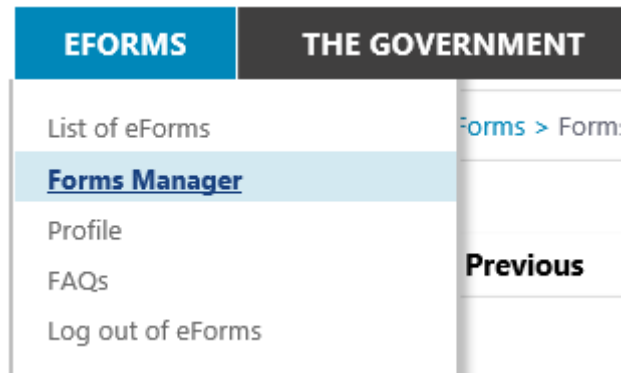


Use the white 'Save' button to save your progress in the form without submitting to the Competent Authority. This is useful if you do not have all the required information, or intend to finish the form at a later stage.



### ***White button to Save the Form***

To be able to access the saved form, you need to visit the Forms Manager. This is done by clicking on the 'EFORMS' menu and then clicking on 'Forms Manager' from the dropdown list.



### ***EFORMS Manager***

When this is done, the list of forms that you have saved will appear. Click on the form that you want to work on and after this is opened, you will be able to proceed normally, just as explained in this manual.