

User Manual - Application for Contributory Retirement Grant for Non-Pensioners

Department of Social Security



This guide was developed by the Department of Social Security in order to help you fill an online application for a Contributory Retirement Grant for Non-Pensioners in a complete and correct manner.

Note: This guide was written for information purposes and does not have any legal strength whatsoever.

For More Information

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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.

General Instructions



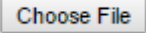
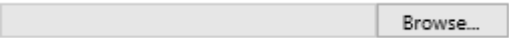



Before you start filling in the application, ensure that you have the following completed document:

- 1) Signed Declaration Form: This can be accessed in pdf format from the top left hand side of the application form, under 'RELATED DOCUMENTS'. You need to print, fill in, sign and scan this form back to your computer so that it can be uploaded in the online application form.
- 2) A copy of the Bank Garnishee Order (if you have blocked Bank Accounts).

In order to submit your application, you will need to fill in a number of fields with the required details. The mandatory fields are marked with a red asterisk (*). There are six (6) field types which are explained on page 3. The requested details are listed on pages 4-5.

When all the required details are filled in, you may submit the application by clicking on the '**SUBMIT**' button, at the bottom of the page.

Field Types

Field Type	How it Looks	How to Enter Data	How to Delete Data
Date		Click on the textbox and simply type in the date. The date should be in dd/mm/yyyy format. (e.g. 23/08/1986)	Click on the x button (Internet Explorer Only) on the top right hand corner to remove all content or use the Backspace/Delete key to delete accordingly.
Dropdown		Click on the dropdown and select the option.	Click on the dropdown list and select the blank option.
File	<p>In Google Chrome:</p>  <p>In Internet Explorer:</p> 	Click once on the button. A dialog box will appear which enables you to search for the file. When you locate the file, double click on it (or else click once on the file and proceed to select 'Open'). The dialog box will close and the name of the uploaded file will appear adjacent to the button.	<p>In Google Chrome: Click once on the button. A dialog box will appear. Hit the 'Esc' button on the keyboard (or click on 'Cancel' button).</p> <p>In Internet Explorer: Drag the mouse to highlight the text identifying the file name. The dialog box will close and you will notice that the name of the file is no longer displayed adjacent to the 'Choose File' button.</p>
Numeric Textbox		Click on the textbox and simply type in. Only numbers are accepted.	Click on the x button (Internet Explorer Only) on the top right hand corner to remove all content or use the Backspace/Delete key to delete accordingly.
Textbox		Click on the textbox and simply type in.	Click on the x button (Internet Explorer Only) to remove all content or use the Backspace/Delete key to delete accordingly.
Text Area		Click on the text area and simply type in.	Use the Backspace/Delete key to delete accordingly.

Requested Details

	Field No	Field Name	Field Type	Required
Personal Details	1	Identity Card Number	Textbox	Yes
	2	Name	Textbox	Yes
	3	Surname	Textbox	Yes
	4	Father's Name	Textbox	Yes
	5	Maiden's Surname	Textbox	Yes, if you are a married woman
	6	Date of Birth	Date	Yes
	7	Social Security Number	Textbox	Yes
	8	Nationality	Textbox	Yes
	9	Address	Text Area	Yes
	10	Mobile Number	Numeric Textbox	No
	11	E-mail	Textbox	No
Details showing when and where you worked	12	Employer / Company	Textbox	Yes
	13	Date From	Date	Yes
	14	Date To	Date	Yes
	15	Employer / Company	Textbox	Yes, if you have a second employment period
	16	Date From	Date	Yes, if you have a second employment period
	17	Date To	Date	Yes, if you have a second employment period
	18	Employer / Company	Textbox	Yes, if you have a third employment period
	19	Date From	Date	Yes, if you have a third employment period
	20	Date To	Date	Yes, if you have a third employment period
	21	Employer / Company	Textbox	Yes, if you have a fourth employment period
	22	Date From	Date	Yes, if you have a fourth employment period
	23	Date To	Date	Yes, if you have a fourth employment period
	24	Employer / Company	Textbox	Yes, if you have a fifth employment period
	25	Date From	Date	Yes, if you have a fifth employment period
	26	Date To	Date	Yes, if you have a fifth employment period

	Field No	Field Name	Field Type	Required
Details showing when and where you worked (continued)	27	Employer / Company	Textbox	Yes, if you have a sixth employment period
	28	Date From	Date	Yes, if you have a sixth employment period
	29	Date To	Date	Yes, if you have a sixth employment period
	30	Employer / Company	Textbox	Yes, if you have a seventh employment period
	21	Date From	Date	Yes, if you have a seventh employment period
	32	Date To	Date	Yes, if you have a seventh employment period
Bank Account Details	33	Do you have a bank Garnishee Order?	Dropdown	Yes
	34	Copy of Bank Garnishee Order	File	Yes, if answer to No. 27 is 'Yes'
	35	Bank Name	Textbox	Yes, if answer to No. 27 is 'No'
	36	IBAN	Textbox	Yes, if answer to No. 27 is 'No'
	37	Mobile Number for SMS Notification	Numeric Textbox	No
	38	Signed Declaration Form	File	Yes