

User Manual – Application for a Maternity / Adoption Leave Trust Claim

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 Maternity / Adoption Leave Trust Claim in a complete and correct manner.

Note: This manual 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.

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The Scope of the Application

If you are a private employer and have recently paid salaries to employees on maternity leave, and the leave period has been consumed in full, then you can apply for a refund of the salaries paid.

As a preparation, you must have the PE number ready and must also know your employee's ID card number as well as the child's date of birth. You must also prepare the copies of contributions receipts, pay slips, FS3s and ETC Employees list as demanded by the Trust in order to be able to make a claim. All documentation must be available as PDF or Word or Excel documents.

The Stages of the Application

The application for the Maternity Leave Trust Claim passes through these stages:

1. The filling and submission of the form by the employer: The employer 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.

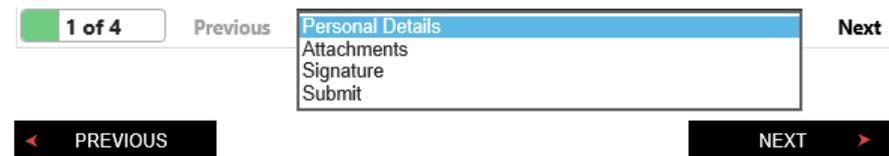
Compilation of the Application and General Notes

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 for information about the required process.

The application for the Maternity Leave Trust Claim is made up of these parts:

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

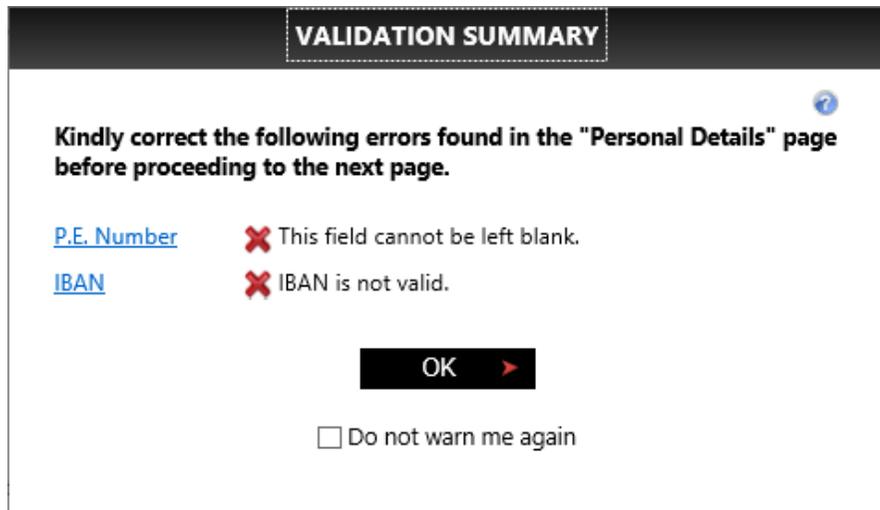
Each part of the application form is found on a different page. You may browse through the different pages by selecting from the dropdown list at the top of the page. You may also use the 'PREVIOUS' or 'NEXT' buttons to return to the previous page, or to go to the next page respectively. It is important 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 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 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

1

As already outlined, it is important that the application is compiled by the claimant and through the eID of this same person. This is because personal details are directly copied from the eID account. This page is divided into two sections:

1. Employer Details
2. Claim Details

In the Employer's Details section, a number of fields are available which enable you to enter the required details, namely:

- **P.E. Number:** The unique 6-digit number identifying the employer. This is mandatory.
- **Address:** The address of the employer. This is broken down into 4 separate textboxes for the **Number/Name**, **Street**, **Locality** and **Postal Code** respectively. All of these fields are mandatory except for the latter.
- **Telephone Number:** The employer's telephone or mobile number. This is mandatory.
- **E-Mail:** This is not mandatory.
- **Bank:** Using the dropdown list, you need to select the name of the bank where you wish to receive the refund. This is mandatory.

- **IBAN:** The 31 digit number which identifies the bank account where the refund is to be received. This is mandatory.

Apart from these details, you will notice that the representative details (ID number, Name and Surname) are automatically retrieved from your eID account and cannot be edited.

Section 1: Employer Details

P.E. Number

Name

Address (Number/Name)
 (Street)
 (Locality)
 (Postal Code)

Telephone

E-Mail

Bank ▼

IBAN
This number will take place any IBAN the employer might have currently registered with the Department

Representative

ID Number Name Surname

Section 1: Employer Details

In the next section, you need to enter the details of the employee on whom the claim is being made, in the applicable textboxes. These include her **ID Number**, **Name** and **Surname**. You also need to enter the **Child Date of Birth**.

Finally, you have to input the salary details, namely the **weekly salary** and the period (**From** and **To**). This period should commence on a Saturday and end on a Friday. The number of weeks and the total salary will be automatically calculated. For your convenience, in case there is a change of salary rate, you can split the salary period in up to three continuous periods.

Section 2: Claim Details

The employee *on whom the claim is being made*

ID Number Name Surname

Child Date of Birth

Amount claimed *List the salary amounts for which you are making this claim, the period cannot exceed 14 weeks*

Weekly Salary € *	From	To	No. of Weeks	Total €
<input type="text" value="375.16"/>	<input type="text" value="02/04/2016"/>	<input type="text" value="17/06/2016"/>	<input type="text" value="11"/>	<input type="text" value="4126.76"/>
<input type="text" value="381.22"/>	<input type="text" value="18/06/2016"/>	<input type="text" value="08/07/2016"/>	<input type="text" value="3"/>	<input type="text" value="1143.66"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

* Gross basic amount, pro rata statutory bonuses and allowances plus the employer's portion of employee's Social Security contributions. Not to include any other emoluments.

Section 2: Claim Details

Note:

The dates can be entered by writing in the textbox or else by using the calendar which appears when you access the textbox. In case 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 enabling 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?
Copy of 3 Contributions receipts issued by the IRD	Always
Copy of the Pay slips	Always
Copy of the FS3	If the employee was employed in the same company last year
ETC List of employees	Always

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'). You may wish to inform the Department with any details about the file by typing in the Details text area. 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.

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.

The screenshot shows a web interface titled "List of attachments" for a "MATERNITY LEAVE TRUST CLAIM FORM". At the top, there is a "Return to Attachments" button. Below that, there is a section for "Upload Documents for Copy of the Pay Slips" with a blue link icon. The text below reads "Copy of the Pay Slips for wage/salary paid during maternity leave." There is a "File to upload:" field with a "Browse..." button and a note "Maximum file size: 5MB". At the bottom right, there are two buttons: "UPLOAD" and "DONE", both with right-pointing arrows.

The Dialog Box which allows you to upload the Attachment for the Pay Slips

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 the blue link "Delete Selected Documents". A dialog box will appear which prompts you to confirm the deletion of the selected document. Click the 'OK' button to confirm or 'Cancel' to retain the document. When you click 'OK', dialog box will appear

which confirms that the document has been deleted. Click 'OK' to return to the attachments page.

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

Page no. 3: Signature



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 316). 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.

Any requested documentation provided by the applicant is subject to verification by the lawful authorities.

Reimbursements are granted on the assumption that the applicant is the rightful beneficiary and that the amount claimed is correct and due. The Board of Trustees reserves the right to institute any and all legal proceedings available to it.

Applicant Signature

Click here to Sign

The Signature Page

Page no. 4: Submit



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 >>

The green button which submits your application

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').

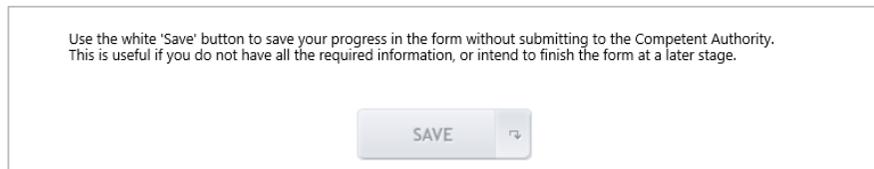
The 'Withdraw' button should be used only when you want to withdraw your application, thus terminating the application process.

WITHDRAW x

The red button which withdraws your application

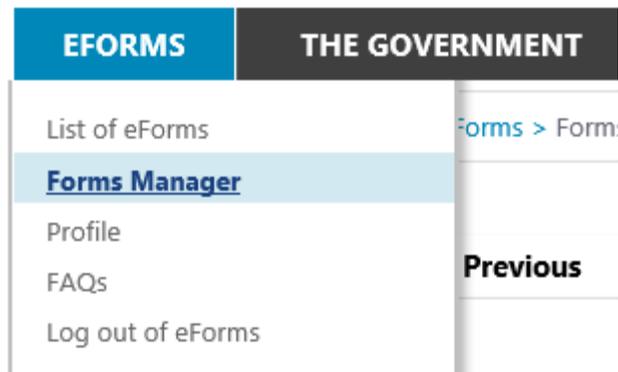
You may also save the application without submitting it if for example you may still need to prepare other documents. You can

do this by clicking on the white 'SAVE' button. After clicking this button, you should see a message confirming that the application was saved.



The white button which saves your application

To be able to reaccess 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.



The EFORMS Menu

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.