

Public Authority	Malta Freeport Corporation Ltd.
Description of the department/directorate/entity's structure	CEO CFO CSO Senior Executive Executives Clerks Messenger/Driver Security Controllers
Description of the department/directorate/entity's functions and responsibilities	Our responsibilities may be found within the Malta Freeport Act: https://legislation.mt/eli/cap/334/mlt
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	HR Files, Finance Files, Administration Documentation.
Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance with which decisions or recommendations are made in respect of members of the public (including bodies corporate and employees of the public authority in their personal capacity)	Malta freeport Act: https://legislation.mt/eli/cap/334/mlt Collective agreement.

<p>Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the public authority, which statement shall include particulars of the officer or officers to whom requests for such access should be sent</p>	<p>The FOI officers of the Malta Freeport Corporation Ltd. may be contacted by e-mail foi.freeport@mfc.gov.mt or by telephone 22251320 / 22251335.</p> <p>FOI Requests may be submitted by e-mail to foi.freeport@mfc.gov.mt through the FOI Portal www.foi.gov.mt via the e-ID or through the online form.</p>
<p>Details of Internal Complaints Procedure</p>	<p>The main aim of the procedure is to enable applicants to seek review of any decision taken or complain about any delays related to the release of documentation or any other matter related to the implementation of the Freedom of Information Act.</p> <p>To this effect, the Procedure states that any complaint is to be addressed to the Authority's FOI Officer, who will inform the responsible officer. The latter is to reply to the applicant within ten working days from receiving the complaint. Applicants are also to be informed that they may appeal the decision or address a complaint to the Information and Data Protection Commissioner.</p> <p>Applicants shall be informed by the responsible officer of the decision taken regarding their complaint and if information is still not going to be provided, the reasons for such a decision shall be explained. If the complaint regards the format of the provided information or to an extension of the deadline for the submission of information by the Authority and the original decision is upheld, applicants are to be given an explanation why their complaints cannot be positively addressed.</p> <p>The Internal Complaints Procedure also allows applicants to report failures to meet deadlines or to send notifications.</p>
<p>Other Information</p>	<p>Working Hours: 08.00hrs – 17.00hrs Winter schedule- 08.00hrs – 17.00hrs Summer Schedule- 08.00hrs – 17.00hrs</p> <p>Complaints may be submitted by e-mail to foi.freeport@mfc.gov.mt, through the FOI Portal www.foi.gov.mt via the e-ID or through the online form.</p> <p>Payments can be made in cash or by cheque payable to Malta Freeport Corporation Ltd.</p>

	Payments are to be made or posted to: Malta Freeport Corporation, Freeport Centre, Port of Marsaxlokk, Kalafrana.
Public Authority Contact Details	Address: Malta Freeport Corporation Ltd., Freeport Centre, Port of Marsaxlokk, Kalafrana BBG 3011 Telephone: 22251000 / 21650200