

Public Authority	Malta Freeport Corporation Ltd
Description of the department /directorate/entity's structure	Chairman CEO CFO CSO CCR Senior Manager Manager Senior Executive Executive Clerk Messenger/Driver Security Controllers
Description of the department /directorate/entity's functions and responsibilities	Our responsibilities may be found under 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 Documents
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	Malta Freeport Act: https://legislation.mt/eli/cap/334/mlt

<p>of the public (including bodies corporate and employees of the public authority in their personal capacity)</p>	<p>Collective Agreement</p>
<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 email on foi.freeport@mfc.gov.mt or by telephone 22251336</p> <p>FOI requests may be submitted by e-mail to foi.freeport@mfc.gov.mt through the FOI portal http://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 procedures is to enable applications to seek review of any my decision taken or complain about any delays related to the release of documentation or any other matter related to the implementation of the Freeport of Information Act.</p> <p>To this affect, 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 application within 10 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 reason 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 complaint cannot be positively addressed.</p> <p>The internal complaints procedures also allow applicants to report failures to meet deadlines or to send notifications.</p>

<p>Other Information</p>	<p>Working Hours;</p> <p>Administration: Winter 08:00 – 16:00 Summer 08:00 – 15:00</p> <p>Security Officers: 24/7</p> <p>Complaints might be submitted by email to foi.freeport@mfc.gov through the FOI portal http://www.foi.gov.mt/ via the e-ID or through the online form.</p> <p>Payments can be made by cheque payable to Malta Freeport Corporation Ltd and can be posted to: Malta Freeport Corporation, Freeport Centre, port of Marsaxlokk, Kalafrana</p> <p>Payments can also be made through IBAN: MT87MMEB4443900000043001262001</p>
<p>Public Authority Contact details</p>	<p>Address: Malta Freeport Corporation Ltd, Freeport Centre, Port of Marsaxlokk, Kalafrana BBG 3011</p> <p>General Tel; 22251000/ 21650200</p> <p>General e-mail: info.freeport@mfc.gov.mt</p>