UPDATING INDIVIDUAL INVOLVEMENT DETAILS THROUGH THE PORTAL USER GUIDE

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INTRODUCTION

This guide explains how to update an individual's involvement details through BAROS.

The revised process introduces three distinct options, allowing authorised users to select the option that best meets their requirements.

Depending on the nature and extent of the changes required, more than one request may need to be submitted. This guide explains each option, identifies the information that can be amended and provides practical examples and answers to frequently asked questions to help users complete the process correctly.

Please note: The submission process for a Foreign Body Corporate remains unchanged.

Should you have any issues or queries, kindly contact us on **ictsupport.mbr@mbr.mt**

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2. BEFORE YOU START – WHICH OPTION SHOULD YOU SELECT?

Before submitting a request, consider which details need to be updated.

BAROS provides the following three options:

Option	Purpose
Option 1	Update personal details and/or residential address.
Option 2	Update residential address and/or service addresses across all eligible commercial partnerships.
Option 3	Update the service address in one specific commercial partnership.

Important: Options 1 and 2 serve different purposes. If you need to update both personal details and service addresses across commercial partnerships, you must submit separate requests under the relevant options.

3. UNDERSTANDING THE THREE OPTIONS

OPTION 1: UPDATE PERSON DETAILS AND/OR RESIDENTIAL ADDRESS

When should I select Option 1?

Select this option if you need to update an individual's personal information and/or residential address.

This option does not allow you to update separate service addresses across commercial partnerships.

Which information can I update under this option?

You can select either or both of the following sections by ticking the relevant checkbox(es).

Section 1 – Personal Details

Use this section to update the individual's personal information, including:

- First name;
- Surname;
- Nationality;
- Place of issue of the identity document;
- Type of identification document;
- Identification document number;
- Identification document expiry date; and
- Personal email address.

Section 2 – Residential Address

Use this section to update the individual's residential address.

Can I select both sections?

Yes. You may select either one section or both sections, depending on the information you wish to update.

Do I need to upload supporting documentation?

Where applicable, upload the relevant supporting documentation under the corresponding heading. This may include:

- A copy of the Register of Residential Addresses;
- A certified copy of the identification document; or
- A copy of a utility bill;

What happens if the individual's residential address is also used as the service address of a commercial partnership?

Where the service address is identical to the residential address, both addresses will be updated automatically, subject to the applicable process.

OPTION 2: UPDATE RESIDENTIAL ADDRESS AND/OR SERVICES ADDRESSES ACROSS ALL ELIGIBLE COMMERCIAL PARTNERSHIPS

When should I select Option 2?

Select this option if you wish to update the individual's residential address only (no other personal details), and/or service addresses across multiple eligible commercial partnerships and/or associated secondary email addresses through a single submission.

Which sections can I update under this option?

You can select either or both of the following sections by ticking the relevant checkbox(es).

Section 1 – Residential Address

Use this section to update the individual's residential address.

Section 2 – Service Address

Use this section to update the individual's service address across the relevant commercial partnerships.

Will the service address be updated across all commercial partnerships?

No. Updates will only apply to commercial partnerships to which the authorised user (namely a CSP) submitting the request is linked or in which the individual is involved.

What is a "secondary" email address?

A secondary email address is an optional feature to be used by all individual involvements if they wish to have a specific email address for that commercial partnership.

Do I need to upload supporting documentation?

Where the individual's residential address differs from the service address, a copy of the Register of Residential Addresses must be uploaded.

Depending on the nature of the requested update, additional supporting documentation may also be required, including:

- A copy of a recent utility bill;
- A certified copy of the individual's identification document; and
- A consent letter authorising the use of the service address.

All applicable documents must be uploaded under the corresponding headings.

Can I select both sections?

Yes. You may select both Residential Address and Service Address if you wish to update both through the same submission.

OPTION 3 – UPDATE THE SERVICE ADDRESS IN ONE COMMERCIAL PARTNERSHIP

When should I select Option 3?

Select this option if you need to update the individual's service address and secondary email address in one specific commercial partnership.

How do I select the relevant commercial partnership?

Select the relevant commercial partnership from the dropdown menu.

Which commercial partnerships will appear in the dropdown menu?

The dropdown menu will display only those commercial partnerships to which the authorised user submitting the request is linked or in which they are registered as an involved party.

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4. COMMON SCENARIOS AND FREQUENTLY ASKED QUESTIONS

This section provides practical examples to help you determine which option, or combination of options, you should use.

A. UPDATING PERSONAL DETAILS AND ADDRESSES

Q1. What if I need to update the individual's personal details and residential address?

Select Option 1 and tick both sections:

- Section 1 – Personal Details.
- Section 2 – Residential Address.

Both updates can be submitted together.

Q2. What if I only need to update the individual's surname or identification document number?

Select Option 1 and tick Section 1 – Personal Details.

Q3. What if I only need to update the individual's personal email address?

Select Option 1 and tick Section 1 – Personal Details.

Q4. What if I need to update the individual's residential address but not the service addresses?

You may use either of the following options:

- Option 1: Tick Section 2 – Residential Address.
- Option 2: Tick Section 1 – Residential Address.

Q5. What if I need to update the individual's personal details, residential address and service addresses across several commercial partnerships?

You must submit two separate requests:

- Option 1: To update the individual's personal details and residential address.

- Option 2: To update the residential address and service addresses across the relevant commercial partnerships.

Important: Option 1 does not provide the facility to update service addresses across commercial partnerships. Therefore, a separate submission under Option 2 is required if service addresses also need to be updated.

B. DIFFERENT RESIDENTIAL AND SERVICE ADDRESS ARRANGEMENTS

Q6. What happens if the individual's residential address is used as the service address in some commercial partnerships, while other commercial partnerships have a different service address?

If the individual's residential address is updated, any service addresses that are identical to the residential address will also be updated automatically.

However, service addresses that differ from the residential address will not be updated automatically and must be amended separately.

In this situation, consider the following options:

- Option 1: To update the individual's personal details and/or residential address.
- Option 2: To update service addresses across several eligible commercial partnerships where the service addresses differ from the residential address.
- Option 3: To update the service address in one specific commercial partnership where the service address differs from the residential address.

Q7. What if the individual's service address differs from their residential address across all commercial partnerships?

If you wish to update both the residential address and service addresses across several eligible commercial partnerships, select Option 2 and tick both sections.

Q8. What if I need to update the service address in only one commercial partnership while keeping the residential address unchanged?

Select Option 3 and choose the relevant commercial partnership from the dropdown menu.

Q9. What happens if the individual's residential address changes but the service address is currently identical to it?

Where the service address is identical to the residential address, both addresses will be updated automatically under the applicable process.

Q10. What if I wish to update the residential address but retain a different service address?

Select Option 1 and tick Section 2 – Residential Address.

The existing separate service address will remain unchanged unless a service address update is also requested.

C. UPDATING EMAIL ADDRESSES

Q11. What if I only need to update the secondary email addresses across several commercial partnerships?

Select Option 2.

Leave both address checkboxes unticked if no address changes are required.

Q12. What if I need to update both the personal email address and secondary email addresses?

You must submit two separate requests:

- Option 1: To update the individual's personal email address under Section 1 – Personal Details.
- Option 2: To update the secondary email addresses across the eligible commercial partnerships. Leave both address checkboxes unticked if no address changes are required.

D. COMMERCIAL PARTNERSHIPS AND AUTHORISED USER ACCESS

Q13. What happens if the individual whose details need to be updated is involved in several commercial partnerships, but the authorised user submitting the request is only linked to some of them?

Under Option 2, updates will only apply to the commercial partnerships to which the authorised user submitting the request is linked or in which the individual is involved, subject to the applicable access and eligibility requirements.

If the authorised user is not linked to a particular commercial partnership, the individual's details in that commercial partnership may not be included in the update.

In such cases, the request may need to be submitted by an authorised user who is linked to the relevant commercial partnership.

Q14. What if the commercial partnership in which I need to update the individual's service address does not appear in the dropdown menu under Option 3?

The dropdown menu will only display commercial partnerships to which the authorised user submitting the request is linked or in which they are registered as an involved party.

If the relevant commercial partnership is not displayed, the authorised user's eligibility and access arrangements should be checked.

In such cases, the authorised user must submit a request to be linked to the relevant commercial partnership.

Q15. Can I use Option 3 to update the individual's details in several commercial partnerships, one at a time?

No. Option 3 is intended for updating the individual's service address and/or secondary email address in one specific commercial partnership.

If you need to update the individual's service addresses across several eligible commercial partnerships, you should use Option 2 instead.

E. SUPPORTING DOCUMENTATION

Q16. Is the Register of Residential Addresses required, every time I update a residential address?

No. A copy of the Register of Residential Addresses must be uploaded where the individual's residential address differs from the service address.

F. SUBMISSION AND PROCESSING

Q17. Can I submit Option 1 and Option 2 separately on the same day?

Yes. Where both options are required, separate submissions must be made. Each request should contain the relevant information and supporting documentation.

Q18. If I have already submitted Option 1, do I still need to submit Option 2?

Yes, if you also need to update service addresses across the relevant commercial partnerships.

Option 1 covers updates to the individual's personal details and/or residential address, whereas Option 2 allows you to update the residential address and/or service addresses across eligible commercial partnerships.

Therefore, a separate submission under Option 2 is required if you also wish to update service addresses, particularly where these differ from the residential address.

Q19. Will all changes be processed together if I submit more than one option?

Each option requires a separate submission. The processing arrangements for multiple submissions should therefore be considered separately.

Q20. Can I amend my request after submission?

If you need to amend a request after submission, leave a comment in the correspondence box on BAROS, clearly specifying the changes required.

The request will then be returned to you so that you can make the necessary amendments.

Q21. How will I know whether my request has been successfully processed?

Follow the confirmation or notification provided by BAROS upon completion of the submission process.

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5. QUICK REFERENCE – WHICH OPTION SHOULD I USE?

The following table summarises the most common update scenarios and identifies the appropriate option(s).

Information to be updated	**Option**
Personal details only	Option 1
Personal email address only	Option 1
Residential address only	Option 1 or Option 2
Personal details and residential address	Option 1
Residential and service addresses across eligible commercial partnerships	Option 2
Service addresses across several commercial partnerships	Option 2
Secondary email addresses across several commercial partnerships	Option 2
Secondary email address in one commercial partnership	Option 3
Personal details and service addresses across several commercial partnerships	Options 1 and 2
Personal email address and secondary email addresses	Options 1 and 2

Important: Where more than one option is required, each request must be submitted separately.

6. IMPORTANT REMINDERS BEFORE SUBMITTING

Before submitting your request, ensure that you have:

1. Selected the correct option based on the information you wish to update.
2. Selected the relevant section(s) by ticking the appropriate checkbox(es).
3. Checked whether more than one submission is required.
4. Uploaded all necessary supporting documentation, where applicable.
5. Confirmed that the commercial partnerships you wish to update fall within the scope of the authorised user's access and eligibility.

Selecting the correct option and providing all the necessary information and supporting documentation will help ensure that the individual's personal, residential and service details are updated correctly.
