

Public Authority	Office of the Permanent Secretary (Financial Services and Identity)
Description of the department/directorate/entity's structure	Organisational Chart
Description of the department/directorate/entity's functions and responsibilities	The Office of the Permanent Secretary (Financial Services & Identity) is responsible for an array of entities falling under the Parliamentary Secretary for Reforms, Citizenship & Simplification and the Parliamentary Secretary for Financial Services, Digital Economy & Innovation. Entities include Identity Malta Agency, IIPA, MRVA, MFSA, Registry of Companies, MCST, MCA, MITA, MGA, RGF, MDIA and others.
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	Files including HR requirements and approvals for recruitment, relevant boards and committees, contracts, etc
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)	PSMC and related manuals, Directives issued from the Principal Permanent Secretary accessible on the government intranet, Financial Regulations.
Statement of the information that needs to be available to members of the public who	FOI Officer Office of the Prime Minister, Auberge de Castille, Valletta 22001454

<p>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>foipsfsi.opm@gov.mt</p>
<p>Details of Internal Complaints Procedure</p>	<p>Members of the public who request information are to apply through the online form on the website www.foi.gov.mt to be addressed to the FOI officer at the Office of the Prime Minister.</p> <p>A complaint may therefore be lodged by filling the Internal Complaints Procedure Form and forward it to the FOI officer, Ms Alison Vella. The FOI officer will eventually inform the complainant about the outcome of his/her complaint, informing about the possibility to lodge an appeal with the Information and Data Protection Commissioner (IDPC) in accordance with Articles 9 (Fees) and 23 of the Freedom of Information Act, Cap. 496.</p>
<p>Other Information</p>	<p>Office Hours: Normal Office Hours</p> <p>Emails received during the weekend are replied on the next working day.</p> <p>Cash payments should be effected at the Office of the Prime Minister, Auberge de Castille, Valletta during office hours and cheques made payable to the Permanent Secretary (Financial Services & Identity).</p>
<p>Public Authority Contact Details</p>	<p>Office of the Permanent Secretary (Finance and Identity) Office of the Prime Minister, Auberge de Castille, Valletta</p> <p>OPM FOI Website: https://opm.gov.mt/en/Pages/FOI.aspx</p>