

Public Authority	Riżorsi Agrikoli Malta
Description of the department/directorate/entity's structure	The Riżorsi Agrikoli Malta is led by a CEO and it has eight (8) officers.
Description of the department/directorate/entity's functions and responsibilities	Riżorsi Agrikoli Malta - agrikoltura
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	Administration, HR and Finance, documentation Registration on transfer Causa Mortis of Agricultural Land
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 HR corporate procedures
Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the	The FOI officers of Riżorsi Agrikoli Malta, MAFA, may be contacted by e-mail foi.mafa@gov.mt or by telephone 22928609 / 22928603. FOI Requests may be submitted by e-mail to foi.mafa@gov.mt, through the FOI Portal https://foi.gov.mt/ via the e-ID or through the online form.

public authority, which statement shall include particulars of the officer or officers to whom requests for such access should be sent	
Details of Internal Complaints Procedure	An applicant whose request for information is refused, or who is otherwise not satisfied with the information provided, its format or the extension of the deadline for the submission of the notification indicating whether a request would be met or not, may address a complaint to the Freedom of Information Officer. Complaints may be submitted by e-mail to foi.mafa@gov.mt, through the FOI portal https://foi.gov.mt/ via the E-ID or through the online form. The complaint should be addressed to the Public Authority's FOI Officer, who shall bring the complaint to the attention of the officer responsible. The officer responsible shall reply to the applicant within 10 working days from the receipt of the complaint. The applicant shall also be informed that he or she may appeal the decision or otherwise address a complaint to the Information and Data Protection Commissioner in accordance with the Freedom of Information Act (Cap. 496 of the Laws of Malta). The officer responsible shall inform the applicant of the decision taken with respect to his or her complaint, and in the event of confirmation of a decision not to release the pertinent information, shall explain the reasons thereof. Whenever the applicant's complaint is related to the format of the information provided or to an extension of the deadline for the submission of the notification indicating whether a request would be met or not by the Public Authority and the original decision is upheld, the applicant shall be given an explanation as to why his or her complaint cannot be positively addressed. An applicant may also make use of the Internal Complaints Procedure to report failure to meet deadlines or to send notifications. In those cases where the request for information can be met, but has not been met within the deadlines specified by the

	Act, the officer responsible shall waive any applicable fees for the submission of information
Other Information	Office Hours: 8:00am to 16:15pm
Public Authority Contact Details	Address Regent Buildings, 2, Floor 2, 15, Triq Anton Cassar Marsa, MRS 2996 Telephone 22928609 Email ram.mafa@gov.mt