



Annex 1

Registering Committee Members, Council Members and Delegates (Formerly Forms C / BBB, D, N)



1. The enclosed Annex 2 provides a Step-by-Step Guide to explain the process. Furthermore, a video tutorial of the process to register new club/Member Association officials is available here: <https://info.mfa.com.mt/comet.html#three>.

Designations are: President, Vice-President(s), Secretary, Assistant Secretary, Treasurer, Assistant Treasurer, Committee Members.

Please note that Council Members, Delegate 1, Delegate 2 and Delegate 3 are to be registered as such **over and above** their designation as one of the above. In this way the individual would appear twice in the list of officials, one per designation.

Please ensure that you register ALL Committee Members and that the list of Committee Members and their respective designation matches those approved in your club's AGM.

2. Once all officials are submitted, please generate the **Signature Form** as follows:

In COMET menu click on: Reports and Statistics → Coaches, Staff and Officials → List of registered officials.

- ▼ Reports and Statistics
 - Clubs and Players
 - Coaches, Staff and Officials**
 - Referees and Officials
 - Competitions
 - Disciplinary
 - National Teams
 - Organisations



List of Registered Officials (Forms C, D, N)
List of Registered Officials (Member Associations) (Forms B, BBB, D, N)

Choose accordingly, depending on whether you represent:

- a Member Club (Forms C, D, N); or
- a Member Association (Forms B, BBB, D, N)

It is important to select registration status: SUBMITTED before generating the report.

Parameters Report formatting parameters

Organisation:

Club:

Registration status: **SUBMITTED**

Export format:

ENTERED

CONFIRMED

TERMINATED

TERM.REQUESTED

CANCELLED

SUBMITTED

3. Finally, **print the form, sign it, and send it to generalsecretary@mfa.com.mt.**

Assembly COMET Date: 05.05.2022 Time: 10:34:55 CEST Printed by: Kurt Formosa (21980)

List of Registered Officials (Forms C, D, N)

SLEIMA WANDERERS FC

Organization: (1) Malta FA
 Club: (38646) SLEIMA WANDERERS FC
 Discipline: (1) Football
 Age category: All

<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Comet ID / Malta ID</td><td>39546 / -</td></tr> <tr><td>Name</td><td>SLEIMA WANDERERS FC</td></tr> <tr><td>Parent organisation</td><td>Malta Football Association</td></tr> <tr><td>Date of Foundation</td><td>01.01.1909</td></tr> <tr><td>Field / Total capacity</td><td></td></tr> <tr><td>Address</td><td>21, Tower Road</td></tr> <tr><td>Postcode / Town</td><td>NA / Sliema</td></tr> <tr><td>Region</td><td></td></tr> </table>	Comet ID / Malta ID	39546 / -	Name	SLEIMA WANDERERS FC	Parent organisation	Malta Football Association	Date of Foundation	01.01.1909	Field / Total capacity		Address	21, Tower Road	Postcode / Town	NA / Sliema	Region		<table border="1" style="width: 100%; border-collapse: collapse;"> <tr><td>Telephone</td><td></td></tr> <tr><td>Mobile phone</td><td></td></tr> <tr><td>Fax</td><td></td></tr> <tr><td>Personal email</td><td>sliemafc@mfa.com</td></tr> <tr><td>Web address</td><td></td></tr> <tr><td>Twitter</td><td></td></tr> <tr><td>Facebook</td><td>/sliemawanderersfc/</td></tr> <tr><td>Bank Account</td><td></td></tr> </table>	Telephone		Mobile phone		Fax		Personal email	sliemafc@mfa.com	Web address		Twitter		Facebook	/sliemawanderersfc/	Bank Account	
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Type	Registered officials	National ID / Passport number
President		
Secretary		
Asst. Secretary		
Asst. Treasurer		
Committee member		
Committee member		
Committee member		
Committee member		
Committee member		
Committee member		
Committee member		
Committee member		
Council member		
Delegate 1		
Delegate 2		
2nd Vice President		
1st Vice President		
Delegate 3		

I, the undersigned, on behalf of the above mentioned Association/Member Club or Member Association, wish to nominate the under-mentioned persons to act accordingly to the indicated designations during the term 2022-2023.
 I confirm that these appointments apply that the nominated persons shall be subject to jurisdiction and to all the rules, bye-laws and regulations of the Malta Football Association and of those other international organisations of which the said Association/Member Club or Member Association is a member.
 I, the undersigned, as President or Chairman of the Club of Members, confirm that these persons have given their unconditional consent to be elected/nominate Association to elect and proceed the Appointed Club, its involvement with the other individual and organisations as may be necessary from time to time.

Assembly COMET - List of Registered Officials (Forms C, D, N) Page: 1 / 2

In order to keep such information until any such person would have informed the Malta Football Association in writing of his resignation, provided that such resignation such person would have fulfilled all his obligations towards the Malta Football Association.

Signature of President

Signature of Secretary
