



Circular 1 - 2022/23  
Member Clubs  
Member Associations

9th June 2022

### Forms for Season 2022/23

Dear Secretary,

As informed by Circular 67-2021/22, the annual general meetings of the Member Clubs and Associations may be held by the 15th June, appointing the new committees for season 2022/23. Thereafter, Member Clubs and Associations are asked to submit the details of their new committees and of their nominated Delegates and Substitute Delegates.

This process is conducted online, thus facilitating administrative work. Enclosed with this Circular you will find a Step-by-Step Guide explaining how to submit the information needed to register committee members, both new ones as well as members who are being confirmed for another season. The information to be submitted in the COMET system brings together in a single document what was previously used to be submitted in a number of forms.

Member Clubs and Associations shall register in COMET the Members of the Committee for Season 2022/23 in accordance with their respective roles, including Delegates. Once this is done, a form containing the details of all registered persons is to be generated. This form must be signed by the Secretary and sent by email ([generalsecretary@mfa.com.mt](mailto:generalsecretary@mfa.com.mt)) or filed physically with the Association.

Due Diligence forms, where required, must also be uploaded on COMET<sup>1</sup>. These forms are available here: <https://info.mfa.com.mt/forms>.

It is important to note that following recent amendments to the regulations, the following persons are obliged to submit due diligence forms:

- For Premier League clubs: all Committee members, Team Manager and Kit Managers;
- For other clubs: club officials (President, Secretary and Treasurer), and their deputies (Vice-President(s), Assistant Secretary, Assistant Treasurer), Team Manager and Kit Managers.

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<sup>1</sup> Active registrations → Documents

In addition, Form A (Particulars of a Member Club and Competitions) or Form B (Particulars of a Member Association) must be completed using the online form available here:

[Form A](#) Particulars of a Member Club and Competitions for Season 2022/23

[Form B](#) Particulars and affiliates of a Member Association and affiliated teams 2022/23

The above-mentioned details of Committee members and Delegates, as well as the respective Form A / B shall be submitted by 21 June 2022 as indicated in the separate Circular on the General Assembly.

Member Associations organizing competitions shall also provide information in COMET on the teams affiliated to them.

**IMPORTANT:**

COMET Users, as authorized by their Member Club or Association for the 2021/22 season, who are no longer part of the new Committee of the club or Association for the next season will be denied access to their club account.

Member Clubs and Associations wishing to authorize new users must complete the COMET User Agreement, also attached to this Circular.

Sincerely,



Dr Angelo Chetcuti  
General Secretary

*Enclosed:*

- 1 - Process of registering Club Officials*
- 2 - Step by Step guide to submit club/MA officials*
- 3 - COMET User Agreement (Member Clubs)*
- 4 - COMET User Agreement (Member Associations)*