



CBAR

Centralised Bank Account Register

User Registration Manual for Reporting Entities

Date Issued: [16/06/2022](#)

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File History and Revision

Version	Date	Author	Comments
V1.0 – V1.3	21/07/2020 – 05/02/2021	Developer / FIAU	First version updated and finalised
V1.4	16/06/2022	FIAU	Refreshed document

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1 Introduction

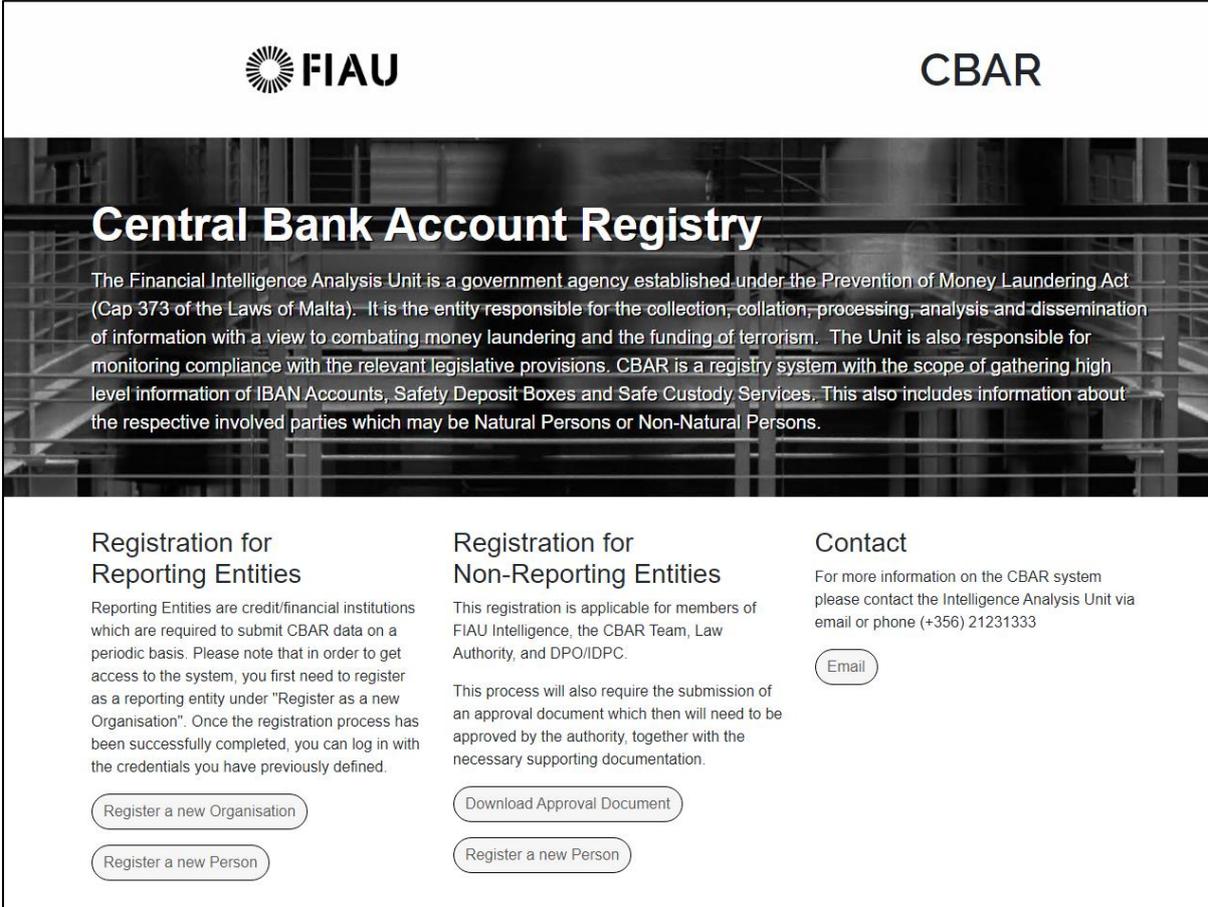
This document provides a walkthrough of the procedure to be followed for Registering access to the CBAR (Centralised Bank Account Register) System.

The targeted audience of this document are credit and financial Institutions in Malta which qualify for CBAR reporting under the Centralised Bank Account Register Regulations, 2020 (S.L. 373.03) ("Reporting Entities") and have already registered for access to the CBAR system via the Registration website (for more detail on registration, please refer to the User Registration Manual).

2 Overview of Welcome Page

The CBAR Registration System is a website hosted on the internet and is accessible via any modern web browser by entering the URL <https://registration.fiaumalta.org/>.

Upon entering the website, the user is presented with a background on what the Central Bank Account Registry system is.



The screenshot shows the welcome page for the Central Bank Account Registry (CBAR). At the top, there is a header with the FIAU logo on the left and the text 'CBAR' on the right. Below the header is a large banner with the title 'Central Bank Account Registry' in white text. Underneath the banner, there is a paragraph of text explaining the FIAU's role. At the bottom of the page, there are three columns of content: 'Registration for Reporting Entities', 'Registration for Non-Reporting Entities', and 'Contact'. Each column contains descriptive text and buttons for registration or contact.

FIAU **CBAR**

Central Bank Account Registry

The Financial Intelligence Analysis Unit is a government agency established under the Prevention of Money Laundering Act (Cap 373 of the Laws of Malta). It is the entity responsible for the collection, collation, processing, analysis and dissemination of information with a view to combating money laundering and the funding of terrorism. The Unit is also responsible for monitoring compliance with the relevant legislative provisions. CBAR is a registry system with the scope of gathering high level information of IBAN Accounts, Safety Deposit Boxes and Safe Custody Services. This also includes information about the respective involved parties which may be Natural Persons or Non-Natural Persons.

Registration for Reporting Entities

Reporting Entities are credit/financial institutions which are required to submit CBAR data on a periodic basis. Please note that in order to get access to the system, you first need to register as a reporting entity under "Register as a new Organisation". Once the registration process has been successfully completed, you can log in with the credentials you have previously defined.

Register a new Organisation

Register a new Person

Registration for Non-Reporting Entities

This registration is applicable for members of FIAU Intelligence, the CBAR Team, Law Authority, and DPO/IDPC.

This process will also require the submission of an approval document which then will need to be approved by the authority, together with the necessary supporting documentation.

Download Approval Document

Register a new Person

Contact

For more information on the CBAR system please contact the Intelligence Analysis Unit via email or phone (+356) 21231333

Email

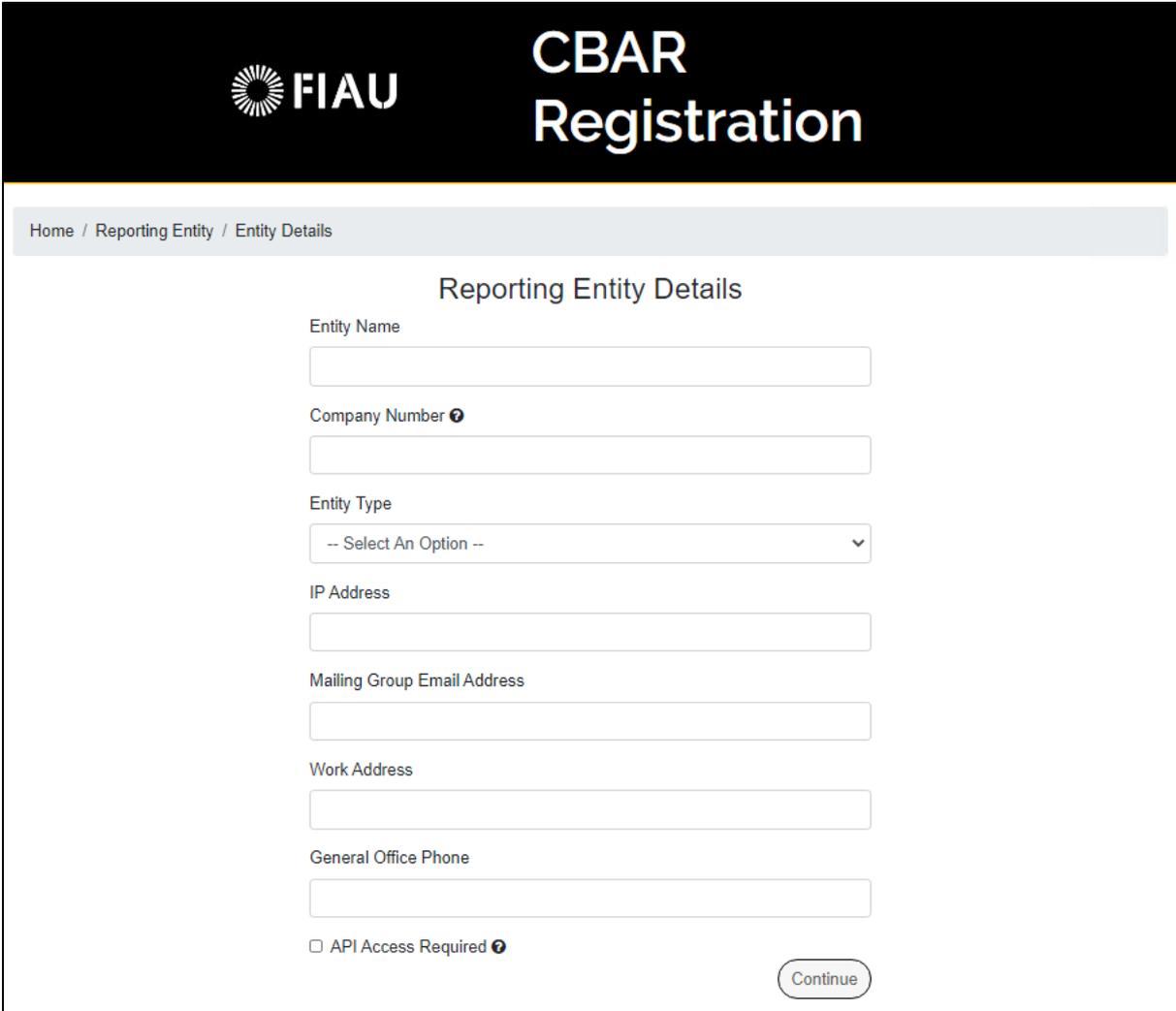
Below the welcome screen, the user can find 3 sections as follows:

1. Registration for Reporting Entities
 - i. Register a new Organisation
 - ii. Register a new Person
2. Registration for Non-Reporting Entities
 - i. Download Approval Document
 - ii. Register a new Person
3. Contact

3 Registering for the First Time

This section describes the process to be followed by Reporting Entities registering for the first time (i.e. those companies which have not yet submitted a registration). In this process, you will first be asked to enter the Reporting Entity Details, followed by another page to enter details relating to the user being created.

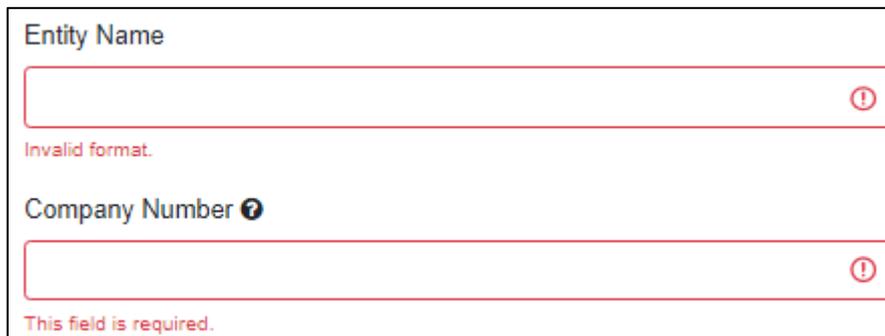
1. Open the CBAR Registration website (refer to [2. Overview of Welcome Page](#))
2. To start the registration, click the **'Register a new Organisation'** button under the **'Registration for Reporting Entities'** header
3. A new screen (as below) will be opened



The screenshot shows the 'Reporting Entity Details' form on the CBAR Registration website. The page has a black header with the FIAU logo and the text 'CBAR Registration'. Below the header is a breadcrumb trail: 'Home / Reporting Entity / Entity Details'. The main content area is titled 'Reporting Entity Details' and contains several input fields: 'Entity Name', 'Company Number' (with a help icon), 'Entity Type' (a dropdown menu with '-- Select An Option --'), 'IP Address', 'Mailing Group Email Address', 'Work Address', and 'General Office Phone'. At the bottom left, there is a checkbox for 'API Access Required' (with a help icon). At the bottom right, there is a 'Continue' button.

4. Enter all the requested information such as:

- a. **Entity Name** – Company Name, ideally as registered with the Malta Business Registry (MBR)
 - b. **Company Number** – Company Registration Number as registered with the MBR
 - c. **Entity Type** – Credit or Financial Institution
 - d. **IP Address** – Public IP Address to be used to access and submit data to the CBAR system. Multiple IP Addresses can be inserted if needed. Press the ‘Enter’ key after filling in an IP Address to enter another one.
 - e. **Mailing Group Email Address** – The generic email address to be used by the CBAR Team if they need to contact your company
 - f. **Work Address** – Address of Entity (such as company registration address)
 - g. **General Office Phone** – Phone Number to be used for CBAR Team to contact your entity
 - h. **API Access Required** – Select this if you want to register for API Access as well, to be used for submission of data, in addition to manual upload.
5. The system will not allow you to proceed to the next screen if at least one field is left empty, or the format is invalid (example below). Please make sure to enter all the fields with valid values prior to proceeding.



The screenshot shows a form with two input fields. The first field is labeled 'Entity Name' and is empty. Below it, the text 'Invalid format.' is displayed in red. The second field is labeled 'Company Number' with a question mark icon and is also empty. Below it, the text 'This field is required.' is displayed in red. Both fields have a red border and a red exclamation mark icon in the bottom right corner, indicating an error.

- When all the fields are entered, click the 'Continue' button at the bottom of the page ([1] below)

FIAU **CBAR**
Registration

Home / Reporting Entity / Entity Details

Reporting Entity Details

Entity Name
ABC Bank P.L.C.

Company Number ⓘ
C 0001

Entity Type
Financial ▾

IP Address
127.0.0.1

Mailing Group Email Address
example@email.com

Work Address
10, Sample Street, Valletta, VLT 0001, Malta

General Office Phone
21123456

API Access Required ⓘ

Continue ← **1**

7. In the next screen, you are requested to enter the user details

The screenshot shows the 'User Details' registration form. At the top left is the FIAU logo. The title 'CBAR Registration' is prominently displayed. A breadcrumb trail reads 'Home / Reporting Entity / Entity Details / User Details'. The form fields are as follows:

- Name: John
- Surname: Borg
- Date of Birth: 01/02/1980
- Email Address: example@email.com
- ID Card Number: 123580M
- Work Title: Data Analyst
- Work Phone: 21234567

Below the fields is a checked checkbox for 'I Agree to the Terms and Conditions' and a reCAPTCHA widget. A 'Submit' button is located at the bottom right, with a yellow circle containing the number '2' pointing to it.

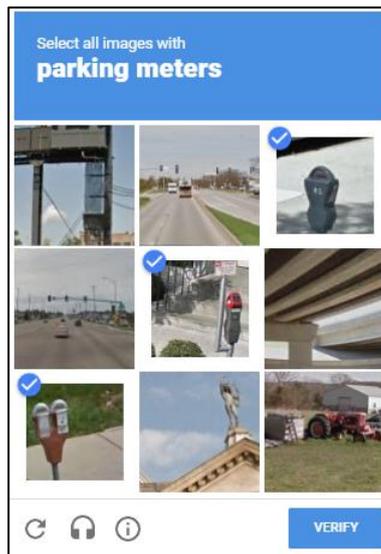
8. Enter all the requested information such as:

- a. **Name** – Name of user
- b. **Surname** – Surname of user
- c. **Date of Birth** – Date of Birth of user
- d. **Email Address** – The user's email address to be used for receiving notifications and alerts from the CBAR system or CBAR Team
- e. **ID Card Number** – ID Card Number of user
- f. **Work Title** – The Job Title of user within the Reporting Entity
- g. **Work Phone** – Phone Number that can be used to contact the user

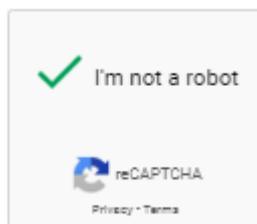
9. After entering all the fields with the appropriate values, you are requested to:
 - a. Select the 'I Agree to the Terms and Conditions' checkbox. To review the Terms and Conditions, you can click the hyperlink 'Terms and Conditions'.
 - b. Complete the reCAPTCHA verification process
 - i. Click on the checkbox next to the 'I'm not a robot' label



- ii. If further verification is required, please proceed as instructed and click 'VERIFY'



- iii. On successful verification of reCAPTCHA, a green checkmark is shown



- iv. Click the 'Submit' button ([2] in extract on previous page).
 - v. An email containing a verification code should be sent to your email address.

10. In the next screen titled 'Email Verification', you can review the registration application details by expanding the content boxes 'Entity Details' and/or 'User Details' ([3] and [4] below, respectively)
 - a. If you identify a mistake in the submission, you are requested to restart the application and re-enter the correct details (i.e. start from step 1).

Email Verification

Please Enter the code received on the provided email address.
Do not refresh page until code is validated.

Entity Details ▼

← 3

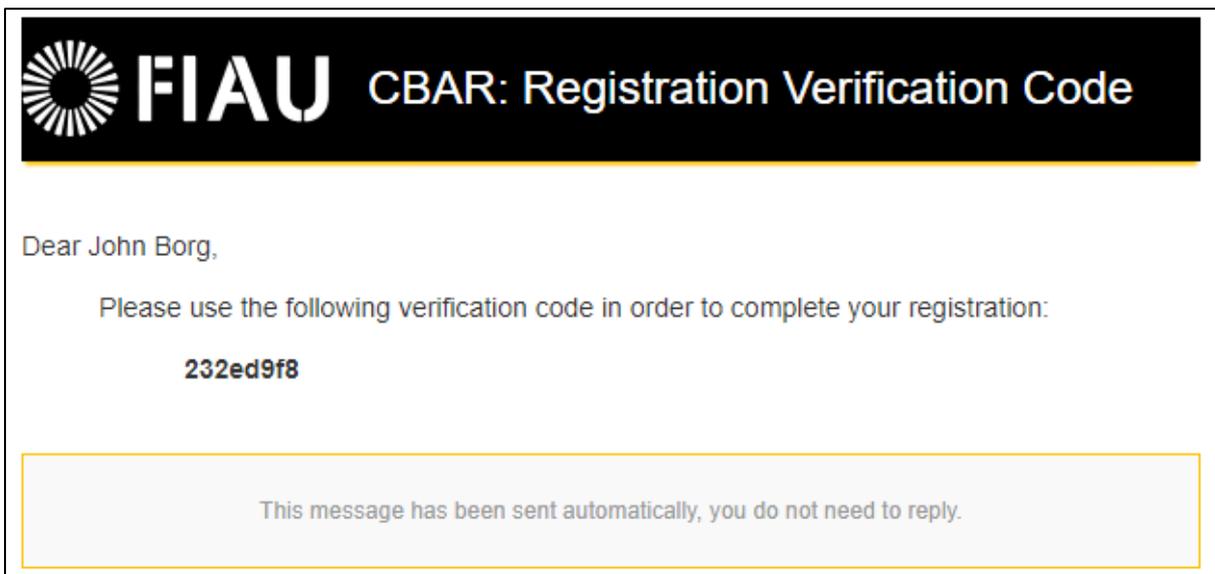
User Details ▼

← 4

Code

Verify

11. Open the email sent to your email address (i.e. the email address entered in step 6) where you should find the Verification Code (example below).



12. Enter the verification code in the 'Verification Code' entry box and click 'Verify'

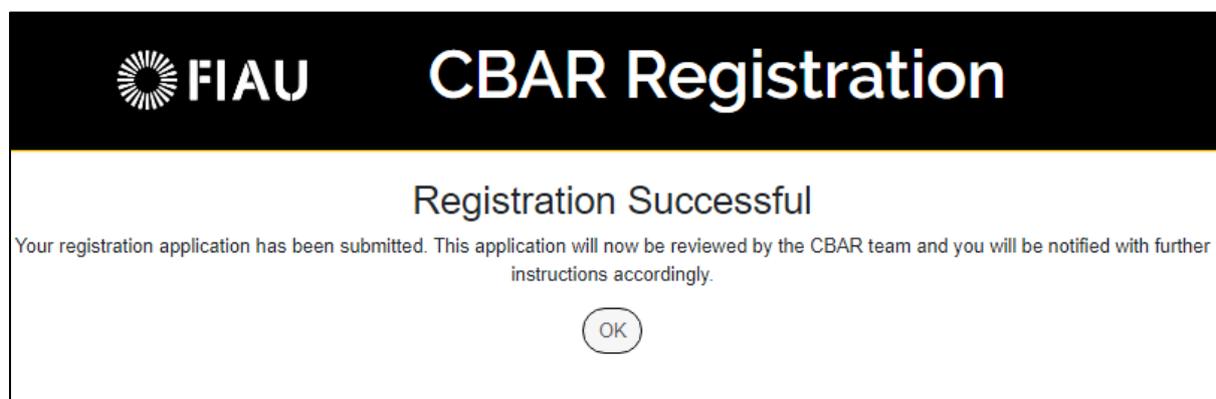


Code

232ed9f8

Verify

13. If the Verification Code entered is correct, the system will display a 'Registration Successful' screen, confirming that the registration application was successful. Otherwise, the system will indicate with an appropriate message, allowing you to re-enter the verification code again.



14. Your registration will be reviewed by the CBAR Team and on approval (or rejection), an email notification with all the necessary details will be sent to you.
15. If more than one user needs to be registered for your entity, you are requested to wait until the CBAR Team confirms and approves the first registration. If a new User Registration is submitted while the Entity is still pending approval, the system will automatically reject the application.

4 Registering a new User to an Existing Entity

This section describes the process to be followed by Reporting Entities already having access to the CBAR system, however requiring further access by adding new users. In this process, you will be requested to enter the details relating to the user being created.

If you proceed with this registration type before actually registering the Entity for the first time (as in [3. Registering for the First Time](#)), your application will be automatically rejected.

1. Open the CBAR Registration website (refer to [2. Overview of Welcome Page](#))
2. To start the registration, click the ‘**Register a new Person**’ button under the ‘**Registration for Reporting Entities**’ header.
3. A new screen (as below) will be opened

Home / Reporting Entity / User Details

If the Reporting Entity is not already registered, the submitted registration will be automatically rejected.

User Details

Company Number 📌

Name

Surname

Date of Birth

dd/mm/yyyy
📅

Email Address

ID Card Number

Work Title

Work Phone

I Agree to the [Terms and Conditions](#)

I'm not a robot

reCAPTCHA
[Privacy](#) • [Terms](#)

4. Enter all the requested information such as:
 - a. **Company Number** – Company Registration Number as registered with the MBR. It is important that this field is populated with the same value as originally entered on the first registration
 - b. **Name** – Name of user
 - c. **Surname** – Surname of user
 - d. **Date of Birth** – Date of Birth of user
 - e. **Email Address** – The user’s email address to be used for receiving notifications and alerts from the CBAR system or CBAR Team
 - f. **ID Card Number** – ID Card Number of user
 - g. **Work Title** – The Job Title of user within the Reporting Entity
 - h. **Work Phone** – Phone Number that can be used to contact the user

Home / Reporting Entity / User Details

If the Reporting Entity is not already registered, the submitted registration will be automatically rejected.

User Details

Company Number ?

Name

Surname

Date of Birth

Email Address

ID Card Number

Work Title

Work Phone

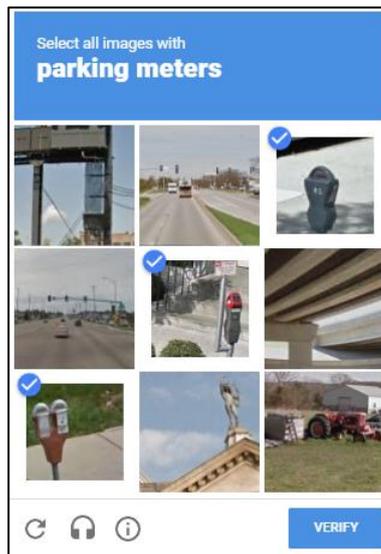
I Agree to the [Terms and Conditions](#)

I'm not a robot
 reCAPTCHA
[Privacy](#) - [Terms](#)

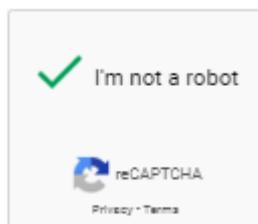
5. After entering all the fields with the appropriate values, you are requested to:
 - a. Select the 'I Agree to the Terms and Conditions' checkbox. To review the Terms and Conditions, you can click the hyperlink 'Terms and Conditions'.
 - b. Complete the reCAPTCHA validation
 - i. Click on the checkbox next to the 'I'm not a robot' label



- ii. If further verification is required, please proceed as instructed and click 'VERIFY'



- iii. On successful verification of reCAPTCHA, a green checkmark is shown



- iv. Click the 'Submit' button (see [1] in diagram on previous page).
 - v. An email containing a verification code should be sent to your email address.

6. In the next screen titled 'Email Verification', you can review the registration application details by expanding the content box 'User Details' ([2] below)
 - a. If you identify a mistake in the submission, you are requested to restart the application and re-enter the correct details (i.e. start from step 1).

Email Verification

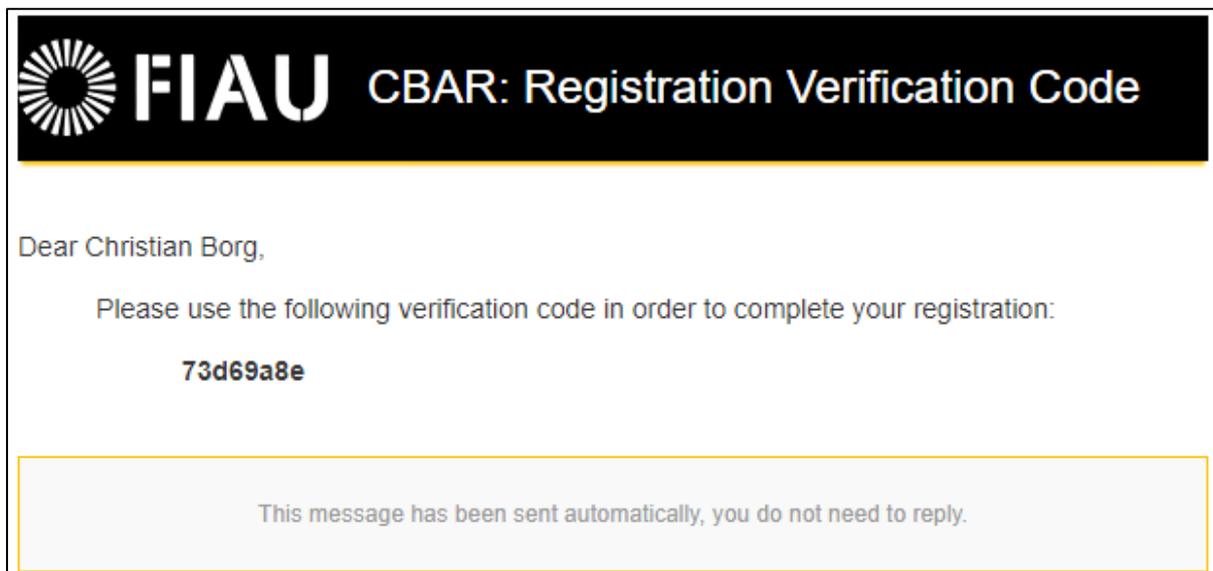
Please Enter the code received on the provided email address.
Do not refresh page until code is validated.

User Details ▾

Code

Verify

7. Open the email sent to your email address (i.e. the email address entered in step 3) where you should find the Verification Code (example below).

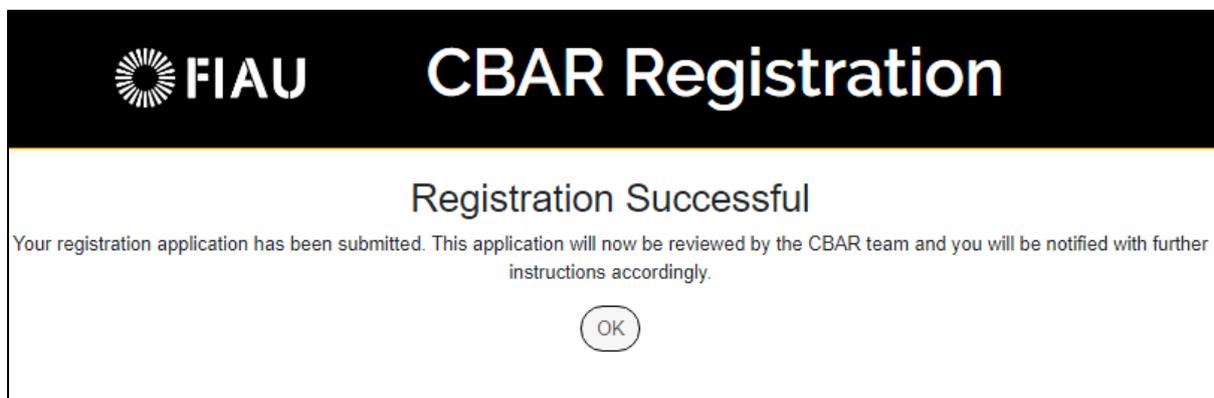


8. Enter the verification code in the 'Verification Code' entry box and click 'Verify'



A screenshot of a web form for entering a verification code. The form has a title 'Code' at the top left. Below it is a text input field containing the alphanumeric code '73d69a8e'. To the right of the input field is a rounded rectangular button labeled 'Verify'.

9. If the Verification Code entered is correct, the system will display a 'Registration Successful' screen, confirming that the registration application was successful. Otherwise, the system will indicate with an appropriate message, allowing you to re-enter the verification code again.



10. Your registration will be reviewed by the CBAR Team and on approval (or rejection), a list of corresponding email notifications will be sent to you.