



CBAR

Centralised Bank Account Register

User Registration Manual for Reporting Entities

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Version No. **1.4**

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

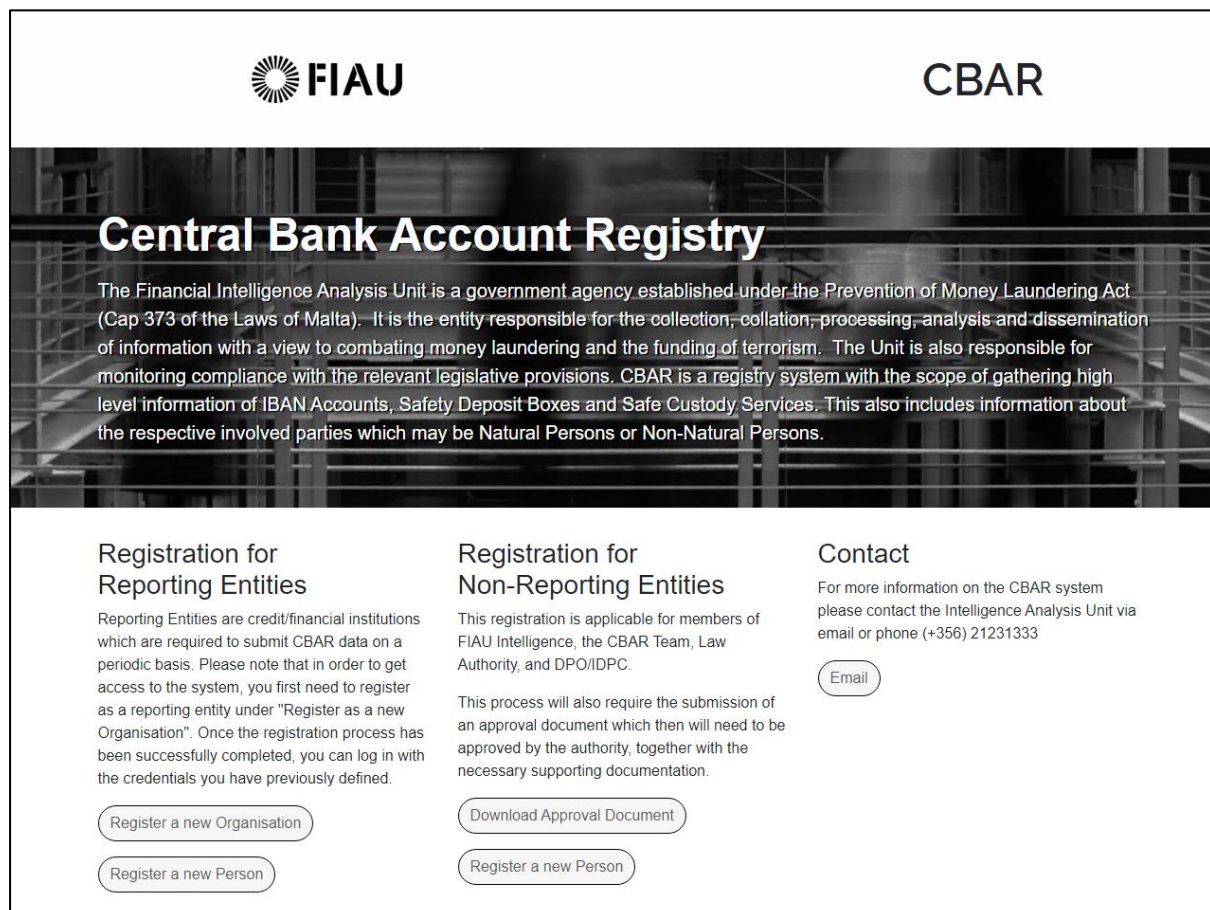
This document provides a walkthrough of the procedure to be followed for Registering access to the CBAR (Centralised Bank Account Register) System.

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.



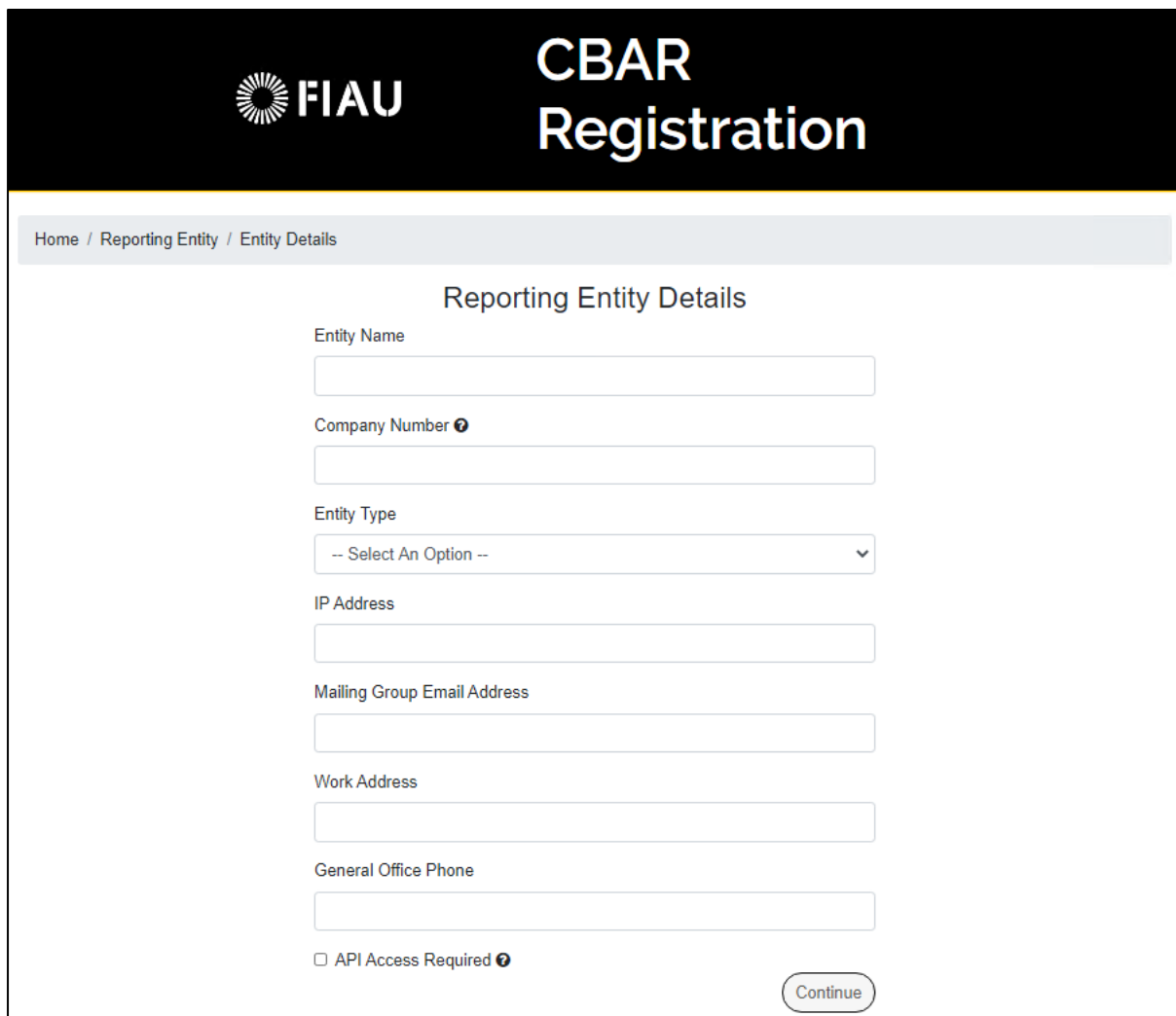
Below the welcome screen, the user can find 3 sections as follows:

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.

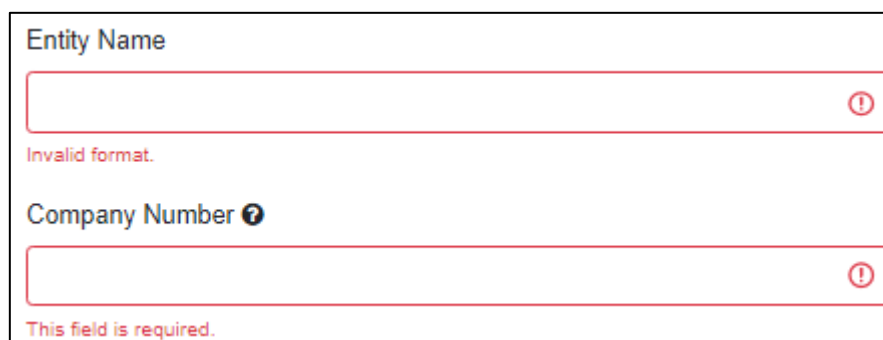
1. Open the CBAR Registration website (refer to [2. Overview of Welcome Page](#))
2. To start the registration, click the **'Register a new Organisation'** button under the **'Registration for Reporting Entities'** header
3. A new screen (as below) will be opened



The screenshot shows the 'CBAR Registration' website interface. At the top, there is a black header with the FIAU logo and the text 'CBAR Registration'. Below the header, a breadcrumb trail reads '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 showing '-- Select An Option --'), 'IP Address', 'Mailing Group Email Address', 'Work Address', and 'General Office Phone'. At the bottom left, there is a checkbox labeled '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 registration form with two input fields. The first field, labeled 'Entity Name', is empty and has a red border with a red exclamation mark icon in the bottom right corner. Below it, the text 'Invalid format.' is displayed in red. The second field, labeled 'Company Number' with a question mark icon, is also empty and has a red border with a red exclamation mark icon in the bottom right corner. Below it, the text 'This field is required.' is displayed in red.

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



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

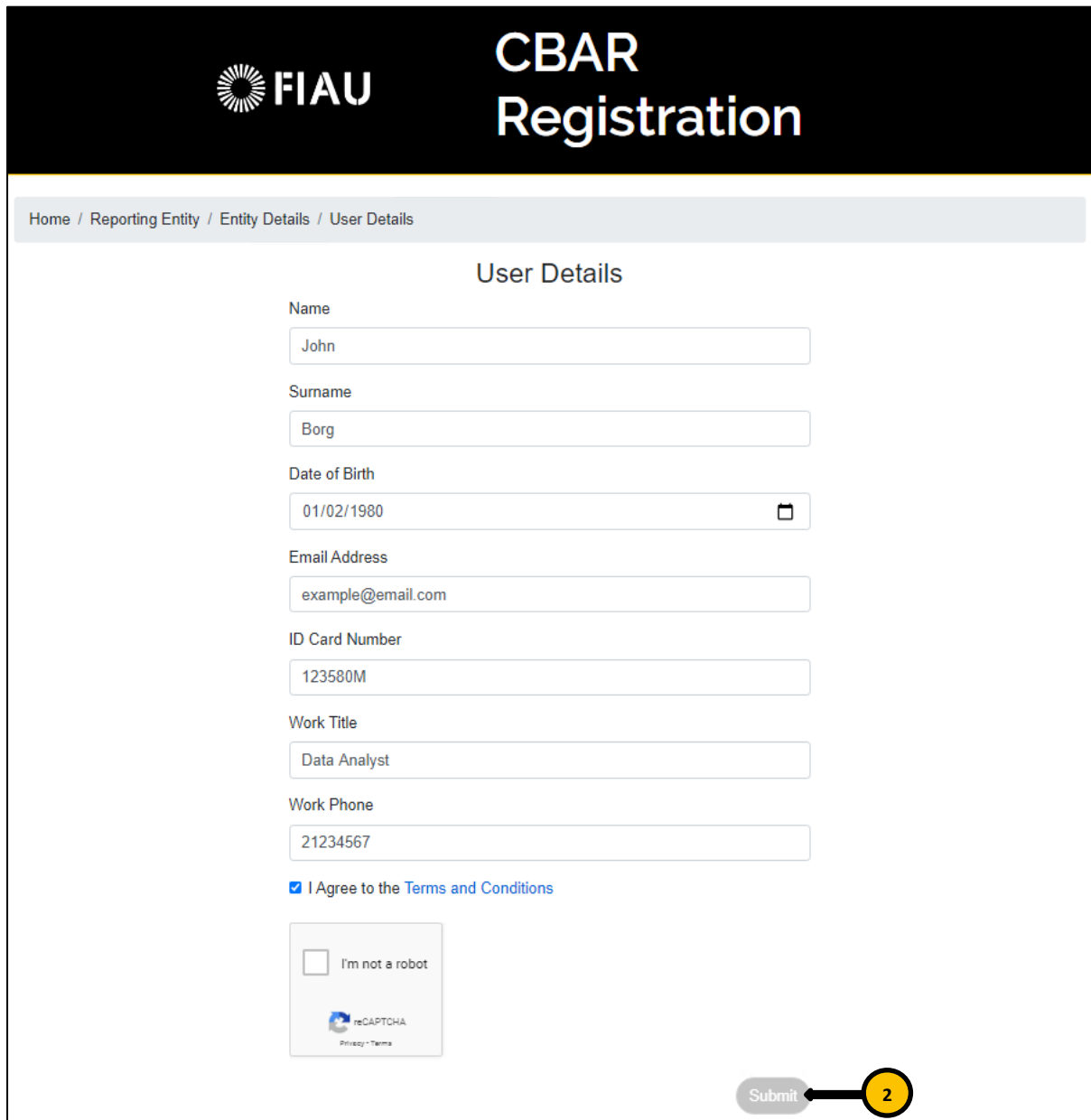
21123456

☐ API Access Required ⓘ

Continue

1

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



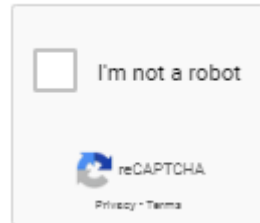
The screenshot shows the 'User Details' registration form. At the top, there is a black header with the FIAU logo and the text 'CBAR Registration'. Below the header is a breadcrumb trail: 'Home / Reporting Entity / Entity Details / User Details'. The main content area is titled 'User Details' and contains the following fields:

- Name:** A text input field containing 'John'.
- Surname:** A text input field containing 'Borg'.
- Date of Birth:** A date picker field showing '01/02/1980' with a calendar icon.
- Email Address:** A text input field containing 'example@email.com'.
- ID Card Number:** A text input field containing '123580M'.
- Work Title:** A text input field containing 'Data Analyst'.
- Work Phone:** A text input field containing '21234567'.

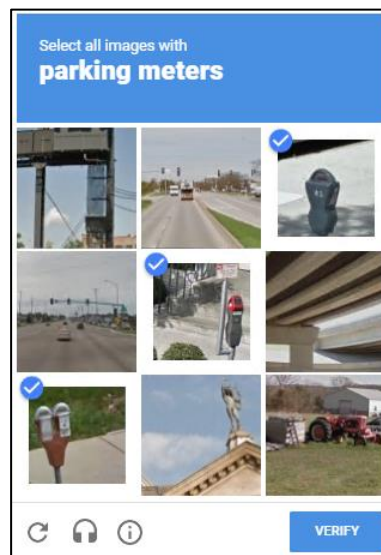
Below the fields, there is a checkbox labeled 'I Agree to the [Terms and Conditions](#)' which is checked. At the bottom left, there is a reCAPTCHA widget with the text 'I'm not a robot' and the reCAPTCHA logo. At the bottom right, there is a 'Submit' button, which is circled with a yellow circle containing the number '2'.

8. Enter all the requested information such as:
- Name** – Name of user
 - Surname** – Surname of user
 - Date of Birth** – Date of Birth of user
 - Email Address** – The user's email address to be used for receiving notifications and alerts from the CBAR system or CBAR Team
 - ID Card Number** – ID Card Number of user
 - Work Title** – The Job Title of user within the Reporting Entity
 - Work Phone** – Phone Number that can be used to contact the user

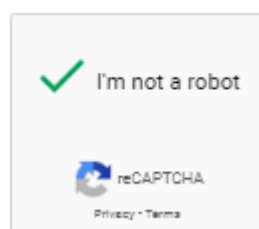
9. After entering all the fields with the appropriate values, you are requested to:
 - a. Select the 'I Agree to the Terms and Conditions' checkbox. To review the Terms and Conditions, you can click the hyperlink 'Terms and Conditions'.
 - b. Complete the reCAPTCHA verification process
 - i. Click on 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

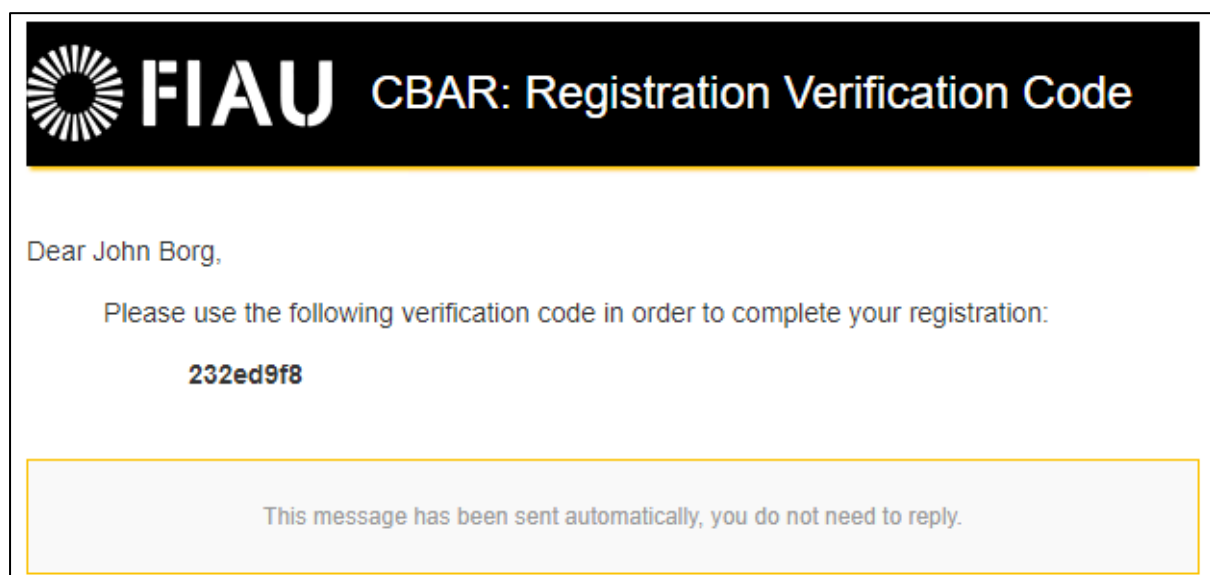
User Details

4

Code

Verify

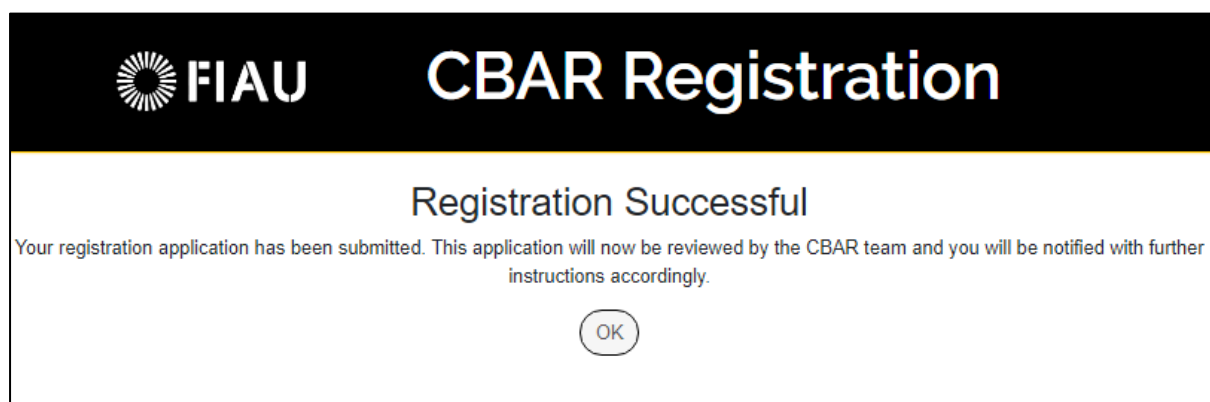
11. Open the email sent to your email address (i.e. the email address entered in step 6) where you should find the Verification Code (example below).



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

A screenshot of a verification code entry form. It features a label 'Code' in blue text above a text input field. The input field contains the alphanumeric code '232ed9f8'. To the right of the input field is a rounded rectangular button with the text 'Verify' in blue.

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](#)

Submit

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 ⓘ

C 0001

Name

Christian

Surname

Borg

Date of Birth

01/09/1979

Email Address

example@email.com

ID Card Number

123479M

Work Title


Manager

Work Phone

21990011

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

☐ I'm not a robot

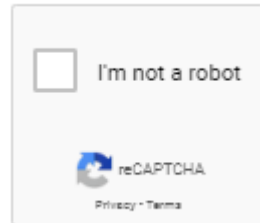
 reCAPTCHA

[Privacy](#) • [Terms](#)

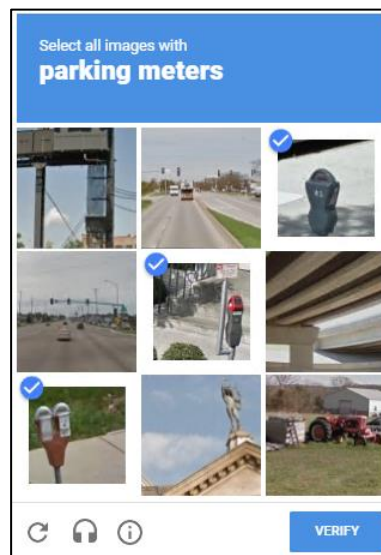
Submit

1

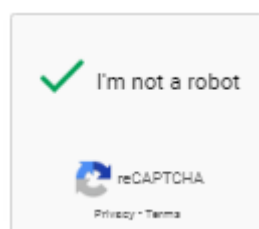
5. After entering all the fields with the appropriate values, you are requested to:
 - a. Select the 'I Agree to the Terms and Conditions' checkbox. To review the Terms and Conditions, you can click the hyperlink 'Terms and Conditions'.
 - b. Complete the reCAPTCHA validation
 - i. Click on the checkbox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



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

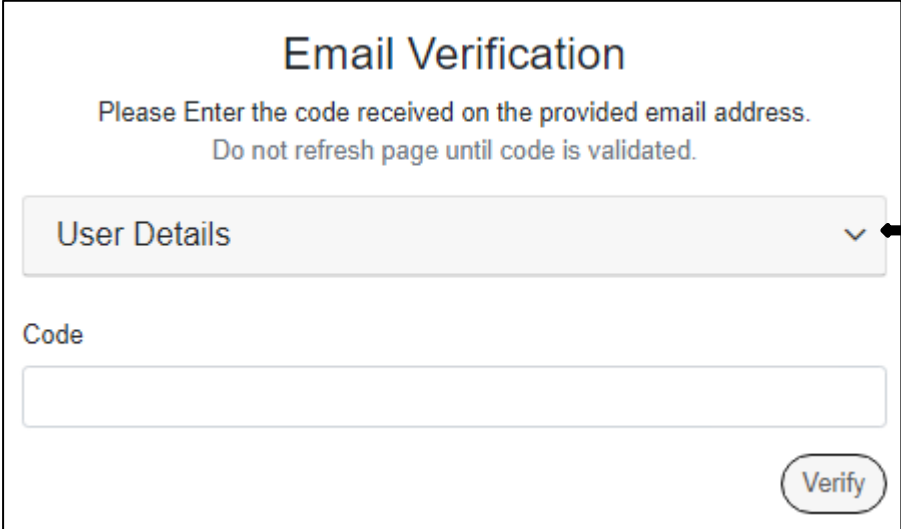


- iii. On successful verification of reCAPTCHA, a green checkmark is shown



- 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

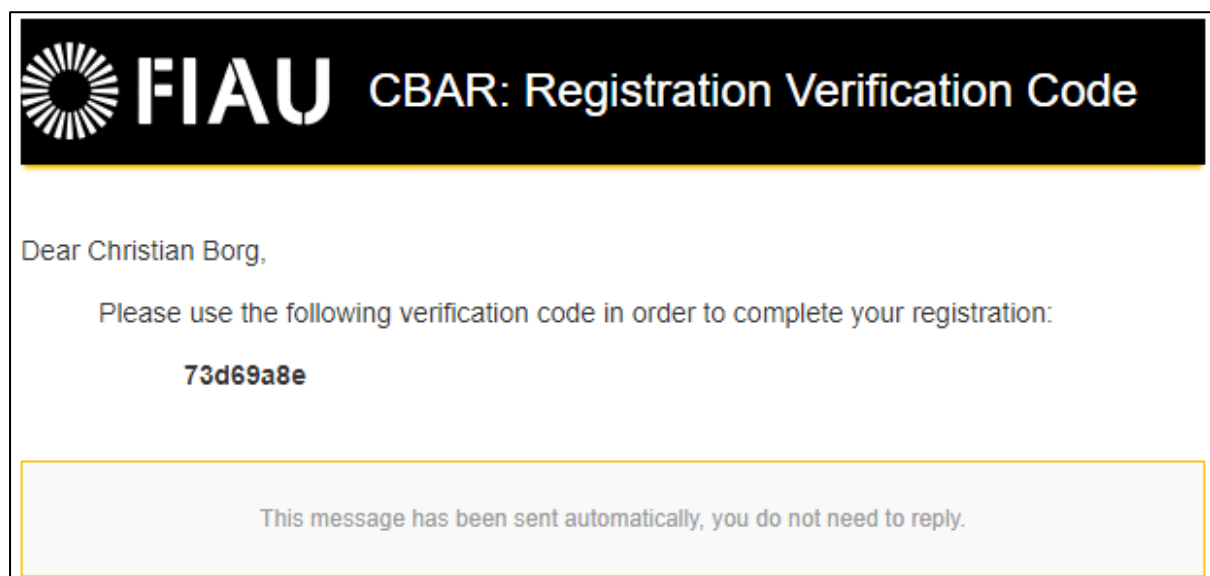
Please Enter the code received on the provided email address.
Do not refresh page until code is validated.

User Details ▼

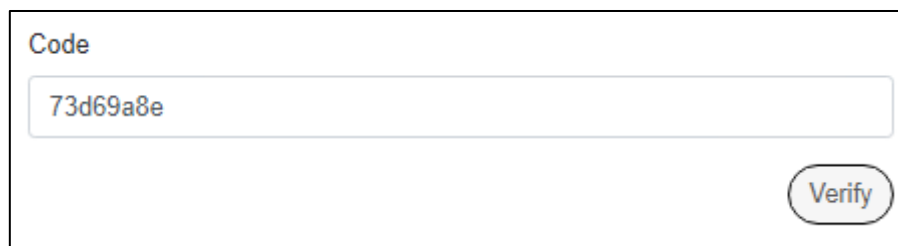
Code

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).

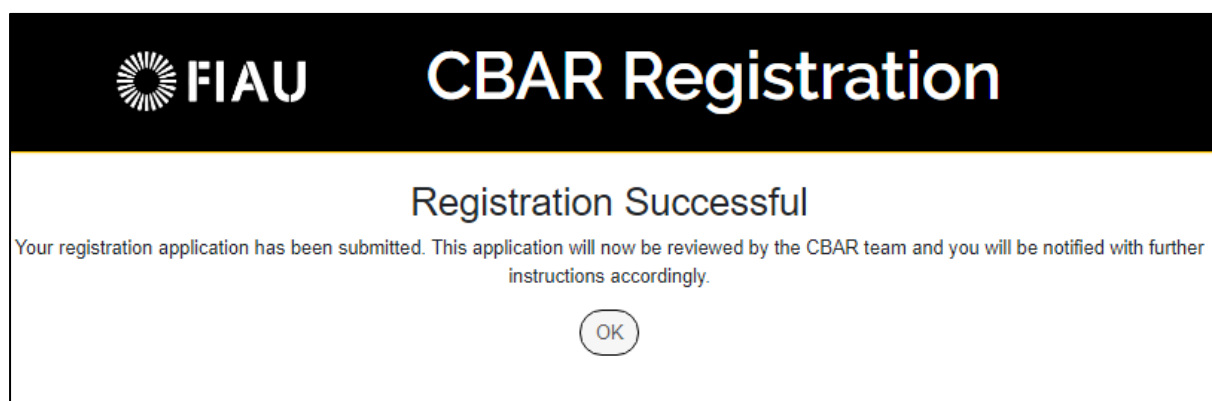


8. Enter the verification code in the 'Verification Code' entry box and click 'Verify'



A screenshot of a verification code entry form. It features a label 'Code' in blue text above a text input field. The input field contains the alphanumeric code '73d69a8e'. To the right of the input field is a rounded rectangular button with the text 'Verify' in blue.

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.