

Dear Assessor,

Due to new data requirements by the Building and Construction Authority (BCA), the BCA is introducing an update to the current software system. The update consists of additional information in the ‘*certificate details*’ that the assessor will choose from a dropdown list and will be in the form of the **Reason** for the EPC being registered. Assessors are required to follow the instructions below:

| Certificate Details: | |
|---|--|
| Certificate Reason: * | <div style="border: 1px solid black; padding: 2px;"> Renting of Premises Select Certificate Reason New Development Application Application for Major Alterations/Renovations Application for Change of Use of Premises Renting of Premises Promise of Sale EPC (Dwellings) </div> |
| PA Number: | |
| Reference Number of Contract of ownership registered with Lands Registry: | |
| Identity Card Number/Passport Number: * | |
| Rating Type: * | |
| Certificate Type: * | EPC (Dwellings) |
| MEPA Application Number: * | 0203/22 |
| Energy Use (kWh/m ² .yr): | 111 |
| Carbon Dioxide Emissions (kg/m ² .yr): | 28 |

Figure 1

| Certificate Details: | |
|---|-----------------------------|
| Certificate Reason: * | New Development Application |
| PA Number: * | 0203/22 |
| Identity Card Number/Passport Number: * | 012345M |
| Rating Type: * | Design |
| Certificate Type: * | EPC (Dwellings) |
| MEPA Application Number: * | 0203/22 |
| Energy Use (kWh/m ² .yr): | 111 |
| Carbon Dioxide Emissions (kg/m ² .yr): | 28 |

Figure 2

| Certificate Details: | |
|---|---------------------|
| Certificate Reason: * | Renting of Premises |
| PA Number: | |
| Reference Number of Contract of ownership registered with Lands Registry: | IV201503706 |
| Identity Card Number/Passport Number: * | 012345M |
| Rating Type: * | Assot |
| Certificate Type: * | EPC (Dwellings) |
| MEPA Application Number: * | Not Applicable |

Figure 3

- From a drop-down list in the ‘*Certificate Reason*’ choose the appropriate one of five reasons the certificate is being registered, as shown in Figure 1.

- If the EPC is at ‘*Design Rating*’ then the PA number and the **Owner’s** ID card number is mandatory as shown in the 2nd and 3rd tab in Figure 2. N.B. The PA applicant ID card may be different from the Owner/Owner Details in the EPRDM “project details” tab but it is imperative that the Owner ID card number is the one that is input in this above tab

- If the EPC is at ‘*Asset Rating*’, as per Figure 3, and the EPC is being issued after signing and registration of a promise of sale, the assessor **is required** to enter the Promise of sale registration number (IV Number).

- If the EPC is being issued after a contract of sale, the assessor **is required** to enter the contract registration number (IV Number).

- In all three cases above if the EPC is being issued over a building constructed following the issue of a Planning Application, **the assessor is required to enter the PA number as well.**

N.B. - the contract number is unique and can be found in every registered contract at the Land Registration Agency.

In the property details, all fields are required. In the ‘*Year of Renovation*’ tab one can choose ‘*not applicable*’ if any.

For properties that are going to be rented out but which have never had a lease registered with Housing Authority or the Public Registry and where the EPC is being issued prior to the signing of the lease, the assessor is to enter the full address correctly and the landlord shall ensure that the address entered in the EPC is identical to the address used during registration of the lease with the Housing Authority or public registry. **Failure to use same identical address will result in the EPC not being deemed as valid for the lease registration as required by LN47/2018 and the landlord will be required to issue a new EPC.**

For further information relative to the above obligations, you may visit www.bca.org.mt or contact these offices by e-mail to info@bca.org.mt

Thank you.