Trade Office

WHO WE ARE

This office is an extension of the services offered by the Malta Business Registry. The services offered relate mostly to company documents, annual reports, AGMs, and new company registrations. This Office also receives online applications for street hawker licenses and renewal payments. This Office also acts as helpdesk information as regards daily queries in relation to the aforementioned services.

OUR COMMITMENT TO CLIENTS

Level of service to expect when contacting or visiting our Offices:

- We will treat you with respect and in a professional manner.
- We guarantee confidentiality on any information exchange.
- Our service standards are in line with Directive 4-2 Standard for Service of Excellence Offered by the Public Administration to the Public and Public Employees.
- The list of services offered can be found in the following link *https://gozo.gov.mt/public-bodies/trade-office/*

WHAT TO EXPECT WHEN YOU CONTACT US

Provide information which is specific, straightforward, and free of jargon or technical terms. All information will be provided in both Maltese and English. We commit to answer your query within 1 working day, or as per timeframes stipulated in Directive 4-2.

When you contact us by phone

We commit ourselves to answering the phone within 3 rings, in a clear and knowledgeable manner. Staff will identify themselves and treat you with courtesy and respect.

When you contact us by letter or email

We will send an acknowledgment within 1 working day from receipt of your letter or email

When you visit our Offices

Our Offices are safe, clean and enable accessibility to services for persons with disability. Waiting time will be of approximately 15 - 20 minutes under normal circumstances.

Appointments

Replies to requests for appointments will be provided within 1 working day, with the appointment date being set within 2 working days from the date of request. However, appointments may be dependent on department waiting lists and urgent requests which may take priority.

CLIENT RESPONSIBILITIES

Clients are expected to: Provide full and correct information. Treat staff with courtesy and respect. Adhere to timeframes and allocated appointments when applicable.

WE VALUE YOUR FEEDBACK

If you would like to submit feedback, suggestions, or complaints kindly:

- Contact us as per details shown here: *trade office@mgp.gov.mt*
- Through servizz.gov by calling on 153, or online by clicking on *Information Request*

Your confidentiality will be guaranteed. Expect our feedback within 2 working days

HOW TO CONTACT US

- Trade Office, Services Directorate, Ministry for Gozo & Planning, St Francis Square, Gozo
- Monday to Friday: 08:00-13:00, Saturday: 08:00-11:00; Sunday, & Public Holidays: Closed
- *https://gozo.gov.mt/public-bodies/trade-office*
- Contact us: *trade.mgp@gov.mt* -+356 2215 6530 / 2215 6438