


Public Authority	Pitkalija Ltd., MAFA
Description of the department/directorate/entity's structure	<p>An organisational chart or a description are both acceptable</p>  <p>Pitkalija Ltd. Organigram 29_4.do</p>
Description of the department/directorate/entity's functions and responsibilities	<p>Farmers from both Malta and Gozo bring their produce to the Pitkali Markets, the local agricultural produce is deposited at the Pitkala who then sell the produce to hawkers (xerrejja). The money collected by the Pitkala is then deposited in each Pitkals' assigned bank account and Pitkali administration is responsible for paying the Pitkala, tax and other dues. At the Pitkali Markets there is also the crates washing facility where hawkers deposit the unwashed crates in return for tokens and the farmers collect the clean crates in return for token. Pitkali Administration is responsible for running the operations of the markets and for ensuring that the 17 Pitkala, hawkers and farmers follow the respective laws and regulations.</p>
General description of the categories of documents the department/directorate/entity holds (including exempt documents)	<p>The documents which are held at the Pitkali markets concern the operation of the markets; the majority of these are files which regard the Pitkala, communication with all the parties involved, washing of the crates, cleansing, tenders issued, court cases, security etc. All stakeholders who make use of the Pitkali Markets need to register with us, upon registering the relative personal data is required. This data is not shared or used outside of its scope.</p>
Description of all manuals and similar types of documents which contain policies, principles, rules or guidelines in accordance with which decisions or recommendations are made in respect of members of the public (including bodies corporate and employees of	<p>The Pitkalija is run according the laws of Malta, primarily similar types of documents S.L. 117.04 & 117.20</p>

<p>the public authority in their personal capacity)</p>	
<p>Statement of the information that needs to be available to members of the public who wish to obtain access to official documents from the public authority, which statement shall include particulars of the officer or officers to whom requests for such access should be sent</p>	<p>The FOI officers of Pitkalija Ltd., MAFA, may be contacted by e-mail foi.mafa@gov.mt or by telephone 2292 4271 / 22926700.</p> <p>FOI Requests may be submitted by e-mail to foi.mafa@gov.mt, through the FOI Portal www.foi.gov.mt via the e-ID or through the online form.</p>
<p>Details of Internal Complaints Procedure</p>	<p>An applicant whose request for information is refused, or who is otherwise not satisfied with the information provided, its format or the extension of the deadline for the submission of the notification indicating whether a request would be met or not, may address a complaint to the Freedom of Information Officer.</p> <p>Complaints may be submitted by e-mail to foi.mafa@gov.mt, through the FOI portal www.foi.gov.mt via the E-ID or through the online form.</p> <p>The complaint should be addressed to the Public Authority's FOI Officer, who shall bring the complaint to the attention of the officer responsible. The officer responsible shall reply to the applicant within 10 working days from the receipt of the complaint. The applicant shall also be informed that he or she may appeal the decision or otherwise address a complaint to the Information and Data Protection Commissioner in accordance with the Freedom of Information Act (Cap. 496 of the Laws of Malta).</p> <p>The officer responsible shall inform the applicant of the decision taken with respect to his or her complaint, and in the event of confirmation of a decision not to release the pertinent information, shall explain the reasons thereof. Whenever the applicant's complaint is related to the format of the information provided or to an extension of the deadline for the submission of the notification indicating whether a request would be</p>

	<p>met or not by the Public Authority and the original decision is upheld, the applicant shall be given an explanation as to why his or her complaint cannot be positively addressed.</p> <p>An applicant may also make use of the Internal Complaints Procedure to report failure to meet deadlines or to send notifications. In those cases where the request for information can be met, but has not been met within the deadlines specified by the Act, the officer responsible shall waive any applicable fees for the submission of information</p>
Other Information	<p>Payments are made at: MAFA Cash Office Government Farm Għammieri Marsa</p> <p>Opening Hours: 8:00am to 12:00pm</p> <p>Cheque Payments can be addressed to same address and should be made payable to: Permanent Secretary - MAFA</p>
Public Authority Contact Details	<p>Address: Pitkalija Ltd., Limits of Attard, Ta' Qali General telephone no.: 22926110/6112 Generic e-mail address: info@pitkalija.mt</p>