

Revised on 09 October 2020

Cultural Heritage Act 2019 (CAP 445)



SOVRINTENDENZA
TAL-PATRIMONJU KULTURALI
SUPERINTENDENCE OF CULTURAL HERITAGE

Reviewing and Stamping of Documents in relation to the Export of Personal Items (non-cultural goods)

The Superintendence of Cultural Heritage will be receiving and reviewing documents related to the export of personal items at its offices at **173, St Christopher Street, Valletta**.

The following procedure comes into force as of 12 October 2020.

The service will be provided **Monday to Friday** from **9.00 to 13:00** all year round. This service will not be provided outside these office hours.

Fees per application:

- A **€35.00*** fee is applicable for **normal processing time** (up to 5 working days).
- A **€60.00*** fee is applicable for **express processing time** (1-2 working days).
- Receipts will be provided. No VAT, on terms of Art. 5(3) of the VAT Act (CAP. 406)

Payment is to be made by cash or cheque at the reception desk of the Superintendence offices, payable to the Superintendence of Cultural Heritage. The fees indicated above are **not refundable or transferable**. Kindly note that the export of cultural heritage items necessitates a separate process, and other fees may apply.

The Superintendence may request further information (such as images) and conduct inspections of items to be exported. Inspections may require the services of experts. Such inspections would be in terms of Legal Notice 4 of 1968 as amended by Legal Notices 104 of 1981 and 407 of 2007. The processing timeframes of the paperwork may require extension if inspections are required.

Documents for review should include:

- The original copy of the **Movement/ Export Declaration Form** issued by the Superintendence of Cultural Heritage as recently made available on the SCH's website <http://www.culturalheritage.gov.mt/> as well as on the Servizz.gov website [http://servizz.gov.mt/en/Pages/Culture Heritage/default.aspx](http://servizz.gov.mt/en/Pages/Culture%20Heritage/default.aspx). The declaration is to be signed by the exporter or a person on his/her behalf.
- An **itemised packing lists**. As per attached declaration form, no cultural heritage items may be included in the list.
- The relevant **Customs Forms**, being T2L or EX1 as the case may be.

*Rates are exclusive of VAT. No VAT, on terms of Art. 5(3) of the VAT Act (CAP. 406)



Data Protection Privacy Notice

All data collected in this form is processed in accordance with the Privacy Laws that include the General Data Protection Regulation (Regulation 2016/679/EU) and Chapter 586 of the Laws of Malta (Data Protection Act). The data provided may be exchanged with other Public Authorities and/or Government Departments as required and permitted by Maltese Law. The Superintendence of Culture Heritage is the data controller for the purpose of the privacy laws. The Privacy Notice attached with this application sets out the way in which personal information/data is collected and processed by the Superintendence of Culture Heritage, as well as the steps that are taken to protect such information.

