



**Nomination for Membership of the GIEH IR-REPUBBLIKA  
or THE NATIONAL ORDER OF MERIT or for the  
Award of A MEDAL OF THE REPUBLIC**

**CONFIDENTIAL  
(when completed)**

NOTE: To be completed in block letters or typed. See details overleaf.

**DETAILS OF A PERSON BEING RECOMMENDED FOR AN AWARD**

These matters are confidential and the nominee should not be approached directly for details. If details are not known please indicate accordingly.

Surname:	Home Address:		
Names (in full):	Office Address:		
Name of Husband/Wife:	Telephone No:		ID Card No:
	Home	Office	
University Degrees, Honours, etc:	Date of Birth	Place of Birth	

If a Citizen of Malta by Naturalization, state:

a) Date of arrival in Malta:

b) Naturalization Certificate details:

Please set out below (and continue on a separate sheet, if necessary) details of the activities undertaken by the person being nominated and the reasons the person concerned should receive special recognition from the Government and people of Malta.

**DETAILS OF PERSON/ORGANISATION SUBMITTING RECOMMENDATION**

The following information about the person/organisation submitting this recommendation is needed to enable the Nominations Committee to seek further details, if required.

Surname:	Telephone No:		ID Card No:
	Home	Office	
Name (in full):			
Home Address:	Signature:		
Office Address:	Date:		

If recommendation is being made on behalf of an organisation:

Name of Organisation:

Address of Organisation:

The names and addresses of individuals/organisations able to support the recommendation should also be provided.

1. Name and Address:	2. Name and Address:	3. Name and Address:
----------------------	----------------------	----------------------

# PREPARATION AND SUBMISSION OF NOMINATIONS FOR HONOURS, DECORATIONS AND AWARDS

## GENERAL INFORMATION

In terms of the Gieh ir-Repubblika Act, the President of Malta may bestow honours, decorations and awards upon Maltese citizens who distinguish themselves in any field of endeavour.

This special recognition by the President is made on the advice of the Prime Minister. A Nominations Committee is established by law to propose candidates to the Prime Minister. The honours, decorations and awards are: Member of the *Xirka, Gieh ir-Repubblika* (SG); Member of The National Order of Merit in the grades of Companion of Honour (KUOM), Companion (KOM), Officer (UOM), and Member (MOM); Medals of the Republic, namely, *Midalja għall-Qadi tar-Repubblika*, *Midalja għall-Clubija*, Long and Efficient Service Medal and National Commemorative Medals which are awarded under 'ad hoc' Rules.

## BASIS FOR NOMINATION

Any Maltese citizen may be proposed for an award and such nomination may be made by any individual, community organisation, professional body or similar group. Awards may be made for special service to Malta or for service to a particular locality or field of activity or to a particular group within the community.

## HOW TO PREPARE A NOMINATION

**Nomination Form:** Nomination Forms are available from one of the addresses shown below. Essential personal details of both the nominee and the nominator are required and the form must be completed in full.

**Submission:** A submission should be prepared setting out the full details of the nominee's service. In preparing the submission the following should be noted:-

- The submission should be completed in block letters or typed.
- The space provided on the Nomination Form for service details is rarely sufficient yet no more than a full page or two should be submitted.
- It is important to highlight the achievements of the nominee while holding an appointment. These should be as detailed as possible.
- A chronology of appointments is not sufficient but it is important to quote dates relevant to the major areas of service.
- Where a person has been involved in many endeavours it is usually best to select 3 or 4 major activities and develop these. The other activities should be mentioned but not fully detailed.
- The submission should concentrate on activities in the last 5 years. Earlier achievements are generally only useful as background information.
- The submission should clearly indicate whether the service has been honorary or paid employment.

**Referees:** The submission must have the names and addresses of three referees who may be contacted by the Nominations Committee. Referees should have a good knowledge of the work of the nominee. One referee should be nominated for each aspect of the person's service set out in the submission if more than one field of endeavour is involved.

**Letters of Support:** Letters of support are **not** required by the Nominations Committee.

## SUBMISSION OF NOMINATIONS

Nominations may be submitted at any time but there is no guarantee that a person can be considered for an award or that an award can be given in a particular year. The appointments and awards are announced on the 13 December, Republic Day, of each year.

The completed submission should be forwarded to:-

The Chairman  
Nominations Committee for Honours, Decorations and Awards  
Office of the Prime Minister  
Auberge de Castille  
VALLETTA

The envelope should be marked in block letters "NOMINATION - STRICTLY CONFIDENTIAL"

## FURTHER INFORMATION

Further information, together with nomination forms, may be obtained from the Department of Information, Auberge de Castille, Valletta or by writing to the Chairman of the Nominations Committee at the above address.

This form is also available in Maltese.  
*Din il-formola tista' tinkiseb ukoll bil-Malti.*

PLEASE TURN OVER