



DIRECTORY INSERTION INSTRUCTIONS

Prospective applicants are kindly requested to read carefully the following the instructions intended to assist in filling and submitting a correct and complete application.

- 1) **Title:** Select the correct title that applies to you. Entities are to select 'Others' and indicate if an Organisation or Company or Society etc. in the following row.
- 2) **Name and Surname:** If you are an individual, please write your full Name and Surname. Entities are to insert the full name of the Organisation / Company / Society etc.
- 3) **Category:** Select the correct category that applies to you. If none are applicable, kindly indicate the correct category in the following row.
- 4) **Name / No.:** Write down the house name and/or the door number.
- 5) **Street Name:** Write in the full name of your street in English.
- 6) **Locality:** Select from the list the locality of your address.
- 7) **Postcode:** It is important that the correct postcode is inserted. If you don't know your correct postcode, click the link provided or go to <http://postcodes.maltapost.com/> and get your correct postcode. Entries with wrong postcode will be rejected.
- 8) **Phone / Mobile:** Insert the phone number and/or mobile you wish to have inserted. (Max 2 numbers in total)
- 9) **Email:** If you have an email address, kindly insert it here.
- 10) **Website:** If you have a website, write down the link without 'http://'. (Eg. www.websitename.com)
- 11) **Profile:** Write a profile of 1650 - 1700 characters (including space) about you or your entity in english.
- 12) **Photo 1:** This attachment photo/image has to be as follows:
 - **Individuals:** Portrait photo (.jpg / .jpeg format ONLY)
 - **Entity:** Official Logo/Emblem image (.jpg / .jpeg format ONLY)
- 13) **Photo 2-6:** Attach a maximum of 5 photos/images (1 for each attachment) related your works/performances etc. of your choice. (.jpg / .jpeg format ONLY)

VERY IMPORTANT:

Photos/images must be

- in **JPG** or **JPEG** format,
- not exceed **400x512 pixels** with a resolution and
- less than **1MB** in size.

Any other format or size will not be accepted.

Fields marked with * are required.

If you encounter any problems or need assistance, send an e-mail to **info@gozoculture.com** or call on **21556125**.