



**PART III - EMPLOYER'S DETAILS**

Employer/Company Name:

Employer's Address

Post Code:

Telephone:  Mobile:

Email:

Responsible Official:  
Designation of Responsible Official:

Vat Registration No.

Employment Registration No.

**PART IV - EMPLOYMENT DETAILS**

Job Title

Annual Gross Salary  Under €15,000  €15,000 - €30,000  €30,000 +

Expected Period of Employment: From  to

**PART V - DECLARATION BY THE EMPLOYER**

I hereby confirm that I am endorsing the application for a single permit of the applicant, bearing Maltese identification number  **A.**

I am also committing myself to provide Identity Malta Agency with any relevant information on changes and events related to the applicant's employment contract.

I also declare, that the employment conditions related to this employment are in line with The Employment and Industrial Relations Act and other applicable laws.

Date

\_\_\_\_\_  
*Signature of Employer/Responsible Official*

## STILL ABROAD SINGLE PERMIT CHECKLIST - Still Abroad application for Recruitment/Temping Agencies

The employer needs to submit the following documentation:

- 1. **CEA Form C5.1 – Application for a residence permit** (Non-EU) on the basis of employment filled in BLOCK LETTERS. The Employer & the applicant to sign & date Sections 2 & 5;
- 2. A copy of the applicant's **passport** (including the blank pages);
- 3. **Covering letter by the employer**, explaining in detail why this position is necessary;
- 4. **Original employment contract** signed & dated by both the applicant & the new employer.
- 5. **Position description**, according to template provided, filled by the employer and signed by the applicant;
- 6. **Curriculum Vitae** of the applicant, according to template provided, signed by the applicant;
- 7. The employer is required to provide **proof of an advertisement** carried out with Jobsplus or an advert in the local media showing that during the six months prior to the date of application efforts have been made to fill the post with a Maltese/EEA/Swiss national.
- 8. **Declaration of Posting** Annex 4 attached.
- 9. **Jobsplus' Declaration of Suitability. Annex 3 attached** should be filled in by the employer;
- 10. Qualifications of the applicant relating to the job that needs to be provided, together with recognition from the Malta Qualifications Recognition and Information Centre (MQRIC). Where recognition has not yet been obtained, a copy of the receipt from MQRIC needs to be attached with the application; **OR**

If the applicant is not suitably qualified in the post being applied for, at least three years of experience relating to the job are required. Reference letters must show the start and end dates and details of the work carried out. The letters should contain clear contact details of the referee including a valid email address, postal address and contact number;

**Once the above-mentioned documents are submitted to Identity Malta Agency, the application is carefully assessed & then processed.**

If the application is successfully approved, **Identity Malta will send an official invitation letter** to the applicant on the employer's address.

Successful applicants would need to then personally finalize their application by submitting the following documentation to the Expatriates Unit:

- 1. A copy of the invitation letter;
- 2. Still Abroad Part 2 - Declaration by the Landlord;
- 3. A copy of the applicant's **visa & passport bio-page**;
- 4. **Local/European full refund insurance policy** showing all the aspects covered in support of the applicant in the eventuality of any type of medical assistance or hospitalization required during the first period of stay in Malta;
- 5. **Lease agreement or purchase agreement** of property which makes clear reference to the applicant.
- 6. **Approval Letter from Housing Authority** for the registration of property as a rental as per SL 604.02;
- 7. **Health Screening**; - Annex (2) attached refers for guidance regarding documentation to be submitted in this respect.

Live-in carers need to pay €27.50. Other applicants need to pay an application fee of €280.50 upon submission of application. Payments are only accepted in cash or by means of cheque payable to Identity Malta Agency.

NOTES TO APPLICANTS & EMPLOYERS

Single Permit

Single-permit applications may be submitted by the employer on behalf of the applicant when the latter is still abroad. The Single Permit authorizes holders to legally reside & work in Malta for a definite period, which may be renewed.

In accordance with Subsidiary Legislation 217.17, third-country nationals may submit an application whilst either still-abroad or legally staying in Maltese territory.

Renewal

Applicants may proceed with their application for a renewal of the permit 90 days prior to the date of its expiry. It is to be emphasised that renewal of applications may only be submitted whilst their current permit is still valid.

If the housing lease/rent agreement provided with the Initial Application was of less than one (1) year, applicants will be expected to provide the interim lease/rent agreements that cover the entire year retrospectively at the renewal phase.

Change in Employer

During the validity period of a work/residence permit applications for a change of employer shall not be accepted unless they are submitted two months prior to the expiry date of the validity of the said permit.'

Change in Address

Residence Card holders who have changed their residential address need to register their new address within one (1) week & present the following documents:

- i. Changes to application form;
ii. Copy of the existing Residence Card;
iii. Copy of the new property's purchase or rental agreement; &

Applicants would need to pay an application fee of €27.50.

Failure to do so may entail the revocation of the residence permit.

Lost Residence Card

Within three (3) days of losing one's residence card, applicants would need to (i) provide a valid local Police report, (ii) pay an application fee of €27.50.

Termination

The single permit's validity depends on the conditions laid when the permit was originally issued, including the specific employment undertaken. Consequently, the permit will no longer be valid should the applicant change employment.

In the eventuality of a job termination, the employer must submit a Termination Form to Jobsplus within four (4) days of the termination date (as per Legal Notice 426/12) & inform Identity Malta Agency on worktermination.ima@gov.mt

FOR OFFICE USE

Vetting Date:

Grid for date entry: DDMMYYYY

AFFIX BARCODE
FOR OFFICE USE ONLY

Notes:

Vetted by:

Grid for signature entry

Paid by:

Cash Cheque Cheque No.

Grid for cheque number entry

By submitting the Employment Still Abroad Form (the "Form") to Identity Malta Agency ("IMA"), you provide IMA with personal data (the "Personal Data") in the capacity of data subject. The aim of this Privacy Policy (the "Policy") is to comply with our transparency obligations under data protection legislation, to inform you about the entity responsible for processing your Personal Data, the purpose and legal basis for processing, for how long your Personal Data will be kept, with whom it will be shared and about your rights as a data subject under GDPR.

**1. Data Controller and Data Protection Officer**

IMA is the data controller, meaning the entity that defines the purposes and means for collecting and processing Personal Data under this Form. IMA is an Agency of the Government of Malta responsible for public administration services related to identity management. IMA Data Protection Officer ("DPO") is responsible to attend any query related to this Policy and in general to data protection at IMA.

The Data Protection Officer may be contacted by email or by regular post using the details provided below:

dataprotection@identitymalta.com  
 Attn. Data Protection Officer,  
 Identity Malta Agency Head Office,  
 Valley Road,  
 MSD9020, Msida, Malta.

**2. Purposes and legal basis**

The purpose for processing Personal Data by IMA is to receive, assess and process a request for renewal of employment by a third-country national. Personal Data collected in this Form will be used to populate IMA's information system, where the Personal Data will be kept in a highly secure manner.

Processing of Personal Data is necessary for the performance of a task carried out in the exercise of official authority vested in IMA.

**3. Recipients**

Personal Data will be accessed by IMA employees in charge of processing the Form. In case the need may arise, Personal Data will be also accessed by IMA suppliers in charge of maintaining IMA's information systems. Personal Data will also be shared with the National Statistics Office, JobsPlus and with the Principal Immigration Officer. This will be done in line with data protection legislation, and arrangements are in place in order to guarantee the security and lawfulness of these transfers. If necessary and proportionate for lawful and specific purposes, IMA may disclose Personal Data to other third parties (such as other Government entities or law enforcement authorities). Personal Data will not be transferred to third countries or international organizations.

**4. Storage period**

Personal Data will be retained for twenty years, which start counting from the moment that the Form is considered as dormant.

**5. Your rights**

You can contact the DPO in order to exercise your right to access, rectify, restrict and, as the case may be, erase the Personal Data, in compliance with applicable laws. You also have the right to object to the processing of Personal Data at any time, on grounds relating to your particular situation. If you feel that IMA has infringed your data protection rights, you may submit a complaint to the supervisory authority of the Member State of your habitual residence or place of work, or, alternatively, to the supervisory authority of the Member State where the alleged infringement has taken place.

**DECLARATION**

I hereby declare that I have read and understood all the contents of this form, that is, Parts I - VII, the Checklist, Notes to Applicants and Employers and Privacy Policy.

\_\_\_\_\_  
*Signature of Applicant*

\_\_\_\_\_  
*Signature of Employer*

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