



**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.

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

Data Date

PART VI - DECLARATION BY THE LANDLORD

I, hereby, declare that the applicant, whose details are shown above, is residing in the address shown in PART I of the application form, which is owned or managed by the undersigned. I also declare that I will notify Identity Malta Agency should the applicant cease to continue residing at this address.

Name of landlord (IN BLOCK LETTERS) [Grid]

ID.card no. [Grid]

Mobile No. [Grid]

Number of Persons Residing in this Residence [Grid]

Address of Landlord [Grid]

Email address [Grid]

Landlord's Signature \_\_\_\_\_ Date [DDMMYYYY Grid]

PART VII - DECLARATION BY APPLICANT FOR AN E-ID ACCOUNT

Tick where applicable

- I declare that I wish to proceed with applying for an electronic identity account.
 I declare that I do not wish to proceed with applying for an electronic identity account.

Applicant's Signature \_\_\_\_\_ Date [DDMMYYYY Grid]

FOR OFFICE USE

Vetting Date: [DDMMYYYY Grid]

AFFIX BARCODE FOR OFFICE USE ONLY

Notes: [Large empty grid area]

Vetted by: [Grid]

Paid by: [input type="checkbox"/> Cash [input type="checkbox"/> Cheque Cheque No. [Grid]

## SINGLE PERMIT KEY EMPLOYEE INITIATIVE NEW APPLICATION CHECKLIST

The applicant is required to present the following documentation in original format:

1. **CEA Form C 2 (KEI)** Application for a Residence Permit (NON-EU) on the Basis of Employment filled in **BLOCK LETTERS**. The employer & the applicant need to sign & date Sections 2, 5, 6, 7. The Privacy Policy should be read and signed.
2. FULL copy of the applicant's **passport** (including blank pages);
3. **Covering letter** by the employer, explaining in detail why this position is necessary;
4. **Original employment contract signed by both the applicant & the new employer**, showing a minimum annual gross salary of €30,000;
5. **Curriculum Vitae** of the applicant, according to template provided, signed by the applicant;
6. **Jobsplus Declaration of suitability** should be filled by the employer;
7. Qualifications of the applicant relating to the job that needs to be provided, together with recognition from the Malta Qualifications Recognitions and Information Centre (MQRIC). Where recognitions 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 suitability 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 contract number;
8. **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;
9. **Lease agreement or purchase agreement of property** which makes clear reference to the applicant. The termination date should be specified in the lease agreement;
10. **Health Screening:** Guidance regarding documentation to be submitted in this respect can be accessed through Identity Malta's Website.

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

Third-Country Nationals who plan to submit an application for a single permit must be in possession of a valid authorisation to reside and work in Malta. Such authorisation may be in the form of a residence permit or a Visa. Non-Visa nationals must submit their application within three (3) months upon arrival in the Schengen Area.

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

### Who is eligible to apply?

- A key employee is a highly-skilled person who is pivotal in the smooth running of an organization.
- For the purpose of this initiative, key employees receive a minimum basic annual salary of €30,000.
- They should occupy a managerial or highly-technical posts which require sufficient qualifications or adequate experience in various employment sectors.
- Such persons could be covered by either a definite or an indefinite employment contract.

### 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 .

### 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**

Failure to comply with the above, conditions may render the holder of the permit in violation of the provisions of the Immigration Act (Cap. 217).

By submitting the New Employment Application 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 employment permit for 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*

**IDENTITY MALTA AGENCY**  
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