

Checklist for Third Country Nationals applying for a Single-Work Permit

Renewal Application

Applications for the renewal of the residence permit must be submitted before the expiry date of the previous residence document. The applicant is required to present the following documentation in original format:

1. CEA Form C (Non-EU) – Application for a residence permit on the basis of employment. The form must be endorsed by the employer with an official stamp and signature of the responsible official;
2. Form ID 1A – Identity Registration Form – Non-Maltese Nationals, together with an application fee of €280.50. Payment must be addressed to 'Identity Malta Agency' if made by cheque;
3. Copy of the passport's biometric page;
4. Covering letter by the employer confirming that there were no changes relating to the CV and Position Description submitted with the first application;
5. A copy of three payslips covering the last three months and FS3 covering the latest period of employment. Payslips need to be in compliance with legal notice LN274/18.
6. **EMPLOYERS** are requested to send an email to workpermmmit.idcu@gov.mt and to **read and follow** the instructions that will be communicated by the automatic email of the IDCU work permit unit (part of infectious disease prevention and control unit). Once **ALL** documents are received and vetted , employers will receive the approval form by email. **The approval form must be presented to Identity Malta with submission of application of the employee**
7. Lease agreement or purchase agreement of property which makes clear reference to the applicant. If renting property, the applicant is required to present a Rental Declaration Form signed by the owner of the same property. The termination date should be specified in the lease agreement;

Identity Malta retains certified copies of the said documents where original documentation would not be possible to retain. Identity Malta and other related stakeholders reserve the right to request any further documentation that they may deem necessary in the evaluation process of the application.

Notes to applicants and employers

The single permit grants an authorisation to its holder to reside and work legally in Malta. It does not entitle its holder to carry out:

- i. Paid duties assigned by third parties other than the employer endorsing the application;
- ii. Unauthorised work which is not related to the specific employment activity indicated in the application.
- iii. Single permits issued for the purposes of work may be renewed on an annual basis. Applicants are requested to submit an application to renew their single permit not before 90 days from the date of expiry of their residence document.
- iv. The applicant cannot start working before being in possession of the single permit. Employers are legally bound to submit an Engagement Form to Jobsplus by not later than the same day of commencement of employment.
- v. A Termination Form must be submitted to Jobsplus within four days from the termination of the employment. Identity Malta should also be informed via email on eresidence.ima@gov.mt
- vi. The Medical statement declaration form can be downloaded through IDM website.
- vii. Further details on Legal notice LN274/18 can be found through the following link:

<http://justiceservices.gov.mt/DownloadDocument.aspx?app=lp&itemid=29234&l=1>.