



**APPLICATION FOR
RESIDENCE DOCUMENTATION**

EMPLOYMENT/SELF-EMPLOYMENT

This application is being submitted on the basis of the provisions of
Free Movement of EU nationals and their Family Members Order (LN191 of 2007) and/or
Immigration Regulations (LN 205 of 2004)

EU National EEA National Swiss National

Surname:

Former Surname (if applicable):

Forename (s):

Current Nationality:

Nationality at birth (if different):

Country of Birth:

Place of Birth:

Marital Status: Single Married Separated Divorced Widow/er

Sex: Male Female

Date of Birth (DD/MM/YYYY):

Travel Document Type: Passport Foreign ID Other (specify): _____

Travel Document No:

Country of Issue:

Date of Issue (DD/MM/YYYY):

Valid Until (DD/MM/YYYY):

Address in Malta:

Property No:

Property Name:

Street:

Locality:

Telephone:

Mobile:

E-mail:

Permanent Address Abroad:

Door:

Street:

Locality:

Country:

Telephone:

Bar Code

Application No

Person Registration No

New Application

Renewal

Current Permit No.

Received by:

Vetted by:

Permit Decision:

Approved

Validity: _____

Temporary

Validity: _____

Refused

Validity: _____

Conditions:

Card Permit No.

Date of First Settlement in Malta (DD/MM/YYYY):

Intended Duration of Stay in Malta:

Country of Residence prior to Settlement in Malta:

Intended Country of next Settlement:

2. Employment Details

Employer/Company Name:

Address :

Door:

Street:

Locality:

Post Code:

VAT Registration No:

Employer Registration No:

Contact Persons:

E-mail:

Telephone:

Mobile:

To be filled in by persons apply as Employed

Employment Registration No:

Job Title:

Period of Employment: From _____ to _____

To be filled in by persons apply as Self-Employed

Employment Registration No:

Trade Licence Unit No:

Social Security No:

Nature of Business:

3. Declaration

I hereby solemnly declare that the information given in this application is true to the best of my knowledge and belief and that no details have been omitted that could be of direct importance when the application is considered.

Signature of Applicant

Date

4. Data Protection

All personal details are processed in a confidential manner and in accordance with the Data Protection Act, Chapter 440 of the Laws of Malta. The Data Controller is the Director for Citizenship and Expatriate Affairs.

Information furnished in this application form together with any biometric data that is required to be collected and any other subsequent information which may be provided by you at a later stage, are mandatory for processing the application for the purposes of issuing a Residence document. Such data as well as data concerning any decision taken on your application may be accessed by the Department for Citizenship and Expatriate Affairs, the Immigration Authorities, Police Authorities, the Ministry of Foreign Affairs and any other government department and/or public organisation that may be involved in the process of evaluating your application form, in line with Maltese law. This information may also be disclosed to other competent authorities in other EU member states if required, in line with Maltese legislation and applicable EU legislation

In the course of evaluating your application, the Department for Citizenship and Expatriate Affairs may also enquire information about you from other government departments, authorities or other organisations which may need to be taken in consideration to process your application form.

All details supplied by you (the applicant) are registered in a database regarding the processing of residence documents .

You have the right under the Data Protection Act to enquire about information that is being processed about you, and to request rectification of inaccurate data and the blocking or deletion of such personal data that has not been processed in accordance with the Act The national supervisory authority of Malta, the Office of the Information and Data Protection Commissioner [idpc.info@gov.mt] will hear claims concerning the protection of personal data.

Such requests to access personal data held by the Department are to be made in writing and have to be addressed to:

The Data Protection Officer
Department for Citizenship and Expatriate Affairs
3 Castille Place
Valletta

Signature of Applicant

Date

5. Supporting Documents

- Original and copy of passport / Foreign ID card (Bio data page only)
- Original and copy of ETC engagement form issued by ETC or work contract

EU nationals who are taking up employment in Malta as self employed:

- Original and copy of ETC engagement form issued by ETC
- Original and copy of Trading Licence issued by the Trade Department
- Original and copy of VAT registration certificate issued by VAT department
- Original and copy of document showing Tax registration certificate number issued by the Inland Revenue Department
- Original and copy of document showing National Insurance registration number
- Business document showing the business address

NOTE:

Original documents will be returned to the applicant; Copies will be retained by the Department.

The Department reserves the right to request any other additional document to process the application.

6. Notes to Applicants

- EU and EEA and their family members who have been residing in Malta for more than 3 months should apply immediately for a registration certificate/residence card. This documentation is issued pursuant to the provisions of Directive 2004/38/EC as implemented in Maltese legislation by means of Legal Notice 191 of 2007. For this purpose they are required to submit an application for residence documentation.
- Swiss nationals and their family members, who have been residing in Malta for more than 3 months, should apply immediately for a residence permit. For this purpose they are also required to submit an application for residence documentation.
- EU/EEA/Swiss nationals and their family members are required to fill in the appropriate form depending on the basis of residence in Malta:

Employment and Self-employment	CEA form A
Economic Self-sufficiency	CEA form J
Study	CEA form M
Family Members	CEA form F

Further information regarding the issue of residence documents to EU and EEA nationals is available on information leaflet CEA L7

- Only one application for residence permit for a specific purpose of stay may be considered at any one time.
- All required documents should be enclosed with an application. English translation of documents are required, if applicable. Any photocopies are to be provided by the applicant.
- Applications in respect of minors, that is, persons who are still under 18 years of age, are to be submitted and signed by the parent/s or a person who has guardianship of the child. The relative documentation attesting the said authority over the child would have to be submitted.
- Persons concerned are being reminded that, without prejudice to any legal action that may be taken against them if false information is deliberately given, this would lead to the rejection of the application.
- Application fee, if applicable, is to be paid in full upon application and is not refundable.