



# EXPATRIATES UNIT CHANGE EMPLOYER APPLICATION FORM

(FOR RECRUITING/TEMPING AGENTS)

## PART I - APPLICANT'S DETAILS

Identity Document No.:	A
Surname:	
Name:	
Nationality:	
Marital Status:	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widowed
Passport No:	
Passport Expiry:	D D M M Y Y Y Y
Address in Malta:	
	Post Code:
Telephone:	
Mobile:	
Email:	

## PART II - DECLARATION BY THE APPLICANT

I hereby declare that the information given in this application is true to the best of my knowledge and belief, and that no details that could be of direct importance during the application's consideration have been omitted. I also declare that I shall notify Identity Malta Agency of any change of address.

Date: D D M M Y Y Y Y

\_\_\_\_\_  
*Applicant's Signature*

## 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.	
Employer Registration No.	

**PART IV - EMPLOYMENT DETAILS**

Job Title

Annual Gross Salary  Up to €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** or Passport No. .

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*

Date:

**PART V - 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)

ID.card no.

Mobile No.

Number of Persons Residing in this Residence

Address of Landlord

Email address

\_\_\_\_\_  
*Landlord's Signature*

Date:

**PART VI - DECLARATION BY APPLICANT FOR AN EID 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:

## SINGLE PERMIT CHANGE EMPLOYER CHECKLIST (FOR RECRUITING / TEMPING AGENTS)

Applicants would need to submit the following documentation:

- 1. **CEA Form C3.1** – Application for a Residence Permit (NON-EU) on the Basis of Employment filled in **BLOCK LETTERS**. The employer & the applicant need to sign and date Sections 2, 4, 5, & 6. The Privacy Policy should be read and signed;
- 2. A copy of the applicant's passport **bio-page** & a copy of the **valid residence card**;
- 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 the template provided, filled in by the employer & signed by the applicant;
- 6. 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.
- 7. **Jobsplus' Declaration of Suitability** (click [here](#));
- 8. **Declaration of posting** (click [here](#));
- 9. **Curriculum Vitae** of the applicant, according to template provided, signed by the applicant
- 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 of 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;

- 11. **Lease of property agreement** that clearly refers to the applicant. The termination date should be specified in the lease agreement.
- 12. **Approval Letter from Housing Authority** for the registration of property as a rental as per SL 604.02.

Once the documents are vetted & the single permit application is approved, Identity Malta Agency will send the applicant an official approval letter & within 30 days of the dated letter, applicants would need to submit Jobsplus Termination of Employment acknowledgement letter and the Health Screening. Annex 2 attached refers for guidance as regards documentation to be submitted in this respect to [changeemployer.ima@gov.mt](mailto:changeemployer.ima@gov.mt).

- i. **Jobsplus Termination of Employment acknowledgement letter;**
- ii. **A copy of the last 3 payslips covering the last three months;**
- iii. **FS3 covering the latest period of employment;**
- iv. **Health Screening** (click [here](#) to refer to guidance regarding documentation to be submitted in this respect).

**NOTE: If the employee is changing employer and keeping the same type of job within the 6 months of work permit approval, there is no need to reapply for health screening. If the employee is changing employer and keeping the same job 6 months after work permit is issued, the applicants needs to reapply for health screening.**

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**

The single permit authorizes holders to legally reside & work in Malta for a definite period, which may be further renewed. 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 employer or employment.

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 Address**

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

- i. Copy of the existing Residence Card;
- ii. 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](mailto: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).**

<b>FOR OFFICIAL USE</b>		<b>AFFIX BARCODE</b> FOR OFFICE USE ONLY
Netting Date:	D   D   M   M   Y   Y   Y   Y	
Notes:		
Vetted by:		
Paid by:	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque    Cheque No.	

By submitting this Change in Employer Form and the attachment(s) required (altogether the "Form"), you are providing Identity Malta Agency ("IMA") with your personal data (the "Data") and thus you become a "data subject".

The aim of this policy is to comply with our transparency and fairness obligations under GDPR and to inform you about who will be processing your Data, for what purpose, for how long it will be kept, with whom it will be shared and about your rights as a data subject under GDPR.

You may submit personal data of individuals other than yourself with this Form (i.e. recommenders, witnesses, etc.). In the said cases, informing these individuals proves impossible and would involve a disproportionate effort. Nonetheless, IMA will still take appropriate measures to protect the rights, freedoms and legitimate interests of these individuals.

**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 your Data in relation to this Form.

IMA is an Agency of the Government Malta, delivering services related to Citizenship, Identity Cards, Passports, Visas, Expatriates and Public Registry. IMA's Data Protection Officer is responsible to attend any query related to this policy and in general to personal data processing activities conducted by IMA.

The Data Protection Officer may be contacted using the details below.

Postal Address: Data Protection Officer  
Identity Malta Agency  
Valley Road, Msida, MSD 9020,  
Malta  
E-mail: dataprotection@identitymalta.com

**2. Purposes and legal basis**

The purposes for processing personal data collected within this form are for third country nationals working in Malta to submit their personal information in order to be issued with a residence permit after for a new job after termination and populating Identity Malta Agency's databases.

The legal basis for processing the Data are the performance of a task carried out in the public interest by Identity Malta and compliance with the legal obligation deriving from Cap. 217 to which Identity Malta is subject.

We take pride in keeping your data secure and will take appropriate technical and organisational measures to protect your data against unauthorised or unlawful processing, including against accidental loss, destruction, storage or access. Your personal data will be stored in paper files and/or electronically on our technology systems.

**3. Recipients of personal data**

Data will be accessed by Identity Malta employees in charge of processing the Form. It may also be transferred to other departments within Identity Malta in order to facilitate the delivery of the service requested by submitting this Form. Data will also be transferred to the National Statistics Office (NSO), Jobsplus and the Police Immigration Officer (PIO). 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. Under certain conditions, IMA may disclose your information to other third parties, (such as other Government entities or law enforcement authorities) if it is necessary and proportionate for lawful, specific purposes. Data will not be transferred to third countries or international organizations.

**4. Storage period Data**

Will be retained indefinitely for 20 years, from the moment that the file is considered as dormant.

**5. Your Rights**

You can contact the Data Protection Officer in order to exercise your right to access, rectify and, as the case may be, erase the Data, in compliance with applicable laws.

You also have the right to object to the processing of Data at any time, on grounds relating to your particular situation.

If you feel that Identity Malta 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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