

CHANGE IN EMPLOYER CHECKLIST

Third-country nationals who plan to change their employment must inform Identity Malta Agency.

Applicants would need to submit the following documentation:

- 1. **CEA Form C 3** – 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 3 & 4. 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. **Original employment contract** signed & dated by both the applicant & the new employer;
- 4. **Position description**, according to the template provided, filled in by the employer & signed by the applicant;
- 5. 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.
- 6. **Jobsplus' Declaration of Suitability** (click [here](#));
- 7. **Lease of property agreement** that clearly refers to the applicant. The termination date should be specified in the lease agreement;
- 8. **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.

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 approval was issued, the applicant needs to reapply for health screening (click [here](#)).

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 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

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).

FOR OFFICIAL USE
Vetting Date: [D][D][M][M][Y][Y][Y][Y]
Notes:
AFFIX BARCODE FOR OFFICE USE ONLY
Vetted by: []
Paid by: [] Cash [] Cheque Cheque No. []

PRIVACY POLICY - FORM C3

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 changing employer 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

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