

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** 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.

Date:

Signature of Employer/Responsible Official

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

Date:

Landlord's Signature

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.

Signature of Applicant

Date

CHANGE IN EMPLOYER FOR KEY EMPLOYEE INITIATIVE 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 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 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. 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 (click here) 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. Lease of property agreement that clearly refers to the applicant. The termination date should be specified in the lease agreement.

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.

- i. Jobsplus Termination of Employment acknowledgment 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.

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. []

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.

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 Address

Residence Card holders who have changed their residential address must 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).

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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