

SUPPORTING DOCUMENTS

This application form caters for those persons whose purpose of residence in Malta is on an economically self-sufficient basis. This includes persons who qualify under the 'Malta Residence and Visa programme', the 'Global Residence Programme', the 'Malta Retirement Programme' and other relevant residence schemes in force at the time of application. Primarily, this includes persons who qualify under the 'Malta Residence and Visa Programme' and the 'Global Residence Programme' which is designed to attract persons who are not national of the EU, EEA or Switzerland and who are not long-term residents.

Applications must be submitted by the applicant in person whilst in Malta. Applicants are required to fill in the relevant forms which must include all the required information, contact details, dates and signatures. This must be done before the expiry of the authorisation to stay in Malta.

First Time Applicant

- Form K - Filled and Signed by the Applicant;
- Form ID 1A - Identity Registration Form;
- Full copy of Passport, including all blank pages, showing a valid VISA entry;
- Proof of accommodation as shown hereunder;
- A copy of the Letter from the Inland Revenue Department showing that the applicant satisfies the criteria stipulated by the Law;
- A Comprehensive Health Insurance Policy;
- Birth and/or Marriage certificates (if applicable);
- Annual application fee of €27.50.

Renewal

- Form K - Filled and Signed by the Applicant;
- Form ID 1A - Identity Registration Form - Non-Maltese Nationals;
- Copy of the Bio page of Passport and copy of a valid Residence Permit;
- Proof of accommodation as shown hereunder;
- Where applicable a copy of the Letter from the Inland Revenue Department showing that the applicant satisfied the criteria stipulated by the Law as regards the relative residence scheme, or the Certificate issued by the Malta Residence and Visa Agency.;
- A Comprehensive Health Insurance Policy;
- Annual application fee of €27.50.

All documentation listed above must be presented in English. All presented translations of official documents are to be apostilled by the Foreign Affairs if applicable. All supporting documentation must be presented in original format. The Department retains a copy of the above-mentioned list of documents.

Identity Malta reserves the right to request additional documents before the application could be processed.

NOTES TO APPLICANTS

- This application is to be submitted by persons who are not nationals of an EU Member State, Iceland, Liechtenstein Norway or Switzerland.
- Applications, when submitted whilst person is in Malta, will be accepted only if such person is covered by an authorization of stay in Malta.

ACCOMODATION NOTES

Following the enactment of Subsidiary Legislation 604.02, in January 2020 to regulate the rental market, The following applies regarding documentation to be submitted.

Accommodation agreement (Lease or Rent)

- An original contract is to be presented with original signatures of both landlord and tenant.
- Details of landlord and tenant on the contract include name, ID card number and address being rented out.
- If Landlord is not Maltese, a purchase agreement of the same premises needs to be presented. Details of purchaser on this agreement needs to match the details of landlord on the lease/rent agreement.
- If the housing lease/rent agreement provided with the Initial Application was of less than one (1) year, applicants need to be informed that they will be expected to provide the interim lease/rent agreements that cover the entire year ret respectively at the next renewal.
- Contract should not have details crossed off in pen or tippex and written over. If such a contract is presented, it is not to be accepted.

Applications for renewal of permits

If there is a period from the date of the expiry of the original agreement submitted with the previous residence permit application, which is not covered by the said lease/rent agreement, the contract bridging such gap should be provided as well as the new contract going forward.

Approval Letter

- A copy of the approval letter regarding the registration of the property issued by the Housing Authority should be provided Or in the case that such registration is not possible at law the Housing Authority should provide such confirmation.

Students

- Students using the school accommodation are exempted from presenting a lease agreement. The relevant information must be included in the acceptance letter referred to in Point 2. The information must state that the property is being used by the institution for accommodating its own students.
- Students being hosted in a local household must present a copy of the license issued by the Malta Tourism Authority to the host. The latter should also be complemented by a Rental Declaration Form.

N.B.: It is to be remarked that in the case of a contract signed pre 2020 and expiry is after 1st January 2021 the property may still be registered until the end of 2020.

**PRIVACY POLICY
CEA FORM K**

By submitting the CEA Form K and the attachment(s) required (altogether the “Form”), you provide Identity Malta Agency (“IMA”) with personal data (the “Data”) and thus 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.). IMA has assessed that, in said cases, informing these individuals proves impossible and would involve a disproportionate effort. 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 of 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 to process an application to issue a residence permit for an economic self sufficient person 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 S.L.460.17, 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 Police Immigration Office and the National Statistics Office (NSO).

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 for 20 years (from the moment that the file/s is/are 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.

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