



EXPATRIATES UNIT

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 (Subsidiary legislation 460.17) and/or Immigration Regulations (Subsidiary legislation 217.04)

EU National
 EEA National
 Swiss National

APPLICANT'S PERSONAL DETAILS

Surname:																	
Name:																	
Maiden Surname (if applicable):																	
Sex:	<input type="checkbox"/> Male <input type="checkbox"/> Female <input type="checkbox"/> Other																
Current Nationality:																	
Nationality at Birth:																	
Country of Birth:																	
Place of Birth:																	
Marital Status:	<input type="checkbox"/> Single <input type="checkbox"/> Married <input type="checkbox"/> Separated <input type="checkbox"/> Divorced <input type="checkbox"/> Widow/er																
Date of Birth:	D	D	M	M	Y	Y	Y	Y									
Travel Document Type:	<input type="checkbox"/> Passport <input type="checkbox"/> Foreign ID <input type="checkbox"/> Other (specify): _____																
Travel Document No:																	
Country of Issue:																	
Date of Issue:	D	D	M	M	Y	Y	Y	Y	Valid Until:	D	D	M	M	Y	Y	Y	Y

ADDRESS IN MALTA

Property No:															
Property Name:															
Street Name:															
Locality:															
Postal Code:															
Telephone No:															
Mobile No:															
Email:															

PERMANENT ADDRESS ABROAD

Property No: Property Name:

Street Name:

Locality:

Country:

Telephone No.:

IMMIGRATION DETAILS (TO BE FILLED BY FIRST TIME APPLICANTS)

Date of first settlement in Malta:

Intended duration of stay in Malta:

Country of Residence prior to Settlement in Malta:

Intended Country of Next Settlement:

EMPLOYMENT DETAILS

Employer/Company Name:

Door No: Property Name:

Street Name:

Locality:

Postcode:

Vat Registration No.:

Employer Registration No.:

Contact Persons:

Telephone Number: Mobile No:

Email Address:

TO BE FILLED IN BY PERSONS APPLYING AS EMPLOYED

Employment Registration No.:

Job Title:

Period of Employment From: To:

TO BE FILLED IN BY PERSONS APPLYING AS SELF-EMPLOYED

Employment Registration No.:

Trade Licence Unit No.:

Social Security No.:

Nature of Business:

DECLARATION BY APPLICANT

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:

D	D	M	M	Y	Y	Y	Y
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SUPPORTING DOCUMENTS

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

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

- Original and copy of Jobsplus engagement form issued by Jobsplus
- 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.

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 Subsidiary Legislation 460.17. 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 can be accessed on www.identitymalta.com

- 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.

**PRIVACY POLICY
CEA FORM A**

By submitting the CEA Form A 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 registration certificate to an EU National 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.

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.

IDENTITY MALTA AGENCY

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