



EXPATRIATES UNIT

CHECKLIST FOR CHANGE IN EMPLOYER - LIVE-IN CARER

Applicants would need to submit the below documentation, by uploading them on the Online Portal.

The original of every document uploaded on the Online Portal during the Application Process must be presented at the time of the biometrics appointment.

Third-country nationals are expected to always carry their valid passport and residence card.

01 Residence Application Form – CEA Form C3 (Live-In Carer) - Change in Employer

– click on Generate Form. Employer, Applicant (third-country national) and Landlord must sign the applicable sections, as indicated on the form;

02 Identification Documents – Passport and Residence Card – A copy of the applicant's passport bio-page & a front and back copy of the Residence Card;

03 Work Contract - Work employment contract signed by both the applicant and the employer. The basic wage and the duration of employment should be included in the contract, in line with DIER regulations.

04 Position Description - Position description, according to template provided should be filled and signed by both the employer and the applicant. Details provided in this form should correspond with the work contract.

05 Declaration of Suitability – Jobsplus' Declaration of Suitability should be fully filled and signed by the employer;

06 Medical Certificate – A Medical referral from the employer's doctor/medical consultant, confirming that the employer requires a full-time carer;

07 Power of Attorney - A general or special power of attorney (prokura), drafted and authenticated by a public notary in Malta, needs to be attached if the application is to be submitted by any other person than the employer. The following points need to be included in the Power of Attorney:

- The date of the power of attorney;
- The details of the employer:- i.e full name, identity card or passport number and country of issuance and residing address;
- The details of the person being appointed to submit application in lieu of the employer:- i.e full name, identity card or passport number and country of issuance and residing address; and
- The amount of live in carers needed by the employer at any given time;

08 Employer's Identification Document – A copy of the front and back sides of the employer's ID card;

09 Health Screening - Health Screening Approval email sent to the applicant/employer by IDCU. Requirements for Health Screening may be found on:

https://hpd.gov.mt/idcu/health_screening_for_renewal_of_work_permit ;

10 Other Documents - Any other applicable document requested by Identità.