



## **EXPATRIATES UNIT**

### **CHECKLIST FOR RENEWAL - INTRA CORPORATE TRANSFEREE**

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 B - Renewal Application ICT** – The Application Form must be fully completed and signed;
- 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** - To present a contract of employment, with the following information. Alternatively, the employer may provide a signed and stamped assignment letter also containing the following details:
  - details of the duration of the transfer and the location of the host entity or entities;
  - evidence that the third-country national is taking a position as a manager, specialist or trainee employee in the host entity or entities in Malta;
  - the remuneration as well as other terms and conditions of employment granted during the intra-corporate transfer;
  - evidence that the third-country national will be able to transfer back to an entity belonging to that undertaking or group of undertakings established in a third country at the end of the intra-corporate transfer;
- 04 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;](https://hpd.gov.mt/idcu/health_screening_for_renewal_of_work_permit;)
- 05 Property Lease or Purchase Agreement** – Lease or purchase agreement of property which clearly indicates applicant's name as the lessee or purchaser (as applicable). A lease agreement is to include the start and end date.
  - Applicants who will be residing in a Hotel / Guest house as their main residency should fill in the Keeper's Declaration Form;

**06 Housing Authority Approval** – Approval letter/e-mail issued by the Housing Authority, confirming that either the listed premises contract has been renewed or that a new registration of the property has been vetted and approved. This requirement is in line with Article 4 of Subsidiary Legislation 604 of the Laws of Malta;

**07 Other Documents** - Any other applicable document requested by Identità.