EXPATRIATES UNIT
CHECKLIST FOR RENEWAL - SELF-EMPLOYED

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 C - Renewal Application Self-Employment –** 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 **Employment License -** Valid Employment license issued by Jobsplus;

04 **Health Screening** - Health Screening Approval email sent to the applicant/employer by IDCU. Requirements for Health Screening may be found on: https://hpdp.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 **Driving License (if applicable)** - Driving licence issued by Malta or another Member State of the European Union for applicants operating light passenger transport vehicles (LPTVs). Applicants who will not be operating LPTVs but operating other vehicles are to present the Driving License issued to the applicant by the competent authority from the country of origin as per S.L. 65.18;

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

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