



## **EXPATRIATES UNIT**

### **CHECKLIST FOR STILL ABROAD - INTRA-CORPORATE TRANSFEREE**

Applicants would need to submit the below documentation, by uploading them on the Online Portal, at the time of Application. Still Abroad applicants would need to provide further documentation at the time of the biometrics appointment, as listed in the additional checklist hereunder.

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 5 (ICT)** – The Application Form must be fully completed and signed;
- 02 Passport (Full Copy)** – A full copy of the applicant's passport including the blank pages;
- 03 Covering Letter** - Covering letter by the employer, explaining in detail why this position is necessary;
- 04 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:
  - a. details of the duration of the transfer and the location of the host entity or entities;
  - b. 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;
  - c. the remuneration as well as other terms and conditions of employment granted during the intra-corporate transfer;
  - d. 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;
- 05 Corporate Link Evidence** - evidence that the host entity and the undertaking established in a third country belong to the same undertaking or group of undertakings;

- 06 Corporate Evidence of Employment** - evidence of employment within the same undertaking or group of undertakings, from at least three (3) up to twelve (12) uninterrupted months immediately preceding the date of the intra-corporate transfer in the case of managers and specialists, and from at least three (3) up to six (6) uninterrupted months in the case of trainee employees;
- 07 Curriculum Vitae** of the applicant on the Europass template, signed by the applicant;
- 08 Applicant's Qualifications** - Qualifications of the applicant duly certified and recognised by the Malta Qualifications Recognition and Information Centre (MQRIC) including original copies of certificates;
- 09 Other Documents** - Any other applicable document requested by Identità.

Applicants would need to submit the following documentation **after they arrive in Malta and at the time of the Biometrics Appointment:**

- 01** A copy of the Entry Visa (where applicable) and Passport Bio-Page;
- 02 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/work\\_permits\\_for\\_first\\_time\\_applicants](https://hpd.gov.mt/idcu/work_permits_for_first_time_applicants);
- 03 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;
- 04 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;
- 05 Health Insurance Policy** – A health-insurance policy indicating full medical coverage including hospitalisation covering a period of at least six (6) months in Malta;
- 06 Other Documents** - Any other applicable document requested by Identità.