



**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 C1 - 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 Licence -** Valid Employment licence 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://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 (In case of change of address only) –** 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 (In case of change of address only) –** 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 Lease Agreement Professional Attestation Form (provided on Identità's website) –** To be filled and signed by the landlord and also filled and officially stamped by a lawyer/notary /legal procurator. *(Only applicable in case of a change of address)*

**07 Driving Licence (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 Licence issued to the applicant by the competent authority from the country of origin as per S.L. 65.18;

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