



## **EXPATRIATES UNIT**

### **CHECKLIST FOR CHANGE IN EMPLOYER - RECRUITING & TEMPING AGENTS - SINGLE PERMIT**

---

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 C3.1 - Change in Employer (Recruiting /Temping Agents)** – 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 employer. The basic wage and the duration of employment should be included in the contract, in line with DIER regulations:

- When an employee will be operating vehicles, the employer must indicate the type of vehicle that the applicant is being offered employment to operate, including the number of sitting passengers, driver capacity, and wheelchair users' capacity as shown in the vehicle's logbook.
- In case of mergers/ takeovers/ transfers of business: The change of employer/ ownership of business declaration form will be required together with MBR certificates/ proof;

**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;

- In case of mergers/ takeovers/ transfers of business: MBR certificates/ proof;

- 05 Proof of Advertisement** - Proof of an advertisement carried out with either Jobsplus or on local media issued not more than **six (6) months prior to the submission of application**;
- In case of mergers/ takeovers/ transfers of business: A covering letter signed by both employer and applicant stating the reason behind this change;
- 06 Declaration of Suitability** – Jobsplus' Declaration of Suitability should be fully filled and signed by the employer;
- In case of mergers/ takeovers/ transfers of business: A covering letter stating the conditions of employment;
- 07 Declaration of Posting** - Jobsplus' Declaration of Posting duly filled and signed.  
Note:- Recruitment Agencies who are registered with DIER and who would be engaging applicant directly with their own company are exempt from submitting this Declaration.
- 08 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.
- a. Applicants who will be residing in a Hotel / Guest house as their main residency should fill in the Keeper's Declaration Form;
- 09 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;
- 10 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) ;
- 11 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)*

**12 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;

**13 Skills Pass**

*For persons who are changing from a non-hospitality industry employment to a hospitality industry employment only*

Skills Pass issued by the Institute of Tourism Studies, in terms of the Tourism and Hospitality Skills Pass Regulations, 2024, as established through "L.N. 78 of 2024 by virtue of the Malta Travel and Tourism Services Act (Cap. 409) of the Laws of Malta."

**14 Additional Documents -**

- a. **Catering Industry:** a copy of the Food handlers certificate
- b. **Security Officers:** a copy of the **Security Tag** and the **Police Licence;**

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