



EXPATRIATES UNIT RESIDENTS SCHEME REGULATIONS

(To be submitted by persons who are in possession of a certificate issued under the Residents Scheme Regulations
Subsidiary Legislation 123.79)

01 APPLICANT'S PERSONAL DETAILS

Surname

Name

Maiden Surname
(If applicable)

Gender Male Female Other

Current Nationality

Nationality at Birth

Country of Birth

Place of Birth

Marital Status Single Married Separated Divorced Widowed Cohabitant

Date of Birth

Telephone No.

Mobile No.

Email Address

Travel Document Type Passport Foreign ID Other (Specify)

Travel Document No.

Country of Issue

Date of Issue **Valid Until**

02 ADDRESS IN MALTA

Property No./Name

Street Name

Locality **Post Code**

SUPPORTING DOCUMENTS

The original version of all documents submitted with this application must be presented at the time of the biometrics appointment.

Documents submitted must be in line with the latest published Policy by Identità, establishing the standards for the recognition of foreign public documents.

In this regard the following documents are required:

FOR ALL APPLICANTS

- Copy of passport (blank pages are not required)/Foreign ID Card (Bio data page only);
- Confirmation by the Commissioner for Revenue confirming that the applicant satisfies the conditions of the Resident Scheme Regulation.
- Receipts of Income Tax returns;
- A health insurance policy with a minimum coverage of €100,000, providing medical treatment, including outpatients and hospitalisation coverage in Malta and, if necessary, in other European countries. The insurance policy must have a validity covering the entire period of stay in Malta;
- 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;
- Proof of address - Such as utility bills, bank statements, contract of lease or contract of purchase of property with the details of the applicant.

FOR NON-EU NATIONALS

- 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.
- Lease Agreement Professional Attestation Form (provided on Identità's website) duly filled in and signed by the landlord and a lawyer/ notary/ legal procurator- only required for new applications or if a new address is registered upon renewal.

Additionally, first time applicants **only** must also present the following document:-

- Copy of the Permanent Residence Certificate issued under Regulation 2 of the Residents Scheme Regulations.
- For family members- copy of the birth/marriage certificate.

NOTE: The Department reserves the right to request any other additional document to process the application.

NOTES TO APPLICANTS

- 01** This application is to be submitted by persons (irrespective of the nationality they hold) who are in possession of, or whose name is included in, a certificate issued by the Commissioner for Revenue under the Residents Scheme Regulations (Subsidiary Legislation 123.79).
- 02** Applications will be accepted by the Department only if they have satisfied the conditions stipulated in the above-mentioned Regulations.
- 03** EU Nationals who are submitting an application for residence on the basis of the Residents Scheme Regulations, are exempt from the requirement of submitting their lease or purchase agreement, and the approval issued by the Housing Authority.
- 04** Applications in respect of minors, that is, persons who are still under 18 years of age, are to be submitted and signed by the parent/s or a person who has guardianship of the child. The relative documentation attesting the said authority over the child would have to be submitted.
- 05** Application fees, if applicable, is to be paid in full upon application and is not refundable.
- 06** Persons concerned are being reminded that, without prejudice to any legal action that may be taken against them if false information is deliberately given, this would lead to the rejection of the application.

PRIVACY POLICY CEA FORM S

By submitting the CEA Form S and the attachment(s) required (altogether the "Form"), you provide Identità with personal data (the "Data") and thus become a "data subject".

The aim of this policy is to comply with our transparency and fairness obligations under GDPR and to inform you about who will be processing your Data, for what purpose, for how long it will be kept, with whom it will be shared and about your rights as a data subject under GDPR.

You may submit personal data of individuals other than yourself with this Form (i.e. recommenders, witnesses, etc.). Identità has assessed that, in said cases, informing these individuals proves impossible and would involve a disproportionate effort. Identità will still take appropriate measures to protect the rights, freedoms and legitimate interests of these individuals.

01. Data Controller and Data Protection Officer

Identità is the data controller, meaning the entity that defines the purposes and means for collecting and processing your Data in relation to this Form.

Identità is an Agency of the Government of Malta, delivering services related to Identity Cards, Passports, Visas, Expatriates and Public Registry.

Identità's Data Protection Officer is responsible to attend any query related to this policy and in general to personal data processing activities conducted by IMA. The Data Protection Officer may be contacted using the details below.

Postal Address:

Data Protection Officer

Identità

Valley Road

Msida, MSD 9020, Malta

E-mail: dataprotection.identita@gov.mt

02. Purposes and legal basis

The purposes for processing personal data collected within this form are to allow the unit to process an application from all applicants who are registered under the Permanent Residence Scheme to obtain a residence document reflecting such status and populating Identità's databases.

The legal basis for processing the Data are the performance of a task carried out in the public interest by Identità and compliance with the legal obligation deriving from S.L. 123.79 to which Identità is subject.

We take pride in keeping your data secure and will take appropriate technical and organisational measures to protect your data against unauthorised or unlawful processing, including against accidental loss, destruction, storage or access. Your personal data will be stored in paper files and/or electronically on our technology systems.

03. Recipients of personal data

Data will be accessed by Identità employees in charge of processing the Form.

It may also be transferred to other departments within Identità in order to facilitate the delivery of the service requested by submitting this Form. Data will also be transferred to the Police Immigration Office (PIO), the National Statistics Office (NSO) and Jobsplus (for employment purposes only). Applications from the EU, EA and Swiss are only forwarded to the National Statistics Office (NSO).

This will be done in line with data protection legislation, and arrangements are in place in order to guarantee the security and lawfulness of these transfers.

Under certain conditions, Identità may disclose your information to other third parties, (such as other Government entities or law enforcement authorities) if it is necessary and proportionate for lawful, specific purposes.

Data will not be transferred to third countries or international organizations.

04. Storage period

Data will be retained for 20 years (from the moment that the file/s is/are considered as dormant).

05. Your rights

You can contact the Data Protection Officer in order to exercise your right to access, rectify and, as the case may be, erase the Data, in compliance with applicable laws.

You also have the right to object to the processing of Data at any time, on grounds relating to your particular situation.

If you feel that Identità has infringed your data protection rights, you may submit a complaint to the supervisory authority of the Member State of your habitual residence or place of work, or, alternatively, to the supervisory authority of the Member State where the alleged infringement has taken place.

IDENTITÀ

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