



EXPATRIATES UNIT

**CHECKLIST FOR CHANGE IN DESIGNATION (*with same 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 C6.1 - Change in Designations (with same 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 valid for more than eight (8) months, & a front and back copy of the Residence Card;

03 Covering Letter – Covering letter by the employer, explaining in detail why this position is necessary;

04 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

- Sports Category Employment: Applicants working within the Sports Industry are required to submit an employment contract which is endorsed by the respective sports association, confirming that the employment is in conformity with the association's regulations and affirming the employment contract
- 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;

05 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

- 06 Declaration of Suitability** – Jobsplus' Declaration of Suitability should be fully filled and signed by the employer;
- 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
- Applicants who will be residing in a Hotel / Guest house as their main residency should fill in the Keeper's Declaration Form;
 - Applicants who will be provided with free accommodation should fill the Declaration of Accommodation;
- 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;
- 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 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 ;
- 13 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;
- 14 Skills Pass**
For persons who are changing to a higher designation within the hospitality industry 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."
- 15 Other Documents** - Any other applicable document requested by Identità.