



**EXPATRIATES UNIT**

**CHECKLIST FOR CHANGE IN EMPLOYER - KEI**

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 KEI - Change in Employer** – 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 where the basic gross salary must be of at least €45,000 and showing the duration of employment.
  - When an employee will be operating vehicles, the employer must indicate the type of vehicle that the applicant is being offered 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 that businesses share a common shareholder/director or sales agreement;
- 05 Curriculum Vitae** - Curriculum Vitae of the applicant on the Europass template, signed by the applicant;
- 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 signed by both employer and applicant stating the reason behind this change and stating the conditions of employment;

- 07 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.
- 08 Reference Letters** – If the applicant is not suitably qualified in the post being applied for, at least three years of experience relating to the job are required. Reference letters must show the start and end dates and details of the work carried out. The letters should contain clear contact details of the referee including a valid email address, postal address and contact number;
- 09 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;
- 10 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](https://hpd.gov.mt/idcu/health_screening_for_renewal_of_work_permit) ;
- 13 Driving License (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 License 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 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."
- 15 Other Documents** - Any other applicable document requested by Identità.