



EXPATRIATES UNIT

**CHECKLIST FOR RENEWAL - 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 C1.1 - Renewal (Recruiting & Temping) –** 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, page, valid for more than eight (8) months, & 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.
- 04 Payslips and FS3 -** Payslips of the last three months and FS3 covering the previous latest calendar year of employment. Payslips need to be in line with legal notice LN274/18;
- 05 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;

- 06 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;
- 07 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)*
- 08 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;
- 09 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;
- 10 Additional Documents -**
- a. **Catering Industry:** a copy of the Food handlers certificate
 - b. **Security Officers:** a copy of the **Security Tag** and the **Police License**;
- 11 Other Documents** - Any other applicable document requested by Identità.