

FAQs SIGMA 2025/26 – Employer Registration on the Single Permit Portal

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Section 1: Registration Overview

What is the Employer Portal?

The Employer Portal is Identità's online platform for submitting Single Permit applications on behalf of third-country nationals (TCNs). Employers must first complete a registration and vetting process before they can access the portal.

Who can register?

Any employer intending to employ TCNs in Malta must register. Eligible categories include:

- Limited Liability Companies (Ltd)
- Partnerships (registered or non-registered with MBR)
- Sole traders/self-employed
- Household employers (excluding live-in carers)
- Schools, childcare centres, government entities, voluntary organisations, embassies, co-operatives, sports entities, homes (sisters), and health professionals

How do I register?

Log in at <https://singlepermit.gov.mt> using your personal e-ID.

Select the correct Company Type.

Upload all required documents (see Section 2).

Section 2: Required Documentation

What documents must I submit?

This depends on your entity type:

- Ltd Company – Resolution, Organisation Services Agreement, Certificate of Incorporation, Memorandum & Articles of Association.
- Partnership (MBR registered) – Resolution, Organisation Services Agreement, Partnership Certificate of Incorporation, Deed of Partnership.
- Sole Trader – VAT Certificate, ID card (front & back), signed declaration describing the business.
- Household Employer – ID card copy, confirmation email with PE number from the Commissioner for Revenue.
- Other categories – Relevant licenses, registration certificates, or official authorisations (see Section 7 checklist).

✓ All documents must be valid, signed, and either in wet ink or by Qualified Electronic Signature (QES).

Section 3: Portal Administration

Who should be the Portal Administrator?

The Portal Administrator is the authorised person managing the employer's account:

- For companies/partnerships – usually a director, partner, or secretary.
- For sole traders/household employers – the employer themselves.
- If appointing a third-party – an additional signed authorisation is required.

Can I add or remove users later?

Yes. The Portal Administrator may add or remove users directly via the portal. If Identità intervention is needed, a signed authorisation must be provided.

Section 4: Vetting & Approval

How is my application vetted?

Identità verifies details against Jobsplus, Malta Business Registry (MBR), the Commissioner for Revenue, and other licensing authorities.

Employers that are “closed” or have no registered employees on Jobsplus will have their request rejected.

How will I know if my request is rejected?

You will receive an email with the specific reason (e.g., not registered with Jobsplus, no employees listed, missing documents). You may submit a new request once the issue is resolved.

How long does registration take?

Timeframes vary depending on the accuracy and completeness of documents provided. Submitting correct, signed, and valid documents helps avoid delays.

Section 5: Amending Details

Can I update employer details after registration?

Yes. Portal Administrators may amend most details.

However, certain key fields (e.g., employer name, VAT number, PE number, company type, DIER licence number) can only be updated by Identità once official supporting documents are submitted.

Section 6: Support & Guidance

Where can I find help?

- A detailed User Manual is available on the portal.
- For queries, contact singlepermit.identita@gov.mt or visit www.identita.gov.mt.

Section 7: Checklist by Employer Type

- ✓ Ltd Company
 - Resolution
 - Organisation Services Agreement
 - Certificate of Incorporation
 - Memorandum & Articles of Association
- ✓ Partnership (MBR registered)
 - Resolution
 - Organisation Services Agreement
 - Partnership Certificate of Incorporation
 - Deed of Partnership
- ✓ Partnership (non-MBR, VAT registered)
 - VAT Certificate
 - ID cards of all partners
 - Partnership Agreement

- - Declaration endorsing Portal Administrator
- ✓ Sole Trader / Self-Employed
 - - VAT Certificate
 - - ID card (front & back)
 - - Signed declaration describing business
- ✓ Household Employer (excluding live-in carers)
 - - ID card (front & back)
 - - Confirmation email from Commissioner for Revenue (PE number)
- ✓ Sports Entity
 - - ID cards of President & Secretary
 - - Declaration from President endorsing Portal Administrator
- ✓ Government Entity
 - - Authorisation from Permanent Secretary
 - - Authorisation from CEO/Director appointing Portal Administrator
- ✓ School (Church or Independent)
 - - School Registration Certificate
 - - Resolution
 - - Organisation Services Agreement
- ✓ Childcare Centre
 - - Childcare Centre Licence Certificate
 - - Owner's ID card
 - - Declaration endorsing Portal Administrator
- ✓ Voluntary Organisation (VO)
 - - VO Registration Certificate
 - - Statute
 - - President/Chairman's Declaration
 - - ID cards of President/Chairman & Portal Administrator
- ✓ Embassy
 - - Official Letter from Ambassador
 - - Contract Agreement of Portal Administrator

- - ID cards/residence documents of Ambassador & Administrator
- ✓ Home (Sisters)
 - - Home Registration Certificate
 - - Madre's Declaration
 - - ID cards of Madre & Portal Administrator
- ✓ Co-operative
 - - Co-op Registration Certificate
 - - Statute
 - - Declaration by President/Chairman
 - - ID cards of President/Chairman & Portal Administrator
- ✓ Health Professional
 - - Medical Warrant
 - - Clinic Licence Certificate
 - - Signed declaration describing profession
 - - ID card

Section 8: Additional Links

[Link to Portal:](#)



[Link to Organisation Manual:](#)

