



## EXPATRIATES UNIT

### CHECKLIST FOR NEW APPLICATION FOR SINGLE PERMIT - FOR RECRUITING & TEMPING AGENCIES

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 C2.1 - New Application (Recruitment & Temping) –**

The Application Form must be fully completed and signed;

**02 Passport (Full Copy) –** A full copy of the applicant's passport including the blank pages;

**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;

- 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 should correspond with the work contract;

**06 Proof of Advertisement -** Proof of an advertisement carried out with either Jobsplus or on local media issued not more than **six (6) months prior to the submission of application**;

**07 Declaration of Suitability -** Jobsplus' Declaration of Suitability should be fully filled and signed by the employer;

**08 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.

**09 Health Screening** - Health Screening Approval email sent to the applicant/employer by IDCU.

Requirements for Health Screening may be found on:

[https://hpdp.gov.mt/idcu/work\\_permits\\_for\\_first\\_time\\_applicants](https://hpdp.gov.mt/idcu/work_permits_for_first_time_applicants);

**10 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;

**11 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;

**12 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.

**13 Health Insurance Policy** - A health insurance policy with a minimum coverage limit 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 first year of the residence permit;

**14 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;

**15 Skills Pass**

*For persons working directly or indirectly in the tourism and hospitality sector.*

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."

**16 Other Documents** - Any other applicable document requested by Identità.

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