

PART III - EMPLOYER'S DETAILS									
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Employer/Company Name:

[illegible][illegible][illegible]

Telephone: + 3 5 6 2 2 4 7 1 4 0 **Mobile:**

Email: m g r a c e c a l l e j a @ o z o g r o u p . c o m

Responsible Official: M A R Y G R A C E C A L L E J A

[illegible][illegible][illegible]

PART IV - EMPLOYMENT DETAILS									
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[illegible]

☐ Under €15,000 ☐ €15,000 - €30,000 ☐ €30,000 +

D	D	M	M	Y	Y	Y	Y	to	D	D	M	M	Y	Y	Y	Y
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PART V - DECLARATION BY THE EMPLOYER

[illegible]

I am also committing myself to provide Identity Malta Agency with any relevant information on changes and events related to the applicant's employment contract.

I also declare, that the employment conditions related to this employment are in line with The Employment and Industrial Relations Act and other applicable laws.

D	D	M	M	Y	Y	Y	Y
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Signature of Employer/Responsible Official

STILL ABROAD SINGLE PERMIT CHECKLIST - Still Abroad application for Recruitment/Temping

Agencies The employer needs to submit the following documentation:

1. **CEA Form C5.1 – Application for a residence permit** (Non-EU) on the basis of employment filled in BLOCK LETTERS. The Employer & the applicant to sign & date Sections 2 & 5. The Privacy Policy should be read and signed;
2. A copy of the applicant's **passport** (including the blank pages);
3. **Covering letter by the employer**, explaining in detail why this position is necessary;
4. **Original employment contract** signed & dated by both the applicant & the new employer.
5. **Position description**, according to template provided, filled by the employer and signed by the applicant;
6. **Curriculum Vitae** of the applicant, according to template provided, signed by the applicant;
7. The employer is required to provide **proof of an advertisement** carried out with Jobsplus or an advert in the local media showing that during the six months prior to the date of application efforts have been made to fill the post with a Maltese/EEA/Swiss national.
8. **Declaration of Posting** (click [here](#));
9. **Jobsplus' Declaration of Suitability** (click [here](#));
10. Qualifications of the applicant relating to the job that needs to be provided, together with recognition from the Malta Qualifications Recognition and Information Centre (MQRIC). Where recognition has not yet been obtained, a copy of the receipt from MQRIC needs to be attached with the application; **OR**

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;

Once the above-mentioned documents are submitted to Identity Malta Agency, the application is carefully assessed & then processed.

If the application is successfully approved, **Identity Malta will send an official invitation letter** to the applicant on the employer's address.

Successful applicants would need to then personally finalize their application by submitting the following documentation to the Expatriates Unit:

1. A copy of the invitation letter;
2. An original document of the application **Annex 5**;
3. A copy of the applicant's **visa & passport bio-page**;
4. **Local/European full refund insurance policy** showing all the aspects covered in support of the applicant in the eventuality of any type of medical assistance or hospitalization required during the first period of stay in Malta;
5. **Lease of property agreement** that clearly refers to the applicant. The termination date should be specified in the lease agreement;
6. **Health Screening**; - Click [here](#) to access the relevant information regarding documentation to be submitted in this respect.

Live-in carers need to pay €27.50. Other applicants need to pay an application fee of €280.50 upon submission of application. Payments are only accepted in cash or by means of cheque payable to Identity Malta Agency.

FOR OFFICE USE	
Vetting Date:	AFFIX BARCODE FOR OFFICE USE ONLY
Notes:	
Vetted by:	
Paid by:	<input type="checkbox"/> Cash <input type="checkbox"/> Cheque Cheque No.

Single Permit

Single-permit applications may be submitted by the employer on behalf of the applicant when the latter is still abroad. The Single Permit authorizes holders to legally reside & work in Malta for a definite period, which may be renewed.

In accordance with Subsidiary Legislation 217.17, third-country nationals may submit an application whilst either still-abroad or legally staying in Maltese territory.

Renewal

Applicants may proceed with their application for a renewal of the permit 90 days prior to the date of its expiry. It is to be emphasised that renewal of applications may only be submitted whilst their current permit is still valid .

Change in Address

Residence Card holders who have changed their residential address need to register their new address within one (1) week & present the following documents:

- i. Copy of the existing Residence Card;
- ii. Copy of the new property's purchase or rental agreement; &

Applicants would need to pay an application fee of €27.50.

Failure to do so may entail the revocation of the residence permit.

Lost Residence Card

Within three (3) days of losing one's residence card, applicants would need to (i) provide a valid local Police report, (ii) pay an application fee of €27.50.

Termination

The single permit's validity depends on the conditions laid when the permit was originally issued, including the specific employment undertaken. Consequently, the permit will no longer be valid should the applicant change employment.

In the eventuality of a job termination, the employer must submit a Termination Form to Jobsplus within four (4) days of the termination date (as per Legal Notice 426/12) & inform Identity Malta Agency on **worktermination.ima@gov.mt**

Failure to comply with the above, conditions may render the holder of the permit in violation of the provisions of the Immigration Act (Cap. 217).

PRIVACY POLICY - FORM 5.1

By submitting the Employment Still Abroad Form (the "Form") to Identity Malta Agency ("IMA"), you provide IMA with personal data (the "Personal Data") in the capacity of data subject. The aim of this Privacy Policy (the "Policy") is to comply with our transparency obligations under data protection legislation, to inform you about the entity responsible for processing your Personal Data, the purpose and legal basis for processing, for how long your Personal Data will be kept, with whom it will be shared and about your rights as a data subject under GDPR.

1. Data Controller and Data Protection Officer

IMA is the data controller, meaning the entity that defines the purposes and means for collecting and processing Personal Data under this Form. IMA is an Agency of the Government of Malta responsible for public administration services related to identity management. IMA Data Protection Officer ("DPO") is responsible to attend any query related to this Policy and in general to data protection at IMA.

The Data Protection Officer may be contacted by email or by regular post using the details provided below:

dataprotection@identitymalta.com

Attn. Data Protection Officer,
Identity Malta Agency Head Office,
Valley Road,
MSD9020, Msida, Malta.

2. Purposes and legal basis

The purpose for processing Personal Data by IMA is to receive, assess and process a request for renewal of employment by a third-country national. Personal Data collected in this Form will be used to populate IMA's information system, where the Personal Data will be kept in a highly secure manner.

Processing of Personal Data is necessary for the performance of a task carried out in the exercise of official authority vested in IMA.

3. Recipients

Personal Data will be accessed by IMA employees in charge of processing the Form. In case the need may arise, Personal Data will be also accessed by IMA suppliers in charge of maintaining IMA's information systems. Personal Data will also be shared with the National Statistics Office, JobsPlus and with the Principal Immigration Officer. This will be done in line with data protection legislation, and arrangements are in place in order to guarantee the security and lawfulness of these transfers. If necessary and proportionate for lawful and specific purposes, IMA may disclose Personal Data to other third parties (such as other Government entities or law enforcement authorities). Personal Data will not be transferred to third countries or international organizations.

4. Storage period

Personal Data will be retained for twenty years, which start counting from the moment that the Form is considered as dormant.

5. Your rights

You can contact the DPO in order to exercise your right to access, rectify, restrict and, as the case may be, erase the Personal Data, in compliance with applicable laws. You also have the right to object to the processing of Personal Data at any time, on grounds relating to your particular situation. If you feel that IMA has infringed your data protection rights, you may submit a complaint to the supervisory authority of the Member State of your habitual residence or place of work, or, alternatively, to the supervisory authority of the Member State where the alleged infringement has taken place.

DECLARATION

I hereby declare that I have read and understood all the contents of this form, that is, Parts I - VII, the Checklist, Notes to Applicants and Employers and Privacy Policy.

Signature of Applicant

Signature of Employer

IDENTITY MALTA AGENCY
Head Office,
Valley Road, Msida, MSD 9020 MALTA
T: +356 2590 4000
W: www.identitymalta.com
E: enquiries@identitymalta.com

EXPATRIATES UNIT
Valley Road, Msida, MSD 9020
MALTA
T: (+356) 2590 4800
W: www.identitymalta.com
E: eresidence.ima@gov.mt

ANNEX 5 - DECLARATION BY THE LANDLORD

To be completed when the applicant is in Malta

I, hereby, declare that the applicant, whose details are shown above, is residing in the address shown in PART I of the application form, which is owned or managed by the undersigned. I also declare that I will notify Identity Malta Agency should the applicant cease to continue residing at this address.

Name of landlord (IN BLOCK LETTERS)

ID/RES card no. Mobile No.

Number of Persons Residing in this Residence

Address of Landlord

Email address

Signature of Landlord Date

DECLARATION BY APPLICANT FOR AN EID ACCOUNT

Tick where applicable

- I declare that I wish to proceed with applying for an electronic identity account.
- I declare that I do not wish to proceed with applying for an electronic identity account.

Signature of Applicant Date: