

I D E N T I T Ā S

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IDENTITĀS

The Latin word **identitās** means identity. It refers to the quality or condition of being the same (identical), as well as the distinctiveness or individuality of a person. In broader terms, **identitās** encapsulates the concept of sameness, uniqueness, and selfhood.

At Sciberras Advocates, we understand that identity, or **identitās**, is at the core of each individual's journey. As a distinguished law firm in Malta specialising in immigration, we handle numerous procedures for third-country nationals related to work permits, change of employment, family reunification, related appeals and more. Our mission extends beyond merely navigating legal procedures; we are committed to honouring and safeguarding the unique identities of those we serve.

This guidebook was created to simplify the process, ensuring that you have clear, comprehensive, and accessible information at your fingertips. We recognise that a work permit is not just a legal document; it is a key to new opportunities, experiences, and growth for both the employer and the employee. By placing identity at the forefront of our services, here at Sciberras Advocates we want to show our commitment to upholding one's identity, and this is reflected in the meticulous attention and personalised service we provide.

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Non-EU Nationals Single Permit Application Process

Non-EU Nationals Single Permit Application Process (in Malta)

The following is a checklist for documents required for a single permit application of an individual already **in Malta**.

Documents required from the **employer** (company or self-employed individual).

1. VAT certificate
2. PE number
3. ID card/Residence card (front/back)
4. Covering letter
5. Phone number and email address
6. Proof of advert (not older than 6 months, posted on JobsPlus portal)
7. Work contract (clearly indicating job position and minimum monthly salary of €961)

Additional documents required when the employer is a **company**.

1. Service agreement
2. Memorandum and articles of association
3. Board resolution
4. Company certificate of incorporation

Documents required from the **employee**.

1. CV in Europass format
2. Full copy of passport (all pages) including entry stamp into Malta
3. Phone number and email address
4. Marital status (Single/Married/Separated/Divorced)
5. Last settlement of country before this application
6. Health insurance policy: in-patient & out-patient coverage (Starting date should match the date when the application is submitted)
7. Health screening results including chest x-ray
8. Health screening approval (the employer should send a copy of the health screening to the IDCU on workpermit.idcu@gov.mt and request approval)
9. Rental agreement (minimum 6 months)
10. Housing Authority approval (the landlord should register the rental agreement with the Housing Authority on www.rentregistration.mt)
11. Lease Attestation Form – completed and attested by a lawyer, notary or legal procurator

Non-EU Nationals Single Permit Application Process (still abroad)

The following is a checklist for documents required for a single permit application of an individual who is **still abroad**.

Documents required from the **employer** (company or self-employed individual):

1. VAT certificate
2. PE number
3. ID card/Residence card (front/back)
4. Covering letter
5. Phone number and email address
6. Proof of advert (not older than 6 months, posted on JobsPlus portal)
7. Work contract (clearly indicating job position and minimum monthly salary of €961)

Documents required from the **employee**:

1. CV in Europass format
2. Full copy of passport (all pages)
3. Phone number and email address
4. Marital status (Single/Married/Separated/Divorced)
5. Last settlement of country before this application
6. Pre-Departure Course

Once the employee has obtained the Approval in Principle by Identità, and obtained a visa to travel to Malta, the employee will then require presenting these documents upon arrival in Malta and at the time of the biometrics appointment to complete the procedure.

1. Copy of the entry stamp page and passport bio-page
2. Health insurance policy: in-patient & out-patient coverage (Starting date should match the date when the application is submitted)
3. Health screening results including chest x-ray
4. Health screening approval (the employer should send a copy of the health screening to the IDCU on workpermit.idcu@gov.mt and request approval)
5. Rental agreement (minimum 6 months)
6. Housing Authority approval (the landlord should register the rental agreement with the Housing Authority on www.rentregistration.mt)
7. Lease Attestation Form – completed and attested by a lawyer, notary or legal procurator

Highly Qualified Individuals

Identità offers two different work permits applications for highly qualified individuals.

Key Employee Initiative (KEI)

If an employee has an annual gross salary of at least €45,000, the employee can apply under the Key Employee Initiative. The administrative process of KEI applications follows that of the regular Single Permit, including the due diligence process, however the process is fast-tracked. The processing time is five working days.

Additional documents required from the **employee**.

1. Certified copies of the relevant qualifications, warrants or proof of work experience

For the **renewal** of Key Employee Initiative application, documents required are:

1. A valid definite or indefinite contract
2. Payslips and FS3 - Payslips of the last three months and FS3 covering the previous latest calendar year of employment.
3. The original annual tax declaration form stamped by the Office of the Commissioner for Revenue

Specialist Employee Initiative (SEI)

If an employee has an annual gross salary of at least €30,000, the employee can apply under the Specialist Employee Initiative. The administrative process of SEI applications follows that of the regular Single Permit, including the due diligence process, however the process is fast-tracked. The processing time is fifteen working days.

Additional documents required from the **employee**.

Possession of:

- either an MQF Level 6 or higher in an area directly related to the employment position being offered in Malta; or,
- other academic, vocational or other certified qualified skill qualifications, which equate to an MQF level lower than MQF Level 6, but which are directly related to the position being offered by the Maltese employer, together with, a minimum of three (3) years' experience in a position directly related to the one being offered in Malta.

Proof of experience must be presented in the form of either or a combination of the following:

- previous employment contracts (signed by both employer and employee);

- or employment history issued and officially certified (stamped or legalised) by the official employment authority in the country where employment was held;
- or reference letters by former employer/s. 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.

For the **renewal** of Specialist Employee Initiative application, documents required are:

1. A valid definite or indefinite contract
2. Payslips and FS3 - Payslips of the last three months and FS3 covering the previous latest calendar year of employment.
3. The original annual tax declaration form stamped by the Office of the Commissioner for Revenue

Renewal of Single Permit Application Process

Single Permits must be renewed yearly and may only be submitted while current permits are still valid. Holders may proceed with the renewal application within 90 days from the date of expiry of the Single Permit.

The following is a checklist for documents required for the renewal of a single permit application.

1. Work contract
2. Passport bio-page and residence card
3. Payslips of last three months
4. FS3 form signed by the employer
5. Rental agreement (minimum 6 months)
6. Housing Authority approval (the landlord should register the rental agreement with the Housing Authority on www.rentregistration.mt)
7. Health screening results including chest x-ray
8. Health screening approval (the employer should send a copy of the health screening to the IDCU on workpermit.idcu@gov.mt and request approval)

Change of Employer Single Permit Application Process

The following is a checklist for documents required for a change of employer single permit application.

1. CV in Europass format
2. Full copy of passport (all pages)
3. Phone number and email address
4. Marital status (Single/Married/Separated/Divorced)
5. Rental agreement (minimum 6 months)
6. Housing Authority approval (the landlord should register the rental agreement with the Housing Authority on www.rentregistration.mt)
7. Health screening results including chest x-ray
8. Health screening approval (the employer should send a copy of the health screening to the IDCU on workpermit.idcu@gov.mt and request approval)
9. Termination letter from Jobsplus
10. Copy of previous residence card
11. Proof of advert (not older than 6 months, posted on JobsPlus portal)
12. Work contract (clearly indicating job position and minimum monthly salary of €961)

New Additional Part-Time Permit Process

Third Country Nationals who are already in possession of a valid single permit and wish to take up secondary employment on part-time basis require an Employment Licence (work permit) issued by Jobsplus.

The following is a checklist for documents required for a new part-time work permit application.

1. Application form
2. Passport bio-page
3. Valid residence card (certified true copy)
4. A of a valid residence permit
5. CV in Europass format
6. Processing fee (€120 to be paid on application)

Renewal Additional Part-Time Permit Process

The following is a checklist for documents required for the renewal of part-time work permit application.

1. Application form
2. Last three payslips of secondary employment
3. Processing fee (€120 to be paid on application)

Change of Designation Application Process

The following is a checklist for documents required for a change of designation application.

1. Full copy of passport (all pages)
2. Phone number and email address
3. Marital status (Single/Married/Separated/Divorced)
4. Rental agreement (minimum 6 months)
5. Housing Authority approval (the landlord should register the rental agreement with the Housing Authority on www.rentregistration.mt)
6. Health screening results
7. Health screening approval (the employer should send a copy of the health screening to the IDCU on workpermit.idcu@gov.mt and request approval)
8. Cover letter by the employer explaining the nature of the new job position and the requirements for the new job position.

Notes

Identità Portal

To register employees on the Identità portal, there should be at least one individual employed with Jobsplus.

If a company is already registered on the Identità portal, the employer needs to connect Sciberras Advocates with the Identità portal to gain access to submit the application. This is done with an ID card number and date of birth.

Approval in Principle (AIP) letter

The Single Permit AIP letter has been updated to reflect a requirement for applicants who need a D-Visa to enter the Schengen area to submit their visa application within the first 60 days from the receipt of the AIP letter. This is to ensure that applicants start compiling the required documentation for the second part of their application process earlier, allowing ample time to proceed to Malta. The validity of the AIP letter remains 180 days.

The updated AIP letter (New and Still Abroad applications) now includes a full list of documents which are required during the biometrics appointment at the Expatriates Office. No new documents have been added to this list; however, original documentation must now be presented during the biometrics appointment for authenticity checks.

National Employment Visa Checklist

The Central Visa Unit published a simplified employment visa checklist to help applicants understand better the requirements of documents to be submitted for their national visa application. This can be accessed through the following link:

<https://identita.gov.mt/wp-content/uploads/2025/06/01.-List-of-Required-Documents-EMPLOYMENT-VISA.pdf>

The only new document added is the full Skills Pass, which is only required for applicants who have applied for a single permit to work directly, or indirectly, in the tourism and hospitality industry. These applicants will have to present a completed Phase 1 and Phase 2 certificate with their visa application. The Skills Pass will also serve as proof of the applicant's English language competency. Employers will now be included in any clarification requirements requested from the applicant, to ensure proper follow-up is carried out.

Visa Application Centres - Visa Application Declaration

The Central Visa Unit (CVU) has instructed all Visa Application Centres (VACs) to include a declaration with each application indicating whether all documents have been presented or not. In the case where not all documents are presented, applicants will be given the opportunity to return to the VAC to submit the missing documents. Should the

applicant fail to do so, or insist on proceeding with the incomplete application, this will be indicated on the declaration, which will also be signed by the applicant and submitted to the CVU.

Health Insurance Policy

The health insurance policy (in-patient & out-patient coverage) requires having a minimum coverage of €100,000. This insurance must cover medical treatment, including hospitalisation, in Malta and, if necessary, in other European Union countries. The policy must be valid for the whole first year of the residence permit, starting from when the application is submitted.

This is valid for new and still abroad applicants applying for employment purposes and family members applying under both regulations and policy.

The Health Insurance must be uploaded by the employee and not the employer.

Health Screening

Health screening for individuals working on the following jobs:

- Administrative jobs
- Construction/Manual workers
- Footballers
- Hairdressers/Makeup artists
- Working in transport
- Cleaners/Housekeepers
- Security guards
- Delivery persons
- Laboratory technicians working in a non-medical field (e.g. construction, chemicals, pharmaceuticals, etc);

and who are not from the list of countries listed in the provided link: https://hpd.gov.mt/idcu/work_permits_for_first_time_applicants; or have not resided there for 6 months, do not need health screening.

Pre-Departure Course and Skill Pass

Before travelling to Malta, all first-time TCN applicants will be required to complete a mandatory pre-departure course and present a valid certificate as part of the single permit application documents. Applicants must pass an online test delivered through the Skills Pass platform. Only successful candidates may proceed with a work permit application. Identità will begin verifying certificates on 1st March 2026.

Who Must Complete This Programme

The Pre-Departure Course is mandatory for:

- All candidates not currently working in Malta
- Candidates applying for their first single work permit in Malta

Candidates applying for employment in Tourism or Hospitality must also complete the Skills Pass – Tourism & Hospitality after finishing the Pre-Departure Course.

Programme Overview

The programme is divided into two main components:

1. Pre-Departure Course (Mandatory for all eligible candidates)
2. Skills Pass – Tourism & Hospitality (Mandatory only for tourism and hospitality roles)

Both components consist of online learning and examinations, with in-person interviews where applicable.

Fees and Payments

Pre-Departure Course Fee

- €245 Course Fee
- €5 Phase 2 Interview Booking Fee
- Total: €250

Skills Pass – Tourism & Hospitality Fee

- €230 (includes €5 booking fee for Phase 2 Interview)

The Skill Pass fee is paid after successful completion of the Pre-Departure Course.

Pre-Departure Course Structure

The Pre-Departure Course consists of two phases, both of which must be completed by eligible candidates.

Phase 1: Online Examination

All candidates must complete Phase 1

Key Features:

- Online learning through Coursera
- Video lessons, reading materials, and optional mock tests
- Online examinations based strictly on the topics taught
- Each exam duration: approximately 30 minutes
- Question types: Multiple Choice and True/False

Successful completion of Phase 1 is required to proceed to Phase 2.

Phase 2: Physical Interview

After passing the Phase 1 online examinations, candidates must attend a short in-person interview.

Interview Details:

- Conducted at the candidate's nearest VFS Centre
- Interview is booked through the online portal
- Focuses on:
 - Understanding of course topics
 - Basic communication skills
- Topics remain the same as Phase 1; only the assessment method changes

Course Content – Living and Integrating in Malta (Topics 1–10)

This section provides essential knowledge about daily life, work, and integration in Malta.

Topics Covered:

1. Introduction to Malta
2. Legal and Administrative Essentials
3. Social Norms and Daily Life in Malta
4. Accommodation and Cost of Living in Malta
5. Language and Communication in Malta
6. Health and Education in Malta
7. Transport and Waste Management in Malta
8. Inclusion, Integration and Community Life
9. Documentation Needed When Moving to Malta
10. Pre-Departure Checklist

Examination

- Online exam after completing Topics 1–10
- Duration: approximately 30 minutes
- Format: Multiple Choice and True/False questions

Course Content – Rights, Obligations & Workplace Standards (Topics 11–15)

This section focuses on workplace behaviour, rights, and legal obligations in Malta.

Topics Covered:

11. Workplace Culture and Expectations
12. Avoiding Exploitation and Knowing Your Rights
13. Basic Hygiene in Malta
14. Basic Work Ethics
15. Labour Law and Workers' Rights in Malta

Examination

- Online exam after completing Topics 11–15
- Duration: approximately 30 minutes
- Format: Multiple Choice and True/False questions

More information can be found here: <https://skillspass.org.mt/>

Workbook

If the employee is an unskilled worker, one needs to ensure that the job being applied for matches the job description on the workbook. This increases the probability of obtaining an approval for the work permit.

Malta Qualifications Recognition Information Centre (MQRIC)

If the employee is a qualified individual, one needs to ensure that the qualifications meet the right standards. This can be checked from here: <https://mfhea.mt/academic-qualifications/>.

Taxi Drivers

Taxi drivers require to apply for a driver's permit and tag issued by Transport Malta. For requirements and application process please refer to: <https://www.transport.gov.mt/land/professional-transport-services/professional-drivers-operating-for-hire-or-reward/taxis-and-electric-mini-cabs-778>

Catering Industry

Anyone working in the catering industry must present a copy of the Food handlers certificate.

Security Officers

Anyone working as a security officer must present a copy of the Security Tag and the police license.

Power of Attorney

Anyone requesting our services to enquire on status of or anything else, to Identità or any other government department or agency must provide us with a power of attorney giving Sciberras Advocates the authority to act on behalf of.

Jobsplus

Occasionally Jobsplus may contact the employer to confirm proof of works and establishment, so we it's important that employers keep on the lookout for such emails to avoid any delays in the processing of permits.

Extending the Interim Receipt (blue paper)

Identità has a new email address for extending the Application for Residence in Malta Interim Receipt – Temporary Authorisation to Work (blue paper). One must attach the receipt and send it to spextensions.identita@gov.mt to request an extension.

Other Services

Sciberras Advocates can assist in obtaining or drafting certain documentation that the employer might not have in hand, such as the PE number, employment contracts, board resolutions, service agreements, covering letters, appeals for work permit refusals and appeals for visa refusals, Jobsplus Engagement Forms, Jobsplus Termination Forms, payroll services, and more.

Furthermore, Sciberras Advocates can assist with other legal services. We invite to visit our website for more information: <https://sciberras.legal/practice-areas/>

Immigration FAQs for Third Country Nationals

Sciberras Advocates has created a comprehensive list of questions and answers targeting to third country nationals covering:

- Prior arrival in Malta
- Arriving in Malta
- Changing jobs in Malta

Visit the link here for more information: <https://sciberras.legal/practice-areas/immigration-law/immigration-faqs-for-third-country-nationals/>

Family Member Policy Application Process

A third-country national who holds a residence permit in Malta with a validity period of at least one year may apply to be joined by family members in Malta. Such family members include a spouse (if engaged in a monogamous marriage by law) and children. It's important that the family members are not physically present in Malta, otherwise they will be considered inadmissible.

The following is a checklist for documents required for the family reunification under the family member policy application process. All documents must be presented in original format.

1. A request in writing to Identità by the sponsor in order that the family member may join him/her in Malta, which should include details about the sponsor's:
 - Length of stay in Malta
 - Relationship with the family member
 - Other relevant information, including details on the place of residence where the family shall be residing
 - The expected duration of the sponsor's stay in Malta
2. Photocopy of all passport pages of the family member
3. Civil status certificates, such as birth or marriage certificates, attesting the relationship between the sponsor and the family member. These certificates must be Apostilled
4. Evidence of stable and regular resources declared with the Office of the Commissioner for Revenue: Currently the threshold is estimated to be €18,940 in addition to a 20% of the said median wage for each family member. To qualify the disposable income of the sponsor shall be superior to this threshold
5. A copy of the last six (6) payslips of the sponsor prior to the date of application and any additional acceptable income for the last six (6) months prior to application which would render eligible applicant to apply for such family reunification.
6. Evidence of accommodation regarded as normal for a comparable family in Malta which meets the general health and safety standard in force in Malta, by means of an architect attestation
7. Rental agreement
8. Housing Authority approval
9. Health insurance policy: in-patient & out-patient coverage (Starting date should match the date when the application is submitted)
10. For children aged 18 and older, health insurance policy
Where the family member is a minor: where the sponsor has sole custody, legal proof of care and full custody is required; where the custody is shared a signed agreement of the other parent's concession is required.
11. Health screening: refer to the following:
https://hpd.gov.mt/idcu/health_screening/family_reunification

A Power of Attorney is required as per the new form Identità
(<https://identita.gov.mt/expatriates-unit-main-page/>)

Any documentation in a foreign language must be translated to Maltese or English by a sworn translator. Sciberras Advocates can assist in outsourcing translation requests.

Family Member Policy Application Process OF TCNS Under the KEI and SEI

All the third-country nationals working in Malta under the Key Employee Initiative or Specialist Employee Initiative, may be allowed to bring the family members to Malta without waiting the usual one-year residency period, if certain conditions are met.

The sponsor must already have received an Approval in Principle for the residence permit under one of the initiatives: Key Employee Initiative or Specialist Employee Initiative.

The sponsor must prove that they have a stable gross annual income of at least €50,000 to support them-self and one dependent. For each additional dependent, one will need to show an extra €6000 in gross annual income. For each dependent family member, one must provide:

A health insurance policy with at least €100,000 in coverage, valid in Malta and other European countries. This insurance must cover both inpatient and outpatient medical treatment and remain active for the full duration of the residence permit. Health insurance policy (in-patient & out-patient coverage) should start from the date when the application is submitted.

For school-age children, proof of application to a private school in Malta.

Renewal of Family Member Policy Application Process

The following is a checklist for documents required for the renewal of the family reunification under the family member policy application process. All documents must be presented in original format. All documents must be presented in original format.

1. Copy of the sponsor's Maltese residence permit.
2. Evidence of stable and regular resources declared with the Office of the Commissioner for Revenue: Currently the threshold is estimated to be €18,940 in addition to a 20% of the said median wage for each family member. To qualify the disposable income of the sponsor shall be superior to this threshold
3. A copy of the last six (6) payslips of the sponsor prior to the date of application and any additional acceptable income for the last six (6) months prior to application which would render eligible applicant to apply for such family reunification.
4. Evidence of accommodation regarded as normal for a comparable family in Malta which meets the general health and safety standard in force in Malta, by means of an architect attestation
5. Rental agreement
6. Housing Authority approval
7. A copy of the health insurance plan (in-patient & out-patient coverage) for the applicant and the family member or proof of national insurance payments for the

preceding six (6) months or more. Starting date should match the date when the application is submitted

8. For children aged 18 and older, health insurance policy.

Where the family member is a minor: where the sponsor has sole custody, legal proof of care and full custody is required; where the custody is shared a signed agreement of the other parent's concession is required. When a child between the ages of 5 and 16 is subject to this application, a letter signed and stamped by the Head of School or another Education attesting to the child's enrolment in school is required

12. Health screening: refer to the following:

https://hpd.gov.mt/idcu/health_screening/family_reunification

Notes received from Identità

For the purpose of a **Family Member Policy application**, the sponsor would need to have resided in Malta for a minimum period of 1 year while holding a residence permit valid for a minimum period of 1 year and the financial requirement for this application is that of €18,940 Net, with an additional 20% of the said median wage for each family member. Additional overtime or allowances are taken into consideration when submitting an application under the basis of Family Member Policy. Moreover, please note that Family Member Policy allows more than one sponsor to support the application, provided that both sponsors are residing in the same household and that the secondary sponsor is another family member. Furthermore, please note that while holding this type of permit the applicant would not be able to work in Malta. In regard to children who are born in Malta, since they are not eligible to apply under S.L.217.06, these type of applications should be submitted under Family Member Policy.

For the purpose of a **Family Reunification (S.L.217.06) application**, the sponsor would need to have resided in Malta for a minimum period of 2 years while holding a residence permit valid for a minimum period of 1 year and the financial requirement for this application is that of Average wage 20% for each family member (gross). Additional overtime or allowances are not taken into consideration when submitting an application under the basis of Family Reunification. Moreover, please note that Family Reunification applications only allow for one sponsor to support the application for the family member. Furthermore, with a residence permit issued under this basis the applicant should be able to work in Malta however the applicant would need to liaise with Jobsplus for further assistance. In regard to children who are born in Malta, please be informed that they do not qualify under the Subsidiary Legislation (S.L.217.06) because the law was established to facilitate family reunification in situations where family members are separated and need permission to join their relatives residing in Malta. In the case of children born in Malta, there is no act of reunification taking place, as they are already present in the country.

Long Term Residence Application Process

The following is a checklist for documents required for the long term residence application process. All documents must be presented in original format.

1. A covering letter explaining:

(i) the intentions of the applicant to apply for the long-term resident status; and (ii) the background of the applicant in Malta, including: (a) accurate information on the applicant's first settlement in Malta, (b) the nature of the stay throughout the years, and (iii) the existence of any family members.
2. Chronological list of dates of arrivals and departures from the territory of the European Union. If one travel abroad for work, it's essential to have all relevant documentation readily available as proof.
3. Full copies of the passport/s used in the last five years prior to the submission of the application.
4. Proof of effective residence in Malta for the last five years prior to the submission of the application.
5. Tax declarations and (Jobsplus history) of the last two years prior to the submission of the application, confirming that the applicant has stable and regular resources which are equivalent to, at least, the minimum wage in Malta with an addition of another twenty percent of the national minimum wage for each additional member of the family;
6. A certificate by a warranted architect confirming that the applicant's accommodation is regarded as normal for a comparable family in Malta and meets the standards established by the Housing Authority.
7. Lease agreement signed by both landlord and tenant, which must include the full name, ID Card number of landlord, rental address.
8. The name of the tenant must match the name on the passport. If the landlord is not Maltese, a purchase agreement of the same premises must be presented.
9. A copy of the approval letter issued by the Housing Authority for the registration of property as a rental as per Chapter 604 of the Laws of Malta.
10. Evidence of sickness insurance covering the applicant and all the related family members, or proof of an exemption issued by the Entitlement Unit.
11. Evidence of complete integration measures, specifically:

- i. I Belong course provided by the Human Rights and Integration Directorate: confirmation of at least 100 hours of attendance and the achievement of an examination pass mark of at least 75%, obtained at most 12 months before the date of application; ii. A pass mark of at least 65% in MQF Level 2 Maltese language certificate; iii. Documentation showing that the relevant course fees have been paid. Lease Agreement Attestation Form - To be filled and signed by the landlord and also filled and officially stamped by a lawyer/ notary/ legal procurator.

Note: Individuals having stayed in non-EU regions for 6 months (consecutively) or 10 months (inconsecutively) will be refused.

Termination

In the eventuality of a job termination, the employer who applied for the specific Residence Permit:

- is obliged by law to submit a Termination Form to Jobsplus within four (4) days of the termination date (as per Legal Notice 110 of 1993 and Act No. XXVII Employment Training Services (Amendment) Act, and Legal Notice 226 of 2016)
- must inform the Expatriates Unit at Identità within four (4) days of the termination date either by:
 - submitting an online termination request as per section 'How to submit a Withdrawal or Revocation Request' on User Manual, or;
 - by sending an e-mail to worktermination.identita@gov.mt.

If the employer resists to give the termination:

The third-country national may submit a signed declaration to: hriu.jobsplus@gov.mt.

The third-country national is also obliged to:

- inform Identità of this termination by submitting an online request through the Portal or by sending an email to: worktermination.identita@gov.mt, and;
- return the residence card to Identità, Valley Road, Msida

Note: The applicant must check the details on termination form when the employer is submitting the termination for the employee, with special reference to the termination date.

Notes following the Malta Labour Migration Policy Implementation**Measures starting 1st August 2025****Monitoring of Minimum Termination Rates Prior to Application:**

Jobsplus will alert applicants if thresholds are surpassed. No penalties will be enforced at this stage, as a phased approach will be taken to align the market with acceptable rates. As of October 2025, the threshold will be set at 15 percentage points above the target and will decrease by 5 percentage points every three months until July 2026.

Vacancy Requirement:

Applicants must provide proof that vacancies were advertised for two to three weeks on appropriate media channels. As of October 2025, advertisements on the Jobsplus/EURES portal will be compulsory.

Redundancies:

If an employer has made any worker redundant (regardless of nationality, including Maltese nationals) due to business closure or lack of work for the same job position during the previous 12 months, the application will be rejected.

Timely Submission of Engagement and Termination Forms:

Employers who fail to comply will receive notifications. Regularisation will occur gradually.

Compliance with the Persons with Disability (Employment) Act (CAP 210):

Employers found to be in breach will be informed immediately. Sanctions will follow non-compliance. Applications for TCN workers will be suspended until the end of the month in which the employer achieves compliance.

Updated Fee Structures:

First-time applications: €600

Renewal fee: €150 per year for the duration of the permit

Change of employer: €600

Change of designation: €300

For occupations in the health sector and roles involving elderly and disability care, all fees will be set at €150.

Any other fees currently below this threshold will remain unchanged.

Extended Grace Period for TCNs After Employment Termination:

The new flexible approach will be granting TCNs a 30-day period following employment termination, during which these TCNs may legally remain in Malta to seek new employment. Furthermore, it includes a provision to extend this initial 30-day period by an additional 30 days, bringing the total potential stay to 60 days, contingent upon the TCN demonstrating sufficient financial resources to support themselves without accessing social assistance.

New Salary Benchmarks for KEI and SEI:

KEI: an annual gross salary of at least €45,000 per annum

SEI: an annual gross salary of at least €30,000 per annum

Restrictions on Single Permit Applications for Non-Work Visa Holders:

Applications from TCNs present in Malta on visas not allowing work (e.g. tourist visas) will be rejected. The engagement of sportspersons is exempted from this restriction. Identita' shall have discretion to exempt applications, only in exceptional and genuine cases.

Verification of Renewal Applications:

Renewals will be contingent upon verification that the working conditions, as stipulated in the work contract at the time of single permit application approval, are being maintained. Jobsplus and Identita' will request confirmation – including through information collected from tax authorities – that the working conditions are being met.

Workforce Limitation Threshold

Employers must check about the Workforce Limitation Threshold on the Jobsplus portal. This can be checked by logging into the account. If the company has subsidiaries, then all the employees will be counted together for the purpose of calculating the quota.

This threshold is aimed to control growth of a company in period of 1 year and calculations depend on the size of the company:

- Micro firms (1-9 employees): can grow yearly up to 200%
- Small firms (10-49 employees): can grow yearly up to 100%
- Medium firms (50-249 employees): can grow yearly up to 50%
- Large firms (250+ employees): can grow yearly up to 25%

Exemptions include:

- Occupations that fall under the health sector
- Occupations that fall under the care of persons with disability and the elderly
- Sportspersons
- KEI applicants
- TCN Students under LN (Level 5 or higher)

Support Measures for Partners and Families:

The following categories of individuals will be issued a residence permit that explicitly includes a notation exempting them from the standard single permit process typically required for TCNs:

- partners of Maltese nationals
- parents of Maltese nationals who are under 23 years old.

In such cases, an employment licence would still be required but this would be similar to that granted to beneficiaries of protection (on their own name, not restricted to an employer).

New Fees

- Family Reunification
- Family Members Policy
- Family Unity
- Students

Applicable fee for New and Renewal Applications: €50

- Long-Term Residence

Applicable fee for New Applications for 5 years: €500

Measures starting 1st October 2025:**Salary Payment Method for Newly Engaged TCNs**

All salary payments to third-country nationals whose employment have been registered from 1 October 2025 onwards, must be conducted exclusively via licensed financial institutions (electronic payments). Cash payments will no longer be recognised as fulfilling the requirements of the employment contract.

Interim Permits for TCNs from Visa Waiver Countries

TCNs that originate from visa waiver countries and apply for a single permit within 60 days of entering the Schengen Area will be granted an interim permit allowing them to remain in Malta while their application is processed. However, individuals applying between 61 and 90 days after entering the Schengen Area will be required to await the application's outcome from outside the Schengen Area.

Support for Victims of Human Trafficking

Third-country nationals identified as victims of human trafficking who apply for residence permits under S.L. 217.07 will be exempt from application fees. These permits will be valid for one year rather than the current six months and may be renewed throughout the entire duration of any related court proceedings.

Documents to Assist the Process

Sample Covering Letter

Letterhead with details of Employer

[Date]

I, [Name/Surname], of ID card number [123456], a self-employed with PE number [123456], after having reviewed all documents and understood all terms and conditions applicable to Organisation Services made available through the electronic portal of the Government of Malta UNANIMOUSLY RESOLVE AS FOLLOWS:

- (a) To enter into an Organisation Services Agreement in order to enable the Organisation to make use of the Organisation Services and Organisation Services Functionalities (as described in the Organisation Services Agreement) available through the electronic portal of the Government of Malta.
- (b) To authorise and appoint [Name/Surname] of the employer to sign, execute and deliver on behalf of the Organisation.
- (c) To authorise and appoint [Sciberras Advocates - Name/Surname], having ID Card Number [1234567] to act as Organisation Manager and carry out the duties of an Organisation Manager.

Signed this: [Date]

Signature

[Name/Surname]

Sample Proof of Advert



...

I am looking for a house keeper to help me. Interested people can send me an email on [Redacted] or else contact me on [Redacted]

21st February 2024

👍 Like 💬 Comment 📧 Send ➦ Share

Sample Service Agreement

This document is required only if the employer is a company.

<https://sciberras.legal/wp-content/uploads/2024/07/Sample-Organisation-Services-Agreement.pdf>

Sample Email for the Health Screening Approval

To: workpermit.idcu@gov.mt

Subject: [Employee Name/Surname] – [Job Title]

Dear IDCU,

kindly register [Employee Name/Surname] health screening as soon as possible and send the approval email. For your reference we have attached the health screening documents.

Thank you for your assistance.

Kind regards,

[Name/Surname]