



10th July 2025

Policy Note about Submission of Engagement and Termination Forms

Following the launch of the National Migration Policy announced by Hon. Byron Camilleri, Minister for Home Affairs, Security and Employment, and in line with Chapter 594 of the Laws of Malta, the Employment and Training Services Act, employers are required to submit engagement and/or termination forms no later than four working days from the effective date of employment/termination.

Art 36 and Art 37, Chapter 594 stipulates:

36. Any employer, who employs another person whole-time, part-time or otherwise under a definite or indefinite contract or on probation shall notify Jobsplus of such employment by any means which may be established by Jobsplus from time to time.

37. Any person, hereinafter referred to as “self-employed person”, who takes up a gainful occupation whole-time, part-time or otherwise, other than in a contract of employment with an employer, shall notify Jobsplus of such occupation by any means established by Jobsplus from time to time.

whereas, Art 40, Chapter 594 stipulates:

(1) When a contract of employment is terminated the employer shall, within four days from the date of termination, notify Jobsplus by any means as may be established from time to time, of the date of termination. Jobsplus shall then issue an acknowledgement therefor as soon as possible.

(2) The provisions of sub-article (1) shall apply mutatis mutandis to a self-employed person, when such person ceases to be engaged in a gainful occupation.

Jobsplus reminds employers that timely submission of employment forms ensures accurate record-keeping and compliance with legal obligations. For any clarifications related to the submission of engagement and termination forms, you are kindly requested to contact Jobsplus on Freephone Servizz.gov 153 (Ext. 18) or consult the relevant section of the Jobsplus website [via this link](#).



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