



**New Employment Licence Application Checklist  
for a Third Country National acting as a *Service Provider* to  
a local employer**

- A filled in application form, ELU/FM - 009, duly signed by the host company in Malta.
- A copy of all the passport pages. The page containing the personal details of the TCN (bio page) needs to be certified as a true copy.
- A certified true copy of a valid Residence Permit or Interim Permit or a Valid Visa (*refer to note*).
- Notification re validity of Visa/ Authorisation to Stay in Malta (FM-034) – *if applicable (see Notes)*.
- Covering letter by local company, explaining in as much detail as possible, the need for such worker, including copies of the service agreement between the company abroad and the host company in Malta.
- A Position Description (as per template provided, ELU/FM-011), duly signed by the employer.
- A Curriculum Vitae (as per template provided, ELU/FM-012) of the prospective employee, duly signed by the TCN.
- Declaration of Suitability (ELU/FM-038) duly filled in by the local company.
- Processing Fee (€150 to be paid on application and €80 to be paid on issue of Licence).



## Employment Licence Unit

### Notes :

- An incomplete application will not be accepted.
- Copies of documents can be certified true copies either by the employer, against the original passport, or by a Malta Embassy official or a lawyer, or a doctor, whose details must be clearly legible. Self employed persons cannot certify their own documents.
- Notwithstanding this checklist, applicants are invited to read thoroughly through the Employment Licence Guidelines, to check for additional documents that may be needed for the issue of an Employment Licence in respect of particular occupations.
- Information on application, processing and issuance of Employment Licences may be found in the Employment Licence Guidelines on the Jobsplus website at [www.jobsplus.gov.mt](http://www.jobsplus.gov.mt).
- The application and supporting documents must be sent via email to [applications-licences.jobsplus@gov.mt](mailto:applications-licences.jobsplus@gov.mt) or sent by post/hand delivered to the Employment Licence Unit, Jobsplus, Head Office Hal Far BBG 3000. Information on opening hours is also available on the Jobsplus website at [www.jobsplus.gov.mt](http://www.jobsplus.gov.mt)