



## **Renewal of Employment Licence Application Checklist for a Third Country National**

### Application for a RENEWAL of Employment Licence

- A filled in application form, ELU/FM-009, duly signed by employer.
- A certified true copy of the pages of the valid passport containing the personal details of the TCN – **only if since the last application these would have changed.**
- A certified true copy of a valid Residence Permit or VISA.
- Covering letter by employer, declaring that no changes will be taking place or have taken place vis a vis the position description and/or CV of the TCN.
- A copy of the last three payslips and FS3.
- Processing Fee (€150 to be paid on application and €80 to be paid on issue of Licence).

### **Notes :**

- An incomplete application will not be accepted.
- The copy of the passport can be certified true copy by the employer. In the case of a self employed person, the certification is to be done by a lawyer, doctor or embassy official, whose details must be clearly legible.
- Any changes would necessitate an application for a NEW Employment Licence together with all the requirements.
- 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)