



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.
- 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.
- The application and supporting documents must be sent or 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