

DEPARTMENT FOR CITIZENSHIP AND EXPATRIATE AFFAIRS

The Director,
Department for Citizenship
and Expatriate Affairs,
3, Castille Place,
Valletta CMR 02

APPLICATION FOR AN EMPLOYMENT LICENCE
[Section 11 of the Immigration Act (Cap. 217)]

THE NOTES OVERLEAF SHOULD BE READ CAREFULLY BEFORE FILLING IN THE APPLICATION.
ALL THE ITEMS OF THIS FORM SHOULD BE COMPLETED AS OTHERWISE IT WILL BE RETURNED TO
APPLICANT.

I, the undersigned, hereby apply for the issue of an employment licence to MR/MRS/MS*

* Name of person on behalf of whom the application is being made.

1. Surname: _____
2. First Name(s): _____ 3. Marital Status: _____
4. Full Name of Spouse: _____
5. Address Abroad: _____
6. Address in Malta: _____ Post Code: _____
7. Place and Country of Birth _____ / _____ 8. Date of Birth: _____
9. Nationality: _____ 10. Passport No: _____
11. Place of Issue: _____ 12. Date of Issue: _____
13. Expiry Date of Entry Permit/Visa (vide note No. 3 overleaf): _____
14. Father's Name: _____
15. Mother's Name and Maiden Surname: _____
16. Post Offered: _____
17. Place of Work: _____
18. Expected Duration of Appointment: _____
19. Type of Business: _____
20. Name of Company/Firm: _____
21. Company/Firm's Address: _____
22. Telephone Number(s): _____ 23. Telefax Number: _____

**I am enclosing his/her Curriculum Vitae as well as three (3) photographs
(Passport type).**

Date: _____ / _____ / _____ Signature: _____

Name in block letters: _____

Designation: _____

NOTES

1. This application must be made by a prospective employer. Applications are to be signed only by a Director or a person holding a senior managerial position in the establishment concerned.
2. Applications for the employment of an expatriate must reach the Director, Citizenship and Expatriate Affairs **at least three clear months** before the expatriate is due to start work. In the case of entertainers, groups, etc., applications must be received **at least ten clear days** before the performer/s is/are due to start working in Malta. The curriculum vitae must include the date an artist, group, etc., started his/her/their performing career and the most important places where he/she/they have performed, including the date and place of his/her/their last performance.
3. At item 13 overleaf applicant should state whether the expatriate concerned is **still abroad**. If he/she is already in Malta, the **expiry date** of his/her 3 -month entry permit **OR** of his/her Visa should be indicated. Moreover, a photocopy of the page/s from the passport containing photo/details as well as of the page containing the entry stamp/visa, should accompany the application. **N.B. UNLESS THE FOREGOING IS COMPLIED WITH, THE APPLICATION WILL BE RETURNED TO APPLICANT.**
4. Where an expatriate's services are required beyond twelve months an application for the extension of his/her employment licence must be submitted **six months before it is due to expire**. In the case of a licence with a validity period of less than twelve months but more than three months, an application for an extension is to be sent **three months before it is due to expire**.
5. The employer's and the expatriate's attention is drawn to the fact that no expatriate may take up employment before he/she is in possession of an employment licence. Heavy penalties are envisaged in the Immigration Act (Cap. 217) for any infringement of its provisions by the employer and/or the expatriate.
6. In accordance with the Immigration (Residence Permits and Employment Licences) (Fees) Regulations, 1993 - Legal Notice No. 15 of 1993, as subsequently amended, the following fees are payable for:

an application for an employment licence	Lm10
the issue/renewal of an employment licence valid for -	
One year	Lm15
Two years	Lm30
Three years	Lm45
An Indefinite Period	Lm75

Cheques should be made payable to:

The Director, Citizenship and Expatriate Affairs

7. No fee is due when a request for the extension of a licence is made.
8. The Department may be contacted on Telephone Nos: 250868, 250569/73 or Fax No: 237513.

FOR OFFICE USE

Receipt No. _____ Issued On _____