



KYSHEN
INTERNATIONAL

MALTA SELF-EMPLOYMENT LICENSE

ELIGIBILITY

In respect of Third Country Nationals, a self-employment license is required and is only granted in **exceptional cases**.

In particular, in order to qualify for self-employed status, a TCN must **meet one or more** of the following criteria:

- Investment in Malta capital expenditure of **at least €500,000 within 6 months** from the date on which the employment license is granted.
 - * Capital expenditure shall **only be comprised of fixed assets** (such as immovable property, plant and machinery) acquired for the business purposes as indicated in the business plan submitted with the application.
 - * **Rental contracts do not qualify.**
 - * Such expenditure needs to be **verified by receipts** in the TCN's name.
 - * The application moreover needs to include a **letter of reference** in respect of the TCN, from a **well respected Maltese bank** that certifies that the TCN has the resources to generate such capital;
- **A sound business plan** to be compiled as part of the application by highly skilled innovators who must pledge to employing **at least three EEA/Swiss/Maltese Nationals within eighteen (18) months of establishment**. This condition is intended for individuals who are (1) highly skilled (qualification certificates of ISCED Level 6 or higher) and (2) who will be kickstarting a project which is highly innovative;

ELIGIBILITY

- An individual managing a project that has been **formally accepted by Malta Enterprise** and duly apprised by the latter to Jobsplus.

Applications bearing a robust commitment for the inclusion of EEA/Swiss/Maltese Nationals as part of the staff brigade will aid in the favourable examination of an application.

If the TCN plans to establish a company and to apply as an employee (i.e. director/owner) of said company, the application needs to be submitted with the Department of Citizenship and Expatriate Affairs as this would qualify the applicant for a single work permit application.

APPLICATION SUBMISSION AND TIMEFRAME

A non-refundable **processing fee of €230,00** is required upon submission of application.

Upon attaining an employment license, TCNs may **relocate their family members to Malta** provided that the relevant TCNs produce evidence of possessing sufficient financial means to support each family member under consideration.

There is **no standard timeframe** regarding the issuance of a self-employment license. Therefore, such a timeframe is conditioned on a **case-by-case basis**.

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MALTA SELF-EMPLOYMENT LICENSE

Malta Self-Employment License

- Application Fee €230,00
- Valid Residence Permit / Visa
- Case by Case Basis
- Reference Letters

APPLICATION CHECKLIST

Full copy of **passport**, including the blank pages;

A certified true copy of a **valid Residence Permit or Interim Permit or a Valid Visa**.

A **Curriculum Vitae** of the prospective employee, duly signed by the TCN.

Qualifications of the applicant relating to the position on offer, together with recognition from the Malta Qualifications Recognition and Information Centre (MQRIC).

In the case of a regulated profession, **evidence that a person is able to practice the relevant profession** in Malta, is to be obtained from the relative profession council.

With the exception to regulated professions, if the prospective employee lacks formal qualifications in the occupation for which s/he will be engaged, **at least three years of related work experience must be proven through references**.

NOTES

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 the above checklist, applicants are advised to read thoroughly through **the Employment Licence Guidelines**, to check for further documents that may be required for the issue of an Employment Licence in respect of specific occupations.

ADDITIONAL INFORMATION

Should you wish to request more information on the **Malta Self-Employment License**, and find out more about how **Kyshen International** can facilitate the whole process, kindly forward your enquiry on **mark.hyzler@kyshen.com** or **info@kyshen.com**.

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MALTA SINGLE WORK PERMIT APPLICATION

THE CERTIFICATE

Third Country Nationals (TCNs) who desire to work and reside in Malta for a period of time **longer than six (6) months** must submit a single work permit application (i.e. CEA Form C) and supplementary documentation.

The single work application covers two procedures in one, that of a work permit and that of an e-residence card, providing **temporary residence based on the employment of the applicant** in Malta.

A single work permit is issued in relation to TCNs who work with a specific employer to perform a specific full-time job in Malta. As a result, the employee **cannot use the license to take up a different job**, or to work for another employer even on a part-time basis.

All employment licences are normally issued for a **maximum duration of one (1) year** and can be renewed upon request.

Generally, the single work permit applications are liable to **labour market considerations by the Authority** including, among other things.

- the national situation concerning the excess or shortages in the given occupation and sector;
- the employer's history and condition in terms inter alia of recruitment and redundancy patterns;
- business investments;
- and contractual commitments.

The TCNs' **skill level, relevant experience and overall suitability** for the position under consideration are moreover taken into account.

APPLICATION SUBMISSION

Applications can be submitted either whilst the TCN is in Malta or by the potential employer in Malta whilst the TCN is still abroad.

Among other documentation, it is imperative that the TCN applying for a single work permit is in possession of:

- one or more than one **reference letters covering at least three (3) years of experience** with respect to the work position referred to in the single work permit application;
- **a contract of employment or letter of intent** signed by the applicant and the prospective employer in Malta.

A non-refundable processing fee of **€280,50** is due upon submission of application.

TIMEFRAME

Single work permits are normally issued within approximately **three (3) months** following the date of submission. This single work permit remains active for a **maximum duration of one (1) year** and can be reinstated for following periods of one (1) year each.

If the application is not accepted, a rejection letter should be received the applicant within **fifteen (15) working days** from the date on which the same application is submitted.

The TCN has the right to appeal the rejection letter **within three (3) working days** from the date of receipt.

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MALTA SINGLE WORK PERMIT APPLICATION

Malta Single Work Permit

Application Fee €280,50

Subject to Labour Market Considerations

Purchase Agreement or Lease Agreement

Reference Letters

APPLICATION CHECKLIST

- Full copy of **passport**, including the blank pages;
- **Covering letter** by the employer, explaining in detail the necessity of the position on offer;
- Any **supporting documentation** such as contracts, evidence of relevant commercial activity and sites of work should be provided to substantiate the application;
- **Work contract** signed by the applicant;
- **Position description**, according to template provided, filled by the employer and signed by the applicant;
- **Curriculum Vitae** of the applicant, according to template provided, signed by the applicant;
- **Qualifications of the applicant** relating to the job that needs to be provided, together with recognition from the Malta Qualifications Recognition and Information Centre (MQRIC).
- **Reference letters** in relation to position under consideration.

APPLICATION CHECKLIST

- **Comprehensive health-insurance policy**, showing all aspects being covered, which supports the applicant in the eventuality of requiring any type of medical assistance or hospitalisation during the whole period of stay in Malta;
- **Lease agreement or purchase agreement of property** which makes clear reference to the applicant. The termination date should be specified in the lease agreement;
- **Health screening** (chest X-Ray) done at a private health centre, applicable for applicants coming from countries with a high occurrence of tuberculosis.

ADDITIONAL INFORMATION

Should you wish to request more information on the **Malta Single Work Permit**, and find out more about how **Kyshen International** can facilitate the whole process, kindly forward your enquiry on **mark.hyzler@kyshen.com** or **info@kyshen.com**.

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