

Checklist for Third Country Nationals applying for a single permit under the Key Employee Initiative

Applicants must be in possession of a valid authorisation to reside in Malta. Such authorisation may be in the form of a residence permit or a Visa. Non-Visa nationals must submit their application within three months upon arrival in Malta.

The applicant is required to present the following documentation in original format:

1. CEA Form C (Non-EU) – Application for a residence permit on the basis of employment. The form must be endorsed by the employer with an official stamp and signature of the responsible official;
2. Form ID 1A – Identity Registration Form – Non-Maltese Nationals, together with an application fee of €280.50;
3. Full copy of passport, including the blank pages;
4. Declaration by the employer stating that the applicant have the necessary credentials to perform the duties being assigned;
5. Draft work contract showing an annual gross salary of €30,000;
6. Curriculum Vitae of the applicant;
7. Certified copies of the relevant qualifications, warrants or reference letters;
8. Full-refund 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 first year of stay in Malta;
9. Lease agreement or purchase agreement of property which makes clear reference to the applicant. If renting property, the applicant is required to present a Rental Declaration Form;
10. The relevant health screening approval from the Health Promotion and Disease Prevention Directorate - this may depend on the nationality of the applicant and the type of job being applied for.

Identity Malta retains certified copies of documents where original documentation would not be possible to retain. Applicants whose application will be submitted while still abroad must present the original documentation once their application is approved in principle.

Identity Malta may request additional clarifications on applications. Where it is found to be impossible to conclude the application process within five working days, the applicant and the employer will be informed with the reasons of the delay affecting the application process.

The Agency reserves the right to exclude applicants and employers from the KEI if it is confirmed that applications submitted under the scheme contained false or misleading information.