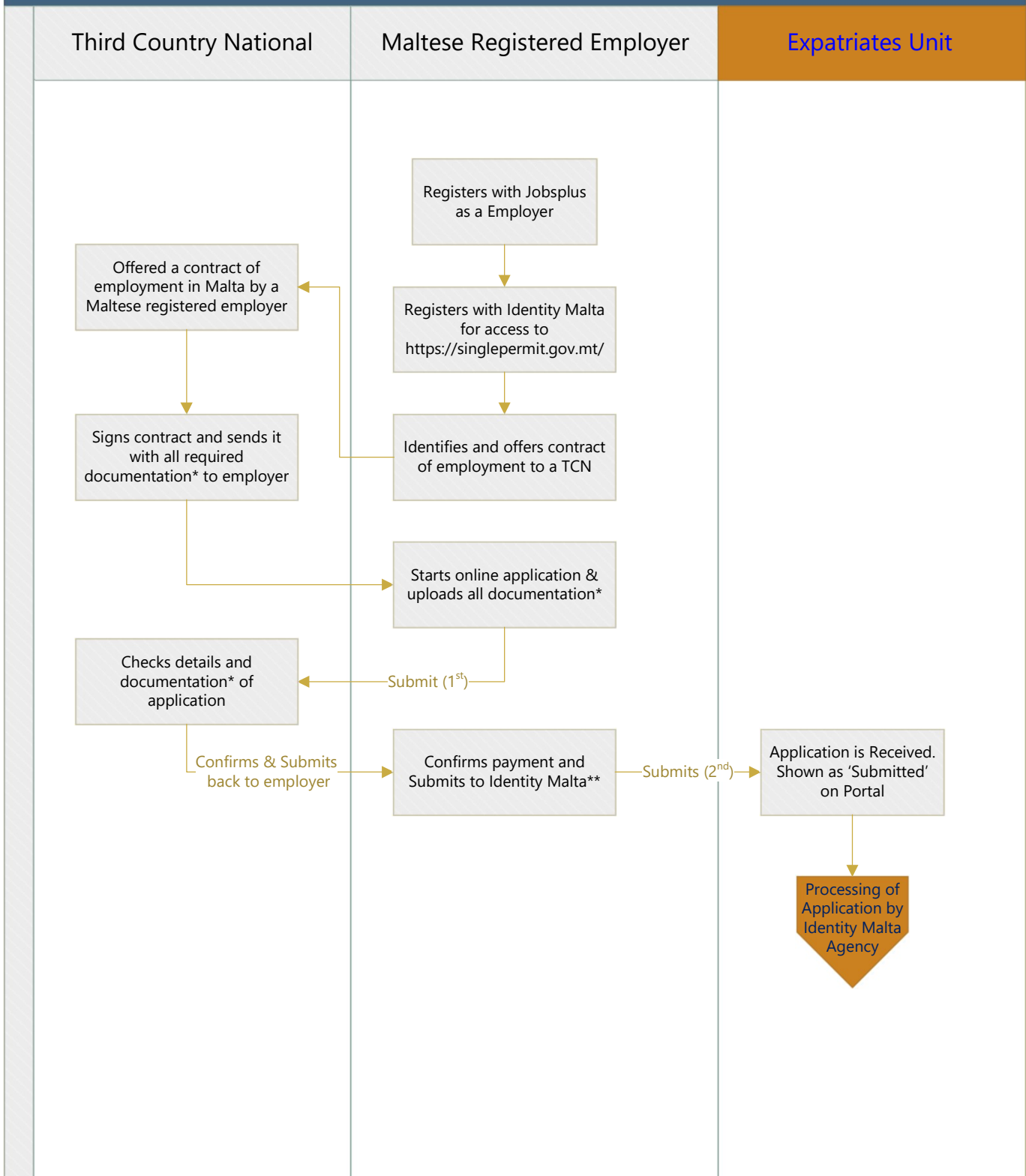


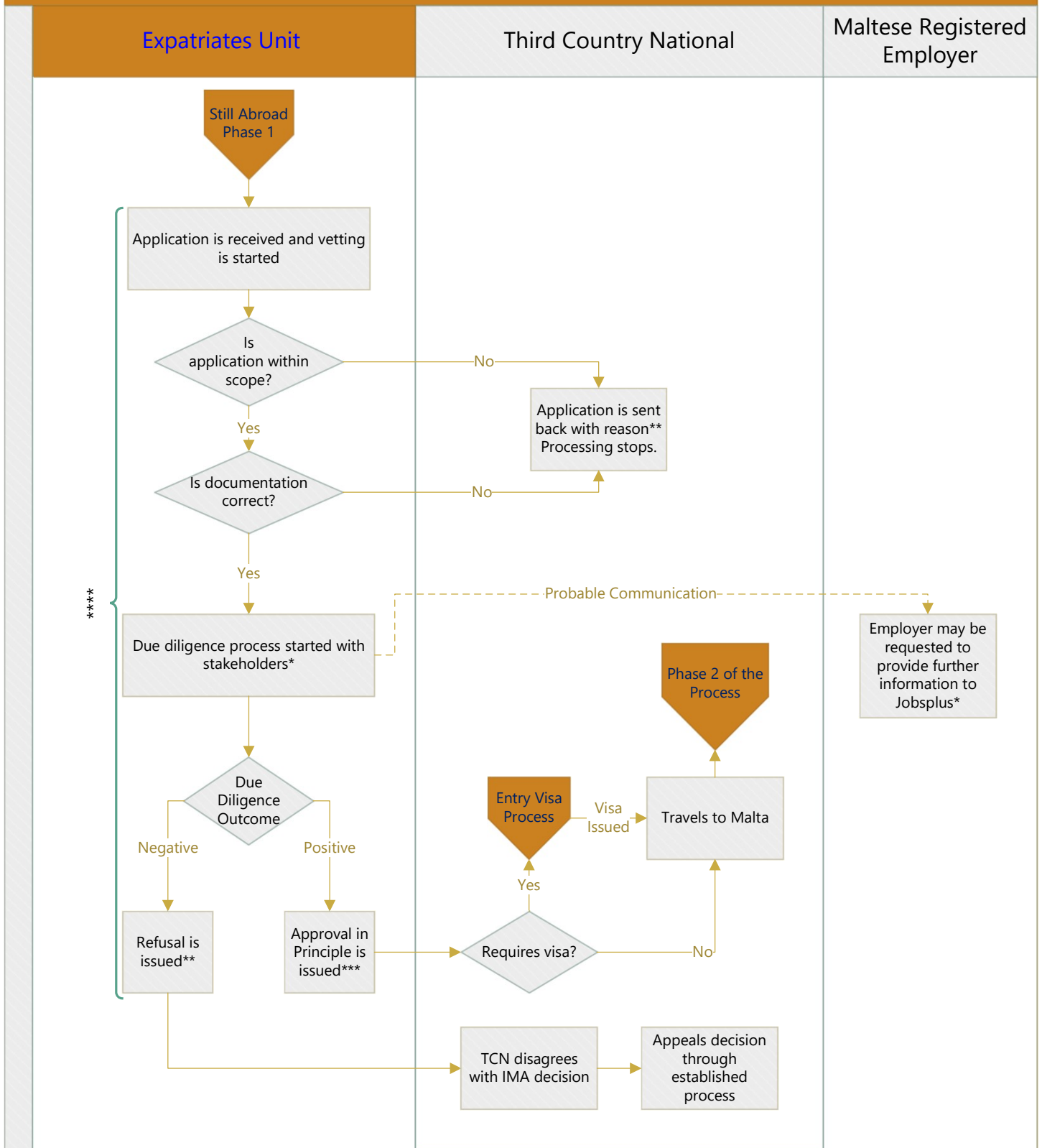
Still Abroad Application for Single Permit – Phase 1



* An application may only be considered as submitted when accompanied by all requested documentation. Submitting a partial application does not regularise a third-country national's position and the application vetting process will not be initiated by Identity Malta Agency.

** By submitting an application to Identity Malta Agency, the employer is confirming the intention to employ the third-country national for whom the application is being submitted, in the designation and in line with the conditions indicated in the application and accompanying documents. Such intention will be communicated and made available to the Agency's stakeholders (i.e. Jobsplus and the Malta Police) as part of the due diligence process.

Processing of Application by Identity Malta Agency



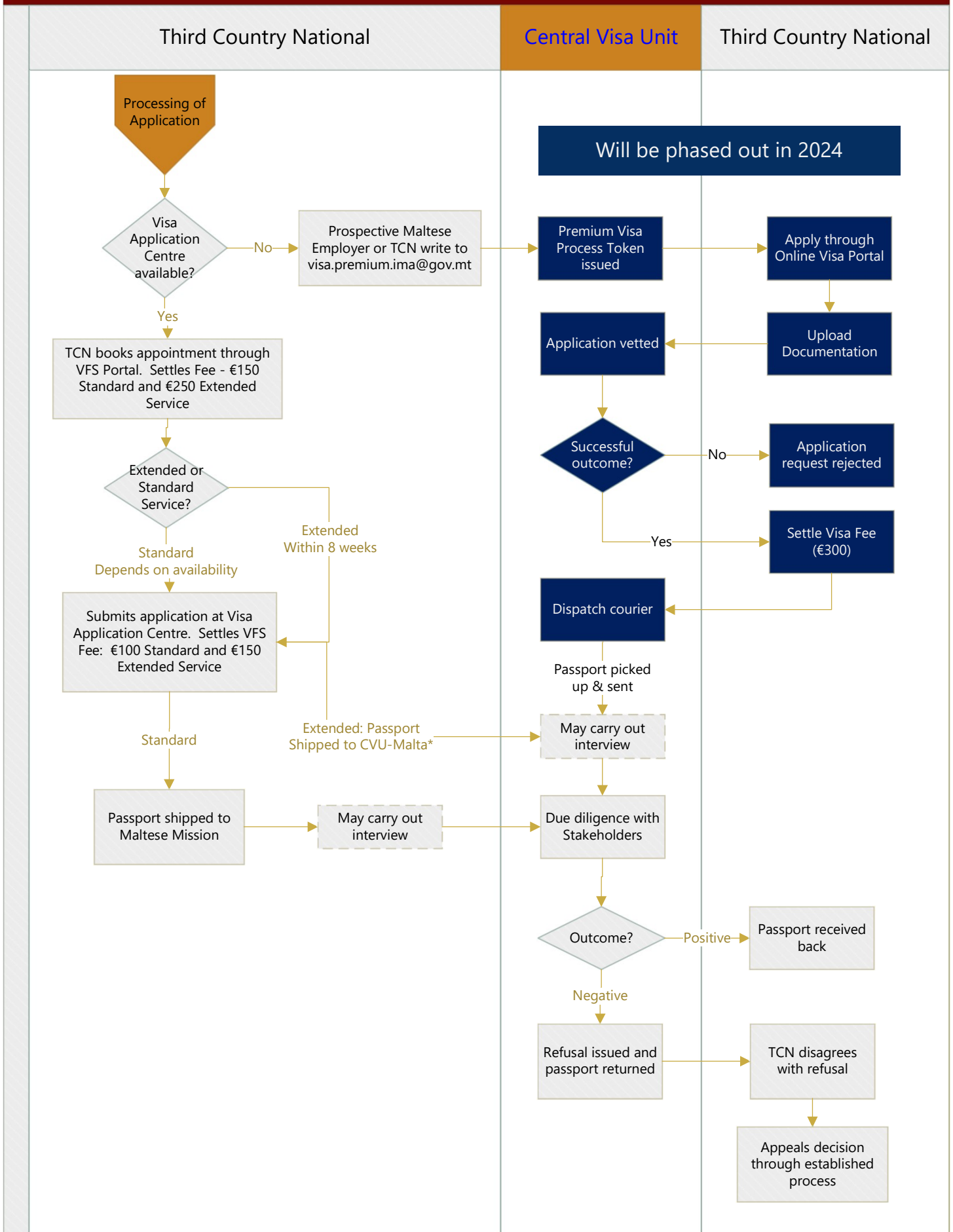
* During the due diligence process, the employer may be contacted by Identity Malta Agency and/or Jobsplus, requesting information or additional clarification. Application process is halted until requested information is provided.

** Communication from Identity Malta Agency with regards to a Single Permit application is sent to the third-country national, with the Employer being kept in copy. It is imperative that the e-mail address listed on the application for single permit on behalf of the third-country national belongs to same third-country national. Listing an alternative e-mail address which belongs to someone else may constitute a false declaration and provisioning of false information.

*** Obtaining a provisional approval for the single permit application, through the issuance of an Approval in Principle letter does not guarantee the issuance of an entry visa. The entry visa process is separate and independent and is subject to a separate due diligence review.

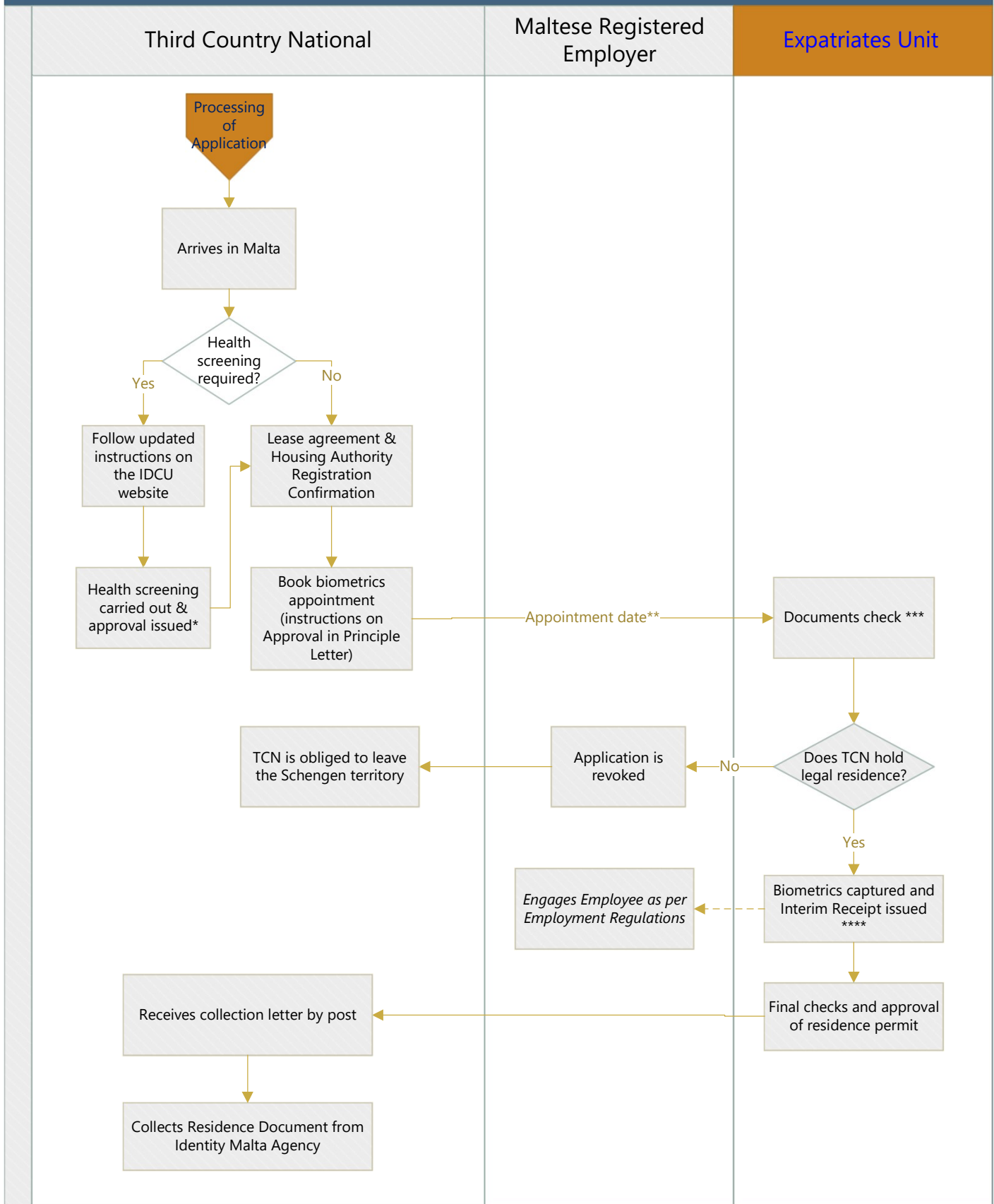
**** The process between the submission of an application, which has been submitted including full documentation and the outcome decision may take up to four (4) months, as per S.L. 217.17. Currently this process is being administered by Identity Malta Agency within a period of 6-8 weeks, provided that application is not returned (Portal Status=Send Back) and not including the time it takes for the Agency and its stakeholders to receive feedback.

Entry Visa Request and Processing



* Where service necessitates the shipping of the passport document outside the country of the applicant, there is a possibility that it may be prohibited by national law, unless there is a pre-existing bilateral agreement between the respective governments that overrides such limitations.

Still Abroad Application for Single Permit – Phase 2



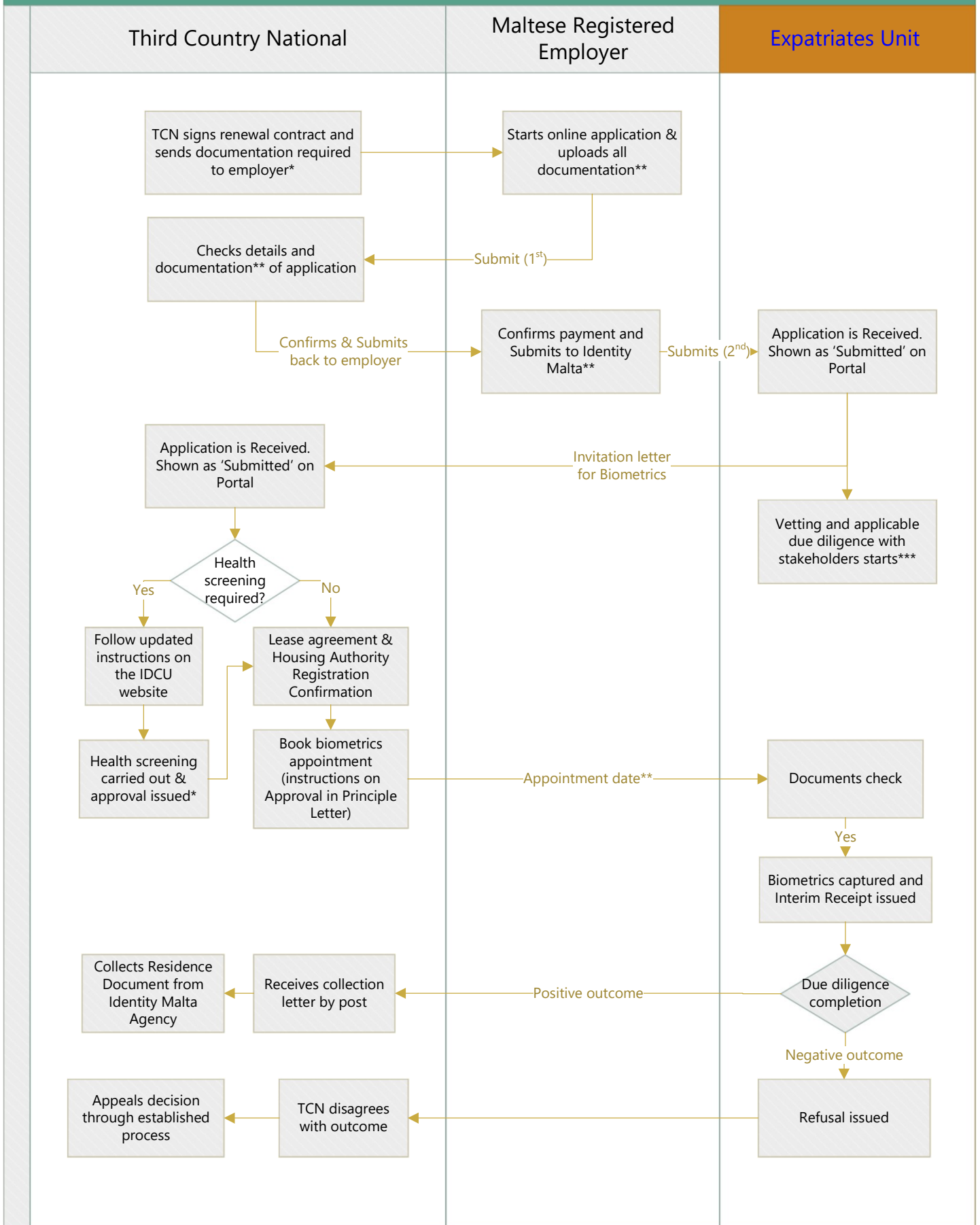
* Identity Malta Agency only requires the 'Approval' letter / email from Health Authorities.

** It is important to be punctual. Applicants who attend for the appointment more than 30 minutes after it is due may be refused service and asked to re-book another day. It is the responsibility of the applicant to attend on time and whilst his legal authorisation to stay in Malta is valid.

*** IMA Officer checks original documents and the applicant's migration status and authorisation to reside in Malta. Legal authorisation and regular migration status is covered by either a valid visa or applicant being within visa-exempt period or a valid residence permit in another member state. Such residence permit would need to be of a purpose which is in scope of Art.8 of the Single Permit Regulations – SL217.17

**** Interim Receipt is generally valid for 3 months and usually includes Temporary Authorisation to Work, hence TCN may now start working legally

Renewal Application for Single Permit (*Direct Employment*)

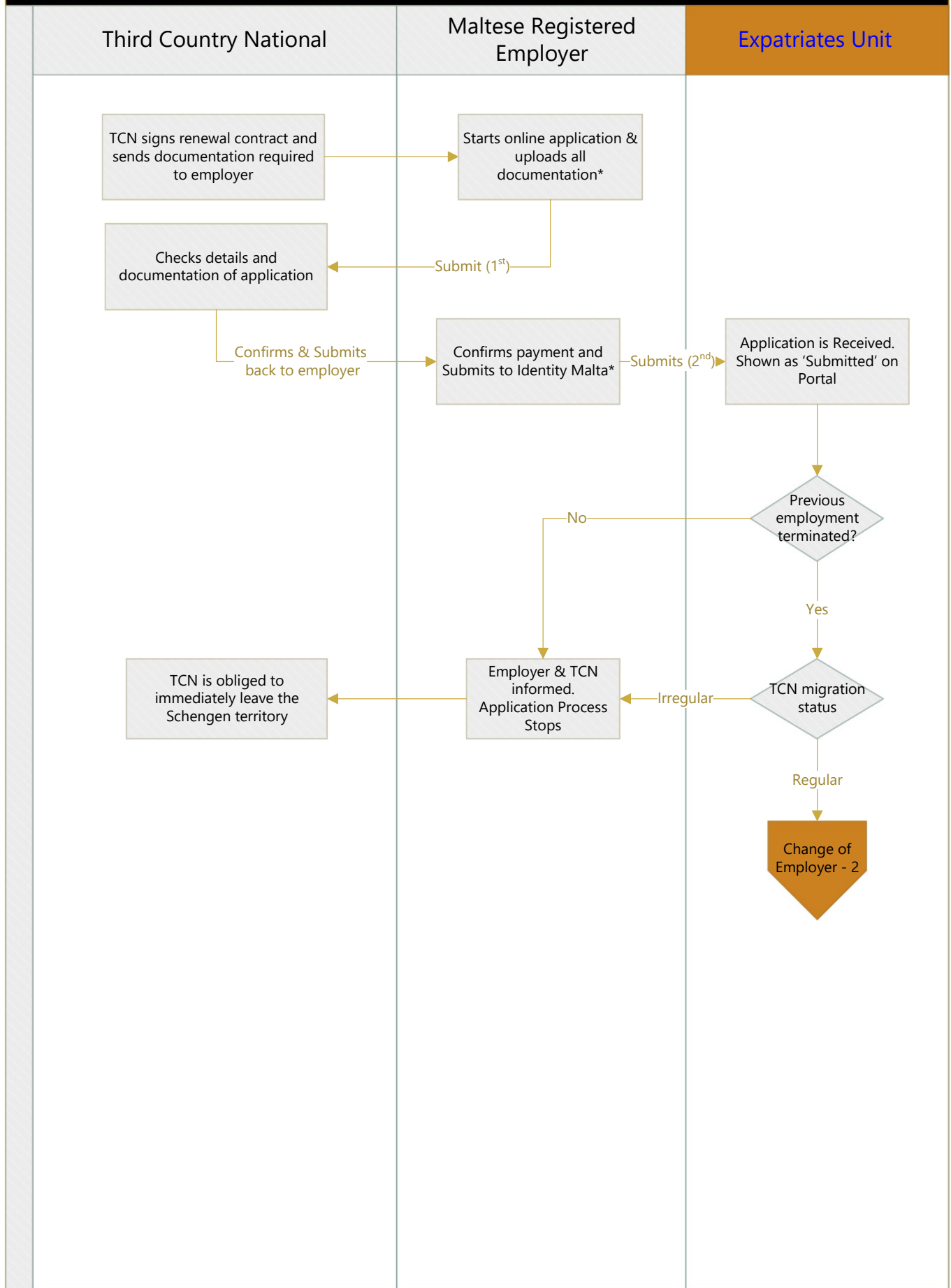


* Renewal **must** start before the current residence permit expires. Those who do not require health screening may start process up to 90 days before expiry. Those requiring health screening should start process at least 30 days before expiry.

** An application may only be considered as submitted when accompanied by all requested documentation. Submitting a partial application does not regularise a third-country national's position and the application vetting process will not be initiated by Identity Malta Agency.

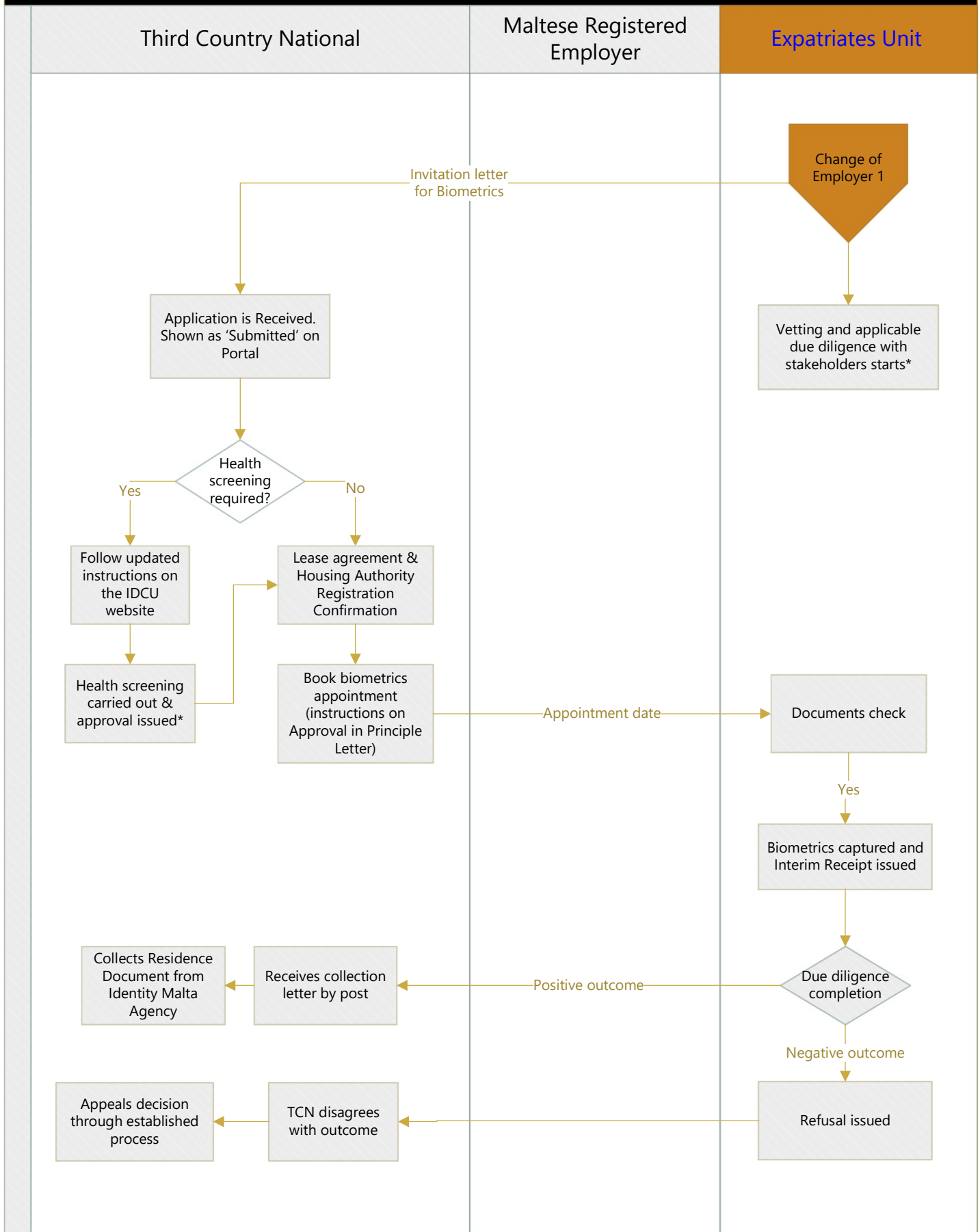
*** Vetting and due diligence will involve same checks as a new application and is subject to same procedures with regards to migration status and information required

Change of Employer for Single Permit (*Direct Employment*)



* An application may only be considered as submitted when accompanied by all requested documentation. Submitting a partial application does not regularise a third-country national's position and the application vetting process will not be initiated by Identity Malta Agency.

Change of Employer for Single Permit (*Direct Employment*)



* Vetting and due diligence will involve same checks as a new application and is subject to same procedures with regards to migration status and information required