

AN EU NATIONAL TAKING UP EMPLOYMENT FOR THE FIRST TIME IN MALTA

EURES (European Employment Service) Malta forms part of a large European network. The aim of this network is to help mobile EU National workers make the move to another country by providing information on jobs as well as matching services, information and guidance about living and working conditions as well as integration assistance. The EURES Malta team is often asked what are the administrative steps to follow when taking up employment in Malta. The information below is meant to guide you not only in terms of the steps to follow but also the order in which to do them. The information below covers both **workers employed with a company and self employed persons.**

If you are employed with a company

1 Obtain a National Insurance Number

Anyone who works must pay National Insurance (NI) and to do so you need a NI Number. You can either apply online or else you can personally visit one of the local social security branches. It is important that you have an identification document and a work contract or promise of work to upload/present to DSS staff. You can find more information on the DSS website www.socialsecurity.gov.mt

2 Your employer is to submit your engagement form to Jobsplus

Once you have received your NI number pass this on to your employer as they will need it to complete your **engagement form**. All employment in Malta must be legally registered with Jobsplus. As this is your first employment in Malta, your employer will also need to submit a copy of your ID card/Passport. Once Jobsplus processes your engagement form, an acknowledgment letter/email is sent to you and another copy to your employer.

3 Apply for a residence card if you intend to stay longer than 3 months

If you intend to reside in Malta for more than 3 months and provided you are exercising a treaty right you need to apply for the residence card. A treaty right means you in employment, economically self sufficient, studying or a dependant on an EU National exercising a treaty right. In the case of employees you would apply under the basis of employment. You can find more information and application forms on ID Malta's website www.identitymalta.com.

If you are self employed

If you intend to be self employed, the best place to start is by contacting Business First www.businessfirst.com.mt. Business First is a government service that acts as the main contact point for anyone who wishes to start his/her own business or to be self-employed. They will give you advice and guidance on the steps to follow, if you require any permits to operate, explain how to register a company (if needed) they will assist you in getting a VAT Number and a PE number (if needed) etc.

In the case of self employment you will also need to follow the 3 steps listed above however the supporting documentation required will be different.

Feel free to contact EURES Malta with any questions you may have on

✉ eures.jobsplus@gov.mt 🌐 www.eures.com.mt

📘 Facebook or LinkedIn 📞 t. +356 2220 1260/7

