



Lecture 2

Starting Payroll for Local & Foreign Employees

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Different types of Employment

- Local
- EU
- TCN (Third Country National)



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Refugee status (Asylum Seekers)

Where is the Asylum granted?



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Local

- ID card Number serves as Tax Number and Social security Number. Process is very straight forward.
- Tax Single, Married, Parent
- Social Security as per normal



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EU Expat

- ID card Number serves as Tax number though in some cases they might be asked for a Tax Registration Certificate like when they go to open a bank account.
- If there is no Maltese Resident card then we need to apply for a tax number
- Social Security number has to be applied for separately and is obligatory.



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TCN

- Work Permit or Employment Licences
- National Insurance Number
- Tax Number



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Work Permit

- Identity Malta
- Single work permit from Abroad
- New in Malta
- Change of Employer
- Termination



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Single Work Permit – Change of employer

- Application
- Passport & Valid Residency Card
- Original employment contract signed and dated (with a clause saying that it will take effect if permit is granted)
- Position Description as per template
- Proof of advertising of past six months
- Jobs plus declaration of Sustainability
- Lease of property agreement
- Approval letter from Housing Authority (that the property is registered)



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Single Work Permit – New Application (in Malta)

- Application
- Passport & Valid Residency Card
- Original employment contract signed and dated (with a clause saying that it will take effect if permit is granted)
- Position Description as per template
- Proof of advertising of past six months
- Jobs plus declaration of Sustainability
- Lease of property agreement
- Approval letter from Housing Authority (that the property is registered)
- Local/European full refund insurance policy
- Health Screening



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Single Work Permit – Still Abroad

- Application
- Passport including blank pages
- Original employment contract signed and dated (with a clause saying that it will take effect if permit is granted)
- Position Description as per template
- Proof of advertising of past six months
- Jobs plus declaration of Sustainability



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Single Work Permit – Still Abroad – following successful application

- Copy of an official invitation letter (by Identity Malta)
- Copy of Visa
- Local / European full refund insurance
- Lease property agreement
- Approval Letter of Housing Authority
- Health Screening



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How to apply for an NI Number

- It is imperative that you have an active eid. Nothing can be done without it
- Link to application is https://www.servizz.gov.mt/en/Pages/Inclusion_Equality-and-Social-Welfare/Social-Solidarity/Benefits-and-Services/WEB632/default.aspx



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1 of 3 Previous Personal Details Next

Signed in as: Unauthenticated Form Ref: MSP002
Date: 28/10/2020

SOCIAL SECURITY Application for a Social Security Number

Fields marked with an asterisk "*" are mandatory.

Applicant Details:

Name * Surname * Date of Birth *
[dd/mm/yyyy]

Maltese Identity Card Number * Foreign ID / Passport Number * Nationality *
[Select One]

Address in Country of Residence

The address in which the applicant habitually resides and where the habitual centre of interests is to be found. This is normally the address on your Residence Document and is not the address in Malta if you will be in Malta on a temporary basis for the duration of your activity.

House No * House Name * Street Name * Post Code

Country * Town *
[Select One] [Select One]

Is your address in the country of Residence the same address in your country of stay? Yes ☐ No ☒

Address in Country of Stay



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Is your address in the country of Residence the same address in your country of stay? Yes ☐ No ☒

Address in Country of Stay

The address in which you will be temporarily residing and the applicant intends to return to his / her place of residence as soon as the underlying purpose for the stay in Malta has been reached.

House No * House Name * Street Name * Post Code

Country * Town *
[Select One] [Select One]

Phone Number * Mobile No * Email Address *

Additional Information

Are you employed as a Mariner or Air Crew? Yes ☐ No ☐

Additional Information(for non-EU Nationals)

Marital Status * Married to an EU National? Yes ☐ No ☐
[Select One]

Employment Status *
[Select One]

Do you hold a permit to work in Malta under one of the EU directives? Yes ☐ No ☐

☐ Tick to confirm that all the details in this form are correct.

PREVIOUS NEXT



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Nationals under 16	School Exemption from the Directorate of Educational Services Refer to "Requirements for Maltese Nationals under the age of 16"	No	✗
EU & Non-EU nationals who do not hold Maltese ID Card	JobsPlus Engagement Form or Promise of Employment letter or a similar document which shows that the person will be engaging in an employment activity. Refer to "Refer to Requirements for non Maltese ID Card holders"	No	✗
Non Maltese ID Card holders	Employment Licence. Refer to "Refer to Requirements for non Maltese ID Card holders"	No	✗
EU & Non-EU nationals who do not hold Maltese ID Card	Official Identification document with photo The document needs to be a Passport or National Identity document. Refer to "Refer to Requirements for non Maltese ID Card holders"	No	✗
Non Maltese ID Card holders	JobsPlus Engagement Form or Promise of Employment letter. Refer to "Refer to Requirements for non Maltese ID Card holders"	No	✗
Non Maltese ID Card holders	Relevant Permit issued by the competent authority in Malta Refer to "Refer to Requirements for non Maltese ID Card holders"	No	✗
Non-EU nationals married to Maltese or EU nationals	Letter from DCEA, showing proof that you can work or reside freely in Malta Refer to "Refer to Requirements for non Maltese ID Card holders"	No	✗
Non Maltese ID Card holders	Employment Licence and JobsPlus Engagement Form Refer to "Refer to Requirements for non Maltese ID Card holders"	No	✗
Citizens of Croatia	Signed Bona Fide declaration Refer to "Refer to Requirements for non Maltese ID Card holders"	No	✗
EU & Non-EU nationals who do not hold Maltese ID Card	JobsPlus Engagement Form. Refer to "Refer to Requirements for non Maltese ID Card holders"	No	✗
Where Applicable	Additional Documentation	No	✗



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How to apply for Tax number

- The tax number application is on the following link

<https://mfin.gov.mt/en/eForms/Pages/Expatriates-Taxpayer-Registration.aspx>

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Expatriates Taxpayer Registration

If you are an EU Citizen and have already applied for the Social Security Number there is no need to re-apply for the Income Tax number through this e-form.

The fields marked with an asterisk () are required*

DETAILS OF TAXPAYER

Name:*

Surname:*

Gender:* ☐ Male ☐ Female

Date of Birth:*

Country of Origin:*

Maltese ID No (if available):

Passport No:*

Father's Name:*

Local Address:*

Email:*

Mobile No:

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(Social Security No. is required if applicant is an EU Citizen and the purpose of registration is Employment or Self Employment, otherwise insert 'N/A')

Citizenship:* ☐ EU Citizen ☐ Non-EU Citizen

TAX DETAILS

Date of Arrival in Malta:*

Date of Employment:*

(Date of Employment, in the format dd/mm/yyyy, is required if Purpose of Registration is 'Employment or Self Employment' or 'Marriage to Maltese', otherwise insert 'N/A')

Purpose of Registration:* ☐ Employment or Self Employment
☐ Marriage to Maltese
☐ Individual Investor Programme
☐ Settler - Retired
☐ Returned Migrant
☐ Self-Sufficient
☐ Seafarers (Registered for DSS purpose)
☐ Diplomat

SPOUSE DETAILS

(required only if applicant is married and both spouses are resident in Malta)

Name:

Surname:

Maiden Surname:

Date of Birth:

Date of Marriage:

Country of Origin:

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Country of Origin:

Maltese ID No:

Maltese Social Security No:

Important:

Please upload a copy of the Marriage Certificate: No file chosen

Please upload declaration of residence signed by the other spouse (if married and both spouses are living in Malta): No file chosen

OTHER CONTACT DETAILS
(Insert employer or other representative's details if applicant is a Non-EU Citizen)

Name:

Surname:

Local Address:

I hereby undertake to inform the Office of the Commissioner for Revenue should there be any significant changes regarding the information in this form

Date: *

Please upload declaration form: * No file chosen

Kindly upload above the scanned copy with the signature of the printed Declaration Form found in the left-hand side menu (left upper corner of this form)

The Commissioner for Revenue will use the information provided, to process this form in accordance with the Revenue Acts. We may check information provided by you, or information about you provided by a third party.



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Company Information

- Business Name
- Address
- Industry (for WRO)
- PE number
- VAT Number
- Tax Number
- Principle Name & Role

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Employee Information

- It is important to have all the Employee information immediately as if they terminate or suddenly leave then it will be very difficult to get this information
- Successful end of year submission depends on this information



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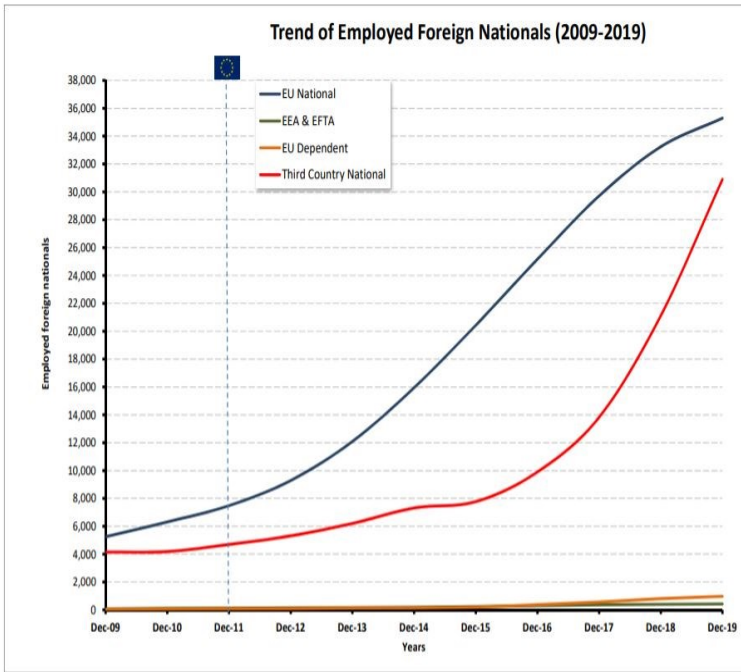
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EMPLOYEE INFORMATION	
Id Number	
Last Name	
First Name	
Phone	
Email Address	
Status	Married/Single
House No./Name	
Street	
City	
Postcode	
Date of Birth	
Nationality	
Social Security #	
Tax Number	
Date of Employment	
Role	
Salary	€ per Hour / Month / Year
Employment Status	Full Time / Part Time
Hours per week	
Tax Status	
Bank Name	
Iban	
Swift Code	
If Part time do you work full time elsewhere?	Yes / No / Not Applicable
If yes kindly state PE Number	
Did you work elsewhere in the current year	Yes / No
If yes kindly provide a copy of your last Payslip or FS3 for tax purposes	

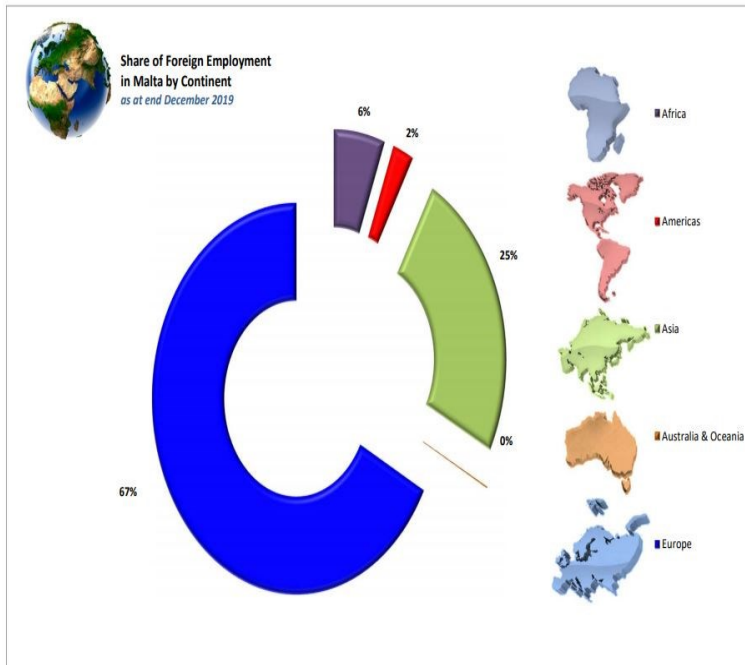
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Documents for Start of employment

- Jobsplus Engagement form
- FS4 to CFR



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Schemes

- Jobsplus have a number of Schemes that contribute towards the wage of the employee



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National Insurance

- Person not paying as Director
- Person on part time works full time elsewhere
- Person who will continue paying NI Abroad



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Tax Rate

- Non Resident tax rate
- Normal Tax Rate
- Special Tax Rates



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Allowances

- Make sure that all allowances and Fringe benefits are clear to you and the person being employed



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End of Year

- FS3
- FS7
- Online submission
- Format of entered data
- For those who need a tax number this is the ID number for end of year



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How do we do an End of Year Submission

- Eid
- Access to CFR as an employee of the company
- Representative



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Self Employed

- Jobsplus – self employed with or without employees
- VAT Number
- Can he be on payroll?
- National Insurance



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Questions?



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