

**RESIDENCY MALTA AGENCY
CHECKLIST FOR
NOMAD RESIDENCE PERMIT NEW APPLICATION**

1. **Application Form N1A** – fully completed (typewritten).
2. **Application Form N1B** – fully completed (typewritten) and signed accordingly.
3. **Application Form N2** (where applicable) – fully completed (typewritten) and signed accordingly.
4. **Application Form N4** – fully completed (typewritten) and signed accordingly.
5. **Letter of Intent** – a signed and dated declaration by the Main Applicant clearly stating the motivations for moving to Malta and the intention of applying for the Nomad Residence Permit. The Letter should also include the list of documentation which will be submitted at application stage to support the application.
6. **International Passport** – copy of all pages, including blank.
7. **Employment contract and official tax documentation (where applicable) in case of employment** – clearly showing obligations to the employer or company and clearly stating that work duties may be performed independent of location by means of telecommunications.
8. **Documentary evidence of business owned in part or whole (where applicable) in case of self-employment** – official tax returns and/or profit and loss accounts for the previous year, stamped and signed by a warranted accountant; certificate of incorporation; memorandum and articles of association; share register; register of directors. Depending on the jurisdiction, documents can, at times, be titled in a different manner but would still hold jurisdictional equivalence. When this occurs, a declaration is required stipulating such differences in titles.
9. **Documentary evidence of freelance activities (where applicable) in case of freelance** – service contracts clearly showing obligations to the service receiver, the work duties performed and rate of payment; bank statement(s) showing inward transactions of income generated from the declared activities (for which service contracts are being submitted); three invoices and corresponding receipts issued to service receiver(s) (for which service contracts are being submitted and which income is shown in the bank statement(s), sufficient to satisfy the programme criteria of a minimum of EUR 2,700 gross monthly income.
10. **Europass CV** (or equivalent) - a description of study and professional life course, signed by the Applicant.
11. **Bank Statement** - Bank statement of the account in the name of Main Applicant, showing main source of income in the past 3 months.

12. **Local/international health insurance policy** – Comprehensive health-insurance policy, showing all aspects being covered, which supports the applicant and all beneficiaries in the eventuality of requiring any type of medical assistance or hospitalisation during the whole period of stay in Malta. If any of the beneficiaries travels within the Schengen Area, they are requested to apply for a separate travel insurance covering their stay.
13. **Marriage Certificate** (where applicable) – this certificate is required for each married couple included in the application.
14. **Birth Certificate of family members** (where applicable) – a copy of the original birth certificate is required for each additional dependant.
15. **Change of Name Documents** (where applicable) - In the event that the Main Applicant and/or any of his/her dependants has/have undergone an official name/surname change,
16. **Affidavit of Dependency** (where applicable) – Main Applicant must provide an affidavit of dependency for each dependant over 18 years of age on date of application. The affidavit must declare that at the time of application, the said dependant is principally physically or economically dependent on main applicant, hence satisfying the requirements for dependency.
17. **Award of custody/guardianship** (where applicable) – in case where a court/legal judgement would have given the custody/guardianship of a minor dependant, the relative documentation must be provided. For example, if a parent would have been given sole custody, the court/legal ruling granting such sole custody must be attached.
18. **Proof of Accommodation** – Main Applicant will be requested to submit a proof of address where he/she will be staying once application is approved by the Agency. This should clearly show the name of the applicant(s) and the duration of the stay.

Notes to applicants:

It is the applicant's responsibility to ensure that his immigration status in Malta is regular as per stipulated Immigration Regulations before submitting the application. Any applications of overstaying individuals will be refused. The receipt of application issued to the applicant upon submission of application for a Nomad Residence Permit is not an extension of your stay as stipulated by the immigration document in hand.

All supporting documentation must be submitted in English. Any documents not in the English language must be accompanied by any official translation into English. Translations must be prepared by a professional translator (officially accredited by a court of law), a government agency, an international organisation, or a similar official institution. The translator should include their full name, date, residential or business address, telephone number, email address and website. If the translation is prepared by a company whose sole or main business is doing professional translation, paper bearing the company letterhead should be utilised, thus providing all details relevant to the firm which produced the translation. The translation must be signed and stamped by at least one authorised signatory of the translating company.



ENDS

Version 4

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