

CHECKLIST FOR NOMAD RESIDENCE PERMIT RENEWAL APPLICATIONS

Eligibility for Renewal

Nomad Residence Permit holders may have their permit renewed twice, for a total stay of a maximum three (3) years.

To be eligible for renewal, Nomad Residence Permit holders must provide proof that they have resided in Malta for at least a cumulative period of five (5) months over the previous twelve (12) months.

Application Forms

The following application forms are required to be submitted:

1. **Application Form N1A** (Main Applicant) – fully completed (typewritten).
2. **Application Form N1B** (Main Applicant) – fully completed (typewritten) and signed accordingly.
3. **Application Form N2** (in the case of dependants) – fully completed (typewritten) and signed accordingly.
4. **Application Form N4** (for each individual in the application) - fully completed (typewritten) and signed accordingly.
5. **International Passport** – copy of **all** passport pages including blank pages, for all individuals in the application.

Employment Status



The following documents are required to be submitted:

In case of employment – a contract of employment clearly showing obligations to the employer including work duties. Unless it is stated in the same contract, Main Applicant (MA) is to provide a declaration from employer that work may be performed remotely independent of location. Bank statement clearly showing the income from employment in the previous three (3) months must also be provided.

In case of self-employment – MA is to provide bank statement of an account in his/her own name clearly showing the income from the self-employment in the previous three (3) months as evidence of being able to satisfy the qualification criteria. In case of any changes to the submitted documentation for the previous application, a certificate of incorporation and share register must be provided. Depending on the jurisdiction, documents can, at times, be titled in a different manner but would still hold jurisdictional equivalence.

In case of freelancers – service contracts clearly showing obligations to the service receiver, the work duties performed and rate of payment. A bank statement showing inward transactions of income generated during the previous three (3) months from the declared activities for which service contracts are being submitted is also required.

MAs in all of the above employment statuses must prove they have a guaranteed source of income, as per applicable thresholds, for a minimum period of 5 months (cumulative) from the day of application. The Agency reserves the right to request documentation showing such income. In any case, all submissions will be reviewed on a case-by-case basis and on their own merits.

Other Relevant Documents

Evidence of residence in Malta - bank statement of the MA's account showing transactions made in Malta as evidence of the MA's physical stay in Malta for a minimum cumulative period of five (5) months for residency permit or three (3) months for visa validity period.

De Facto Partnership - in case of de-facto partners who would like to renew their permit jointly, a signed declaration must be submitted stating that they are still in a relationship.

Declaration to engage a representative (where applicable) – in cases where an MA wishes to engage a representative to assist with the application process, a declaration is to be submitted signed by both parties and a witness. The Agency will provide a declaration template to the MA that requires to be completed, whereby the applicant is giving his/her consent to the Agency to share application details with his representative and allowing his/her representative to be included in all correspondence. the agency considers any instructions and/or information given by the representative just as if these were given by the applicant himself and the agency is not liable for any decision arising as an effect of these instructions.

Documents submitted following Approval in Principle

Should the application be Approved in Principle, the below documents must be submitted. (Upon application stage, proof of accommodation and health insurance will not be accepted.)

Updated Proof of Accommodation – clearly showing the name of the MA and the duration period. Minimum duration of proof of accommodation should be of one (1) year.

Local/international health insurance policy – comprehensive health-insurance policy covering the MA and all beneficiaries in the eventuality of requiring any type of medical assistance or hospitalisation in Malta covering the full permit validity period. A travel insurance policy will not be accepted.

If any of the beneficiaries travel within the Schengen Area, they are requested to apply for a separate travel insurance covering their stay.

British nationals are not required to submit a health insurance policy.

Notes to MAs:

- Forms are to be filled in online and submitted to the Agency in PDF format. Signatures are to be completed manually and signed in blue ink.
- Handwritten forms will not be accepted.
- In the case of minor dependants (under 18 years of age) the MA is to sign the forms on their behalf.
- Bank statements must be the official version as issued by the bank, either downloaded directly in pdf format from the internet/web banking portals/bank apps or scanned copies of officially stamped and signed hardcopies issued by the bank. Snapshots, copy/paste and self-generated documents will not be accepted. Note also that all details must be clearly visible and should not be masked.
- All supporting documentation must be submitted in English. Any documents not in the English language must be accompanied by a translation in English.
- Additional documentation as requested by the Agency may be required.
- All documentation must be submitted in PDF format. Documents having more than one page, such as the copy of the passport, must be submitted as one single



PDF document. Any document which is not submitted in this format will not be accepted.

- Payment of application fee is to be made directly from the MA's bank account.

It is the MA's responsibility to ensure that the application renewal is submitted at least 45 days in advance prior to the expiry of the allowable stay period and his/her 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 MA upon submission of application for a Nomad Residence Permit is not an extension of your stay as stipulated by the immigration document in hand. The Agency is not responsible for any overstaying by the MA, and the possible consequences to, the MA.

In the event of a travel ban, Residency Malta Agency is not responsible for the lifting of such ban.

ENDS

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