

APPROVAL IN PRINCIPLE LETTER

Date: 30 April 2025

William Fernando MUNOZ ORTEGA
c/o ADNAMA COMPANY LIMITED
29, RADIAMA
PJAZZA BEATU NAZJU FALZON
Pembroke PBK1451



<https://singlepermit.gov.mt/ODoc/xvkwqr>

88321

Reference: R95832361

Residence Card No: 0485121A

Valid Until: 29 July 2025

Dear William Fernando MUNOZ ORTEGA,

This letter is in response to your application, dated 29 March 2025, requesting a residence permit for the purpose of employment in Malta.

Your application, as the holder of passport number **AY835343** was submitted under the Single Permit procedure, as provided for in Subsidiary Legislation 217.17 of the Laws of Malta.

Please be informed that your request has been granted in principle, but this letter is NOT your work permit, which remains subject to further verifications and visa authorisation (where applicable).

At this stage, you are eligible to finalise your single permit application, subject to you fulfilling all other immigration requirements.

Finalising your Single Permit Application:

Kindly access <https://expatsbooking.identita.gov.mt> to set up a one-time appointment with Identità in order to have your biometric data and photo taken.

The appointment for the capturing of your biometrics must be set within the validity period of your authorised stay in Malta, failing which would nullify the contents of this letter and render your immigration status irregular.

Should you need to cancel this appointment, you may do so up to three (3) days before the appointment date. Failure to attend an appointment without explanation may result in the nullification of the application.

On the day of your appointment at Identità, you are required to bring the documents listed in the attached Annex and the original documents submitted through the online portal.

CC: ADNAMA COMPANY LIMITED

Annex – Documents that need to be presented during the Biometrics Appointment

- Copy of this Invitation Letter;
- Biometrics Appointment e-mail confirmation;
- Valid Passport, valid for at least eight (8) months at the time of the biometric appointment;
- Physical copy of the residence card (if applicable).

Single Permit

The Single Permit allows holders to legally live and work in Malta for a specified duration, which can be renewed. According to Subsidiary Legislation 217.17, third-country nationals can apply while either still outside Malta or while legally residing within the country.

Renewal

Applicants should initiate their permit renewal application 90 days before the expiration date. It is important to note that renewal applications can only be submitted while the current permit remains valid.

Change in Designation

Applicants changing their designation need to inform Identità immediately via a change in designation application accordingly.

Keeping a Valid Travel Document

Applicants are required to always keep a valid travel document during their stay in Malta. A minimum validity of eight (8) months on a travel document, is required with each application submission.

Change in Employer

While a work/residence permit is still valid, applications for a change of employer, whilst still in employment with the previous employer, will only be accepted if they are submitted complete at least 60 days before the permit's expiration date.

Applicants with fewer than 60 days remaining on their residence permit must submit their change of employer application within 10 working days following the end of their employment. In these instances, the termination must be recognized by the relevant authority, Jobsplus.

Change in Address

Residence Card holders who change their residential address **must** register their new address **within one (1) week**. An application fee of €27.50 applies. The following documents must be presented:

- i. **Application Form for Change in Address, Lost, Stolen, Damaged Card or Other Changes** – filled in BLOCK LETTERS.
- ii. Copy of the **existing Residence Card**.
- iii. Copy of the **new property's purchase or rental agreement**.
- iv. Copy of the **Housing Authority Approval**.
- v. Lease Agreement Professional **Attestation Form**.

Failure to notify Identità of a change in address may result in the revocation of the residence permit.

Lost/Stolen Residence Card

Residence Card holders who lose their Residence card must inform Identità within **three (3) days**. An application fee of €27.50 applies. The following documents must be presented:

- i. **Application Form for Change in Address, Lost, Stolen, Damaged Card or Other Changes** – filled in BLOCK LETTERS.
- ii. Provide a valid local Police report. Such report may be applied for through:
<https://pulizija.gov.mt/en/file-a-report/>

Failure to notify Identità of a lost/stolen card may result in the revocation of the residence permit.

Termination

The single permit's validity depends on the conditions laid when the permit was originally issued, including the specific employment undertaken. Consequently, the permit will no longer be valid should the applicant change employment. In the eventuality of a job termination, the employer must submit a Termination Form to Jobsplus within **four (4) days** of the termination date (as per Legal Notice 426/12). Employers are kindly asked to cancel a collected and valid work permit using the online portal.