

# Online Application for Single Permit

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## Introduction

The aim of this document is to show a step by step process to apply for single permit. The process is divided on three main steps:

1. The employer starts the application and provides supporting documentation. Once ready the employer sends the application to the employee for reviewing;
2. The employee reviews the application created by the employer and sends it back to the employer;
3. The employer submits the application to Identity Malta.

During these main steps the application can be withdrawn or can be sent back to a previous step for any amendment. For example, if the employee is reviewing his/her application and he/she notices an error in the data inserted by his/her employer, he/she can request a correction and the application will be sent back to the employer. The employer can update the application and submit it back to the applicant for review.

It is worth to note that the process that will be described in this document corresponds to a basic application, thus it will go straight through the above three main steps without any disruption.

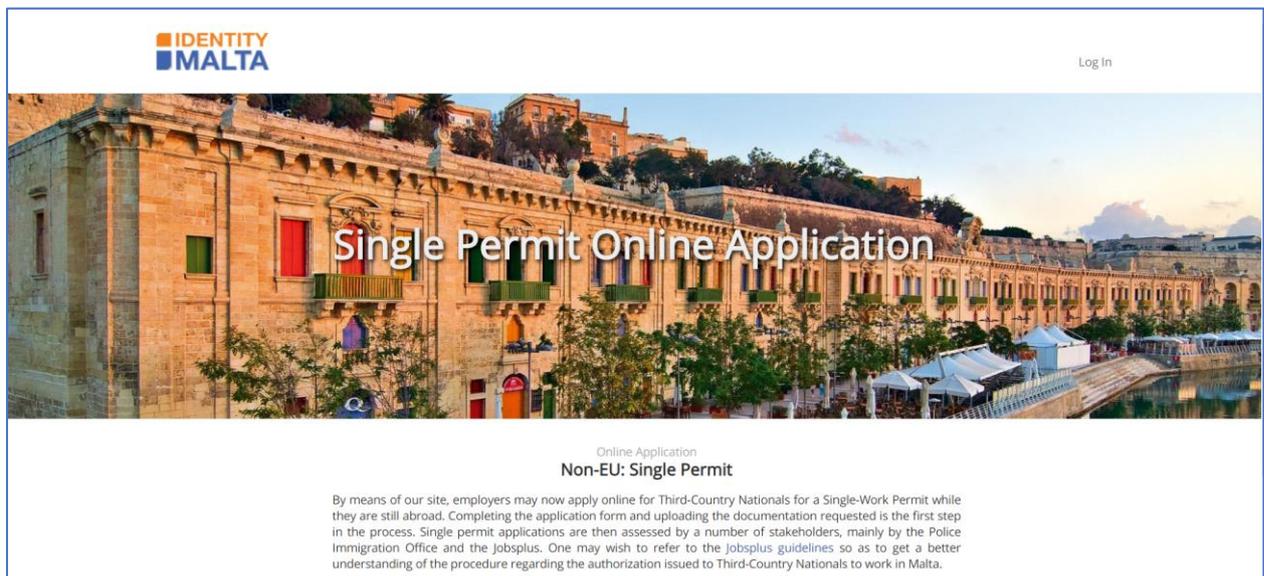
Considering what it has been explained above, the present document will be divided in three sections, one for each of the just mentioned main steps. Each section mainly contains screenshots that clearly reflects how to proceed.

## New Application started by an employer

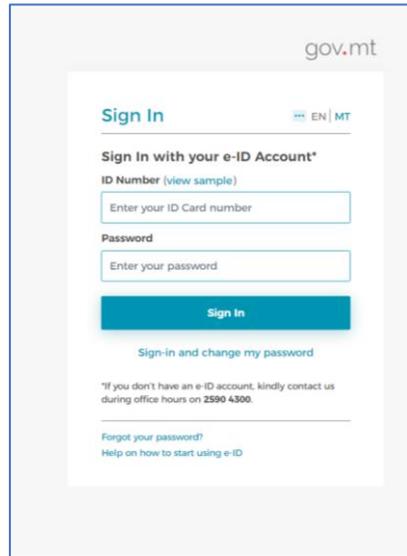
This section describes the first step when creating a single permit online application. The process is started by the employer.

### Log in to Single Permit Online Application Portal

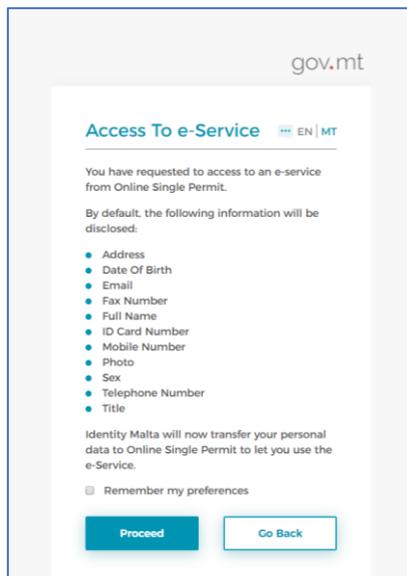
Log in to the Single Permit portal (<https://singlepermit.gov.mt>), using personal e-id account.



*Figure 1 - Single Permit Portal Landing Page*



*Figure 2 - e-ID Login Screen*



*Figure 3 - Allow access to data*

## Creating a new application

Select the corresponding employer.

- The employer list shows all Organisations subscribed for “Apply for Single Permit Online” e-Service, to which the logged in user is authorised.
- The list shows all the online applications made on behalf an Organisation.

Online Application  
Non-EU: Single Permit  
Manage your Applications

Select Employer [v] Create New Application

Reference	Applicant	Date of Birth	Job Title	Created Date	Status
CSL Single Permit					
R98846301	Hanna GATT - 00298234	29/12/1999	Plumber	25/02/2020	Pending Review by Applicant
R92946397	Ann DOE - 00121224	29/12/1999	Plumber	24/02/2020	Collection letter posted to registered address
R96436492	Juan PEREZ - 0012398A	29/12/1999	Plumber	21/02/2020	Collection letter posted to registered address
R97663514	Raina KALAFATIS - 0600119A	20/08/1991	Title Job	02/08/2018	Rejected
R90795059	Raina FILLINGIM	02/06/1986	vessel master	15/01/2018	Applicant Review In Progress
R94678066	Yuki RHYMES - 0058287A	15/01/1998	dish washer	15/01/2018	Rejected
R92758697	Tammara FILLINGIM - 0600102A	05/01/2000	hair dresser	05/01/2018	Rejected
R96156076	Keneth FISHBURNE - 0600090A	21/06/1995	Scuba Instructor	26/06/2017	In Progress
R94855852	Teri JACOBOS	11/11/1990	Chef	26/06/2017	Applicant Review In Progress

Figure 4 Application list grouped by Organisation

Select the employer and click on Create New Application

Online Application  
Non-EU: Single Permit  
Manage your Applications

Select Employer [v] Create New Application

Select Employer

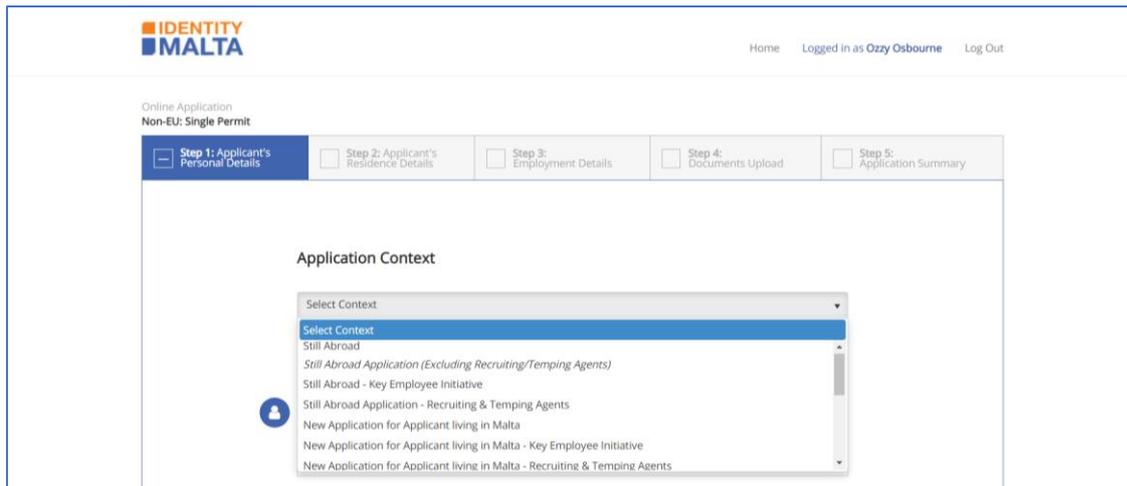
- Exigy Single Permit
- Newtech Single Permit
- CSL Single Permit

Reference	Applicant	Date of Birth	Job Title	Created Date	Status
CSL Single Permit					
R98846301	Hanna GATT - 00298234	29/12/1999	Plumber	25/02/2020	Pending Review by Applicant
R92946397	Ann DOE - 00121224	29/12/1999	Plumber	24/02/2020	Collection letter posted to registered address
R96436492	Juan PEREZ - 0012398A	29/12/1999	Plumber	21/02/2020	Collection letter posted to registered address
R97663514	Raina KALAFATIS - 0600119A	20/08/1991	Title Job	02/08/2018	Rejected
R90795059	Raina FILLINGIM	02/06/1986	vessel master	15/01/2018	Applicant Review In Progress
R94678066	Yuki RHYMES - 0058287A	15/01/1998	dish washer	15/01/2018	Rejected
R92758697	Tammara FILLINGIM - 0600102A	05/01/2000	hair dresser	05/01/2018	Rejected
R96156076	Keneth FISHBURNE - 0600090A	21/06/1995	Scuba Instructor	26/06/2017	In Progress
R94855852	Teri JACOBOS	11/11/1990	Chef	26/06/2017	Applicant Review In Progress

Figure 5 Create a new Application

Click Create New Application, a wizard is opened, and the Step 1 of the wizard is shown.

Select the application context, complete all the required information and/or upload documents, then click the Next button.



*Figure 6 – Application Context list*

Select the application context from the list of options provided by the system.  
*In our example, we will create a Still Abroad Application.*

Online Application  
 Non-EU: Single Permit

Home Logged in as Ozy Osbourne Log Out

Step 1: Applicant's Personal Details Step 2: Applicant's Residence Details Step 3: Employment Details Step 4: Documents Upload Step 5: Application Summary

**Application Context**

Still Abroad  
 Still Abroad Application (Excluding Recruiting/Temping Agents)

**Applicant's Details**

**Personal Details**

Maltese Registration No  
 Last Name  
 Doe  
 Former Surname  
 First Name(s)  
 John  
 Current Nationality  
 Afghan  
 Birth Nationality  
 Afghan  
 Country of Birth  
 Afghanistan  
 Place of Birth  
 Kabul  
 Date of Birth  
 29/12/1999  
 Gender  
 Male  
 Marital Status  
 Single

**Contact Details**

Phone Number  
 Mobile Phone Number  
 123765  
 E-Mail Address  
 john.doe@b.c

**Travel Documentation**

Travel Document Type  
 Passport  
 Travel Document No  
 A123A  
 Country of Issue  
 Afghanistan  
 Date of Issue  
 07/05/2019  
 Valid Until  
 11/12/2029

Cancel Next

Figure 7 - Personal Details

Complete the personal details and click the Next button.  
 Complete the required information on applicant residence details then click the Next button.

Online Application  
Non-EU: Single Permit

**John DOE - R92922395**  
Pending Completion by Employer

Withdraw

Step 1: Applicant's Personal Details

Step 2: Applicant's Residence Details

Step 3: Employment Details

Step 4: Documents Upload

Step 5: Application Summary

### Applicant's Residence Details

**🏠 Settlement**

Currently Residing In:  Since:

Country of Residence prior to Settlement in Malta:  Intended Country of Next Settlement:

Intended Duration of Stay in Malta:  or  Indefinite

**🏠 Address in Malta**

Unknown

Door No, Property Name:

Building, Entrance, Staircase, Floor, Flat etc.:

Street:

Locality:

Post Code:

**📄 Permanent Address Abroad**

Door No:

Street:

Locality:

Post Code:  Country:

Cancel

Next ▶

Figure 8 Residence Details

Complete the residence details then click the Next button.  
 On the Employment details screen, fill out the missing information, then click Next.

Online Application  
Non-EU: Single Permit
John DOE - R92922395  
Pending Completion by Employer
Withdraw

Step 1: Applicant's Personal Details

Step 2: Applicant's Residence Details

Step 3: Employment Details

Step 4: Documents Upload

Step 5: Application Summary

### Employment Details

#### 🏢 Employer's Details

Employer Name

VAT Registration No

Registration No

Door No

Street

Locality

Post Code

#### 📋 Job Description

Employment Licence Number

Employment Licence Starting

Employment Licence Ending

Job Title

Job Title Changed Reason

Place of Work

Starting Date

Ending Date

Annual Gross Salary

#### 📞 Employer's Contact Details

Contact Person

Telephone

Mobile

E-Mail Address

Cancel
Next ▶

Figure 9 Employment Details

Upload all the documents needed to process the application. This step includes two sections: one for the compulsory documents and another one for the additional documents. Employer can upload both Compulsory and Additional documents immediately.

Figure 10 - Upload compulsory Documents

Figure 11 - Upload Additional Documents

Click the Next button

The Application Summary screen shows all information entered. Verify it.

Online Application  
Non-EU: Single Permit
John DOE - R92922395  
Pending Completion by Employer
Withdraw

✔ Step 1: Applicant's Personal Details

✔ Step 2: Applicant's Residence Details

✔ Step 3: Employment Details

✔ Step 4: Documents Upload

☰ Step 5: Application Summary

### Application Summary

Still Abroad Application (Excluding Recruiting/Temping Agents)

👤
Applicant's Personal Details
✎

Last Name Doe	Former Surname -	First Name(s) John
Current Nationality Afghan	Birth Nationality Afghan	Country of Birth Afghanistan
Place of Birth Kabul	Date of Birth 29/12/1999	Gender Male
Marital Status Single	Maltese Registration No -	

☎
Applicant's Contact Details
✎

Phone Number	Mobile Phone Number 234876	E-Mail Address john.doe@b.c
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🛖
Travel Documentation
✎

Passport A123A (Afghanistan)  
Valid from 07/05/2019 To 11/12/2029

🏠
Settlement
✎

Currently Residing In Afghanistan Since 12/12/2009  
Country of Residence prior to Settlement in Malta Afghanistan  
Intended Country of Next Settlement  
Intended Duration of Stay in Malta Indefinite

🏠
Address in Malta
✎

Unknown

📄
Permanent Address Abroad
✎

🏢
Employer's Details
✎

**Exigy Single Permit**

VAT Registration No 123456789	Registration No c123456789
Address exigy Main Street ALBERTOWN (MARSA) -	

📄
Job Description
✎

Employment Licence ETC/123ABC Valid from 25/02/2019 To 30/06/2021

Job Title Carpenter	Employment Period From 01/04/2020 To 01/04/2021
Place of Work Birkirkara	
Annual Gross Salary €15,000 - €30,000	

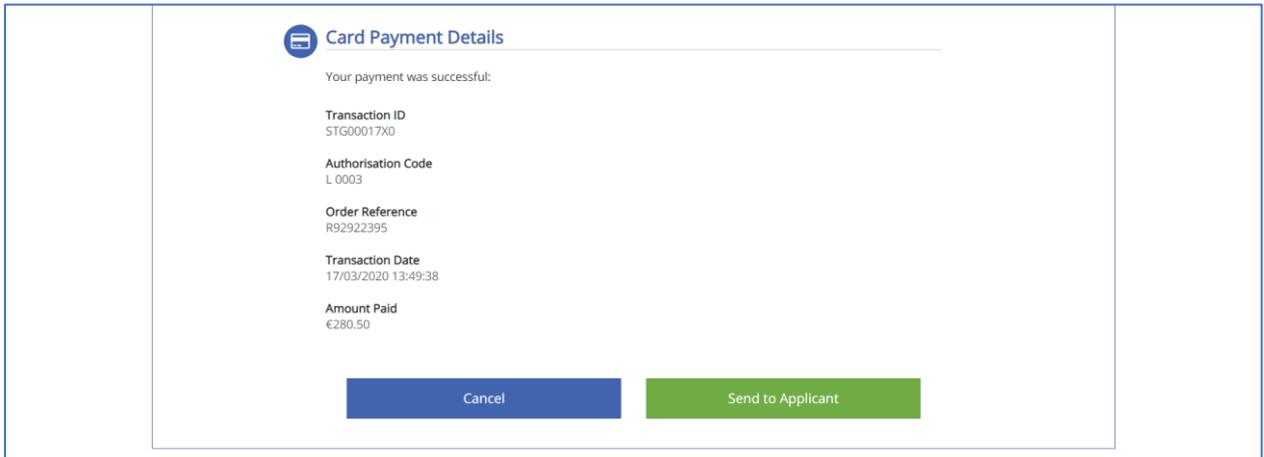
	<div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <p> <b>Employer's Contact Details</b> <span style="float: right;">Edit</span></p> <p>Contact Person Ann Gatt</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><b>Telephone</b></td> <td style="width: 33%;"><b>Mobile</b></td> <td style="width: 33%;"><b>E-Mail Address</b></td> </tr> <tr> <td></td> <td>876345</td> <td>ann.gatt@b.c</td> </tr> </table> </div> <div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <p> <b>Documents</b> <span style="float: right;">Edit</span></p> <ol style="list-style-type: none"> <li>1. Work Contract testingInv.pdf</li> <li>2. Passport (Full Copy) testingInv.pdf</li> <li>3. Position Description testingInv.pdf</li> <li>4. Searches for Maltese/EU/EEA/Swiss Candidates testingInv.pdf</li> <li>5. Declaration of Suitability testingInv.pdf</li> <li>6. Residence Application Form testingInv.pdf</li> </ol> </div>	<b>Telephone</b>	<b>Mobile</b>	<b>E-Mail Address</b>		876345	ann.gatt@b.c	
<b>Telephone</b>	<b>Mobile</b>	<b>E-Mail Address</b>						
	876345	ann.gatt@b.c						
	<div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <p> <b>Card Payment Details</b></p> <div style="text-align: center; margin: 20px 0;"> <p style="background-color: #4CAF50; color: white; padding: 5px 20px; display: inline-block;">Proceed to Payment</p> </div> <p style="text-align: center; margin: 5px 0;">- OR -</p> <div style="border: 1px solid #ccc; padding: 5px; width: fit-content; margin: 0 auto;"> <p><input type="radio"/> Applicant will proceed with the payment</p> <p><input type="radio"/> Defer payment to submission stage</p> </div> <div style="display: flex; justify-content: space-around; margin-top: 20px;"> <p style="background-color: #2196F3; color: white; padding: 5px 20px; display: inline-block;">Cancel</p> <p style="background-color: #4CAF50; color: white; padding: 5px 20px; display: inline-block;">Send to Applicant</p> </div> </div>							

*Figure 12 – Application Summary, including payment option*

For online payment, employer may choose to pay or forward to applicant for payment.

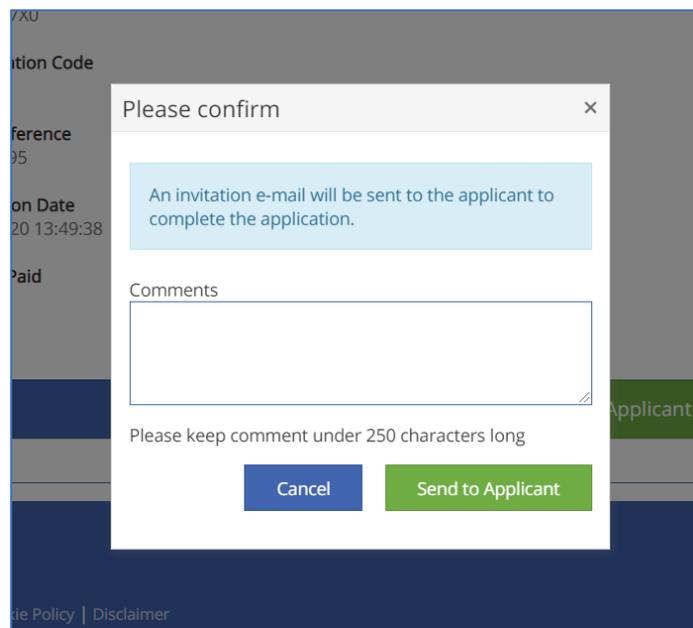
	<div style="border-bottom: 1px solid #ccc; padding-bottom: 10px;"> <p> <b>Card Payment Details</b></p> <div style="border: 1px solid #ccc; padding: 10px; margin: 10px 0;"> <p><b>Card Type</b></p> <p>Select Card Type <span style="float: right;">▼</span></p> <p><b>Card Number</b></p> <p><input style="width: 100%;" type="text"/></p> <p><b>Expiry Date</b></p> <p>Select Month <span style="float: right;">▼</span>    Year <span style="float: right;">▼</span></p> <p><b>Cardholder's Name</b></p> <p><input style="width: 100%;" type="text"/></p> <p style="text-align: center; margin-top: 10px;">Total amount that will be charged to your card is <b>EUR 280.50</b></p> <div style="display: flex; justify-content: space-around; margin-top: 10px;"> <p style="border: 1px solid #ccc; padding: 5px 20px;">Cancel</p> <p style="border: 1px solid #ccc; padding: 5px 20px;">Clear</p> <p style="background-color: #4CAF50; color: white; padding: 5px 20px;">Continue</p> </div> </div> </div>	
--	--	--

*Figure 13 – Card Payment Details*



*Figure 14 - Card Payment transaction confirmation details*

Once payment is completed, click Send To Applicant button, add a comment if required and click Send to Applicant.



*Figure 15 – Confirmation screen before sending application*

## Review Application by the Applicant

Employer submission sends the application to the applicant.

Applicant will receive an email on the email address previously provided by the employer.

Applicant will provide date of birth together with the travel document number.

If the application is already in possession of a valid e-ID account, the system will redirect the user to the e-ID login screen.

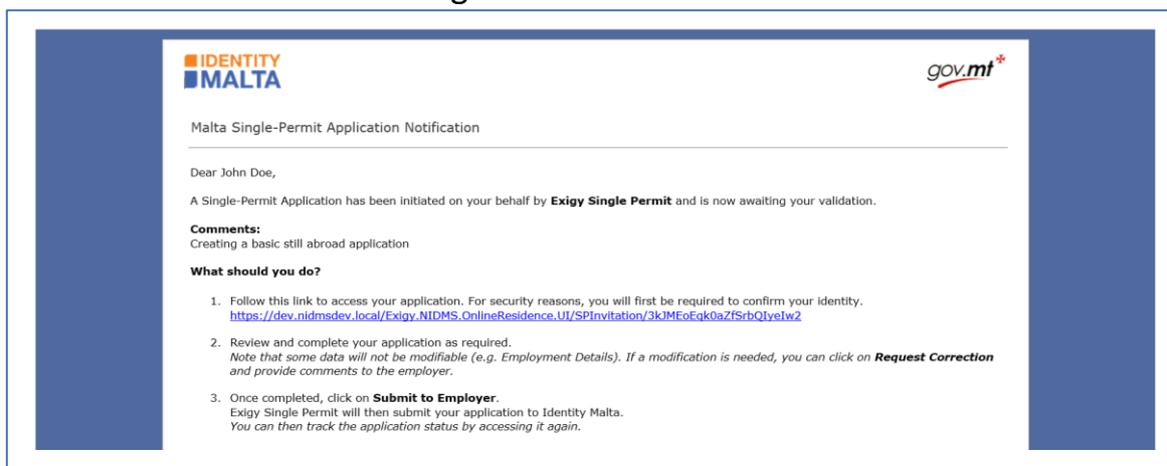


Figure 16 – Email sent to the applicant by the employer with invitation link

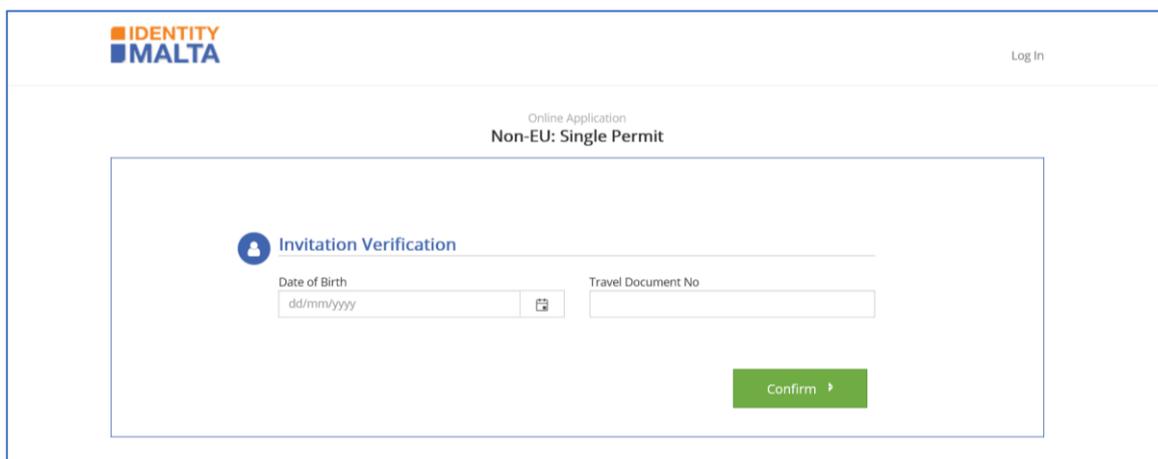


Figure 17 – Invitation verification

Insert information required, then click Confirm button.

Applicant will review and update/correct the residence details and upload any missing documents.

Online Application  
Non-EU: Single Permit

John DOE - R92922395  
Applicant Review In Progress

Step 1: Applicant's Personal Details  Step 2: Applicant's Residence Details  Step 3: Employment Details  Step 4: Documents Upload  Step 5: Application Summary

**Application Context**

Still Abroad  
*Still Abroad Application (Excluding Recruiting/Temping Agents)*

**Applicant's Details**

**Personal Details**

Maltese Registration No

Last Name  
Doe

Figure 18 - Personal details for Applicant

To change any of the information click the **Request Correction** button.

Request Correction Next

Figure 19 – Request Correction or proceed to the Next page

Review the application, and if everything is correct, click the **Submit To Employer** button.

Submit to Employer

The application has been sent to Employer for a review.

If your browser does not automatically redirect you in a few seconds, click Close to continue or proceed by using the menu bar.

Close

Figure 20 – Confirmation that application has been sent to Employer

## Submission of Application by Employer

Employers login to the Single Permit portal and search for applications with **Pending Submission by Employer** status.

Applications with this status are complete and can be sent to IMA for processing. Filter button on each column allows filtering by required criteria.

The screenshot shows the 'Manage your Applications' section for a 'Non-EU: Single Permit'. It features a table with columns: Reference, Applicant, Date of Birth, Job Title, Created Date, and Status. A dropdown menu is open over the 'Status' column, showing options: 'Is equal to', 'In Progress', '--Select Value--', 'Issued', 'Pending Submission by Employer', 'Rejected', 'Approved', 'Applicant Review In Progress', and 'Progress'. The table contains several rows of application data.

Reference	Applicant	Date of Birth	Job Title	Created Date	Status
R98846301	Hanna GATT - 0029823A	29/12/1999	Plumber	25/02/2020	Pending Review by Applicant
R92946397	Ann DOE - 0012122A	29/12/1999	Plumber	24/02/2020	Collection letter posted to registered address
R96436492	Juan PEREZ - 0012398A	29/12/1999	Plumber	21/02/2020	Collection letter posted to registered address
R97663514	Raina KALAFATIS - 0600119A	20/08/1991	Title Job	02/08/2018	Rejected
R90795059	Raina FILLINGIM	02/06/1986	vessel master	15/01/2018	Applicant Review In Progress
R94678066	Yuki RHYMES - 0058287A	15/01/1998	dish washer	15/01/2018	Rejected
R92758697	Tammara FILLINGIM - 0600102A	05/01/2000	hair dresser	05/01/2018	Rejected
R96156076	Keneth FISHBURNE - 0600090A	21/06/1995	Scuba Instructor	26/06/2017	In Progress
R94855852	Teri JACOBOS	11/11/1990	Chef	26/06/2017	Applicant Review In Progress

Figure 21 – Application list with filtering options

The screenshot shows the search results for a 'Non-EU: Single Permit'. The table displays one application with the following details:

Reference	Applicant	Date of Birth	Job Title	Created Date	Status
R92922395	John DOE	29/12/1999	Carpenter	17/03/2020	Pending Submission by Employer

Below the table, there is a pagination control showing '1' of 1 items.

Figure 22 – Search results

Selecting required application, summary screen will open to allow for a last verification. Options at this stage are:

- Modify the application using the **Modify** button, or
- Withdraw the application using the **Withdraw** button, or
- Submit to IMA using the **Submit Application** button

[Home](#) | Logged in as [Ozzy Osbourne](#) | [Log Out](#)

Online Applications  
 Non-EU Single Permit

**John DOE - 802922395**  
Pending Submission by Employer

Withdraw
Modify
Resend Link to Applicant

### Application Summary

Still Abroad Application (Excluding Recruiting/Temping Agents)

#### Applicant's Personal Details

Last Name Doe	Former Surname -	First Name(s) John
Current Nationality Afghan	Birth Nationality Afghan	Country of Birth Afghanistan
Place of Birth Kabul	Date of Birth 29/12/1999	Gender Male
Marital Status Single	Maltese Registration No -	

#### Applicant's Contact Details

Phone Number -	Mobile Phone Number 234876	E-Mail Address john.doe@b.c
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#### Travel Documentation

Passport A123A (Afghanistany)  
 Valid from 07/05/2019 To 13/12/2029

#### Settlement

Currently Residing in Afghanistany Since 12/12/2009  
 Country of Residence prior to Settlement in Malta Afghanistany  
 Intended Country of Next Settlement Unknown  
 Intended Duration of Stay in Malta Indefinite

#### Address in Malta

Unknown

#### Permanent Address Abroad

-

#### Employer's Details

**Exigy Single Permit**  
 VAT Registration No 123456789  
 Registration No 0123456789  
 Address  
 exigy  
 Main Street  
 ALBERTOWN (MARSAX)

#### Job Description

Employment Licence ETC/1234BC Valid from 25/02/2019 To 30/06/2021  
 Job Title Carpenter  
 Employment Period From 01/04/2020 To 01/04/2021  
 Place of Work Birkenhead  
 Annual Gross Salary €15,000 - €30,000

#### Employer's Contact Details

Contact Person Ann Gatt		
Telephone	Mobile 876545	E-Mail Address ann.gatt@b.c

#### Documents

1. Work Contract [testing/riv.pdf](#)
2. Passport (Full Copy) [testing/riv.pdf](#)
3. Position Description [testing/riv.pdf](#)
4. Searches for Maltese/EU/EEA/Swiss Candidates [testing/riv.pdf](#)
5. Declaration of Suitability [testing/riv.pdf](#)
6. Residence Application Form [testing/riv.pdf](#)

#### Card Payment Details

Transaction ID  
ST00001790

Authorisation Code  
L-0003

Order Reference  
802922395

Transaction Date  
17/03/2020 13:49:38

Amount Paid  
€280.50

Cancel
Submit Application

Figure 23 – Application summary

## Online Portal - Status Description

Portal Status	Description
Pending Completion by Employer	Application still needs to be finalised by Employer
Pending Review by Applicant	Applicant needs to review, update and proceed with application
Applicant Review in Progress	Applicant is in the process of reviewing, updating the application
Pending Submission by Employer	Application has been updated by applicant but needs to be submitted to Identity Malta by Employer
Submitted	Application has been submitted to Identity Malta
Withdrawn	Employer has withdrawn application before it was sent and accepted by Identity Malta
Rejected	Application has been rejected by Identity Malta
In Progress	Application has been received and is being processed
Processing by Third Parties	Application is being validated by the relevant authorities
Ready for Final Approval	Application is being processed and will be ready soon. Applicant will be receiving the Approval in Principle to set an appointment for the biometric and picture process
Revoked	Application has been processed by Identity Malta but revoked
Approved	Application is approved
Collection letter posted to registered address	Application has been approved and applicant will receive the collection letter in post to proceed to Identity Malta and collect – note that no collection is possible without presentation of letter
Issued	Residence Card has been issued and collected

If you have problems with setting the above process kindly e-mail: [onlinesinglepermit.ima@gov.mt](mailto:onlinesinglepermit.ima@gov.mt)