



AĠENZIJA  
**KOMUNITÀ**  
MALTA

**THE MALTESE CITIZENSHIP  
BY NATURALISATION  
FOR EXCEPTIONAL SERVICES  
BY DIRECT INVESTMENT  
HANDBOOK**



GVERN TA' MALTA





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## **1.0 Introduction**

The Granting of Citizenship for Exceptional Services Regulations (S.L. 188.06)<sup>1</sup> (the Regulations) allows for the granting of citizenship by a certificate of naturalisation to foreign individuals and their families who contribute to the economic development of Malta. Every application is subject to a stringent due diligence process, including thorough background checks. Community Malta Agency (the Agency) is the competent Maltese Government Agency responsible to administer these Regulations.

The Maltese Citizenship by Naturalisation for Exceptional Services by Direct Investment Handbook (the Handbook) shall be considered as the principle policy and guidelines on how applications under the Regulations shall be submitted to the Minister for citizenship through the Agency.

Prospective applicants can have various reasons for applying for Maltese citizenship under these Regulations. In all cases, all applications shall be treated by the Agency equally.

The eligibility criteria for applicants are clearly set out in S.L. 188.06, and the subsidiary legislation regulating agents is Agents (Licences) Regulations (S.L. 188.05)<sup>2</sup>.

It is highly recommended to read these guidelines thoroughly and adhere to the practices as explained to ensure swift processing of applications. Deviations from these guidelines may result in delays and possible rejection of an application.

Attention to detail is necessary as all applications are thoroughly examined, and the Office of the Regulator (the Regulator) ensures that all the processes have been implemented correctly and rigorously by both an agent and the Agency.

All applications shall be compiled with due regard to the latest directives on AML/CFT and any implementing guidelines published by FIAU.

In case of conflict between the guidelines and the legislation, the Act and Subsidiary Legislation shall supersede these guidelines.

The table on the next page shows detailed information about the minimum required Investment and administration fees to qualify for citizenship under the Regulations.

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<sup>1</sup> <https://legislation.mt/eli/sl/188.6/eng/pdf>

<sup>2</sup> <https://legislation.mt/eli/sl/188.5/eng/pdf>



**Residency Stage:**

Applicant	Part payment of non-refundable deposit	€10,000
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Applicant	Residence permit	€5,000
Each Dependant	Residence permit	€1,000

Applicant	Residency Card	€27.50
Each Dependant	Residency Card	€27.50

**Eligibility Stage:** Eligibility Payment Request Voucher (EPRV)

Applicant	Due Diligence Fee	€15,000
Each Dependant (12 years of age and over)	Due Diligence Fee	€10,000
Benefactor	Due Diligence Fee	€15,000

Per Applicant/Dependant	Administrative Fee	€1,000
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**Citizenship Stage:** Investment Request Voucher (IRV)

Applicant	Exceptional Direct Investment (36 Months Residency)	€590,000
Applicant	Exceptional Direct Investment (Less than 36 Months Residency)	€740,000

Each Dependant	Exceptional Direct Investment	€50,000
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Per Applicant/Dependant	Administrative Fee	€500
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**Citizenship Stage:** Investment Obligations

Applicant	* Purchase an immovable residential property in Malta having a minimum value of	€700,000
	OR * Take on a lease of a residential immovable property in Malta for a minimum annual rent of	€16,000

\* To be retained for a minimum period of 5 years from the date of issue of the certificate of citizenship

Applicant	Donation to a registered philanthropic, cultural, sport, scientific, animal welfare or artistic non-governmental organisation or society, or as otherwise approved by the Agency.  For increased transparency, agents should refrain from suggesting to their clients voluntary organisations in which the agent's shareholders or directors are involved.	€10,000
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**At Residency, Eligibility or Citizenship Stage (as applicable):**

Applicant	Expired Card Renewal	€227.50
	Change of Address	€27.50
Each Dependant	Expired Card Renewal	€227.50
	Change of Address	€27.50





## 1.1 Definitions & Interpretations

Definitions and Interpretations shall follow those as laid out under the Granting of Citizenship for Exceptional Services Regulations (S.L. 188.06); the Agents (Licences) Regulations (S.L. 188.05); and the Prevention of Money Laundering and Funding of Terrorism Regulations (S.L. 373.01)<sup>3</sup>.

## 1.2 General Documentation Guidelines

Certified true copies of any documents must be in high-resolution, with any information remaining clearly legible. Certification should be evidenced by a written statement stating that the document is a “true copy of the original document seen,” and in the case of a document that includes a photograph, it should also state that “the photo bears a true likeness of the person who appeared before me”.

If possible, copies of the original document should be made in colour. Furthermore, authentication must be carried out according to the following criteria:

1. No apostille or further legalisation is required for documents certified by:
  - a Malta-registered lawyer/notary public/commissioner for oaths;
  - a Maltese Consular; or
  - a Maltese Diplomatic Representative.
  
2. An apostille is required for documents certified by a foreign-registered lawyer/notary public in any country that is party to the Apostille Convention. If authorities refuse to apostille the document on the basis of language, it is recommended to visit a Maltese Consular or Diplomatic mission which would see to completing the authentication;
  
3. The legalisation of documents authenticated by a foreign-registered lawyer/notary public in a country which is not party to the Apostille Convention and where no Maltese diplomatic representation exists will require the lawyer/notary public to complete the certification, which is then taken to the Government authorities in that jurisdiction for the necessary Governmental authentication;

It is essential that at this stage, original, apostilled documents such as Acts of Birth and Marriage/Civil Union are submitted to the Foreign Registrations Office at the Public Registry as a separate pack

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<sup>3</sup> <https://legislation.mt/eli/sl/373.1/eng/pdf>



denoting the unique reference number of the application. This allows the Public Registry Unit to review and report back any anomalies to the agent.

As the Agency acknowledges that the original apostilled documents are required at the Public Registry Unit, certified and, where applicable, authenticated copies will suffice for the Agency unless otherwise stated.

An official English translation must always accompany any documents that are not in the English language (including certifications or stamps). A professional translator (officially accredited by a court of law), a government agency, an international organisation or a similar official institution must prepare translations. If the translation is prepared in a country where there are no officially accredited translators, a company whose sole or main business is doing professional translations must prepare the translation. At least one authorised signatory of the translation company must sign the translation.

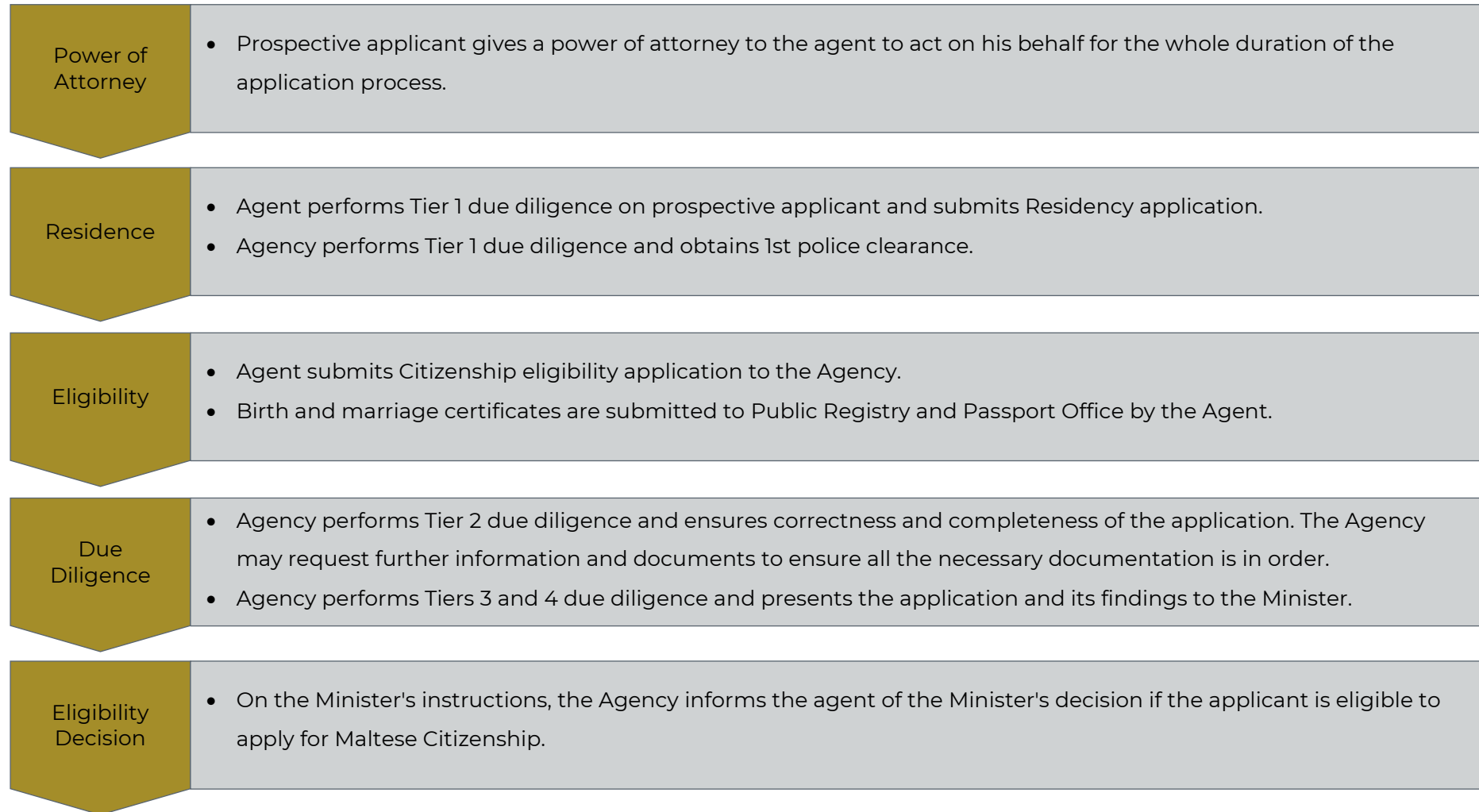
Please note that translators should include, in a clear and legible format, the date, the full name, the capacity and the designation in which they are acting, the residential or business address, the telephone number and the email address/website. In the case of translation agencies, a letterhead should be utilised, thus providing all details relevant to the firm who produced the translation.

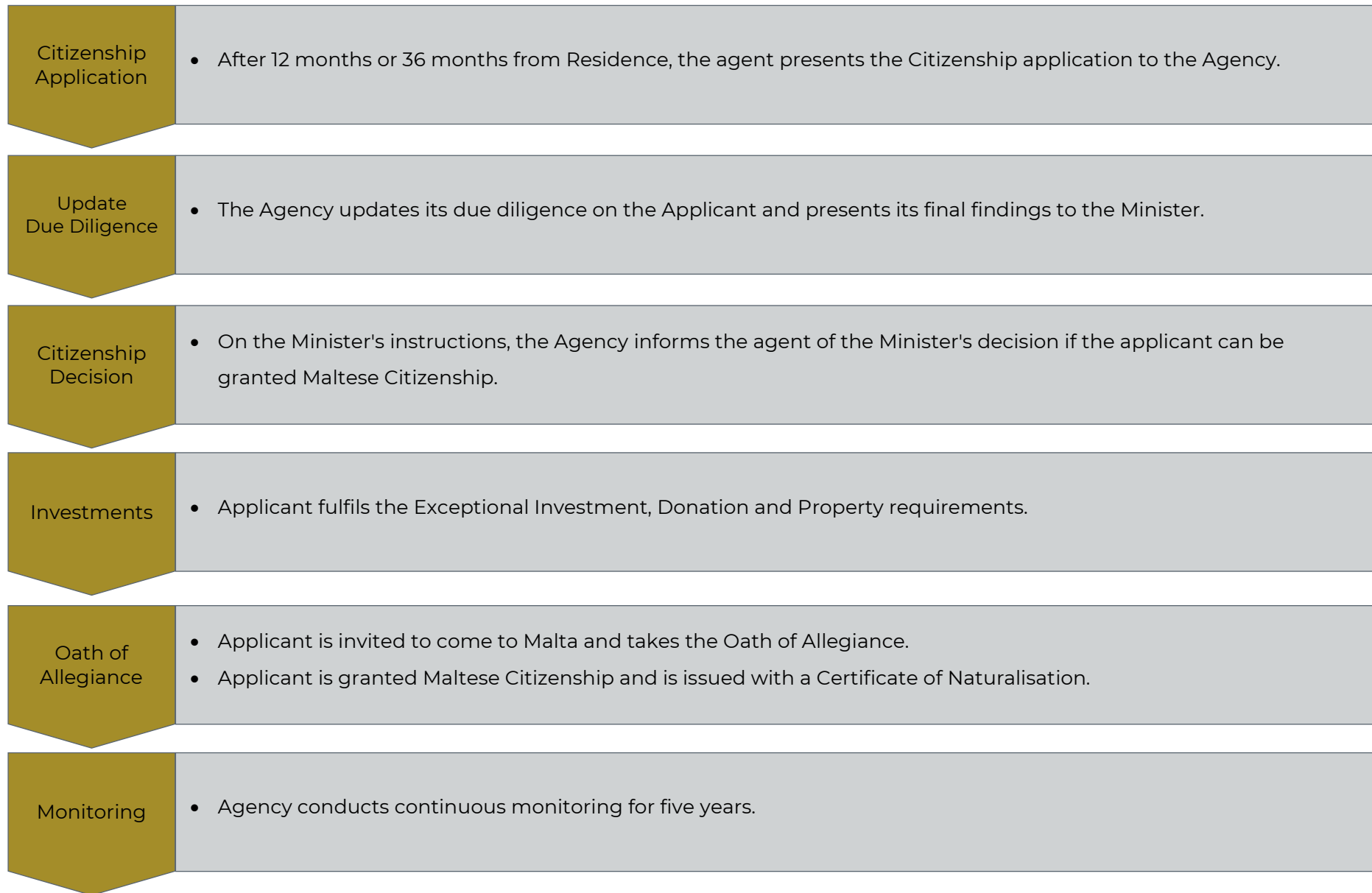
It is highly recommended to use the services of well-known and reputable translation agencies/translators. In case of translators who are accredited to a country's court of law or similar official institutions, provision of accreditation details would be considered more favourably.

It is important to note that at any point throughout the application process, the Agency reserves the right to request further details pertaining to the translator and/or translation agency, or even to request a retranslation by a different translator.

## 2.0 The Application Process and Timeline

The application process can be broken down into 11 steps, which will be explored in detail in this chapter.







## **2.1 Signing the Power of Attorney**

The power of attorney (explained in *Chapter 5.0 – The Eligibility Application Pack*) is the first step in the application process. The power of attorney allows the agent to act on behalf of the client in all matters related to the Application for Eligibility and Application for Citizenship. This includes providing the Agency with additional client information which may already be held by the agent or amending any information on the submission forms.

The agreement should make clear that the power of attorney is granted for all matters related to the Applications, while being valid for the entire duration of the Application's processes.

## **2.2 Residency Application**

*From receipt of the residency application pack at the Agency until the issuance of the e-residency card takes around 15 working days (depending on the quality of application).*

One of the requirements of the Regulations is that an applicant and all adult dependants must hold Maltese residency status for a minimum of 36 months or by exception for a minimum of 12 months. During this period, agents may submit citizenship eligibility applications. However, citizenship may only be applied for after the applicable period from the acquisition of residency.

Before agents submit a complete residency application, they are required to submit digital scans of Form Ks and passport data pages for all applicants and their dependants via email at [residence@komunita.gov.mt](mailto:residence@komunita.gov.mt). Once the Agency receives the 1<sup>st</sup> clearance, the agents are contacted to fix a biometrics-capture appointment and possible interview, to be scheduled at any one day within 6 months from clearance issuance.

Upon receipt of the application pack, the Agency will issue a request for payment equivalent to €5,000 for the Applicant and €1,000 for each dependant, which are non-refundable. The first non-refundable deposit of €10,000 of the investment will also be due at this stage. Every card issued carries a fee of €27.50. The residency application is explained in detail in *Chapter 4.0 – The Residency Application Pack*.

Residency status is issued for 36 months which can only be extended if an eligibility for citizenship application has been submitted.

If a residency card needs to be renewed, it is advisable that the Agency is informed beforehand. The residency card renewal process is similar to the original residency application process. The issue date of a renewed residency card will be sequential to the expiry date on the current card and may not be



backdated. Renewed residency cards are also issued for 36 months. Residence cards will not be renewed if an eligibility for citizenship application has not been submitted. If the residence is lost or the applicant changes the address attributed to it, or for any reason a new card needs to be issued, the applicant will have to visit our offices to re-capture new biometrics.

### **2.3 Submission of the Eligibility Application**

*From receipt of the eligibility application pack until issuance of a formal receipt by the Agency including the payment request voucher takes approximately 2 working days.*

Agents can submit the eligibility application once the residency card has been issued. The eligibility application should be submitted within 12 months from the issuance of the residency card. A formal receipt together with the payment request voucher is issued. The payment request voucher covers the due diligence and administrative fees. The cut-off date at which point dependants are considered as eligible under the Regulations is the date when the eligibility application is submitted at the Agency.

It is essential that at this stage, original, apostilled documents such as Acts of Birth and Marriage/Civil Union are submitted to the Foreign Registrations Office at the Public Registry as a separate pack denoting the unique reference number of the application. This allows the Public Registry Unit to review and report back any anomalies to the agent.

### **2.4 Receipt and Processing of the Eligibility Pack**

*Submission of Eligibility Pack within 12 months from the issuance of the Residency Card.*

Once the payment request voucher is paid, the Agency continues through the different stages.

The Agency's due diligence process starts with what is termed as the E1 stage, at which the application is checked for completion and correctness, ensuring that all the forms have been provided and are adequately completed, together with all the supporting documents and their validity. This part of the process categorises an application as an E1-A, in which case it can proceed to the next stage unencumbered, or an E1-B which implies that elements of the application are missing, inadequate or not in line with the criteria provided in this handbook.

If an application is deemed an E1-B, an E1-B report is issued by the Agency, specifying the amendments or the supplementary information required. Once the agent satisfies the requirements specified in the E1-B report, the information requested by the Agency through an E1-B report may vary from minor amendments to a form, to missing documentation such as police conduct certificates, or documents missing authentication/certification. In cases where the replies take



excessive time or where significant new information is submitted, the Agency can request further due diligence fees to be applied, in order to do necessary updates.

When an application clears the E1 stage, it proceeds to the E3 stage. The E3 stage consists of an in-depth, critical review of the application and the supporting documentation.

## **2.5 Letter of Approval for Eligibility**

From settlement of the payment request voucher until the letter of approval for eligibility takes between 120 and 150 calendar days, excluding any required agent interventions, and provided that all required application documentation is in order.

The Minister will either approve or refuse the application. If approved, a letter of approval for eligibility is issued, which enables the applicant to apply for citizenship in one year or three years' time.

## **2.6 Submission of Application for Citizenship**

The applicant may opt to obtain citizenship either after 3 years or after 12 months. In each case, submissions should be made after the expiration of the respective residency periods.

## **2.7 Processing of Citizenship Application**

Application documentation is vetted and if found complete, a due diligence update is carried out. The Agency will present to the Minister its findings, for his decision for approval in principle. Applicable administrative fees are to be collected.

## **2.8 Approval in Principle by the Minister**

A letter of approval in principle is issued by the Agency once the Minister approves the Citizenship Applications.

## **2.9 Evidence of Fulfilment of Citizenship Requirements**

Documented evidence that all citizenship requirements have been met must be presented within 4 months from the issue of the Letter of Approval in Principle, including:

- A 36-month or 12-month minimum residency status (including boarding passes);
- Copy of the lease or purchase agreement for property together with a declaration from the Applicant that the property will be kept for a minimum period of 5 years from the date of issue of the letter of oath of allegiance. Should the lease agreement is signed on behalf of a company, the board resolution authorising the lessor to sign the agreement on behalf of the company must be presented.
- A valuation report by an architect confirming that the rental value is in line with the current market value;
- The investment of €600,000 or €750,000 and the remaining fees for each other dependant, if applicable.

Furthermore, the applicants must provide documented evidence that any personal, commercial or financial ties to the country that they opted to commit to in their residency proposal letter have been, or are being, honoured. It is highly important that the boarding passes, or manifest in case of travelling with a private jet, for each stay are kept and presented with the post-approval pack.

For the post-approval pack, the below documentation must be presented to the Agency:

- Copy of the receipt issued by the Agency for the investment made;
- Copy of the contract for the lease or purchase of the property;
- Valuation report by an architect declaring the current market rental value of the property, and which must include photographic evidence of the interior and exterior conditions of the said property;
- Copy of the boarding passes or manifest of incoming and outgoing travel from Malta;
- Receipt of the donation to a local voluntary organisation which must accompanied by a confirmation from the Commissioner for Voluntary Organisations that the organisation is duly registered;
- Proof that any commitments stated in the proposal letter have been honoured.

Once the documentation mentioned above has been reviewed and checked, the Agency will issue a letter of invitation so that a suitable appointment can be arranged for the Applicant and the dependants, under an application to take the oath of allegiance. The oath of allegiance must be taken in Malta.





## **2.10 Oath of Allegiance**

*From the provision of the documentation until the invitation for the oath of allegiance takes 5 working days;*

Once all the required documentation has been provided, the Agency performs updated checks. If no adverse results are returned, and all the documentation is correct and complete, the Agency issues the invitation for the oath of allegiance.

The applicant shall be required to complete the process and take the oath of allegiance within 6 months from the approval in Principle by the Minister.

The Applicant and any dependants aged 18 or more must visit the Agency's offices in Malta to take the oath of allegiance.

After the oath of allegiance has been taken, a certificate of naturalisation is issued. The Agency will continuously monitor and ensure that the applicants continue to satisfy the eligibility criteria for 5 years from the date of the oath of allegiance.

## **2.11 Annual Compliance Form**

Every Applicant needs to comply with and complete a declaration stating that the applicant is abiding by the requirement as stipulated by S.L. 188.06. The Compliance Form must be filed at the Agency on a yearly basis for 5 years from the date of the oath of allegiance.

## **2.12 Non-Eligible Nationalities**

Currently, the policy of the Maltese Government excludes from applying individuals who are nationals of the Islamic Republic of Afghanistan, the Islamic Republic of Iran and the Democratic People's Republic of Korea (North Korea), or are non-nationals but reside, do business, have significant ties with, or connections to these countries. Citizens from countries who are on the US travel ban also cannot apply.

The Agency reserves the right to update the list of banned countries from time to time. Such list will be communicated with all agents accordingly.



## **3.0 The Residency Application Pack**

A residency application for the purposes of the Regulations consists of the following documents:

1. Introduction Letter;
2. Power of Attorney;
3. Forms CEA Form K/J, Form ID1A/ID2 and Rental Declaration Form;
4. International Passports & Foreign Residency Cards;
5. Evidence of Dependency including Acts of Marriage/Civil Union/Cohabitation and/or Birth;
6. Benefactor's Declaration (if applicable) and Bank Statements;
7. Benefactor's Passport date page (if applicable)
8. Property Lease or Purchase Agreement – in the case of a lease, it must cover the entire 36-month period; should the lease agreement is signed on behalf of a company, the board resolution authorising the lessor to sign the agreement on behalf of the company must be presented.
9. Comprehensive Tier 1 Due Diligence checks;
10. Parent's Consent Form.
11. Landlord Declaration
12. Curriculum Vitae of the applicant
13. Health Insurance for all members in the application
14. 6 months bank statements

Each aspect of the application pack is explained in this chapter.

### **3.1 Introduction Letter**

*Original; signed and dated by the applicant*

The residency proposal letter must be completed by the client and must highlight the client's main reasons for applying for Residency, as part of the application process. The letter must also showcase the applicant's commitment to satisfying the Regulations' criteria along with other commitments that evidence personal, commercial or financial ties to the country.

### 3.2 Power of Attorney

*Original or Certified True Copy; may be presented at the citizenship application stage;*

As part of the application, the Agency requires an original or certified true copy of the agreement (the power of attorney) made between the prospective applicant and the licenced agent, for the latter to act on the applicant's behalf in terms of the Regulations.

The power of attorney must be valid for the entire duration of the eligibility and citizenship application process. The agreement must clearly appoint the agent as the 'attorney' with clear statements giving full authority to act on behalf of the Applicant and any dependants, in all matters related to an eligibility and citizenship applications.

The power of attorney is to be signed and dated by the Applicant and the agent while being independently witnessed by a person who should be suitably identified. The presence of a power of attorney also allows the agent to make any amendments deemed necessary on the forms. Any such amendments will need to be initialised and dated next to the correction.

### 3.3 Forms CEA Form K/J, ID1A/ID2 and Rental Declaration

#### Form

*Originals; Typed. Use of corrective fluid/tape is not permissible.*

The forms associated with a residency application for the purposes of the Regulations include:

CEA Form K/J	CEA Form K/J must be completed under the Economic self-sufficiency category by all applicants, including minors under 12 years of age. In the case that an applicant is not a national of an EEA/EU member state or a Swiss national, CEA Form K is needed. Otherwise, please use CEA Form J.
Form ID1A/ID2	Form ID1A must be completed by all applicants, including minors under 12 years of age. Form ID2 must be used when applying on behalf of minors under 12 years of age. The Applicant signs the form on behalf of the minor. Dependants who are 12 years and over must sign their own forms.

Rental Declaration Form	This form must be filled by the owner of the residential property indicated in the lease agreement submitted by the applicant. This serves as a confirmation of the address indicated by the applicant on the application for a residence document submitted to the Agency.
Parent's Consent Form	This form is need in cases where one of the parents of a minor dependant is not included in the application.

Forms need to be initialled by the applicant and the commissioner for oaths as applicable. A step-by-step guide to filling each form is provided in *Chapter 4.0 – The Residency Application Pack*.

### **3.4 International Passports & Foreign Residency Cards**

*Certified True Copy*

Certified true copies of international passports or laissez-passer (if applicable) and foreign residency cards are required for all applicants, minor dependants and any benefactors.

It is not mandatory to submit a copy of the entire passport. However, an application must contain:

- A copy of the data page (and the signature page if not included within the data page) for the Applicant, all the dependants and any benefactors; and
- A copy of any passport amendment pages or revisions including any visas and immigration stamps;
- A copy of both sides of any residency cards;

If any of the applicants hold multiple residency cards, international passports or international passports for multiple countries of citizenship, kindly provide certified true copies of each passport according to the above guidelines.

### **3.5 Evidence of Dependency**

*Certified True Copy*

The residency application must be accompanied by adequate documentation to evidence the relationship held with the dependants forming part of the application. Such documentation includes certified true copies of acts of marriage and acts of birth.

For de facto relationships which have not yet, or will not be, formalised through the process of marriage, civil union or registered cohabitation, agents/clients may consider providing evidence in the form of a declaration including:

- When did the couple commit to a shared life together;
- If engaged to be married, when and why did the couple decide to get married? If the couple cohabitates, when and why did they decide to live together? If they are not living together now, explain why not;
- An explanation of the extent to which the couple has already combined their personal affairs, for example in relation to finances and accommodation;

This information should come in the form of an affidavit to give otherwise informal content, a formal rendition. Furthermore, it is advisable to provide the following documentation to support the claim of a long-term relationship including, but not limited to:

- Certificate of no impediment, free status certificate or a jurisdictional equivalent;
- Evidence of cohabitation such as a joint rental agreement, a joint local authority registration under the same address, utility bills appearing in joint names;

### **3.6 Benefactor's Declaration & Bank Statement**

*Certified True Copies of bank statements; Original benefactor's letter (if applicable)*

If a benefactor is sponsoring a residency application, the Agency will require a letter which introduces the benefactor. The letter must include personal details of the benefactor including full legal name, contact details and current primary residential address. Furthermore, the letter needs to provide details about the relationship between the benefactor and the Applicant.

Certified true copies or original bank statements from the Applicant's/benefactor's account are required. Bank accounts must have an adequate balance in credit while the corresponding statements must show transactional activity for the six (6) months preceding the submission of the application. If statements are not in the English language, please provide a translated version as per the guidelines provided in this handbook.

If the statement does not show 6 months' worth of transactional activity, bank statements showing 6 months of transactional activity are required for feeder accounts.

Furthermore, if an applicant is paying from an account opened within the 6 months preceding the application, please also provide a certified true copy of the account opening advice.



Bank accounts used for the purposes of funding residency applications must meet the following criteria:

- The Applicant/benefactor (as applicable) is the bank account holder; or
- The bank account is held jointly by the Applicant/benefactor (as applicable) and another person.

Company account, trust accounts or offshore accounts are not accepted as sources of funds. Therefore, such accounts will be rejected.

### **3.7 Property Lease or Purchase Agreement**

*Certified True Copy*

The Applicant must provide evidence of ownership/lease of real estate in Malta. Please provide Certified true copies of the property purchase or lease agreement contract as applicable covering a minimum period of 36 months.

A rental declaration must be filled by the owner of the residential property leased. More information about this form can be found in section 4.5

It is not allowed to have applicants, or any other person renting the same property during the same period. Sub-leasing of property may result in the revocation of citizenship.

### **3.8 Comprehensive Tier 1 Due Diligence Checks**

*Certified True Copy*

Tier 1 due diligence checks must be carried out by the applicant's approved agent and presented as part of the client's residency application. They must consist of background checks (database and open-source checks) on all applicants and must be conducted in line with established industry standards and any applicable laws and regulations.

A comprehensive set of Tier 1 due diligence documentation needs to be presented together with a covering letter including:

- A confirmation that the agent has undertaken Tier 1 due diligence checks by industry best practices and any applicable laws and regulations;
- Confirmation of findings from any risk management database;
- Confirmation of the overall findings as a result of Tier 1 due diligence; and



- Declaration by the agent that he believes that the applicant is suitable to apply for Maltese citizenship.

It is also important to note that in case of PEPs or applicants showing on any sanctions or watch lists, the Agency must be immediately informed and provided with all the relevant details upon submission of a residency application.

### **3.9 Parent's Consent Form**

If the biological mother or father is not part of the application, the parent's consent form signed by the parent who is not part of the application must be provided including a certified true copy of the Government issued photo identification document, which should also include the individual's signature.

A copy of the passport's photo/data page including the bearer's signature would suffice.

Where applicable, supporting documentation evidencing the legal guardianship, court agreements, custody consent letters etc. is to be submitted.

### **3.10 Landlord Declaration**

The landlord declaration is to be used when a person is no longer residing at the address the he/she registered with Identity Malta Agency.

This serves as a declaration that the lessee whose details appear had rented the property owned and/or managed by the landlord signing the form, and that the said person nor any member of his family resides any longer thereat, and that s/he is no longer paying any rent in accordance with the relative rental agreement.

If any declaration or statement or information provided is false or incorrect, the landlord signing the form will be liable to criminal responsibility in accordance with Articles 188 and 189 of the Criminal Code (Chapter 9 of the Laws of Malta) and Article 32 of the Immigration Act (Chapter 217 of the Laws of Malta) as well as any other law or regulation which may be in force at the time of the unlawful declaration.



## 4.0 The Residency Application Pack

Clear information is key to a successful application. This chapter goes through each form required for a successful Citizenship related residency application. The list of forms includes forms:

CEA Form K, CEA Form J, Form ID1A, Form ID2, and the Rental Declaration Form.

Each form is explained in detail in this section.

### 4.1 CEA Form K

*This form should only be used if the applicant is not a national of an EEA/EU member state or a Swiss national.*

#### Part 1

1.1	Surname	Please state the applicant's full legal surname (as per passport)
1.2	Former Surname	Please include any maiden names or any previous married names
1.3	Forename	Full legal given name (as per passport)
1.4	Current Nationality	Current nationality and any other acquired nationalities
1.5	Nationality at Birth	Nationality according to 1.6
1.6	Country of Birth	Country of birth
1.7	Place of Birth	City, province of birth
1.8	Marital status	Please specify whether the applicant is single, married, separated, divorced or a widow/er
1.9	Gender	Please state whether the applicant is female, male or if they do not associate with any particular gender (x)
1.10	Date of Birth	Date of birth (mm/dd/yyyy)
1.11	Travel Document Type	Please specify which travel document will be referred to in sections 1.12 – 1.15
1.12	Travel Document Number	Please specify the travel document number for the document referred to in 1.11





1.13	Country of Issue	Please specify the country where the document referred to in section 1.11 was issued
1.14	Date of Issue	Please specify the country where the document referred to in section 1.11 was issued
1.15	Valid Until	Please specify the day, month and year when the document referred to in 1.11 expires
1.16	Property Number	Sections 1.16 – 1.20 should contain details about the property which is being declared as purchased or leased for the purposes of the related residence application  Please specify the property number, if applicable
1.17	Property Name	Please specify the name of the property (if applicable) referred to in 1.16
1.18	Street	Please specify the name of the street where the property referred to in 1.16 is located
1.19	Locality	Please specify the name of the locality where the property referred to in 1.16 is located
1.20	Telephone	Please specify any landline numbers available within the property referred to in 1.16
1.21	Mobile	Please provide the mobile number at which the tenant of the property specified in 1.16 can be reached
1.22	Email	Please write the email address at which the tenant of the property referred to in 1.16 can be reached
1.23	Door	Sections 1.23 – 1.27 should contain details about the current primary residential address for the applicant  Please specify the property number and/or name
1.24	Street	Please specify the name of the street where the property referred to in 1.23 is located
1.25	Locality	Please specify the City/town, followed by province, state, or county, and postal code for the property referred to in 1.23
1.26	Country	Please specify the country where the property referred to in 1.23 is located



1.27	Telephone	Please specify any landline numbers available within the property referred to in 1.23
1.28	Date of First Settlement in Malta	This date (dd/mm/yyyy) should coincide with the day when the biometrics-registration appointment is held at the Agency
1.29	Duration of Stay	As this residency application is being made for the purposes of the Regulations, the minimum duration of the stay must be 12 months
1.30	Country of Residence prior to Settlement in Malta	This field should be the same as 1.26
1.31	Intended Country of Next Settlement	As this residency application is being made for the purposes of the Regulations, this field should specify 'Malta.'

### **Parts 2 & 3**

The applicant must read, understand, sign and date these sections.

## **4.2 CEA Form J**

*This form should only be used if the applicant is a national of an EEA/EU member state or a Swiss national.*

### **Part 1**

1.1	Surname	Please state the applicant's full legal surname (as per passport)
1.2	Former Surname	Please include any maiden names or any previous married names
1.3	Forename	Full legal given name (as per passport)
1.4	Current Nationality	Current nationality and any other acquired nationalities
1.5	Nationality at Birth	Nationality according to 1.6
1.6	Country of Birth	Country of birth
1.7	Place of Birth	City, province of birth
1.8	Marital status	Please specify whether the applicant is single, married, separated, divorced or a widow/er



1.9	Gender	Please state whether the applicant is female, male or if they do not associate with any particular gender (x)
1.10	Date of Birth	Date of birth (mm/dd/yyyy)
1.11	Travel Document Type	Please specify which travel document will be referred to in sections 1.12 – 1.15
1.12	Travel Document Number	Please specify the travel document number for the document referred to in 1.11
1.13	Country of Issue	Please specify the country where the document referred to in section 1.11 was issued
1.14	Date of Issue	Please specify the country where the document referred to in section 1.11 was issued
1.15	Valid Until	Please specify the day, month and year when the document referred to in 1.11 expires
1.16	Property Number	Sections 1.16 – 1.20 should contain details about the property which is being declared as purchased or leased for the purposes of the related residence application  Please specify the property number, if applicable
1.17	Property Name	Please specify the name of the property (if applicable) referred to in 1.16
1.18	Street	Please specify the name of the street where the property referred to in 1.16 is located
1.19	Locality	Please specify the name of the locality where the property referred to in 1.16 is located
1.20	Telephone	Please specify any landline numbers available within the property referred to in 1.16
1.21	Mobile	Please provide the mobile number at which the tenant of the property specified in 1.16 can be reached
1.22	Email	Please write the email address at which the tenant of the property referred to in 1.16 can be reached
1.23	Door	Sections 1.23 – 1.27 should contain details about the current primary residential address for the applicant



		Please specify the property number and/or name
1.24	Street	Please specify the name of the street where the property referred to in 1.23 is located
1.25	Locality	Please specify the City/town, followed by province, state, or county, and postal code for the property referred to in 1.23
1.26	Country	Please specify the country where the property referred to in 1.23 is located
1.27	Telephone	Please specify any landline numbers available within the property referred to in 1.23
1.28	Date of First Settlement in Malta	This date (dd/mm/yyyy) should coincide with the day when the biometrics-registration appointment is held at the Agency
1.29	Duration of Stay	As this residency application is being made for the purposes of the Regulations, the minimum duration of the stay must be 12 months
1.30	Country of Residence Prior to Settlement in Malta	This field should be the same as 1.26
1.31	Intended Country of Next Settlement	As this residency application is being made for the purposes of the Regulations, this field should specify 'Malta.'

### **Parts 2 & 3**

The applicant must read, understand, sign and date these sections.

## **4.3 Form ID1A**

### **Part 1**

1.1	Type of Applicant	Please tick (✓) the most appropriate description of the applicant  Type A: The applicant is not a Maltese national but is a national of an EU member state
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		Type B: The applicant is not a Maltese national, not an EEA/EU member state national, or a Swiss national  Type C: The applicant is not a Maltese national but is a national of an EEA member state
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## Part 2

2.1	Type of Form	Please tick (✓) the most appropriate description of the application
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## Part 3

3.1	ID Card Number	If the type of form as specified in 2.1 is a 'First Time Application', please state 'N/A.'
3.2	Surname	Please state the applicant's full legal surname (as per passport)
3.3	Maiden Surname	Please include any maiden names or any previous married names
3.4	Forename	Full legal given name (as per passport)
3.5	Current Nationality	Current nationality and any other acquired nationalities
3.6	Nationality at Birth	Nationality according to 3.7
3.7	Country of Birth	Country of birth
3.8	Place of Birth	City, Province of birth
3.9	Marital Status	Please specify whether the applicant is single, married, separated, divorced or a widow/er
3.10	Gender	Please state whether the applicant is female, male or if they do not associate with any particular gender (x)
3.11	Date of Birth	Date of birth (dd/mm/yyyy)
3.12	Travel Document Type	Please specify which travel document will be referred to in sections 3.13 – 3.16
3.13	Travel Document Number	Please specify the travel document number for the document referred to in 3.12



3.14	Country of Issue	Please specify the country where the document referred to in section 3.12 was issued
3.15	Date of Issue	Please specify the day, month and year when the document referred to in 3.12 was issued
3.16	Valid Until	Please specify the day, month and year when the document referred to in 3.12 expires

**Part 4**

4.1	Address	Please specify the applicant's Maltese residential address in full, using the following format:  Line 1: Building name or number (if applicable) Line 2: Street Line 3: City/town and postal code Line 4: Country
4.2	Phone Number	Please specify any landline numbers available within the property referred to in 4.1
4.3	Mobile Number	Please provide the mobile number at which the applicant can be reached
4.4	Email Address	Please write the email address at which the applicant can be reached

**Part 5**

5.1	Declaration	Please tick (✓) the statement which most accurately represents the applicant's preference in relation to whether they would like to have an e-ID account for the myGov portal and its affiliated services  This declaration needs to be signed and dated by the applicant
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## 4.4 Form ID2

*This form is to be used by applicants who are an EEA/EU member state national or a Swiss national, and who are unable to attend the Agency offices for the registration of biometric data.*

### Part 1

In the first section of the form, there are two (2) placeholders:

1. In the placeholder located on the left-hand side of the form, the applicant needs to provide a passport-sized photo taken within the past 6 months. The photograph should be approximately 30mm x 40mm in size and must be attached to this form in a way that it cannot be removed without tearing the photograph or the form. Please ensure that the photograph complies with the Maltese passport requirements, which can be found at <https://identitymalta.com/passport-photograph-guidance/>.
2. In the placeholder located on the right-hand side of the form, the applicant needs to provide a signature. This signature will be used as a specimen signature, and therefore it should represent the most commonly used version of the applicant's signature.

### Part 2

In this section, please specify whether this is a first-time application or if the form is being compiled for the renewal of the residency card.

### Part 3

3.1	Application Number	Please specify the application reference number
3.2	ID Card Number	Please specify the applicant's number. If this is a first-time application, please write "N/A"
3.3	Surname	Please state the applicant's full legal surname (as per passport)
3.4	Name	Full legal given name (as per passport)
3.5	Date of Birth	Date of birth (dd/mm/yyyy)



## 4.5 Rental Declaration Form

*Original*

This form must be filled by the owner of the residential property indicated in the lease agreement submitted by the applicant. This serves as a confirmation of the address indicated by the applicant on the application for a residence document submitted to the Agency.

It is not allowed to have applicants, or any other person renting the same property during the same period.

### **Part 1**

1.1	Name	Full legal given name & surname (as per passport)
1.2	ID Card Number	Please specify the applicant's number. If this is a first-time application, please write "N/A"
1.3	Telephone Number	Please provide the mobile number at which the applicant can be reached
1.4	Address	Please specify the applicant's Maltese residential address in full, using the following format:  Line 1: Building name or number (if applicable) Line 2: Street Line 3: City/town and postal code Line 4: Country
1.5	Email	Please write the email address at which the applicant can be reached

### **Part 2**

2.1	Name	Full legal given name & surname (as per passport)
2.2	ID Card Number	Please specify the landlord's number
2.3	Telephone Number	Please provide the mobile number at which the landlord can be reached





2.4	Address	Please specify the landlord's Maltese residential address in full, using the following format:  Line 1: Building name or number (if applicable) Line 2: Street Line 3: City/town and postal code Line 4: Country
2.5	Email	Please write the email address at which the landlord can be reached
2.6	Duration of Lease	Please indicate the duration of the lease by indicating the start and end date of the lease agreement (dd/mm/yyyy)
2.7	Joint Tenancy	Please indicate whether the property will be used as a residence by more than one person
2.8	Number of Residents	If the answer to 2.7 is 'Yes', please indicate the number of residents that will be residing in the same property

**Part 3**

This section must be read, understood, signed and dated by the landlord.



## 5.0 The Eligibility Application Pack

An eligibility application pack consists of the following documents:

1. Agent's Covering Letter;
2. Power of Attorney;
3. Residency Proposal Letter;
4. Forms R, S, PDFEE, SSFW, PSC and MRQ as applicable;
5. Bank Statements;
6. International Passports;
7. Government-issued Photographic Identification Documents;
8. Residence Permits including Maltese e-Residency Cards;
9. Birth Certificates;
10. Change of Name Documents (if applicable);
11. Military Records (if applicable);
12. Corporate Affiliations / Evidence of Employment / Source of Funds and Source of Wealth (including the Business and Corporate Affiliations Declaration, if applicable);
13. Marriage/Divorce Certificates (if applicable);
14. Evidence of Residential Address;
15. Police Conduct Certificates;
16. Social Credit Report (where applicable);
17. Applicable Affidavits;
18. Tax Residency Declarations.

When agents are preparing the application pack, the above filing order is recommended and should be repeated per each individual applicant, starting with the Applicant. It is important to keep in mind that certain documents apply only to the Applicant and not to the spouse and/or other dependants/benefactor.

Agents are to note that, at Eligibility Stage, the Form that includes the declarations signed by the main applicant on behalf of a minor (known as Form T) is not completed at this stage. A minor's Form T is only to be completed at Citizenship Stage.

In the case of a benefactor (a third party contributing financially to the application) the following forms and documents need to be submitted:



1. PDFEE Form;
2. SSFW Form;
3. Bank Statements;
4. Corporate Affiliations / Evidence of Employment / Source of Funds and Source of Wealth (including the Business and Corporate Affiliations Declaration, if applicable);
5. International passport/s.

Agents need to be aware that once an application is submitted to the Agency, it cannot be put on hold for any reason. Any timeframes, as stipulated by the Agency must be adhered to.

An eligibility application pack must be submitted prior to the expiration of the 12-month or the 36-month residency period. This period is calculated from the date of the last residency card issued.

If the eligibility application is not presented to the Agency within the 12-month or 36-month period, the residence card/s will be revoked.

Each aspect of the application pack is explored in this chapter.

## **5.1 Agent's Covering Letter**

*Original; signed, stamped and dated by registered sole agent or the authorised agent representative as identified on the power of attorney*

The first document that agents are required to provide is a covering letter. Covering letters should be presented in original, on official letterhead. The letter must be signed, dated and stamped by the registered sole agent/licensed agent representative in the case of a legal entity (mentioned as an attorney in *Section 5.2 – Power of Attorney*) and must contain the following information:

- An executive summary covering all the key details of the Applicant and any dependants;
- A confirmation that the agent has undertaken Tier 1 due diligence checks;
- Highlights of any positive/adverse findings as a result of the due diligence;
- Details of findings from any risk management database or any adverse media relating to the applicants;
- If an applicant has or had any type of connection, whether familial or business-related, to another applicant who had already applied for Maltese Citizenship, such a relationship should be disclosed to the Agency.
- An index of the entire application package; and
- Declaration by the agent that he/she believes that the applicants are deemed fit and proper persons to obtain Maltese citizenship.



## **5.2 Power of Attorney**

*Original or Certified True Copy*

As part of the application, the Agency requires an original or certified true copy of the agreement made between the prospective applicant and the agent, for the latter to act on the applicant's behalf in terms of the Regulations (the power of attorney).

The power of attorney must be valid for the entire duration of the eligibility and citizenship application processes. The power of attorney must clearly appoint the licensed agent as the 'attorney.' If the agent is a legal entity, the power of attorney should also name the agent's representative who has been authorised by the Agency to act as the 'attorney.' The attorney cannot delegate his/her powers, or substitute/appoint another attorney in his/her stead.

The power of attorney should include clear statements giving full authority to act on behalf of the Applicant "guarantor/principal" and any dependants in all matters related to the attainment of Maltese Citizenship by Naturalisation for Exceptional Services by Direct Investment.

The power of attorney is to be signed and dated by the Applicant and the agent while being independently witnessed by a person who should be suitably identified.

The presence of a power of attorney also allows the agent to make any amendments deemed necessary on the forms. Any such amendments will need to be initialised and dated next to the correction. A sample power of attorney has been uploaded in the Agency's website for guidance purposes.

## **5.3 Residency Proposal Letter**

*Original or Certified True Copy – signed by the Applicant*

The residency proposal letter needs to be completed by the Applicant and must highlight his/her main reasons for applying for Maltese citizenship. The letter must also showcase the applicant's commitment to satisfying the Regulations' criteria along with other commitments that evidence personal, commercial or financial ties to the country.

In the proposal letter, the applicant must also confirm which residency period he/she will be opting for, either for a residence period in Malta for 12 months or for 36 months. Once this residency period is established in the Eligibility application submitted, it cannot be subsequently changed by the applicant.



## 5.4 Forms R, S, PDFEE, SSFW, PSC and MRQ

*Originals – preferably typed or alternatively completed using capital letters throughout the form, in blue ink. Use of corrective fluid/tape is not permissible.*

The forms associated with an Eligibility application include:

Form R	This form includes declarations made by the Applicant at Eligibility Stage
Form S	This form includes declarations made by any adult dependants, including a spouse, at Eligibility Stage
PDFEE Form	This form is used to declare the personal details of each applicant or a third-party benefactor
SSFW Form	This form is used to declare the net worth, details of income, Source of Funds and Source of Wealth of the Applicant and, where applicable, the spouse or benefactor
PSC Form	This form is used to register a sample photographic image and signature of an applicant
MRQ Form	This form is used to declare the medical evaluation of an applicant

Each page of Forms R and S need to be initialled by the applicant and the commissioner for oaths. A step-by-step guide to filling each form is provided in *Chapter 8.0 – The Eligibility & Citizenship Application Forms*.

## 5.5 Bank Statements

*Originals or Certified True Copies*

The Applicant, spouse, de-facto partner and/or any benefactors must provide bank statements for the bank account quoted in SSFW Form, D2, showing 6 months of recent transactional activity.

If the bank account quoted in SSFW Form, D2 does not show 6 months' worth of transactional activity bank statements showing 6 months of recent transactional activity are required for feeder accounts. If an applicant is paying from an account opened within the 6 months preceding the application, please also provide a certified true copy of the account opening advice or an account opening bank statement.



The bank account quoted in SSFW Form, D2 from which the citizenship application's direct investment/contribution will be paid, must be the Applicant's or benefactor's (as applicable) personal bank account. The payment of the investment must be done in one transaction and not split into multiple transactions.

## **5.6 International Passports**

*Certified True Copy*

Certified true copies of the entire international passports or laissez-passer (if applicable) are required for all applicants, minor dependants and any benefactors.

If any of the applicants hold multiple international passports or international passports for multiple countries of citizenship, kindly provide certified true copies of each passport according to the above guidelines.

In the case of minor dependants' biological mother or father who does not form part of the application, a certified copy of the data/photo page (including the bearer's signature) would suffice. Refer to Section 8.5 – *Form T*.

## **5.7 Government-issued Identification Documents**

*Certified True Copy*

An official document commonly used for identification within the country where it has been issued is required for all applicants. If the applicant holds more than one citizenship, certified true copies of identification documents from each country of citizenship are required. Examples of such documents include identity cards or driving licences.

In jurisdictions where an identity card is non-compulsory, no identity card is issued or is issued once a certain age is reached; a suitable explanation is to be provided within Part C of PDFEE Form.



## **5.8 Residence Permits including Maltese e-Residency Cards**

*Certified True Copy*

Residence permits are required to support the information in PDFEE Form, A17 for applicants, with any temporary or permanent residency.

If an applicant holds multiple residency permits/cards, copies of each permit should be submitted accordingly.

A copy of the applicant's Maltese e-Residence card is also to be included in the application.

## **5.9 Birth Certificates**

*Certified True Copy*

For due diligence purposes, the Agency will accept certified true copies of birth certificates. Original, apostilled documents relating to the Public Registry process must be submitted separately and directly to Identity Malta Agency's Public Registry Unit, immediately following the issuance of the payment request voucher receipt, to ensure that the vetting process is completed in time and that any anomalies are identified early on in the application process. Failure to abide by this procedure may result in delays with the processing of the application.

## **5.10 Change of Name Documents**

*Certified True Copy*

Evidence of any documentation issued by the relevant authorities is required to support any change of name declarations made in PDFEE Form, A5 & A7. Also note that the Public Registry will only recognise any name changes when registering any Act of Birth or Marriage/Divorce, if such name change would have also been made through judicial demand/court application in the Courts of Malta, according to the provisions of the Civil Code (Cap 16), article 253.

## **5.11 Military Records**

*Certified True Copy*

Where an applicant has served in the armed forces of any country, received any military training, or has been part of any other military/paramilitary organisation (refer to Form R and S sections C1 and C2), certified true copies of the corresponding documentation must be provided.



## **5.12 Corporate Affiliations / Evidence of Employment / Source of Funds and Source of Wealth**

*Original or Certified True Copy*

Reference is to be made to SSFW Form. This form provides guidance as to what documentary evidence is required from the applicant, benefactor and/or any dependant who contributed, or is contributing, to the income and wealth of the Applicant.

SSFW Form seeks to collect the following information:

1. The income and the source of these funds. The Citizenship's direct investment/contribution will be paid from this money (SSFW B1 to B19),
2. The current net worth and the list of assets that make up this wealth (SSFW C1 to C3), and
3. How was this wealth generated along the years – the source/s of wealth (SSFW C4 and C5).

For each of the above sections, besides the provision of the information requested, supporting documentation must be submitted. The following is a list of possible documents that can be submitted under each of the above three stages (reproduced from SSFW Form):

### **5.12.1 Income for an Employed Person (SSFW B3 to B7)**

Documentary Evidence:

If the Applicant, spouse, de-facto partner and/or any benefactors declare that they are employed, the Agency requires an official (original) letterhead signed and dated by a director/authorised signatory of the employing entity confirming:

- Role;
- Employment date;
- Whether the employment is on an in/definite basis. If on a definite basis, the employment end date; and
- Annual Gross Salary, including any bonuses (if applicable).





As an alternative to the employment letter above, one of the following documents may also be submitted:

- Employment Contract;
- Recent Payslips; or
- Income Tax Returns.

### **5.12.2 Income from a Business (SSFW B8 to B18)**

Documentary Evidence – any one of the following:

- Latest audited financial statements
- Copy of latest management accounts signed by the CEO / Directors, if audited accounts are not available or not officially required
- Letter signed by the Board of Directors approving the distribution of dividends
- Bank statement showing the dividend transaction/s or other income from business
- Income Tax Returns evidencing the company dividends / income received

### **5.12.3 Income from Another Source (SSFW B19)**

Depending on the nature of the income, supporting documentation may include:

- Income Tax Returns
- Statements of Investment Portfolios
- Evidence of inheritance or gifts
- Recent bank statements evidencing the income received

### **5.12.4 Current Net Worth (SSFW C1 and C2)**

What are the assets making up the current net worth (the amount declared under C1)?

Documentation may include:

<b>Assets</b>	<b>Documents Required</b>
Investment Holdings	Statements of account / portfolio
Bank accounts	Bank account statements
Properties	Copy of contract of purchase, or



	Title deed from land registry (or jurisdictional equivalent), or Professional property valuations
Company Shareholdings/Ownership	<p>If in the SSFW the Applicant, spouse/de-facto partner or a benefactor declares that they hold shares in one or more companies the following documentation is required:</p> <ol style="list-style-type: none"><li>1. Certificate of incorporation, and</li><li>2. Share register and register of directors of the companies. If the company's Memorandum and Articles of Association (or its jurisdictional equivalent) includes the latest lists of the company's directors and shareholders, this should suffice.</li><li>3. The most recent audited accounts evidencing the company's Net Asset Value. Where these are not available, management accounts signed by the company directors are to be submitted. No financials are required in the case of publicly listed entities.</li></ol> <p>The above company documentation is required for the applicant's <b>'primary'</b> entities (those entities that are considered as generating most the applicant's revenue).</p> <p>An applicant may hold an interest in various other companies which to some extent are contributing to his current wealth. In lieu of submitting the documentation mentioned above for each of these <b>'secondary'</b> entities, the <b>'Business and Corporate Affiliations Declaration'</b> must be used instead. Once all the details for each entity have been completed and the declaration adequately signed off/certified/apostilled (please refer to instructions on the declaration itself), there is no requirement to provide the relative company documentation mentioned above for these 'secondary' entities.</p> <p>In case of complex corporate set-ups, applicants should submit a structure chart showing all their business affiliations together with the percentage shareholdings. This should help the Agency better understand the applicant's affiliations.</p>
Trusts	The Trust Deed; to include details of the settlor, trustee/s, all beneficiaries and, where applicable, the protector. A schedule of assets making up the Trust should be included.



### 5.12.5 Source of Wealth (SSFW C4)

The Applicant, benefactor and /or any dependant completing the SSFW Form may have acquired his/her wealth along the years by undertaking a series of 'major transactions'. In SSFW (C4) these 'transactions' have been classified under eight categories (refer also to Section 8.7, C4). Documentation evidencing these 'transactions' is required, and may include:

<b>Source of Wealth</b>	<b>Evidence that may be presented (<i>For every major transaction one document from the following should suffice</i>)</b>
Previous Employment Income	<ul style="list-style-type: none"><li>• For previous employments any one of the documents listed under Section 5.12.1 above can be provided</li></ul>
Purchase / Sale of Investments	<ul style="list-style-type: none"><li>• Statement of account from the agent/broker</li><li>• Bank statements showing the relative transaction/s</li><li>• Transaction receipt / confirmation</li><li>• A copy of the contract / contract note</li></ul>
Sale of Shares in Companies	<ul style="list-style-type: none"><li>• Contract of Purchase/Sale</li><li>• Shareholder's Certificates (evidencing reduction / movements in shareholding)</li><li>• Copies of official company documents (such as Memorandum &amp; Articles of Association or Shareholders' Register) showing details of shareholdings both before and after the transaction</li></ul>
Company Profits / Dividends	<ul style="list-style-type: none"><li>• Latest audited financial statements</li><li>• Copy of latest management accounts, if audited accounts are not available/required</li><li>• Letter signed by the Board of Directors approving the distribution of dividends</li><li>• Bank statement showing the dividend transaction/s</li><li>• Tax declaration evidencing the dividends received</li></ul>
Sale of Property	<ul style="list-style-type: none"><li>• Sale / purchase contract</li></ul>
Inheritance	<ul style="list-style-type: none"><li>• Letter from solicitor</li><li>• Will and Probate</li><li>• Any documentation that can evidence the transfer of asset/s from the deceased person</li></ul>



Gift	<ul style="list-style-type: none"><li>• Any documentation that can evidence the transfer of asset/s from the donor</li><li>• Affidavit from the donor explaining the reason for the gift and his/her source of wealth. A certified copy of the donor's identification document (that includes his/her signature) is also to be submitted</li></ul>
Other Sources	Relative supporting documentation to be provided, which may include: <ul style="list-style-type: none"><li>• Income Tax Return evidencing the income received</li><li>• Bank statements as proof of income</li></ul>

### **5.13 Marriage/Divorce Certificates**

*Certified True Copy*

For due diligence purposes, the Agency will accept certified true copies of marriage/divorce certificates. Original, apostilled documents relating to the Public Registry process must be submitted separately and directly to IMA's Public Registry Unit, immediately following the issuance of the payment request voucher receipt, to ensure that the vetting process is completed in time and that any anomalies are identified early on in the application process. Failure to abide by this procedure may result in delays with the processing of the application.

As the original apostilled documents are required at the Public Registry Unit, certified true copies will suffice for the Agency.

### **5.14 Evidence of Residential Address**

*Original or Certified True Copy*

As evidence of the residential address quoted in PDFEE Form, A22 the application should include documents such as a utility bill, a bank statement or correspondence from a central or local government authority / department / agency with the address showing. Any such documentation must have been issued within the 6 months preceding the application.

If any adult dependants do not reside at the same address as the Applicant (such as children currently studying outside of the jurisdiction where the Applicant resides), evidence of residential addresses will also need to be provided.



## **5.15 Police Conduct Certificates**

*Original*

Police conduct certificates are required for all applicants age 16 years and over. Police conduct certificates are the only documented evidence of the applicant's conduct, according to the applicable jurisdictional laws. For the purposes of the application process, this document must have been issued within the 6 months preceding the application and must be original. If issued in a language other than English, police conduct certificates must be accompanied by a certified translation.

Police conduct certificates are required from the applicant's country or countries of citizenship and from each country he/she has resided in for a minimal cumulative period of 6 months in the last 10 years.

In the case of the United States of America, the conduct certificate as issued by the Federal Bureau of Investigation (FBI) should be provided.

If the country authorities would only issue a police conduct certificate upon receipt of an official letter from the institution requesting it, agents can write to the Agency and provide all the relevant details.

## **5.16 Social Credit Report**

*Original or Certified True Copy*

Some jurisdictions provide credit information services to their citizens. China, for example, has introduced the Social Credit System for Chinese nationals. Applicants may apply for their own credit reports. Where available, Applicants should submit a recent credit report. If applicable, the relative translation is to be provided.

If, besides the Applicant, the spouse, de-facto partner or a benefactor has also compiled an SSFW Form, a recent credit report should likewise be submitted, where available.

## **5.17 Applicable Affidavits**

*Original*

The Applicant should provide an affidavit for each dependant who is over 18 years of age, except for the spouse. In his/her affidavit the Applicant is to declare that the dependant is wholly maintained by him/her. In cases where the adult dependants are currently pursuing their studies, or have completed



them in the recent past, supporting documentation such as a letter of enrolment, is to be submitted along with the affidavit.

The Agency may at times require additional information other than what has been supplied within the application. In such situations, the responses should be provided in the format of a covering letter with an explanation and documented evidence. However, any response, which is not supported by documented evidence needs to be provided in the format of an affidavit, complemented with any apostilles where applicable.

All relevant details of the affiant must be provided, including full legal name, passport number and residential address.

The information/statements made in the affidavit must be documented in a clear and understandable format. If the affidavit is prepared in any language other than English, a translation will need to be submitted.

The professional who attests to the signature of the affiant should be empowered to do so under the law of the country where the affidavit is being taken, for example, a Lawyer or Notary Public. Such person must also stamp, sign and date the document and include, in a clear and legible format, the date, their full name, capacity and designation in which they are acting, residential or business address, telephone number and email address. All relevant pages must be initialled by the affiant and the professional witnessing the signature.

## **5.18 Tax Residency Jurisdiction Declaration**

*Original*

It is required that every applicant forming part of the application and is liable to pay tax, to sign a declaration clearly listing all the jurisdictions where the individual/s is/are a tax resident.



## **6.0 The Citizenship Application Pack [12 Months Residency]**

An applicant who has already been confirmed as eligible to apply for naturalisation by the Minister may apply for citizenship after the 12-month residency period has passed.

The Citizenship Application Pack should include the following:

1. Agent's Covering Letter;
2. Forms R1, S1, T;
3. Affidavit declaring no changes in the Applicant's (and any dependants included in the eligibility application pack) state of affairs. A similar Affidavit is required from any benefactor contributing financially to the application.
4. If the applicant's (and any dependants') state of affairs changed since the submission of the eligibility application pack, an affidavit together with the relative form/s should be completed to reflect the changes. As in 3. above, this applies also to any benefactor contributing financially to the application.

Forms/documents needing updating may include:

- PDFEE Form;
  - SSFW Form, Bank Statements and Company Documentation;
  - MRQ Form;
  - Evidence of new residential address;
  - Any new passports issued.
5. Following from 4 above, unless major changes in the circumstances of any of the dependants have occurred since the submission of their eligibility applications, no forms/documentation are needed in support of the Affidavit signed by the Applicant. The only exception is in the case of new passports; a certified copy of the renewed/current passport is needed. Refer to 6.4 below.

All letters, forms, affidavits presented must show a date ensuing the expiration of the 12 months residency period.

## 6.1 Agent's Covering Letter

*Original; signed, stamped and dated by registered sole agent/licensed agent representative.*

The Letter is to include:

- A confirmation that the agent has updated his/her due diligence on the applicants;
- The result of the review carried out;
- An index listing the contents in the citizenship application pack.

## 6.2 Forms R1, S1 and T

*Originals – preferably typed or alternatively completed using capital letters throughout the form, in blue ink. Use of corrective fluid/tape is not permissible.*

Form R1	This form includes declarations made by the Applicant at Citizenship Stage
Form S1	This form includes declarations made by any adult dependants, including a spouse, at Citizenship Stage
Form T	This form includes declarations made on behalf of a minor dependant at Citizenship Stage

As in Forms R and S, each page of the above forms is to be initialled by the applicant and the Commissioner for Oaths. *Chapter 8.0 – The Eligibility & Citizenship Application Forms* gives more details regarding the completion of these forms.

## 6.3 Affidavit (no change in the applicant's circumstances)

If the applicant's circumstances/state of affairs have not changed since the time when the Eligibility Application Pack was submitted to the Agency, then an Affidavit declaring that the information as provided during the Residency period has remained unchanged, needs to be submitted.

The Affidavit should also mention that no material changes to the dependants' circumstances have occurred.

If a third party will be contributing financially towards the application (a benefactor), an Affidavit signed by the benefactor should be submitted declaring that his/her state of affairs remained unchanged.





## **6.4 Affidavit (changes in the applicant's circumstances)**

If during the Residency phase the applicant's circumstances changed, and these developments occurred after the submission of the Eligibility Application pack, then the Affidavit to be raised should incorporate such developments. A similar Affidavit should be raised if the application involves a benefactor.

Any changes in the Applicant's or benefactor's circumstances should be supported by the updating of the respective form/s – PDFEE, SSFW, MRQ, etc. as applicable. The Affidavit should also mention any material changes that may have occurred in his/her dependants subsequent to the submission of the eligibility application forms. In this case however, unless a major change in the dependant's circumstances has taken place, no supporting forms/documents will be needed. The only exception is when a new passport has been issued, in which case a certified copy of the whole passport (cover to cover) is required.

An example of a major change in circumstances of a dependant will be the unfortunate occurrence of a medical condition; in such a situation MRQ Form needs to be completed for the dependant.



## **7.0 The Citizenship Application Pack [3-Year Residency]**

An applicant who has already been confirmed as eligible to apply for naturalisation by the Minister may apply for citizenship after the 3-year residency period has passed.

In this case, the Citizenship Application Pack should include the following:

1. Agent's Covering Letter;
2. Forms R1, S1, T;
3. Updated PDFEE Form for each applicant;
4. Updated SSFW Form, recent Bank Statements and Company Documentation relating to any new investments or any changes in the investments since the submission of the eligibility application pack;
5. Updated MRQ Form for each applicant;
6. Evidence of Residential Address;
7. Recent Police Conduct Certificates for all applicants over 16 years of age;
8. Any other documents that were updated/renewed during the 3-year residency period such as passports or ID/Residency Cards.

If the direct investment/financial contribution will be made by a third party (a benefactor) the following forms and documents need to be submitted:

1. Updated PDFEE Form;
2. Updated SSFW Form, recent bank statements and any additional company documentation (relating to any new, or changes in, investment made), if applicable;
3. Any renewed passport, if applicable.

All letters, forms, affidavits presented must show a date ensuing the expiration of the 3-year residency period.

### **7.1 Agent's Covering Letter**

*Original; signed, stamped and dated by registered sole agent/licensed agent representative.*

The Letter should include the following:

- Makes reference to the eligibility approval letter sent by the Agency on behalf of the Minister;
- Confirmation that the due diligence review has been redone by the agent;

- The results of the review carried out;
- An index listing the contents in the citizenship application pack

## **7.2 Forms R1, S1 and T**

*Originals – preferably typed or alternatively completed using capital letters throughout the form, in blue ink. Use of corrective fluid/tape is not permissible.*

Form R1	This form includes declarations made by the Applicant at Citizenship Stage
Form S1	This form includes declarations made by any adult dependants, including a spouse, at Citizenship Stage
Form T	This form includes declarations made on behalf of a minor dependant at Citizenship Stage

As in Forms R and S, each page of the above forms is to be initialled by the applicant and the Commissioner for Oaths.

## **7.3 PDFEE, SSFW, Bank Statements, MRQ, Evidence of Residential Address, Police Conduct Certificates and Any Company Documentation**

The Agency requires the above forms/documents anew. These forms/documents have already been covered under Section 5 of this Handbook.

Regarding company-related documentation, entities that had already been provided as part of the previous SSFW (in the Eligibility Application Pack) need not be re-submitted.

## 8.0 The Eligibility & Citizenship Application Forms

Clear information is key to a successful application. This chapter goes through each form required for a successful application. The list of forms includes:

### Forms to be completed at Eligibility Application Stage:

- Forms R, S and PSC.

### Forms to be completed at Citizenship Application Stage:

- Forms R1, S1 and T.

### Forms to be completed at Eligibility and, if applicable, at Citizenship Application Stages:

- Forms PDFEE, SSFW and MRQ.

Each form is explained in detail in this section.

## 8.1 Form R – Applicant (Eligibility)

### Part A

Declaration	Please state the Applicant's full name as it appears on the Applicant's passport, and the Applicant's permanent residential address
A1	List of dependants that are being included in the application, together with a description of their relationship with the Applicant
A2	A statement explaining the main reasons for seeking to obtain Maltese Citizenship. This should be reflective of the information contained within the covering letter

The Applicant is to sign and date this section of the Form.



### **Part B**

B1	Applicant's full name as it appears on passport
B2	City/Province, Country of birth
B3	Date of Birth (dd/mm/yyyy)
B4	Applicant's permanent residential address
B5	The reference number of a government-issued photo identification document, which also bears the Applicant's signature. The document needs to have been issued in any of the associated countries as listed in B6. If not applicable, please fill in N/A.
B6	Nationality according to B2 and/or any other acquired nationalities
B7 – B10	This section contains a list of supporting forms which will be detailed later on in this document

### **Part C - Declarations**

C1 – C19	For each positive declaration (i.e. "I have ...", "I am ..." or "I confirm ..."), please provide a detailed explanation and, if applicable, supporting documentation
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### **Part D**

This section is used to list supplementary information, including a list of any supporting documents to sections A, B and C

### **Part E**

This section needs to be read and understood by the Applicant



### **Part F**

In this section the Applicant's signature is required once again, together with the following details:

- Date;
- Name, address and contact details for Commissioner for Oaths endorsed by an official stamp for the same;
- Signature of Commissioner for Oaths

It is important that all the pages of this Form are initialled at the bottom by the Applicant and the Commissioner for Oaths.

## **8.2 Form R1 – Applicant (Citizenship)**

The completion of this form is similar to *Section 8.1 Form R – Applicant (Eligibility)*, except for *Part C – Declarations*. Under Form R1 the Applicant is requested to confirm that “no event or circumstances has changed the nature of the affirmations made” under Form R – C1 to C19.

If circumstances have changed any of the declarations made in Form R at the Eligibility Stage, the Applicant is required to provide a detailed explanation on an attached sheet, which should be signed by both the Applicant and the commissioner for oaths, as this will form an integral part of Form R1. Also, under the same part of Form R1 (i.e. *Part C- Declarations*), the choice between “may” or “may not” to declarations relating to the acquisition of Maltese Citizenship, need to be marked.

## **8.3 Form S – Adult Dependant including Spouse (Eligibility)**

### **Part A**

Declaration	Please state the applicant's full name as it appears on the corresponding individual's passport and the permanent residential address. The Applicant's full name is also to be inserted.
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It is important that the applicant signs and dates this page.



**Part B**

B1	Applicant's full name as it appears on passport
B2	City/Province, Country of birth
B3	Date of birth (dd/mm/yyyy)
B4	Applicant's permanent residential address
B5	The reference number of a government-issued photo identification document, which also bears the applicant's signature. The document needs to have been issued in any of the associated countries as listed in B6. If not applicable, please fill in "N/A"
B6	Nationality according to B2 and/or any other acquired nationalities
B7 – B10	This section contains a list of supporting forms which are detailed elsewhere in this document
B11	A statement explaining the reasons why the applicant is dependent on the Applicant.

**Part C**

C1 – C19	For each positive declaration (i.e. "I have ...", "I am ..." or "I confirm ..."), please provide a detailed explanation and, if applicable, supporting documentation
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**Part D**

This section is used to list supplementary information including a list of any supporting documents to sections A, B and C

**Part E**

This section needs to be read and understood by the applicant

**Part F**

In this section the applicant's signature is required once again, together with the following details:

- Date;
- An official endorsing stamp confirming the name, address and contact details for the counter-signing Commissioner for Oaths; and
- Signature of Commissioner for Oaths.

It is important that all the pages of this Form are initialled at the bottom by the adult dependant and the Commissioner for Oaths.

**8.4 Form S1 – Adult Dependant including Spouse (Citizenship)**

As in Section 8.2 *Form R1 – Applicant (Citizenship)* above, if any of the declarations (Part C of the Form) made by the adult dependant during the eligibility application stage have changed, a detailed explanation on an attached sheet is to be included. This statement should be signed by both the adult dependant and the commissioner for oaths, as this will form an integral part of Form S1.

The selection between “may” or “may not” needs to be ticked in relation to the declarations concerning the acquisition of Maltese Citizenship.

**8.5 Form T – Minor Dependants (Citizenship Only)**

**Part A**

Declaration A1 makes a distinction between a biological parent and a legal guardian. The relevant section (Part A1a or b) is to be filled according to the relationship.

<p>A1 (a) Declaration</p>	<p>Please state the applicant's full name as it appears on the corresponding individual's passport. Please also state the applicant's permanent residential address.</p> <p>Please indicate whether the applicant is the “Applicant” or the “spouse of the Applicant” by crossing out the incorrect option.</p>
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	<p>Please indicate whether the applicant is the “father” or the “mother” of the minor dependant by crossing out the incorrect option.</p> <p>Finally, please state the minor dependant's full name as shown on the minor dependant's passport.</p>
A1 (b) Declaration	<p>Please state the legal guardian's full name as it appears on the corresponding individual's passport. Please also state the legal guardian's permanent residential address.</p> <p>Please state the minor dependant's full name as shown on the minor dependant's passport.</p> <p>Please indicate whether the minor dependant is the “son”, or the “daughter” followed by the full name of one or both biological parents.</p> <p>Finally, please state the minor dependant's full name as shown on the minor dependant's passport.</p>

It is important that this section is signed by the person who completed either A1(a) or A1(b).

A2 (c)	<p>To be completed by the other biological parent of the minor dependant who may or may not be the current spouse of the Applicant. Consequently, if the minor dependant is not the biological son/daughter of the Applicant, the spouse should sign section A1(a) and the other biological parent signs A2(c).</p> <p>Please state such individual's full name as it appears on the corresponding individual's passport and permanent residential address.</p> <p>Followed by the Applicant's full name as it appears on the Applicant's passport.</p> <p>Finally, indicate whether the minor dependant is the “son”, or the “daughter” followed by the full name of the minor dependant.</p>
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A2(d) & A2(e) are to be signed by the Applicant in cases where consent is being given to the Applicant to apply for citizenship on behalf of the minor, or where issues of legal guardianship or on the child's custody are involved.



The following documentation is required with respect to Section A of Form T:

- a. If the biological mother or father is not part of the Citizenship application, or a legal guardian is involved, a certified true copy of the Government issued photo identification document, which should also include the individual's signature is to be provided. A copy of the passport's photo/data page including the bearer's signature would suffice.
- b. In the case of A1(b) and A2(d) and A2(e) supporting documentation evidencing the legal guardianship, court agreements, custody, consent letters etc. is to be submitted.

Where consent is being given to the Applicant (A2 (d) or A2 (e)) this consent should take the form of an affidavit signed by the notary and, where applicable, apostilled accordingly.

**Part B**

B1	Please state the minor dependant's full name as shown on the minor dependant's passport
B2	City/Province, Country of birth
B3	Date of birth (dd/mm/yyyy)
B4	Minor dependant's permanent residential address
B5	The reference number of a government-issued photo identification document, which also bears the applicant's signature. The document needs to have been issued in any of the associated countries as listed in B6. If not applicable, please fill in "N/A"
B6	Nationality according to B2 and/or any other acquired nationalities
B7 – B9	This section contains a list of supporting forms which will be detailed later on in this document
B10	Please attached any supporting documentation to evidence the relationship between the Applicant and the minor dependant

**Part C**

C1 – C15	Please choose between “has” and “has never” by crossing out the incorrect option. For each positive declaration (i.e. “has”) please provide supporting documentation
C16	Please choose between “is” and “is not” by crossing out the incorrect option
Declaration	Please choose between “May” and “May not” by crossing out the incorrect option

**Part D**

This section is used to list supplementary information relating to sections A, B and C.

**Part E**

This section needs to be read and understood by the minor’s parent or legal guardian.

**Part F**

In this section the parent’s or legal guardian’s signature is required once again, together with the following details of the Commissioner for Oaths:

- Date;
- An official endorsing stamp confirming the name, address and contact details for the counter-signing Commissioner for Oaths; and
- Signature of Commissioner for Oaths.

It is important that all the pages of this Form are initialled at the bottom by the minor dependant’s parent or legal guardian and the Commissioner for Oaths.



## 8.6 PDFEE Form – Personal Details, Family Information, Education & Employment

### Part A

A1	Please tick (✓) the correct salutation for the applicant. If other, please specify
A2	Full legal name in ethnic script
A3	Full legal surname (as per passport)
A4	Full legal given name (as per passport)
A5	Full legal first and middle names, as per birth certificate and only if different from A4
A6	If applicable an explanation for the difference between A4 and A6
A7	Please include all known names given at birth, maiden names, previous married names and/or aliases
A8	City, Province of birth
A9	Country of birth
A10	Date of birth (dd/mm/yyyy)
A11	Gender
A12	Please tick (✓) the correct option. If other, please specify
A13	Nationality according to A9 and/or any other acquired nationalities
A14	Please list any nationality/nationalities that have been previously held, lost, renounced or deprived including dates. Supporting documentation to be provided.
A15 & A16	Please tick (✓) the correct option in A15, while including the corresponding date and place where status was registered in A16
A17	Please list country, date of issue and date of expiry (if applicable), for all temporary or permanent residencies
A18	Please list the issuing country, passport number, place of issue, date of issue and expiry date of all passports held by the applicant
A19	The reference number of a government-issued photo identification document, which also bears the applicant's signature. The document needs to have been



	issued in any of the associated countries as listed in B6. If not applicable, please fill in "N/A"
A20	Please fill in the social security/national insurance number and the issuing country
A21	Please list all the languages that the applicant can speak, read and/or write and the level of competence in each language
A22	Current residential address in full, using the following format: <ul style="list-style-type: none"><li>▪ Building name or number (if applicable)</li><li>▪ Street</li><li>▪ City/town, province, state or county, and postal code</li><li>▪ Country</li></ul>
A23	Alternative principal residential address in full. Please use the address format specified in A22
A24	Please write the landline number at which the applicant can be reached
A25	Please write the mobile number at which the applicant can be reached
A26	Please write the personal email address at which the applicant can be reached
A27	Please fill in the applicant's current primary occupation
A28	Please specify the applicant's employment status for the occupation listed in A27
A29	Please specify the industry and business sector that the occupation listed in A27 relates to, e.g. Automotive, Manufacturing
A30	Please specify the name of the business or the employer for the occupation listed in A27
A31	Please specify the website for the business or the employer listed in A30
A32	Please specify the address for the business or the employer listed in A30
A33	Please specify the main telephone number of the business or the employer listed in A30
A34	Please specify the company registration number for the business or of the employer listed in A30
A35	Please specify the main email address of the business or the employer listed in A30



**Part B**

B1	<p>Fill in the details of the adoptive father or the biological father. The details that must be included are:</p> <ul style="list-style-type: none"><li>▪ Full legal surname (as per passport);</li><li>▪ Full legal given name (as per passport);</li><li>▪ City, province and country of birth;</li><li>▪ Citizenship as per place of birth and/or any other acquired citizenships;</li><li>▪ Date of birth (dd/mm/yyyy); and</li><li>▪ Primary residential address. If same as applicant's, please write "Same as A22".</li></ul>
B2	<p>Fill in the details of the adoptive mother or the biological mother. The details that must be included are:</p> <ul style="list-style-type: none"><li>▪ Full legal surname (as per passport);</li><li>▪ Full legal given name (as per passport);</li><li>▪ City, province and country of birth;</li><li>▪ Citizenship as per place of birth and/or any other acquired citizenships;</li><li>▪ Date of birth (dd/mm/yyyy); and</li><li>▪ Primary residential address. If same as applicant's, please write "Same as A22".</li></ul>
B3	<p>Fill in the details of a spouse, a de facto partner, a registered partner, a partner whose relationship is regulated by a free status certificate or the jurisdictional equivalent of any of such documents. The details that must be included are:</p> <ul style="list-style-type: none"><li>▪ Full legal surname (as per passport);</li><li>▪ Full legal given name (as per passport);</li><li>▪ City, province and country of birth;</li><li>▪ Citizenship as per place of birth and/or any other acquired citizenships;</li><li>▪ Date of birth (dd/mm/yyyy); and</li><li>▪ Primary residential address. If same as applicant's, please write "Same as A22".</li></ul>
B4	<p>Fill in the details for any of the applicant's brothers or sisters who are related biologically or legally (e.g. half-brother or stepsister). The details that must be included are:</p>



	<ul style="list-style-type: none"><li>▪ Full legal surname (as per passport);</li><li>▪ Full legal given name (as per passport);</li><li>▪ Gender;</li><li>▪ City, province and country of birth;</li><li>▪ Citizenship as per place of birth and/or any other acquired citizenships;</li><li>▪ Date of birth (dd/mm/yyyy); and</li><li>▪ Primary residential address. If same as applicant's, please write "Same as A22".</li></ul>
B5	<p>Fill in the details for any of the applicant's children, who are related biologically or legally (e.g. adopted). The details that must be included are:</p> <ul style="list-style-type: none"><li>▪ Full legal surname (as per passport);</li><li>▪ Full legal given name (as per passport);</li><li>▪ Gender;</li><li>▪ City, province and country of birth;</li><li>▪ Citizenship as per place of birth and/or any other acquired citizenships;</li><li>▪ Date of birth (dd/mm/yyyy); and</li><li>▪ Primary residential address. If same as applicant's, please write "Same as A22".</li></ul>
B6	<p>Please list all residential addresses for the past 10 years, making sure to account for the entire 10-year period. The list should start with the oldest residential address and end with the residential address in Malta. The details that must be included are:</p> <ul style="list-style-type: none"><li>▪ Date when the applicant started to reside in that location;</li><li>▪ Date when applicant stopped residing in that location; and</li><li>▪ Street address, town, province/state, country, postal code.</li></ul>
B7	<p>Highlight the educational history of the applicant, including:</p> <ul style="list-style-type: none"><li>▪ The name of the educational institution;</li><li>▪ The city/town and country where the studies were undertaken;</li><li>▪ The certification obtained; and</li><li>▪ The period during which these studies were undertaken.</li></ul>



	If no certification was achieved or awarded, please specify in the qualification/diploma field.
B8	<p>Highlight the employment history of the applicant for the past 10 years. The details should be listed in chronological order, starting with the most recent. It is important that the entire 10 years are accounted for, including any periods of inactivity or self-employment. The required details include:</p> <ul style="list-style-type: none"><li>▪ Occupation (this refers to the functional title such as “Accountant” or “GM”);</li><li>▪ Full name of business or employer;</li><li>▪ Position (this refers to the hierarchical position such as “Shareholder”, “Director” or “Associate”);</li><li>▪ The city/town and country where the work was undertaken;</li><li>▪ The type of business or industry;</li><li>▪ The Company Registration Number; and</li><li>▪ The period during which this work was undertaken.</li></ul>

### **Part C**

In this section, please list all the additional information and/or supporting documentation that is being presented to support the information filled in this form, PDFEE.

For practical reasons certified true copies of originals will be accepted for the purposes of the due diligence process, except for police conduct certificates, which must be an original certificate. Certification of documents needs to be carried out as per the criteria found in *Chapter 1.0 – Introduction*.

### **Part D**

This section needs to be read and understood by the applicant.

### **Part E**

It is important that the applicant signs and dates this page. In the event of a minor, the signature of the parent or legal guardian is to be provided.





## 8.7 SSFW Form – Statement of Source of Funds and Source of Wealth

This form is used to declare the Income, Net Worth, the Source of Funds and the Source of Wealth of the Applicant, any benefactor, or any dependant who appears to contribute to the income and wealth of the Applicant. For clarity on the definitions of Source of Funds and Source of Wealth, please refer to the definitions section.

### Part A

A1	Please tick (✓) the correct salutation for the applicant.
A2	Full legal surname (as per passport)
A3	Full legal given name (as per passport)
A4	Please include all known names given at birth, maiden names, previous married names and/or aliases

### Part B

This part of the form focuses on the Source of Funds.

B1	Please state the annual income in Euro. If the amount is provided in any fiat currency other than in Euro, the Euro equivalent is to be provided
B2	<p>Please specify the origins of this income:</p> <p>Is it emanating from an employment, business-related income or from any other source?</p> <ul style="list-style-type: none"><li>▪ If the income is derived from an employment – proceed to Section 1 (B3 to B7)</li><li>▪ If the income is derived from a business – proceed to Section 2 (B8 to B18), and</li><li>▪ If the income is derived from another source - proceed to Section 3, B19. In this case more specific information of this source of income is to be stated</li></ul>



	<p>Whichever of these three sections are completed, supporting documentation is required. Please refer to Section 5.12 or to the guidance notes provided on SSFW Form itself.</p> <p>On SSFW Form, on the right-hand side of each of the three sections, there is a list of possible documentary evidence that can be submitted. Please tick which supporting documentation has been included as part of the application.</p>
B3	Please fill in the occupation of the Applicant, benefactor or dependant completing the SSFW Form.
B4	Please specify the name of the business or the employer for the occupation listed in B3.
B5	Please specify the address for the business or the employer listed in B4.
B6	Please specify the main telephone number of the business or the employer listed in B4
B7	Please specify the website for the business of the employer listed in B4.
B8	Please fill in the Applicant's role in the company
B9	Please specify the name of the business for the role listed in B8
B10	Please specify the country in which the business listed in B9 is incorporated and its registration number
B11	Please specify the date when the business in B9 was incorporated/registered
B12	<p>Please specify the registered address of the business listed in B9 in full, using the following format:</p> <ul style="list-style-type: none"><li>▪ Building name or number (if applicable)</li><li>▪ Street</li><li>▪ City/town, province, state, or county, and postal code</li><li>▪ Country</li></ul>
B13	<p>Please specify the mailing address (if different) for the business listed in B9 in full, using the following format:</p> <ul style="list-style-type: none"><li>▪ Building name or number (if applicable)</li><li>▪ Street</li><li>▪ City/town, province, state, or county, and postal code</li><li>▪ Country</li></ul>
B14	Please specify the main telephone number of the business listed in B9
B15	Please specify the Applicant's email address used for conducting business for the entity listed in B9
B16	Please specify the website for the business listed in B9
B17	Please specify the purpose and the nature of the business



B18	Please specify the main countries/business regions where business is undertaken
B19	<p>Please specify the annual income received from sources other than from direct employment or from a business. Such income can emanate from investments, property rental income etc.</p> <p>Details on the source of income should be furnished. Example: in the case of investments – name of investment, amount of investment, coupon / interest rate, name and address of the bank or broker managing the investment etc.</p>

### **Part C**

This part of the form focuses on the wealth and the source of this wealth.

C1	Please estimate the applicant's total net worth in euro currency. If the amount is provided in any fiat currency other than in Euro, the Euro equivalent is to be provided
C2	<p>Please provide a breakdown of the applicant's assets that make up his/her net worth. The current value of each of the assets listed in this section should be included and the total is to reconcile with the amount stated in C1.</p> <p>Comprehensive information about the assets owned are required and each asset is to be individually valued. If, for example, the applicant owns two properties, complete addresses and the market value for each of these two properties should be provided. For details about shareholding in companies, please refer to Section C3 of the SSFW Form itself, or Section 5.12.4 of this Handbook. In the case of complex setups/shareholdings, the use of the Business and Corporate Affiliations Declaration is warranted.</p> <p>Supporting documentary evidence is required. Please refer to section 5.12 or to the guidance notes provided on SSFW Form itself (C3) for a list of possible documents that can be submitted.</p>
C3	This is a non-exhaustive list of documents that can be presented to evidence the assets making up the wealth declared under SSFW C1 by the Applicant, benefactor or adult dependant.
C4	This section relates to the Source of Wealth. The origins of the wealth as declared by the Applicant, benefactor or adult dependant in his/her SSFW (C1 and C2).



	<p>Please specify the way the applicant amassed his wealth by allotting an approximate percentage to the various 'sources of wealth' classifications listed below. The percentages are apportioned as follows: 0%, less than 25%, 26 to 50%, 51% to 75% and more than 75%.</p> <p>Sources of Wealth classifications:</p> <ul style="list-style-type: none"><li>▪ Employment income</li><li>▪ Purchase/sale of investments</li><li>▪ Sale of Shares in companies</li><li>▪ Company profits / dividends</li><li>▪ Sale of property</li><li>▪ Inheritance</li><li>▪ Gift</li><li>▪ Other sources</li></ul> <p>Please supplement this information by either providing a detailed statement signed by the Applicant (benefactor or adult dependant as applicable), as an attachment to the SSFW Form, or use Part E of the Form. Under each classification completed a detailed recollection of the 'wealth-generating transactions' must be given, and details should include dates, values and a description of the asset transacted/acquired/divested.</p> <p>Moreover, documentation substantiating these wealth-generating transactions is required. Please refer to section 5.12 or to the guidance notes provided on SSFW Form itself (C5) for a list of possible documents that can be provided.</p>
C5	<p>This is a non-exhaustive list of documents that can be presented to evidence the source/s that ultimately resulted in the creation of the current wealth (the net value of which has been declared under C1).</p>

**Part D**

D1	<p>Please specify the bank account holder's name for the bank account specified in D2. This account must be a personal bank account.</p>
D2	<p>Please specify the bank account number from where the required Investment will be paid.</p>
D3	<p>Please specify the IBAN for the account specified in D2</p>

D4	Please specify the name of the financial institution where the account specified in D2 is held
D5	Please specify the branch address in full, for the financial institution specified in D4

**Part E**

This section is to be used by the applicant for any additional information.

**Part F, G and H**

These sections need to be read and understood by the applicant.

**Part I**

This section requires that the form is signed and dated by the Applicant/spouse/benefactor compiling the SSFW Form.

## **8.8 PSC Form – Photograph and Signature Certification (Eligibility)**

This form is to be completed in English by a duly licensed Lawyer, Notary Public or a Maltese Consular or Diplomatic Officer who must have seen the original passport as evidence of identification. This individual must certify the photograph to be a true likeness and the signature to be the true signature of the person whose details appear on this form.

Authentication must be carried out as per the criteria detailed in *Chapter 1.0 – Introduction*. The certification should be made by signature and stamp/seal in Section B of the form.

A photo of the applicant, taken within the last 6 months, is to be affixed. Each photograph should be approximately 30mm x 40mm in size and must be attached to this form in a way that it cannot be removed without tearing the photograph or the form.



**Part A**

A1	Full legal surname (as per passport). This information should correspond with PDFEE Form, A3
A2	Full legal given name (as per passport). This information should correspond with PDFEE Form, A4
A3	City/Province, Country of birth. This information should correspond with PDFEE Form, A8 & A9
A4	Nationality according to A3 and/or any other acquired nationalities. This information should correspond with PDFEE Form, A13
A5	Date of birth (dd/mm/yyyy). This information should correspond with PDFEE Form, A10
A6	Gender - this information should correspond with PDFEE Form, A11
A7	<p>Please specify the passport number. If more than one passport is held, please specify as follows:</p> <ul style="list-style-type: none"><li>▪ Passport number</li><li>▪ Issuing country; and</li><li>▪ Name and surname on passport</li></ul> <p>This information should correspond with PDFEE Form, A18</p>
A8	<p>Permanent residential address in full, using the following format:</p> <ul style="list-style-type: none"><li>▪ Building name or number (if applicable)</li><li>▪ Street</li><li>▪ City/town, province, state, or county, and postal code</li><li>▪ Country</li></ul>
A9	The applicant needs to sign in the corresponding field, in the presence of the certifier. The date of the signature should therefore tally with the date when the certifier signs the form under Part B. The form states that "for children who cannot sign write N/A"

**Part B**

Certifier Details	<p>Please specify the Certifier's:</p> <ul style="list-style-type: none"> <li>▪ Full name and surname;</li> <li>▪ Profession/designation;</li> <li>▪ Full address</li> <li>▪ Contact number; and</li> <li>▪ Email address;</li> </ul> <p>The certifier needs to sign and date this section</p>
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**Part C**

This section needs to be read and understood by the applicant and the certifier.

## 8.9 MRQ Form – Medical Report and Questionnaire

This Medical Report and Questionnaire is to be completed in English by both the applicant and the licenced medical practitioner. Please supply additional details on a separate sheet if necessary.

The medical practitioner must ask for evidence of photographic identification and certify a copy of this document to be herewith attached.

Please note that the Agency maintains the right to request, at any point in time, the applicant for naturalisation as a citizen of Malta to attend for health checks and any medical tests, which may be deemed necessary, in Malta or as directed.

**Part A**

A1	Full legal surname (as per passport). This information should correspond with PDFEE Form, A3
A2	Full legal given name (as per passport). This information should correspond with PDFEE Form, A4
A3	Date of birth (dd/mm/yyyy). This information should correspond with PDFEE Form, A10



A4	City/Province, Country of birth. This information should correspond with PDFEE Form, A8 & A9
A5	Nationality. This information should correspond with PDFEE Form, A13
A7	Gender. This information should correspond with PDFEE Form, A11
A8	Permanent residential address in full, using the following format: <ul style="list-style-type: none"><li>• Building name or number (if applicable)</li><li>• Street</li><li>• City/town, province, state, or county, and postal code</li><li>• Country</li></ul>
A9	Please specify the salutation and full legal given name and surname of the applicant's licenced medical practitioner
A10	Medical practitioner's Clinic address in full, using the following format: <ul style="list-style-type: none"><li>• Building name or number (if applicable)</li><li>• Street</li><li>• City/town, province, state, or county, and postal code</li><li>• Country</li></ul>

### **Part B**

The questions in this section are to be answered by the applicant, or in the case of a minor dependant by the parent or legal guardian. If any of the questions in this section are answered "Yes" please provide dates and details of the condition(s) in B7.

B1	Please tick (✓) any medical conditions applicable to the applicant, which are known at the time of completing this MRQ Form. Care should be taken to tick all 18 options
B2	Please tick (✓) the correct answer to specify whether the applicant suffers from any other serious medical conditions, not listed in B1
B3	Please tick (✓) the correct answer to specify whether the applicant has been hospitalised in the 5 years preceding the compilation of this MRQ Form
B4	Please tick (✓) the correct answer to specify whether the applicant has visited a doctor in the 3 years preceding the compilation of this MRQ Form





B5	Please tick (✓) the correct answer to specify whether the applicant (where applicable) is pregnant together with the expected date of delivery (dd/mm/yyyy)
B6	Please tick (✓) the correct answer to specify whether the applicant is currently dependent on alcohol, tobacco products, prescription drugs for non-medical use, illegal drugs (as per current Maltese legislation) or any other substance abuse
B7	<p>Any information in relation to questions answered as “Yes” from B1 – B6 and/or additional medical information that the applicant considers as relevant, should be stated in this section</p> <p>Any additional information provided on attached sheets should be highlighted by placing a tick (✓) in the placeholder immediately below this section</p>

**Part C**

Declaration	<p>This part should be read and understood by the applicant, who is then to sign and date the declaration. Furthermore, if the application is being completed and signed on behalf of a minor dependant, the parent or legal guardian must provide:</p> <ul style="list-style-type: none"><li>▪ Full legal given name and surname</li><li>▪ An explanation of the relationship with the minor dependant (such as ‘Father’)</li><li>▪ Signature and date (dd/mm/yyyy)</li></ul>
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### **Part D**

This section is to be completed by the licenced medical practitioner.

D1	The applicant's weight in kilograms (kg)
D2	The applicant's height in centimetres (cm)
D3 – D12	The medical practitioner must highlight any abnormal conditions mentioned in questions D3 – D12 by placing a tick (✓) next to the "Yes" option. If no abnormal conditions are identified, the medical practitioner is to place a tick (✓) next to the "No" option
D13	The medical practitioner is required to provide additional information about any conditions identified in questions D3-D12 on a separate sheet, which needs to be signed, dated and stamped by the medical practitioner  Any additional information provided on attached sheets should be highlighted by placing a tick (✓) in the placeholder immediately below this section

### **Part E**

E1	Please specify the salutation and full legal given name and surname of the licenced medical practitioner.
E2	Please specify the medical registration number of the licenced medical practitioner
E3	Medical practitioner's Clinic address in full, using the following format: <ul style="list-style-type: none"><li>▪ Building name or number (if applicable)</li><li>▪ Street</li><li>▪ City/town, province, state, or county, and postal code</li><li>▪ Country</li></ul>
E4	Please specify the name of the organisation under which the medical practice is undertaken (e.g. Malta General Hospital Ltd. or Malta General Clinic Ltd.)  If the medical practitioner is self-employed and uses his name as the trading name, please write "N/A"



E5	Please specify the medical practitioner's role in the medical organisation (e.g. consultant or general practitioner). If the medical practitioner is a specialist, please state this information in this field, E5
E6	Please specify the business contact number for the medical practitioner
E7	Please specify the business email address for the medical practitioner
Declaration	<p>This section needs to be read and understood by the medical practitioner, who further needs to specify what kind of government-issued photographic identification document was presented during the general examination while certifying the presentation of this document</p> <p>A copy of the identification document is to be attached, signed, dated and stamped by the medical practitioner, together with a statement confirming the identity of the individual who underwent the medical examination</p> <p>Furthermore, the medical practitioner must sign, date and stamp this section</p>

**Part F**

This section needs to be read and understood by the applicant and the licenced medical practitioner.

**WWW.KOMUNITA.GOV.MT**

Community Malta Agency  
Mediterranean Conference Centre,  
Old Hospital Street, Valletta, Malta. VLT 1645  
**t:** +356 21 225 232 | **e:** info@komunita.gov.mt