

## DOCUMENTATION CHECKLIST FOR ENTITIES AND PARTICIPANTS/EMPLOYEES

To confirm which documentation needs to be attached with the online application form kindly go through the below. One can click on the applicable type of entity and/or target group:

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## Entity Documentation Checklist

*(Depending on the type of entity, the employer needs to attach the following documentation with the online application)*

### A. Company

- I. Audited Financial Statements for the applicant need to be available for download from the Malta Business Registry (MBR) Portal. However, the Audited Financial Statements available for download cannot be older than three (3) years from the latest accounting year end. In the eventuality, that the Audited Financial Statements are not yet available for download, the applicant is to submit these with this application form together with a copy of the MBR receipt attesting filing with the Registrar of Companies.
  
- II. In cases, where the applicant is a newly established (less than 3 calendar years from the date of submission of the application form) company and no Audited Financial Statements are yet filed with the Registrar of Companies, a Bona Fide estimate signed by a warranted Certified Public Accountant (Click [here](#) for Template).

## Entity Documentation Checklist

*(Depending on the type of entity, the employer needs to attach the following documentation with the online application)*

### B. Self-Employed

- I. Latest Tax Return and Self-Assessment Form signed by the trader or his/her tax representative.
- II. Latest Profit and Loss Account signed by the trader or his/her tax representative.
- III. In cases, where the trader or his/her tax representative adjusted, corrections or additions to the Tax Return and Self-Assessment originally submitted to the Commission for Revenue, a copy of the latest Adjustment Form (Adjustment Form-AF1 or Correction Form AF).
- IV. In cases of Part-time Self-Employment, a copy of the latest TA22 Form signed by the trader or his/her tax representative.
- V. In cases, of newly established (less than 3 calendar years from the date of submission of the application form) activity a Bona Fide estimate signed by the trader or his/her tax representative (Click [here](#) for Template).

## Entity Documentation Checklist

*(Depending on the type of entity, the employer needs to attach the following documentation with the online application)*

### C. Non-Governmental Organisation

- I. In case of declared economic activity, the latest annual accounts as submitted to the Commissioner for Voluntary Organisations.
- II. Declaration signed by the Administrator, which declaration is to list the appointed administrators, at the time of application submission, including their Designation, Title, Name, Surname, and Identity Card/Passport Number. Furthermore, the declaration is to list any investment capital by any other commercial partnerships and investments that the applicant Non-Governmental Organisation might have in any other commercial partnerships.
- III. The Compliance Email from the Office for Voluntary Organisations.

## Entity Documentation Checklist

*(Depending on the type of entity, the employer needs to attach the following documentation with the online application)*

### D. Social Partner

- I. In case of declared economic activity, the latest audited Financial Statements as submitted to the Registrar of Trade Unions.
  
- II. Declaration signed by the President and/or Secretaries General, which declaration is to list the appointed Officers, at the time of application submission, including their Designation, Title, Name, Surname, and Identity Card/Passport Number. Furthermore, the declaration is to list any investment capital by any other commercial partnerships and investments that the applicant Social Partner might have in any other commercial partnerships.

## Entity Documentation Checklist

*(Depending on the type of entity, the employer needs to attach the following documentation with the online application)*

### E. Joint Venture

- I. A copy of the Joint Venture Agreement.
- II. Latest Financial Statements preferably audited. Financial Statements submitted cannot be older than three (3) years from the latest accounting year end.
- III. In cases, where the applicant is a newly established (less than 3 calendar years from the date of submission of the application form) Joint Venture and no Financial Statements are yet available, a Bona Fide estimated signed by a warranted Certified Public Accountant (Click [Here](#) for Template).

## Entity Documentation Checklist

*(Depending on the type of entity, the employer needs to attach the following documentation with the online application)*

### F. Association

- I. In case of declared economic activity, the latest annual accounts, preferably audited.
- II. Declaration signed by the Administrator, which declaration is to list the appointed administrators, at the time of application submission, including their Designation, Title, Name, Surname, and Identity Card/Passport Number. Furthermore, the declaration is to list any investment capital by any other commercial partnerships and investments that the applicant Association might have in any other commercial partnerships.



## Entity Documentation Checklist

*(Depending on the type of entity, the employer needs to attach the following documentation with the online application)*

### G. Foundation

- I. In case of declared economic activity, the latest annual accounts, preferably audited.
- II. Declaration signed by the Administrator, which declaration is to list the appointed administrators, at the time of application submission, including their Designation, Title, Name, Surname, and Identity Card/Passport Number. Furthermore, the declaration is to list any investment capital by any other commercial partnerships and investments that the applicant Foundation might have in any other commercial partnerships.

## Entity Documentation Checklist

*(Depending on the type of entity, the employer needs to attach the following documentation with the online application)*

### H. Partnership

- I. Latest Audited Financial Statements, in case of partnerships which have elected to be treated as a company.
- II. A copy of the latest Income Tax Return (TA5) or the latest Tax Return and Self-Assessment Form for each individual partner, in case of partnerships where the partners have elected to be taxed separately. The latest Profit and Loss Account is to be included in both cases.
- III. Declaration signed by the partner or partners vested with the legal representation of the Partnership, which declaration is to list any investment capital by any other commercial partnerships and investments that the applicant Partnership might have in any other commercial partnerships. The declaration is also to list each individual partner making up the Partnership, at the time of application submission, including their Title, Name, Surname, Identity Card/Passport Number and Rights to Profit.

## Entity Documentation Checklist

*(Depending on the type of entity, the employer needs to attach the following documentation with the online application)*

### I. Co-operative Society

- I. Latest Audited Financial Statements as submitted to the Co-operatives Board
- II. Declaration signed by the Manager, which declaration is to list the appointed Committee of Management, at the time of application submission, including their Designation, Title, Name, Surname, and Identity Card/Passport Number. Furthermore, the declaration is to list any investment capital by any other commercial partnerships and investments that the applicant Co-operative Society might have in any other commercial partnerships.

## Entity Documentation Checklist

*(Depending on the type of entity, the employer needs to attach the following documentation with the online application)*

### J. Other Entities not engaged in an economic activity.

- I. Proof of registration with the Malta Business Registry

**OR**

- II. Confirmation from the Malta Business Registry that the beneficial owners of the entity have been disclosed to the Malta Business Registry and included in the register of beneficial owners.

## Prospective Participant / Employee Documentation Checklist

*For each employee / participant the employer needs to fill in the Participant Information Sheet Form. Depending on the target group chosen further documentation may be required.*

### 1. Any person of age 24 and over who has been unemployed/inactive for the previous 6 months.

- I. The Participant Information Sheet Form (Click [here](#) for form)
- II. If the participant is foreigner one of the following documents needs to be attached:
  - Ownership Agreement of the place the participant is residing. If the participant is residing with the property owner, a declaration from the owner is also required.

*(Such agreement or declaration provided need to cover the period specified in the target group)*

OR

- Rental Agreement of the place the participant is living at. If the participant is residing with someone else a declaration from the tenant and the landlord are also needed.

*(Such agreement or declaration provided need to cover the period specified in the target group)*

OR

- The Insurance Record SED U002 from the International Relations Unit – Social Security Department

*P.S. In case of non-EU participants, a copy of the Residence Card / Official Document showing the status is required.*

## Prospective Participant / Employee Documentation Checklist

*For each employee / participant the employer needs to fill in the Participant Information Sheet Form. Depending on the target group chosen further documentation may be required.*

**2. Any unemployed person of age between 15 to 24 who previously participated and completed Jobsplus Scheme and is recruited for the first-time following completion of such initiatives.**

- I. The Participant Information Sheet Form (Click [here](#) for form)

*P.S. In case of non-EU participants, a copy of the Residence Card / Official Document showing the status is required.*

## Prospective Participant / Employee Documentation Checklist

*For each employee / participant the employer needs to fill in the Participant Information Sheet Form. Depending on the target group chosen further documentation may be required.*

### 3. Any person who is living as a single adult who has one or more dependants and is not in full-time employment.

- I. The Participant Information Sheet Form (Click [here](#) for form)
- II. Request for Verification Form. (Click [here](#) for form)

*P.S. In case of non-EU participants, a copy of the Residence Card / Official Document showing the status is required.*

## Prospective Participant / Employee Documentation Checklist

*For each employee / participant the employer needs to fill in the Participant Information Sheet Form. Depending on the target group chosen further documentation may be required.*

**4. Any person of age 24 and over who has not attained an upper secondary educational or vocational qualification (ISCED 3), who does not have a job.**

- I. The Participant Information Sheet Form (Click [here](#) for form)
- II. Curriculum Vitae Form. (Click [here](#) for form)

*P.S. In case of non-EU participants, a copy of the Residence Card / Official Document showing the status is required.*



## Prospective Participant / Employee Documentation Checklist

*For each employee / participant the employer needs to fill in the Participant Information Sheet Form. Depending on the target group chosen further documentation may be required.*

### 5. Any person older than 50 years who does not have a job.

- I. The Participant Information Sheet Form (Click [here](#) for form)

*P.S. In case of non-EU participants, a copy of the Residence Card / Official Document showing the status is required.*

## Prospective Participant / Employee Documentation Checklist

*For each employee / participant the employer needs to fill in the Participant Information Sheet Form. Depending on the target group chosen further documentation may be required.*

**6 (3). Any person who has been unemployed / inactive for the previous 12 months and who is living as a single adult who has one or more dependants and is not in full-time employment.**

- I. The Participant Information Sheet Form (Click [here](#) for form)
- II. Request for Verification Form. (Click [here](#) for form)
- III. If the participant is foreigner one of the following documents needs to be attached:
  - Ownership Agreement of the place the participant is residing. If the participant is residing with the property owner, a declaration from the owner is also required.

*(Such agreement or declaration provided need to cover the period specified in the target group)*

**OR**

- Rental Agreement of the place the participant is living at. If the participant is residing with someone else a declaration from the tenant and the landlord are also needed.

*(Such agreement or declaration provided need to cover the period specified in the target group)*

**OR**

- The Insurance Record SED U002 from the International Relations Unit – Social Security Department

*P.S. In case of non-EU participants, a copy of the Residence Card / Official Document showing the status is required.*

## Prospective Participant / Employee Documentation Checklist

*For each employee / participant the employer needs to fill in the Participant Information Sheet Form. Depending on the target group chosen further documentation may be required.*

**6 (4). Any person who has been unemployed / inactive for the previous 12 months and who is of age 24 and over who has not attained an upper secondary educational or vocational qualification (ISCED 3), who does not have a job.**

- I. The Participant Information Sheet Form (Click [here](#) for form)
- II. Curriculum Vitae Form. (Click [here](#) for form)
- III. If the participant is foreigner one of the following documents needs to be attached:
  - Ownership Agreement of the place the participant is residing. If the participant is residing with the property owner, a declaration from the owner is also required.

*(Such agreement or declaration provided need to cover the period specified in the target group)*

**OR**

- Rental Agreement of the place the participant is living at. If the participant is residing with someone else a declaration from the tenant and the landlord are also needed.

*(Such agreement or declaration provided need to cover the period specified in the target group)*

**OR**

- The Insurance Record SED U002 from the International Relations Unit – Social Security Department

*P.S. In case of non-EU participants, a copy of the Residence Card / Official Document showing the status is required.*

## Prospective Participant / Employee Documentation Checklist

*For each employee / participant the employer needs to fill in the Participant Information Sheet Form. Depending on the target group chosen further documentation may be required.*

### **6 (5). Any person who has been unemployed / inactive for the previous 12 months; and who is older than 50 years.**

- I. The Participant Information Sheet Form (Click [here](#) for form)
- II. If the participant is foreigner one of the following documents needs to be attached:
  - Ownership Agreement of the place the participant is residing. If the participant is residing with the property owner, a declaration from the owner is also required.

*(Such agreement or declaration provided need to cover the period specified in the target group)*

**OR**

- Rental Agreement of the place the participant is living at. If the participant is residing with someone else a declaration from the tenant and the landlord are also needed.

*(Such agreement or declaration provided need to cover the period specified in the target group)*

**OR**

- The Insurance Record SED U002 from the International Relations Unit – Social Security Department

*P.S. In case of non-EU participants, a copy of the Residence Card / Official Document showing the status is required.*

## Prospective Participant / Employee Documentation Checklist

*For each employee / participant the employer needs to fill in the Participant Information Sheet Form. Depending on the target group chosen further documentation may be required.*

### 7. Any person of age 24 and over who has been unemployed / inactive for the previous 24 months.

- I. The Participant Information Sheet Form (Click [here](#) for form)
- II. If the participant is foreigner one of the following documents needs to be attached:
  - Ownership Agreement of the place the participant is residing. If the participant is residing with the property owner, a declaration from the owner is also required.

*(Such agreement or declaration provided need to cover the period specified in the target group)*

**OR**

- Rental Agreement of the place the participant is living at. If the participant is residing with someone else a declaration from the tenant and the landlord are also needed.

*(Such agreement or declaration provided need to cover the period specified in the target group)*

**OR**

- The Insurance Record SED U002 from the International Relations Unit – Social Security Department

*P.S. In case of non-EU participants, a copy of the Residence Card / Official Document showing the status is required.*

## Prospective Participant / Employee Documentation Checklist

*For each employee / participant the employer needs to fill in the Participant Information Sheet Form. Depending on the target group chosen further documentation may be required.*

### 8. Any person who is a registered disabled person under national law.

- I. The Participant Information Sheet Form (Click [here](#) for form)

*P.S. In case of non-EU participants, a copy of the Residence Card / Official Document showing the status is required.*