



RESIDENCY MALTA
A G E N C Y

THE

MALTA PERMANENT
RESIDENCE PROGRAMME

HANDBOOK FOR LICENSED AGENTS



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Introduction





1. Introduction

1.1 Residency Malta Agency

Residency Malta Agency is the Government entity responsible for managing and promoting Malta's residency-by-investment programme. The Agency is consistent in its rigorous efforts to attract quality individuals and families, applying a stringent four-tier due diligence process that ensures the most meticulous of screening.

1.2 The Malta Permanent Residence Programme

The new Malta Permanent Residence Programme (MPRP) is based on the strong foundations of the old Programme and crafted with the involvement of all stakeholders to ensure a competitive proposition that ultimately gives beneficiaries more value.

1.3 Legal Framework

The MPRP falls under the Immigration Act. By the virtue of S.L. 217.26, a third country national who is issued with a certificate in terms of these Regulations is entitled to the right to reside, settle or stay indefinitely in Malta together with one's registered dependants.

Should there be conflicting views between this Handbook and the legislation, it is the legislation that prevails.



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Process Flow



2. Process Flow

There are 7 main steps for a third country national to be able to reside, settle or stay indefinitely in Malta through the Malta Permanent Residence Programme. Below is an explanation of what happens in each step:

2.1 Power of Attorney

The Power of Attorney (POA) is the first step in the application process. Through the signing of the POA document the Main Applicant empowers the licensed agent to act on his/her behalf in terms of the MPRP.

2.2 Submission of application pack and issuance of receipt

The licensed agent is required to submit an application pack on behalf of the applicant. The file should be submitted complete and correct to Residency Malta Agency and a receipt will be issued as confirmation of submission.

Please refer to the 'MPRP Application Submission Guide'.



2.3 Due Diligence

The Agency applies rigorous scrutiny via a four-tier due diligence process in order that only persons and families of repute are attracted to the Programme. Residency Malta Agency and the licensed agent share the responsibility of verifying all information provided by the applicant, ensuring all details are complete and correct. The first step is where the agent applies KYC principles when onboarding applicants.

The Agency's team then employs the second tier of due diligence. The application's completeness and correctness are verified. This involves identifying anomalies that highlight any potential risk. The documentation submitted to the Agency is checked in its entirety to ensure validity, for example of notarised and apostilled documents and translations. Applications with missing documentation are paused until the agent submits them on behalf of his client.

The third step is obtaining clearance from police authorities following thorough checks including checks against Interpol and Europol data.

A thorough and in-depth online investigation is then undertaken. International databases are consulted to check for sanctioned individuals and companies. Searches are conducted on all family members applying for residency, their corporate affiliations, any significant one-time transactions, donations, inheritance, significant business partners and associates.

The Agency's analysts finally put together the applicant 'story'. In cases where more clarity is required, further questions are put to the applicant to ensure it has the right and proper picture of the family's application. Where necessary, information is bounced back with the due diligence companies to ensure coherence.



2.4 Issuance of a Letter of Approval in Principle or Rejection

The final applicant file is presented to the Approvals Board which then takes the final decision. If the decision is one of rejection, a letter of rejection is issued. If the decision is one of approval, a Letter of Approval in Principle (LAP) is issued.

2.5 Make investments

The applicant next step in the process is for the applicant to settle the investments required under the MPRP. Applicant should purchase the property or lease it out, make the donation to the registered NGO/ organisation of choice and settle the contribution to the Government.

2.6 Biometric data taking and issuance of Residency Card

Once the LAP is issued, applicants and any dependants included in the application may travel to Malta to have their biometric data (fingerprints, photograph and signature) taken by the Agency. Agents should make an appointment for biometrics through our online booking system, accessed via <https://outlook.office365.com/owa/calendar/ResidencyMaltaAgency@govmt.onmicrosoft.com/bookings/>. Appointments via email or phone calls are not entertained.

The biometric data is tied to the issuance of a residency card, this is not a mandatory step in the application process.

Residency cards are only issued once the investment is duly made and all qualifying criteria are met. Each residency card is valid for 5 years, renewable thereafter with the exception of minors turning 14 or 18 years. Minors approaching their 14th or 18th birthday will have a residency card valid up until a month before their birth date.

2.7 Annual Compliance

On a yearly basis, the Agency will ask the agent to submit on behalf of the beneficiary proof of property lease, via the presentation of a contract of lease, as well as proof of sickness insurance cover, via the presentation of the annual policy. This recurs annually for the first 5 years, and then whenever the Agency deems it necessary, at its discretion.



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Compiling an Application





3. Compiling an Application

The guidelines throughout this section are intended to aid licensed agents with the compilation of complete and correct application packs, prior to submission at Residency Malta Agency.

The following are 5 important points to keep in mind when completing an application:

1. All parts of each application form should be completed in full or marked "N/A" if not applicable.
2. All declarations should be clearly marked, and additional information provided as instructed under each respective section.
3. Certified true copies of original documentation and translations require the appropriate apostille/ legalisation.
4. All forms must be typewritten and signed in blue ink.
5. Make sure that the forms used are the latest forms uploaded on the Agency's website.

3.1 List of Forms and Documents to be submitted

The following is a list of forms and documents which need to be included in the application pack. Kindly use the order of documents listed below as the recommended filing order, when presenting the file.



1	Award of custody/guardianship (where applicable) In cases where a court/legal judgement would have been given on the custody/ guardianship of a minor dependant, the relative documentation must be provided with the application pack. For example, if a parent would have been given sole custody, the court/legal ruling granting such sole custody must be attached.	Certified true copy
2	Form MPRP 2 - Personal Details This form should be filled in by the Main Applicant and all dependants. Part C – Source of Funds and Wealth should be filled in by the Main Applicant and, where applicable by the benefactor. In cases, where the spouse would have contributed significantly to the Main Applicant's wealth accumulation, Part C should be also filled in by the spouse. In the case of minor dependants, this form should be signed by the parent(s)/legal guardian(s) of the minor included in the application. It is important that the photos should be securely affixed to the form.	Original

<p>3</p>	<p>Police conduct certificates</p> <p>All applicants aged 14 and over at the time of application submission must provide an original police conduct certificate as issued by the competent national/federal authorities in the country of origin and in the country or countries of residence where the applicant has resided for a period of more than 6 months during the last 10 years.</p> <p>Police certificates must be in original, less than 6 months old upon submission of application and certified by the national/federal police system of the relevant country.</p> <p>Police certificates do not require a further apostille/legalisation if submitted from the following jurisdictions: EEA, EU, Australia, New Zealand, USA and Canada. Any police conduct certificates which are not in the English language should be translated accordingly. In certain countries, police authorities will only send the certificate directly to other foreign institution requesting it. In such cases, the certificate should be sent to the following address:</p> <p>Residency Malta Agency Zentrum Business Centre, Level 2, Mdina Road Qormi QRM 9010, Malta</p>	<p>Original</p>
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3.2 Additional Dependants

Additional dependants may be added only once the application has been duly approved.

Kindly use the order of documents listed below as the recommended filing order, when presenting the file.

In cases of additional dependants, the following documents must be provided:

1	<p>Form MPRP 2</p> <p>Form MPRP 2 - Personal Details - This form should be completed for every additional dependant.</p>	Original
2	<p>Form MPRP 3</p> <p>Form MPRP 3 - Medical Report and Questionnaire - This form should be completed for every additional dependant.</p>	Original
3	<p>Form MPRP 4</p> <p>Form MPRP 4 - Additional Dependant. This form should be completed for every additional adult dependant.</p> <p>Form MPRP 4A</p> <p>Form MPRP 4A - Dependant Declaration -Minor. This form should be completed for every additional minor.</p>	Original
4	<p>Form MPRP 7</p> <p>Form MPRP 7 should be completed for every additional dependant.</p> <ul style="list-style-type: none"> • The Commissioner for Oaths witnessing the completion of Form MPRP 7 should provide all relevant details as instructed on the form itself. • The Commissioner for Oaths should sign, stamp and date Form MPRP 7. • Each page of this form must be initialled by the Main Applicant and the Commissioner for Oaths. • It is also possible to certify Form MPRP7 via a licensed agent who will verify the applicant's identity via digital software made available by Residency Malta. 	Original

<p>5</p>	<p>Form MPRP10</p> <p>Form MPRP 10 – GDPR Declaration Form. This form should be completed for every additional dependant.</p>	<p>Original</p>
<p>6</p>	<p>Covering Letter</p> <p>A covering letter from the licensed agent introducing the additional dependant.</p>	<p>Original</p>
<p>7</p>	<p>Copy of Residence Certificate</p> <p>A copy of the residence certificate already issued on behalf of the beneficiary must be provided.</p>	<p>Copy</p>
<p>8</p>	<p>Evidence of due diligence process (Know Your Customer)</p> <p>Evidence of due diligence checks conducted by the licensed agent is required. Documentation must be submitted in the following order:</p> <ol style="list-style-type: none"> 1. Original covering letter signed and stamped by licensed agent confirming that due diligence checks have been conducted on all dependants who, on date of application, are over the age of 14, and that, no a priori evidence that his dependants are not fit and proper persons. 2. Any positive and/or adverse findings should be listed in this letter accordingly. Likewise, confirmation of due diligence data-sourcing findings should also be provided. 3. Certified true copies of any additional background checks conducted. 	<p>Certified true copies</p>
<p>9</p>	<p>Birth Certificates</p> <p>Original, original extract or a certified true copy of the original birth certificate, bearing the required apostille/legalisation, must be submitted. It is important to ensure that such documents are apostilled/legalised and translated correctly.</p> <p>In case where one does not have a birth certificate, an equivalent might also be accepted provided that a declaration letter is also submitted clearly detailing and stating why applicant cannot acquire his/her birth certificate.</p>	<p>Original/ original extracts or certified true copies</p>
<p>10</p>	<p>Marriage Certificate (if applicable)</p> <p>This certificate is required for each married couple included in the application. Original, original extract or certified true copy of the original, bearing the required apostille/ legalisation of the last marriage certificate is required when submitting the application.</p> <p>It is important to ensure that such documents are spostilled/legalised and translated correctly.</p>	<p>Original/ original extracts or certified true copies</p>

<p>11</p>	<p>Divorce certificates (if applicable)</p> <p>A divorce certificate is required for all divorces of any individual included in the application, irrespective of the current marital status of the individual. If an individual has been divorced more than once, divorce certificates for all divorces must be provided.</p> <p>Original, original extract or certificate true copy of original, bearing the required apostille/legalisation of all divorce certificates per person are required when submitting the application.</p> <p>It is important to ensure that such documents are apostilled/legalised and translated correctly.</p>	<p>Original/ original extracts or certified true copies</p>
<p>12</p>	<p>Change of name document/s (where applicable)</p> <p>In the event that the Main Applicant and/or any of his/her dependants has/have undergone an official name/surname change, an original, original extract or certified true copy of the original, bearing the required apostille/legalisation, is required. It is important to indicate name changes in the respective application forms. It is also important to ensure that such documents are apostilled/legalised and translated correctly.</p>	<p>Original/ original extracts or certified true copies</p>
<p>13</p>	<p>Military records (where applicable)</p> <p>If dependants, has served in the armed forces of any country, received any military training, or has been part of any other military/paramilitary organisation, certified true copies of the original records or certificates must be provided in accordance with declarations made in Form MPRP 7</p>	<p>Certified true copy</p>
<p>14</p>	<p>Police conduct certificates</p> <p>All applicants aged 14 and over at the time of application submission must provide an original police conduct certificate as issued by the competent national/federal authorities in the country of origin and in the country or countries of residence where the applicant has resided for a period of more than 6 months during the last 10 years.</p> <p>Police certificates must be in original, less than 6 months old upon submission of application and certified by the national/federal police system of the relevant country.</p> <p>Police certificates do not require a further apostille or legalisation if submitted from the following jurisdictions: EEA, EU, Australia, New Zealand, USA and Canada. Any police conduct certificates which are not in the English language should be translated accordingly. In certain countries, police authorities will only send the certificate directly to the other foreign institution requesting it. In such cases, the certificate should be sent to the following address:</p> <p>Residency Malta Agency Zentrum Business Centre, Level 2 Mdina Road Qormi QRM 9010, Malta</p>	<p>Original</p>

3.3 Document format and filing order

When presenting an application pack, it is highly recommended that all forms and supporting documents are placed in labelled punched plastic sleeves (one per form/document). A coloured plastic divider before each applicant in file is required, however not before each document. A note per plastic sleeve is required, detailing which document is enclosed.

The plastic sleeves should then be filed within an A4 arch lever file with a spine pocket, thus reducing the risk of misplaced documentation and ensuring easier access to specific documents.

The A4 arch lever file should display name of agent and AKM licence number, as well as Main Applicant's name in a clear manner in the spine pocket.

An index of the documents being submitted in the file is to be included within the covering letter enclosed.

The recommended filing order is detailed in Section 3.1 and should be repeated for each person included within the application pack. It is important to keep in mind that certain documents apply only to the Main Applicant and not to spouse and/or other dependants and vice versa. Any additional information applicant may wish to provide can also be included within the application pack at the end of each applicant's section in the file (e.g. curriculum vitae, property register etc.).

The order of the applicants' documentation in the file should be as follows:

1. Main Applicant;
2. Spouse;
3. Children according to age (starting from the eldest);
4. Main Applicant's parents (starting from the eldest);
5. Spouse's parents (starting from the eldest);
6. Main Applicant's grandparents (starting from the eldest);
7. Spouse's grandparents (starting from the eldest);
8. Benefactor/s.

3.4 Final Proofs Checklist Submission

1. Proof of donation to a local NGO
2. Health insurance policy
3. Qualifying purchased property
4. Qualifying leased property
5. Final Contribution Fee
6. International Passports

3.5 Compliance Check List Submission

1. Health insurance policy
2. Qualifying purchased property
3. Qualifying leased property
4. Final Contribution Fee
5. International Passports

3.6 5th Year Compliance Package

Forms required for all Beneficiaries:

- Form K;
- Form ID1A;
- Subscriber agreement.

Forms required for the Main beneficiary:

- Form MRVP55;
- Updated copy of passport;
- Insurance covering a minimum of one year;
- Expired residency card/s must be handed over.

Documents required only by the Main Beneficiary:

- Lease agreement or purchase contract
The lease agreement must cover at least one year from the date of submission;
- Rental Declaration Form;
- Housing Authority registration confirmation.



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Schedule of Fees and Investments



4. Schedule of Fees and Investments

Whether the applicant is leasing or purchasing a property, there are different fees and investment requirements. In the section below, one may find the detailed fees and investment requirements for each option.

4.1 Property Options and Contribution

4.1.1 Lease Options and Contribution

Property Lease Options	
Property situated in Malta or Gozo	€14,000 per annum

Contribution for Property Lease Options	
Main Applicant, including: - Children with disabilities	€60,000***
Dependants fees for spouse, children, parents and grandparents.	€10,000 (per applicant) ****

*** must be paid within 8 months from the Letter of Approval in Principle.

**** €5,000 - a non refundable fee administration fee, payable within 2 months from the issuance of the Letter of Approval for every dependant.

€5,000 contribution fee paid within 8 months from the issuance of a Letter of Approval in Principle.

4.1.2 Purchase Options and Contribution

Property Purchase Options	
Property situated in Malta or Gozo	€375,000

Contribution for Property Purchase Options	
Main Applicant, including: - Children with disabilities	€30,000***
Spouse, children, parents and grandparents.	€10,00 (per applicant) ****

*** must be paid within 8 months from the Letter of Approval in Principle.

**** €5,000 - a non refundable fee administration fee, payable within 2 months from the issuance of the Letter of Approval for every dependant.

€5,000 contribution fee paid within 8 months from the issuance of a Letter of Approval in Principle

4.2 Administration Fees and Donation

Administration Fees	
Initial fee*	€15,000
Final fee**	€35,000

*must be paid within 1 month from submission of application.

**must be paid within 2 months from the issuance of the Letter of Approval in Principle

Donation	
Donation to a local NGO/organisation of choice***	€2,000

*** Donations must be affected after the Letter of Approval has been issued, proof of which must be submitted together with the final proofs pack. The licensed agent must ask for clearance from Residency Malta Agency with respect to the chosen NGO/organisation of choice.

4.3 Additional Dependants – Post-Approval stage

The below schedule refers to additional dependants added after the certificate of residence for the Main Applicant has been issued.

Parent or grandparent of the Main Applicant or spouse who is principally dependant on the Main Applicant	€10,000
Spouse of an already approved Main Applicant	€10,000
Minor child of the Main Applicant or their approved spouse	€10,000
Child of the Main Applicant and/or his spouse, born or adopted after the certificate is issued	€10,000
Adult child of the Main Applicant or his approved spouse, who is over 18 years but not yet attained 29 years of age, not married and principally dependant on the Main Applicant	€10,000
Adult child of the Main Applicant or his approved spouse, who is over 18 years and who has been certified by a recognised medical professional or authority as having a disability in terms of the Equal Opportunities (Persons with Disability) Act	Free
Spouse of an already approved dependent child	€10,000
Minor child, of an already approved dependant child and/or their already approved spouse	€10,000

All fees are per applicant and must be paid within 1 month from submission of application.

The image features a low-angle shot of a classical stone archway, likely part of a larger building. The arch is constructed from large, rectangular stone blocks and is illuminated from the side, creating strong highlights and deep shadows. The background is a deep blue sky with a subtle grid pattern of squares. A large, semi-transparent number '5' is overlaid on the right side of the image. The text 'Ancillary Process' is written in a white, serif font, positioned to the right of the archway.

Ancillary Process

5 Ancillary Processes

There are a number of ancillary processes related to an application under the MPRP as follows.

5.1 Withdrawal of Applications

Should either the Main Applicant or any dependant withdraw their application, they are requested to follow the below procedure:

The Main Applicant or dependant as applicable is requested to write a letter addressed to Residency Malta Agency explaining the reason for the withdrawal. The agent shall submit the signed original letter to Customer Care and request the original file to be returned. The original file shall be returned to agent, including original forms and documentation submitted by the applicant.

Should the application be already approved, the applicants must return the original residence certificate and residency cards as applicable.



5.2 De Facto Partnership application

Where a Main Applicant is in a De Facto Partnership and wishes to include the partner as a dependant, it is important to follow the below procedure prior to the submission of the MPRP application. Such special cases require the approval of the Minister in charge; hence, a set of documentation and adequate proof of relationship must be submitted in order to seek approval.

The Agent must provide the following set of documentation:

- i. Covering letter signed by the licensed agent;
- ii. Certified true copy of the Main Applicant's passport;
- iii. Certified true copy of Partner's passport;
- iv. Certified true copy of the Main Applicant's birth certificate;
- v. Certified true copy of the Partner's birth certificate;
- vi. Adequate proof of long-standing relationship, which may include the following:
 - a. affidavit from relatives/friends confirming that they have known the couple for an adequate number of years;
 - b. bank statements (either showing transactions between partners or showing a joint bank account);
 - c. rental agreement or purchase agreement of a joint property;
 - d. dated photos portraying the couple;
 - e. flight tickets showing travel together;
 - f. any other relevant documentation.

5.3 Stepparents application

Where a Main Applicant wishes to include a stepparent as a dependant, it is important to follow the below procedure prior to the submission of the MPRP application. Such special cases require the pre-approval or otherwise of the Agency.

Documents Required when Stepparent is part of the of the 'Initial Application':

a.	Form MPRP 2 - Personal Details	Original
b.	Form MPRP 3 - Medical Report and Questionnaire	Original
c.	Form MPRP 4 - Dependant Declaration Adult	Original
d.	Form MPRP 10 - GDPR Declaration Form	Original
e.	Covering Letter	Original
f.	Copy of Residence Certificate	Certified true copy
g.	Evidence of Due Diligence Process (KYC)	Certified true copy
h.	Birth Certificate	Original/ Original extracts or Certified true copies
i.	Marriage Certificate (if applicable)	Original/ Original extracts or Certified true copies
j.	Divorce Certificate (if applicable)	Original/ Original extracts or Certified true copies
k.	Chance of Name Document (where applicable)	Original/ Original extracts or Certified true copies
l.	Military Records (where applicable)	Original/ Original extracts or Certified true copies
m.	Police Conduct Certificate	Original
n.	Affidavit on Dependency	Original

Documents Required when Stepparent is being added as an 'Added Dependant'

a.	Form MPRP 2 - Personal Details	Original
b.	Form MPRP 3 - Medical Report and Questionnaire	Original
c.	Form MPRP 4 - Dependant Declaration Adult	Original
d.	Form MPRP 7 - Additional Dependant	Original
e.	Form MPRP 10 - GDPR Declaration Form	Original
f.	Covering Letter	Original
g.	Copy of Residence Certificate	Certified true copy
h.	Evidence of Due Diligence Process (KYC)	Certified true copy
i.	Birth Certificate	Original/ Original extracts or Certified true copies
j.	Marriage Certificate (if applicable)	Original/ Original extracts or Certified true copies
k.	Divorce Certificate (if applicable)	Original/ Original extracts or Certified true copies
l.	Chance of Name Document (where applicable)	Original/ Original extracts or Certified true copies
m.	Military Records (where applicable)	Original/ Original extracts or Certified true copies
n.	Police Conduct Certificate	Original
o.	Affidavit on Dependency	Original



Application Timeframes



6. Application timeframes

The timeline of application processing starts on submission of a complete and correct application file. Any questions issued by the Agency in relation to submissions will stall the timeline, which will only be reactivated on receipt of valid replies. We are committed to communicate final decisions within reasonable times aligned with industry standards.



Service
to Agents

7. Service to Agents

7.1 Booking of Appointments at Residency Malta Agency

Licensed Agents wishing to book appointments at our office for client biometrics capturing, document delivery/ collection or submission of files are to book appointments via the Agency's online booking system, accessed via: <https://outlook.office365.com/owa/calendar/ResidencyMaltaAgency@govmt.onmicrosoft.com/bookings/>

Appointments via email or phone calls are not entertained. The following instructions should be followed:

Appointment	Duration	Details
Document Collection	15 minutes	Each appointment should not exceed the collection of 15 documents
Document Submission	12 minutes	Each submission should not exceed the submission of 10 documents
File Submission	15 minutes	Each appointment should not exceed the submission of 10 files
Biometrics Capturing	1 hour	Each appointment should not exceed 6 individuals

**Document refers to one pack of documents such as: MRVP/MPRP Forms 12 & 22.*

Only authorised representatives registered with Residency Malta Agency are allowed to make bookings on behalf of the Licensed Agent. Should an agent or representative not be able to attend the appointment, they are requested to cancel same appointment in advance through the portal.

ENDS

Version 4.0

Updated 28 January, 2025

In the case of conflicting views between this document and the legislation, it is S.L. 217.26 that prevails.



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