



**EMPLOYMENT AND TRAINING SERVICES ACT
(CAP.343)**

**Application for a licence for carrying on an employment agency or employment
business**

(Regulation 4 of the Employment Agencies Regulations, 1995)

1. Name of Applicant _____
Identity Document No. _____ P.E. No. _____

2. Address: _____

- Telephone number _____ Fax number _____
E-mail Address _____

3. If the applicant is a company or body corporate or a body of persons, a list signed by the applicant showing the name, identity card number and address of each Director or of each officer acting in a like capacity shall be annexed.

4. Value Added Tax registration number of applicant _____

5. Income Tax registration number of applicant _____

6. The address of the premises at which the business is to be carried out:

7. Activities proposed to be carried out:



8. Particulars of the competent person nominated by the applicant:

Name _____ Identity Document No. _____

Address _____

Date of Birth _____

Qualifications and Experience:

A birth certificate, recent police conduct certificate and curriculum vitae of the competent person shall be attached. Original certificates and testimonials or certified true copies thereof shall be produced.

(An applicant may nominate more than one competent person to act as substitute. In such case, the above particulars regarding each of the competent persons so non-finited shall be forwarded).

9. Method of financing of the services proposed to be provided:

10. Describe the procedures proposed to be followed by:

(i) applicants for employment:

(ii) users:



11. The following declaration is to be filled in and signed by applicant:

I declare that the particulars given above are to the best of my knowledge correct.

I also declare that:

(i) a notice of the intention has been displayed during the period _____
to as required in terms of section 23 of the Act at a place near the premises where the business
is proposed to be carried out, and

(ii) advertisements have been published in the following newspapers as shown below:

Name of newspaper

Date of publication

A copy of the notice of intention and of the newspaper showing the advertisements are hereto attached.

Signature of applicant _____ Date _____

Data Protection Privacy Policy, Department of Industrial and Employment Relations: In accordance the General Data Protection Regulation (EU) 2016/679 and with the Data Protection Act (Cap. 440), all the information being requested is necessary for the completion of this application as provided in the Employment and Training Services Act (Cap. 343) and the Employment Agencies Regulations, 1995 (L.N. 126 and 127 of 1995) and for statistical purposes. All data is to be strictly used by the Department and shall not be shared with third parties with the exception to information, that the Department publishes in the government gazette for public knowledge. The Department forwards information to the Employment and Training Corporation in order to honour its commitments as stated in the Employment and Training Services Act (Cap. 343). You have the right to access and amend your personal data. Any queries regarding the Privacy Policy are to be addressed to: **Department of Industrial and Employment Relations, 121, Melita Street Valletta VLT 1121. Tel: (+356)21224245/6.**

121, MELITA STREET, VALLETTA, VLT 1121
TELEPHONE: 21 224245/6; EMAIL: info.dier@gov.mt
WEBSITE: <http://dier.gov.mt>

Application Number A-E06-03 in accordance to Legal Notices 126 and 127 of 1995