

Guidance Notes on the information required by the Corporation to process requests of Individuals wishing to be considered under the Repatriation of Persons Established in a Field of Excellence Rules

Individuals wishing to be considered under the Repatriation of Persons Established in a Field of Excellence Rules, should provide the following information and supporting documentation to the Corporation. Requests should be submitted via email to project.review@maltaenterprise.com

Applicant Details

1. Full Legal Name
2. Identification Number
3. Passport Number
4. Dates when Applicant was resident in Malta
5. Residence Address
6. Employment Details: Current Place of Work and Position
7. Information on the applicant's area of professional competence and how is it relevant to the manufacturing and R&D sectors?
8. Identify which of the below roles the applicant has carried out for a period of minimum 3 years and provide further detail as necessary.

	The carrying out of Industrial Research - meaning the carrying out (individually or as part of a team) of planned research or critical investigation aimed at the acquisition of new knowledge and skills for developing new products, processes or services, or for bringing about a significant improvement in existing products, processes or services. It comprises the creation of components parts of complex systems, and may include the construction of prototypes in a laboratory environment or in an environment with simulated interfaces to existing systems as well as of pilot lines, when necessary for the industrial research and notably for generic technology validation
	The carrying out of Experimental Development - meaning acquiring, combining, shaping and using existing scientific, technological, business and other relevant knowledge and skills with the aim of developing new or improved products, processes or services. This may also include, for example, activities aiming at the conceptual definition, planning and documentation of new products, processes or services.
	Product development - meaning engaging in a functional role of developing and/or designing detailed product specifications (including digital products such as software solutions)
	Senior management (Chief Executive Officer, Chief Operating Officer, Chief Financial Officer, Chief Information Officer or Chief Technical Officer) of autonomous manufacturing units and/or research facilities

Documentation to be submitted

- i. Copy of ID and passport
- ii. Any documentation in support of the periods resident in Malta
- iii. Detailed CV
- iv. A copy of the contract of employment, which must clearly state where the person shall carry out the duties of the specific role, the reasons if any of the duties are to be carried outside of Malta and the length of such period on an annual basis.
- v. Confirmation that none of the shareholders (or groups of related shareholders) of the employer having more than 10% of the control, has/have a direct first level family relation with the applicant.
- vi. Unless the employment is with a new autonomous company, confirmation that the applicant is not a shareholder or director of the employer.
- vii. Proof of relevant academic or professional qualification and if required, documentation confirming that such qualification is a full MQF level 7 achievement or higher.
- viii. Proof that the employment is duly registered with Jobsplus.
- ix. Letter signed by the employer confirming the employment contract and granting consent to the Corporation and the Commissioner for Revenue to request any relevant information related to the employment contract