



File Reference:

--	--	--	--	--	--

Approved By: _____

Application Form For a Long Lease Premises Licence

In terms of the Malta Travel and Tourism Act 1999

MALTA TOURISM AUTHORITY

Licensing Directorate,
Building SCM 01, Suites 301-306,
SmartCity Malta,
Ricasoli SCM 1001,
Kalkara, MALTA.

Date Received Stamp

This application for a **Long Lease Licence**: on Lease, Emphyteusis or other title (for a tourist) is in three parts: Part A, Part B and Part C. All relevant parts pertaining to the Application in Part A and Part C are to be filled in by applicant. The documents as requested in Part B, are to be submitted together with this application.

This Application Form carries a fee of € 46.59. Applicants are to present payment at the Malta Tourism Authority, Licensing Directorate, Building SCM 01, Suites 301 – 306, SmartCity Malta, Ricasoli SCM 1001, Kalkara, Malta or at the MTA's branch office at 17 Independence Square, Victoria, Gozo, prior to submission of application. A copy of the receipt is to be attached with application.

If the Lessee has been residing in Malta for more than a year, then a Licence is not required and therefore this application form need not be submitted.

Warning to Applicant: Any false statements, misrepresentation or concealment of material fact on this form or any document presented in support of this application form, may grounds for criminal prosecution.

DATA PROTECTION STATEMENT: Personal information provided in your application is protected under the Data Protection Act 2001. The Malta Tourism Authority will process your personal data in accordance with the provisions of Data Protection Act (Chapter 440 of the Laws of Malta) for licensing and administrative purposes and to comply with the Authority's legal obligations. Upon approval of your application, the Authority, occasionally, may use your personal details for marketing purposes. If you still have queries, you can telephone for advice on phone no. 21224444, or email at licensing.mta@visitmalta.com

PART A (TO BE COMPLETED IN BLOCK LETTERS)

(1) Applicant's Details (in whose name Licence shall be issued)

Name and Surname: _____

Nationality: _____

I.D. Number: _____ VAT Number: _____

Address: _____

Locality: _____ Tel/ Mobile: _____

Email Address: _____

PART A (Continued)

(1) Company Details (If applicable)

Registered Company Name: _____

Company Registration Number: _____ VAT Number: _____

Registered Address: _____

Locality: _____ Tel/ Mobile: _____

Email: _____

State whether: ☐ Owner ☐ Lease Holder ☐ Other Title

(2) Operator's details (if different from applicant)

Name and Surname: _____

Nationality: _____

I.D. Number: _____ VAT Number: _____

Address: _____

Locality: _____ Tel/ Mobile: _____

Email Address: _____

Registered Company Name:
(if operator is body corporate) _____

Registered Company Number: _____ Tel/ Mobile: _____

Registered Addressed: _____

Email: _____

(3) Submission Requirements

Please see attached checklist at the end of the Application Form

(4) Details of Lessee (Please complete in block letters)

Name and Surname: _____

Nationality: _____

Passport/ I.D. Number: _____ Trade/ Profession: _____

Address Abroad: _____

Locality: _____ Country: _____

Tel/ Mobile: _____

Email Address: _____

(5) Premises to be Licensed (Please complete in Block Letters)

Address: _____

_____ Locality: _____

(6) Previous Licence as issued by Ministry of Tourism (if applicable)

Reference No	Description	Date

PART B**(7) Contract Details**

Monthly rent (in euro) agreed to be paid by tenant in:

In Words: _____

In Figures: _____

Duration of Lease: _____

A true copy of the agreement signed between the Lessor and the Lessee (showing the monthly rent and duration of Lease)

PART C

(8) Declaration by Owner of the Premises

Is the premises owned by Applicant ☐ YES ☐ NO

If not, please ask the landlord to fill the following:

I: _____

I.D. Card No: _____

Residing At: _____

Have no objection to the request made by the Applicant as per this Application.

Signature: _____ Date: _____

(9) Declaration by Applicant and Spouse (Please complete in Block Letters)

This Form is being signed as follows:

- a) If the Applicant is an individual, by that individual and by his/her spouse.
- b) If the Applicant is a company or any other organisation, by duly authorized person on behalf of the company or organisation who should state his official position within the company or organisation;

I, the undersigned declare that:

- a) The premises under Application is covered by the relevant building permit.
- b) I shall, at all time abide by the provisions of the Malta Travel and Tourism Act (Cap 409) and regulations made thereunder.
- c) I bind myself to inform the Authority of any changes in circumstances regarding the information given above within two weeks of its occurrence.
- d) I declare that the information given on this Form is accurate and complete.
- e) I have read the data protection statement and **(tick as appropriate)**

☐ I CONSENT to the information provided on this application being disclosed as described in the statement.

☐ I DO NOT CONSENT to direct marketing.

Signature of Applicant: _____

Signatory's Full Name: _____

On behalf of (If applicable): _____

Official Position: _____

Signature of Spouse: _____

Full Name of Spouse: _____

Date: _____

This form should be returned to the Malta Tourism Authority, Licensing and Administration section at the address shown on the front cover.

Checklist for Required Documents

1. ☐ Application Form accompanied by application Fee €46.59
2. ☐ Identity Card copy of front and back
3. ☐ If not owner of the property, Contract of Lease*1 and Declaration from owner that has no objection and lease agreement from Lands Department per *11
4. ☐ Copy of full Memo of Articles of association and company resolution if applicable *3 (if applicable) with representation
5. ☐ Copy of Contract of purchase (AIP)*9 (Expatriates only)
6. ☐ Copy of Contract of work (Expatriates only)
7. ☐ If enforcement recommend for approval a €250,000 insurance – public liability is to be taken out before an invoice and license are issued

* As per memo sent by David Mifsud Appendix C

*1, 2, 3 (if applicable)

*9 AIP: Acquisition of immovable property. Finance directive personal and next of kin. Property may not be split. Condition not to be rented out

*11 If applicable, Lands to make a new contract in favour of applicant (if Land owned by lands Dept.)

**Note: A long rent is not needed if, Foreigner has been in Malta for more than one year foreigner intends to work in Malta for more than one year

Applications may be downloaded from www.mta.com.mt