



EMPLOYMENT AND TRAINING CORPORATION

(Act. No. XXVIII 1990)

Declaration of Commencement of Employment (Self-Employed Persons)

Notes for Self-Employed Persons:

1. This declaration should be filled in by persons starting self-employment for the first time and by persons who were previously self-employed, had stopped, and now want to re-start.
2. When a self-employed person employs any employees he should fill in this Declaration of Commencement and also the Declaration of Commencement of Employment for Employed Persons for each employee commencing employment with him.
3. This Declaration should be filled in and sent to the Corporation on the same day of commencement of work.
4. If this is your first employment, you will need:

Form NI 3 from the Department of Social Security or, in case of non-Maltese nationals, a certificate from the same Department regarding exemption from Social Security contributions.
5. A person born outside Malta who has not yet reached the age of 21 years and holds dual nationality (Maltese and that of another country) requires a certificate regarding his or her nationality from the Department of Citizenship and Expatriate Affairs.
6. No Citizen of the Union or his dependant can pursue activities as a self-employed, unless he -
 - (a) is a *bona fide* self-employed person;
 - (b) operates from a registered address and satisfies all other requirements that are normally required of a self-employed Maltese National, including all matters relating to registration and taxation; and
 - (c) has the ability to support himself and such dependants as may be accompanying him.
7. The certificate indicated in paragraph 4 and, if applicable, the certificates/evidence/permits indicated in paragraphs 5 and 6, are to be sent to this Corporation together with this form

8. In this Declaration, the terms:

“Address” in Part I refers to the home address of the self-employed person.

“Place of employment” in Part II refers to the town or village where the work is located, if this is done in a fixed place.

“Business Address” in Part II refers to the place where you receive your business mail but which should not be a P.O. Box number.

9. This declaration, together with any other forms required, should be sent:

Malta:

Employment and Training Corporation
Human Resources Information Unit
P.O. BOX 20, BIRZEBBUGA BBG 01

(In case of difficulty phone 22201268 – 262)

E-mail: hriu@etc.org.mt

Gozo:

Employment and Training Corporation
Mgarr Road
VICTORIA VCT 111

(In case of difficulty phone 21561513)

A receipt will be issued for each form accepted.

10. Any self-employed person who does not send in this declaration within the stipulated time is liable to a fine as envisaged in Legal Notice 110 of 1993.

11. These notes are for information purposes only.

Name of Firm

Business Address:

No. /Name of Residence

Street

Town/Village Post Code

Telephone Fax P.E. No.

V.A.T. Number E-Mail:

Mobile

Main Activity of business _____

Tick where applicable:

Self-Employed without employees

Self-Employed with employees

Sector:

Private firm (Maltese owned)

Private firm (Foreign owned)

PART III: DECLARATION

I declare that all information given in this form is true and correct.

Signature

Designation

Date

Day Month Year

"Personal data is collected and held by ETC and is used by ETC and/or transferred to third parties in order to fulfill ETC's functions according to law and in line with the provisions of the Data Protection Act. You should disclose to ETC personal data which is correct. You have a right to access your personal data as well as to request that any incorrect personal data be rectified. You should ask for assistance if you have any queries".