

# Updates in Employment Records and Migration Compliance

## Jobsplus Update

### New Reporting Rules Coming into Effect

Jobsplus has announced forthcoming updates to its **employment reporting procedures**, underscoring the importance for employers to maintain **accurate and timely employee records**. As of **1st August 2025**, employers will be required to submit **engagement forms within four working days** of hiring a new employee.

### Termination Forms and Legal Consequences

**Termination forms** will continue to be regulated under existing rules, and in line with **Article 40 of Cap 594**, these must also be submitted within **four working days** from the date of termination. Employers should also be aware that **delays in submitting either form** may result in **administrative penalties** as outlined in **Article 53** of the same legislation.

### Online Submissions and Recordkeeping Duties

In view of these developments, Jobsplus **strongly encourages all employers** to audit their current **employee records** and ensure that their databases are **up to date**. All forms must be submitted **online**, except in the case of **self-employed individuals without employees** and **household employers**, who may submit their documentation **by email**.

## Implementation of the Malta Labour Policy

### Policy Shift Towards Integration and Stability

The implementation of the **Malta Labour Migration Policy** will come into force in phases starting from **August 2025**. The policy places **workers at the heart** of the migration framework, aiming to balance the legitimate demands of the **labour market** with the need to safeguard **social standards** and **workers' rights**.

## Job Advertising and Redundancy Restrictions

Among the new requirements is the need for employers to show **evidence of a job advertisement** lasting between **two and three weeks** before applying to recruit a TCN. Initially, advertisements may appear on any suitable platform; however, from **October 2025**, they must also be published on the **Jobsplus and EURES portals**. Furthermore, **redundancy patterns** will now be closely monitored. Where a job has been made redundant within the previous **twelve months**, any application to fill the same post with a TCN will be refused. This rule applies regardless of the **nationality** of the previously terminated employee.

## Disability Compliance and New Fee Structure

Employers will also be expected to comply with their obligations under the **Persons with Disability (Employment) Act**. Any failure to do so will result in the **suspension of applications** for new work permits until the employer becomes compliant. Similarly, **new fees** will be introduced from August. **First-time applications** for work permits and **changes of employer** will each incur a fee of **€600**, while **renewals** will be charged at **€150 per year**. Applications for a **change in job designation** will cost **€300**. However, in the case of occupations within the **health and care sectors**, a **flat rate of €150** will apply across all application types.

## Extended Grace Period for Terminated Workers

Another notable reform includes an **extension to the grace period** granted to TCNs whose employment is terminated. Rather than being required to leave Malta immediately, these individuals will now be permitted to remain in the country for an additional **30 days**, bringing total potential stay to **60 days**, provided they have **sufficient financial means**. This provision is intended to improve **retention rates** and simplify the hiring process by allowing time for **skilled individuals** already in Malta to find **alternative employment**.

## Salary Thresholds and Workforce Quotas

The policy also introduces **new salary thresholds** for those applying under the **Key Employment and Specialist Employment Initiatives**, with the annual minimum set at **€45,000** and **€30,000** respectively. From August, employers will also be subject to a **cap on the number of TCNs** they may employ, determined by the size of their workforce. For example, **large employers** may increase their headcount by no more than **25 per cent** compared to the previous year. There are certain **exemptions** for health, care, student and essential service roles, as well as for **sportspersons**.

## Electronic Payments and Humanitarian Measures

From **October 2025**, additional requirements will take effect. These include a shift to **electronic salary payments** made through **licensed financial institutions**, eliminating the use of **cash wages** for new recruits and those changing employers, registered after 1 August 2025. The policy also introduces **interim permits** for TCNs arriving from **visa waiver countries**, allowing them to remain in Malta during the processing of their applications, subject to specific conditions. In a further **humanitarian step**, TCNs identified as **victims of human trafficking** will be **exempt from application fees**, and their **residence permits** will be extended to **one year**, renewable for the duration of legal proceedings.

## Call to Action for Employers

The Ministry for Home Affairs, Security and Employment urges all employers to take **immediate steps** to prepare for these changes, especially in regard to **employee record keeping** and **internal compliance procedures**.

Delays or failure to meet the new requirements could have **far-reaching consequences** on recruitment and retention practices.

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