

## LA11 – Application Form – Change of Licensee of a Tourism Operation

In Terms of Chapter 409 – The Malta Travel and Tourism Services Act

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**Prerequisites:** To complete this application form, Applicants are required to submit the following documents:

1. Copy of both sides of Identity Card (for proposed licensee);
2. An official Employment history from a Government Body (such as Jobsplus) and/or academic qualifications (for proposed licensee);
3. Valid Police Conduct (for proposed licensee);
4. Copy of Full Memorandum and Articles of Association (if Applicant is a Body Corporate) or Deed of Partnership (if Applicant is a Partnership);
5. Company Board Resolution appointing an Official Representative of the Company (if Applicant is a Body Corporate) or Partnership Resolution appointing an Official Representative of the Partnership (if Applicant is a Partnership);
6. In the case of the death of the licensee, the proposed licensee is to submit:
  - a) Proof of ownership of the land;
  - b) Proof of ownership of the property or the contract of lease (if applicable) or a contract by the Lands Department in favour of the new applicant (if the land is owned by the Lands Authority, if applicable);<sup>\*1</sup>
  - c) Notarial Declaration.<sup>\*2</sup>

Notes:

<sup>\*1</sup>Notarial Declaration of who has been appointed as licensee in succession.

<sup>\*2</sup>If applicable, a contract in favour of the proposed licensee from the Lands Authority (if the land is owned by the Lands Authority).

<sup>3</sup>**All documents to be submitted in PDF format.**

**Payment:** This Application carries a payment (see table below), which may be affected at the end of the online application process. Should Applicants not be able to submit an online payment, they are to proceed to:

- MTA Head Office at Building SCM 01, Level 3, Smart City Malta, Ricasoli, SCM 1001, Kalkara. (Opening Hours: Mon-Fri, 8:30 am – 12:00 pm) **or**
- Business First, Ċentru Joseph Grech, 2nd Floor, Cobalt House, Mdina Road, Central Business District, Mrieħel. (Opening Hours: <https://www.businessfirst.com.mt/opening-hours/>) **or**
- MTA Branch Office at 17, Independence Square, Victoria, Gozo. (Opening Hours: Mon-Fri, 8.00 am – 12.00 pm).

## Fees in accordance with Subsidiary Legislation 409.05 – Fees (Tourism) Regulation

Type of Premises	Fee
Hotel/Tourist Village 5*	€69.88
Hotel/Tourist Village 4*	€58.23
Hotel/Tourist Village 3*	€46.59
Hotel/Tourist Village 2*	€23.29
Guest House Superior	€46.59
Guest House Standard	€23.29
Hostels	€23.29
Holiday Furnished Premises (Incl. Farmhouses/Villas etc)	€11.65
Restaurants, Snack Bars, Nightclub/Discos, Bars	€46.59
Kiosk	€46.59
Kiosk (Others)* (when transfer relates to the husband or wife or any person in the direct descending line, including adopted children through <i>inter vivos</i> or <i>causa mortis</i> transmission, on proof of the family relationship to the existing licence holder).	€2,329.37
Travel Agency/Organised Excursions/DMC	€23.29
Permits for the hire of umbrellas, sunbeds, and deckchairs	€23.29
Diving Centres	€46.59

**Warning to Applicant:** Any false statements, misrepresentation, or concealment of material fact in this form or in any document presented in support of this application form may constitute an offence and may lead to refusal, suspension, or revocation of any license and to administrative, civil, and/or criminal consequences at law.

**Data Protection Statement:** Personal information provided in this application is protected under the Data Protection Act (Chapter 586 of the Laws of Malta). The Malta Tourism Authority will process your personal data in accordance with the provisions of the Data Protection Act for licensing, compliance, and related administrative purposes, and to comply with the Authority's legal obligations. For further information about how your data is processed and your rights, please consult the Authority's privacy notice or contact the Data Protection Officer at [dataprotection.mta@visitmalta.com](mailto:dataprotection.mta@visitmalta.com).

**Assistance:** If you have any queries, you can call the Licensing Department on +356 2291 5000, or email [licencing.mta@visitmalta.com](mailto:licencing.mta@visitmalta.com).

**1. Applicant's Details:** (of the proposed licensee)

**a) Personal Details:** (to be filled in if Applicant is a Natural Person or Representative of Company)

- Name

Name:\* \_\_\_\_\_ Surname:\* \_\_\_\_\_

- Identity Card Number:\* \_\_\_\_\_

- Nationality:\* \_\_\_\_\_

- VAT Number:\* \_\_\_\_\_

- Address:\* \_\_\_\_\_  
\_\_\_\_\_

- Locality:\* \_\_\_\_\_

- Tel/Mobile Number:\* \_\_\_\_\_

- Email:\* \_\_\_\_\_

**b) Company/Partnership Details:** (if Applicant is a Body Corporate or Partnership)

- Registered Company/Partnership Name:\* \_\_\_\_\_

- Company Registration/Partnership Number:\* \_\_\_\_\_

- VAT Number:\* \_\_\_\_\_

- Registered Address:\* \_\_\_\_\_  
\_\_\_\_\_

- Locality:\* \_\_\_\_\_

- Tel/Mobile Number:\* \_\_\_\_\_

- Email:\* \_\_\_\_\_

## 2. Details of Establishment:

- Name of Establishment:\* \_\_\_\_\_
- Number of Establishment:\* \_\_\_\_\_
- Address:\* \_\_\_\_\_  
\_\_\_\_\_
- Locality:\* \_\_\_\_\_
- Local Council:\* \_\_\_\_\_
- Postcode: \_\_\_\_\_
- MTA License Number: \_\_\_\_\_

## 3. Declaration by Applicant:

- a) Authority and Warrant of Capacity (tick all):\*
- I/We hereby declare, represent, and warrant that, as the Applicant, I/we have full legal capacity and authority to submit this application and to bind the person or entity on whose behalf it is submitted. I/we further warrant that I/we am/are duly empowered and that any other natural or legal person mentioned in this application shall be jointly and severally bound by these declarations.
- b) Right of Use of Premises (tick all):\*
- I/We hereby declare, represent and warrant that, as the Applicant, I/we hold a valid legal right, of whatever nature, whether real, personal, contractual, fiduciary, representative or otherwise, to occupy, use and operate the Premises for the purposes of this application, and that such right is presently effective and enforceable at law. I/We further declare, represent and warrant that, as the Applicant, I/we have obtained all requisite written consents and authorisations from the Owner of the Premises and/or from any other person or authority whose consent is required at law to submit and process this application, to obtain any license to operate, and to conduct the intended activity on and from the Premises.
- c) Operations (tick all):\*
- I/We undertake to abide at all times by the provisions of the Malta Travel and Tourism Services Act (Cap 409), the regulations made thereunder, and with all license conditions that may be imposed, and to maintain all permits and approvals required by law;
  - I/We undertake to inform the Malta Tourism Authority in writing of any changes in circumstances or information relevant to this application or of the operation (including, without limitation, any change in title, capacity, ownership, management, layout or

services offered) within not more than fourteen (14) calendar days from the date the change occurs, unless a shorter period is prescribed by law or by a condition so imposed.

d) General (tick all):\*

- I/We declare that I/we have read and understood the 'Warning to Applicant' in this Application Form;
- I/We declare that the statements and information provided in or with this application are true, accurate and complete to the best of my/our knowledge and belief, and acknowledge that making a false declaration or submitting false documentation may constitute an offence and may lead to refusal, suspension or revocation of any license and/or to administrative, civil and/or criminal consequences according to law;
- I/We declare that I/we have read and understood the Data Protection Statement in this application form and consent to the processing of personal data for the purposes stated therein;
- I/We declare that I/we have read and understood Chapter 409 and applicable Subsidiary legislation.
- I/We assume full responsibility for the accuracy and completeness of all information provided; for the lawful occupation and use of the Premises for the licensed activity; and for full compliance with the Malta Travel and Tourism Services Act (Cap. 409) and all regulations and license conditions made thereunder, as well as any other applicable laws, standards, and permits;
- I/we acknowledge that any defect in title, consent, or authority shall not relieve me/us of responsibility towards the Authority;
- I/We agree to indemnify and hold harmless the Authority from and against any loss, cost, expense, or liability arising from any false, inaccurate, or misleading declaration; any lack of title, consent, or authority to occupy or operate; or any breach of Cap. 409, its subsidiary legislation or license conditions, without prejudice to any enforcement action, suspension or revocation the Authority may take in accordance with law.

e) Eco Taxation Declaration:\* (if applicable)

- I (*insert name*) \_\_\_\_\_ bearer of Identity Card Number \_\_\_\_\_ hereby declare that as the licensee, I am personally responsible to collect and pay the ECO Tax.

**4. Signature of Current Licensee:**

- Signature of Current Licensee:\* \_\_\_\_\_
- Signatory's Full Name and Surname:\* \_\_\_\_\_
- Date:\* \_\_\_\_\_

**5. Signature of Proposed Licensee:**

- Signature of Proposed Licensee:\* \_\_\_\_\_
- Signatory's Full Name and Surname:\* \_\_\_\_\_
- Date:\* \_\_\_\_\_

## 6. Checklist for Document Submission:

1	Copy of both sides of Identity Card; (for proposed licensee);	
2	An official Employment history from a Government Body (such as Jobsplus) and/or academic qualifications (for proposed licensee);	
3	Valid Police Conduct (for proposed licensee);	
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<sup>3</sup>**All documents to be submitted in PDF format.**

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### For Office Use Only

Application Reference: \_\_\_\_\_

Date Received: \_\_\_\_\_

Processed by: \_\_\_\_\_