



## EMPLOYMENT AND TRAINING CORPORATION

(Act. No. XXVIII 1990)

### Declaration of Termination of Employment

#### Explanatory notes:

- 1 This declaration should be filled in by:
  - The employer when a contract of employment has been **terminated**.
  - The employer when an employee's employment status is **changed**, e.g. from part-time to full-time and vice-versa, or from a definite contract, to an indefinite contract or for any other reason.
  - The self-employed person on **ceasing** to be self employed.
- 2 This declaration should be used in both full-time and part-time employment and/or self-employment.
- 3 **It is very important that this form is fully filled, especially the termination date. The latter date should include, as well, the notice money period (if any). If no notice money/period was given, kindly insert date of termination instead.**
- 4 This declaration should be sent, within **FOUR DAYS** from the date of termination, to:

#### Malta:

Employment and Training Corporation  
Human Resources Information Unit  
P.O. BOX 20.  
BIRZEBBUGA BBG 1000

*In case of difficulty phone 22201259-260*  
Email: hriu.etc@gov.mt

#### Gozo:

Employment and Training Corporation  
Mgarr Road  
VICTORIA VCT111

*In case of difficulty phone 21561513*

5. Persons who are obliged to send in this declaration and do not do so within the stipulated time, are liable to a fine as envisaged in Legal Notice 144 of 1999.
6. Termination Forms can also be submitted through our website: [www.etc.gov.mt](http://www.etc.gov.mt)
7. The Corporation is obliged to issue an acknowledgment once this form is processed. If the employer does not receive an acknowledgment, it is up to him/her to inform the Corporation to send an other acknowledgment.
8. These notes are for information purposes only.

*“If the Employer fills in this form s/he should ensure that the data required to fill in this form is obtained in so far as possible, first hand from the employee. Wherever data about the employee is obtained from a third party, the employee should be informed and the accuracy of the data ascertained.*

*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.”*

