

MANDATE AND AUTHORISATION FORM

Authorisation to Submit A1 Certificate Applications to the Maltese Social Security Authorities and Process Personal Data on the Employee's Behalf

To be completed and submitted together with the Contract of Employment

1. Parties

This Mandate is made between the employee named below (the "Employee") and the employer or its authorised representative named below (the "Employer"), and forms part of the documentation submitted together with the Employee's Contract of Employment.

2. Purpose of this Mandate

The Employee's role may require an A1 certificate confirming which country's social security legislation applies while working in one or more EU Member States. This Mandate authorises the Employer, or a nominated representative of the Employer, to prepare and submit A1 certificate applications on the Employee's behalf to the Maltese Social Security Authorities about the status of those applications, for as long as this Mandate remains in force.

3. Personal Data Covered

To act on the Employee's behalf, the Employer will need to collect, hold, and submit the following categories of the Employee's personal data:

- Identity details (full name, date and place of birth, gender, nationality, identity/passport number, social security number)
- Contact details (residential address(es), telephone number, email address)
- Employment information (employer details, nature and dates of the posting or activity abroad, host country, sector of economic activity, and workplace address)
- Any supporting questionnaires or documentation required for the Employee's specific posting or activity type

4. Purpose and Legal Basis of Processing

This data will be used solely for the purpose of preparing, submitting, and following up on the Employee's A1 certificate application(s). The legal basis for this processing is the Employee's consent, given freely by signing this Mandate, in accordance with the General Data Protection Regulation (EU) 2016/679 ("GDPR") and applicable national data protection legislation. The Employer acts as data controller in respect of this processing and undertakes to handle the Employee's data securely and only for the purpose described in this Mandate.

5. Duration and Withdrawal

This Mandate remains valid for the duration of the Employee's employment, unless withdrawn earlier by the Employee or revoked by the Employer. The Employee may withdraw this Mandate at any time by written notice to the Employer, after which the Employer must cease submitting applications on the Employee's behalf and the Employee will be responsible for submitting any future A1 applications individually. Withdrawal does not affect the lawfulness of any processing carried out before the withdrawal was received.

6. Employee's Rights

The Employee has the right to access, rectify, or request erasure of their personal data, to restrict or object to its processing, and to withdraw consent at any time as set out in Section 5. Questions or requests regarding the Employee's data should be directed to the Employer's data protection contact.

7. Declaration

I, the undersigned Employee, confirm that I have read and understood this Mandate. I authorise my Employer, or its nominated representative, to submit A1 certificate applications to the Maltese Social Security Authorities on my behalf and to process my personal data as described above, for as long as this Mandate remains in force.

Employee Details

Full Name and Surname:

ID / Passport Number:

Job Title:

Personal Email:

Contact Number:

Employee Signature:

Date:

Employer / Representative Details

Company Name:

Name of Authorised Representative:

Job Title:

Company Email:

Representative Signature:

Date:

This Mandate should be retained by the Employer together with the Employee's Contract of Employment. A copy should be provided to the Employee for their own records.