



# **IMMIGRATION MANUAL FOR INTERNATIONAL BUSINESS COMPANIES IN CYPRUS**

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*Manual on the issuing and the renewal of temporary residence and employment permits for third country nationals employed by companies of foreign interest.*

Compiled by the Cyprus International Businesses Association (CIBA)  
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# Introduction

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The Cyprus International Businesses Association was founded in 1992 by a number of leading International Business Companies to safeguard the interests of the whole International Business Community which was developing at a very high pace.

In its more than 18 years of activity, CIBA has dealt with an extensive range of issues affecting the interests and the daily operation of international businesses including, but not limited to, the Migration Laws and Regulations.

In the period before Cyprus' accession to the European Union these Laws and Regulations were rather simple and straightforward: there was the Temporary Resident and Employment Permit ("the Pink Form") for almost everyone and the Central Bank of Cyprus played a pivotal role in advising the Migration Department and it did so in a very efficient, speedy and professional way.

Since 1 May 2004, when Cyprus became a full EU member, things changed drastically. "Aliens" had to be categorized as EU nationals, Third Country Nationals and/or Third Country National members of the families of EU citizens. Existing Laws and Regulations had to be adjusted to EU requirements and Cyprus had to transpose an endless series of European Council Directives into law. These directives were drafted in Brussels and applied in 25 different countries, with 25 different histories, 25 different societies and 25 different realities.

One such reality being that Cyprus decided, a long time ago, to be an important centre for International Business, thereby exploiting its geographical location and its 10% corporate tax rate (with or without an additional 15% (deemed) dividend distribution tax). It was and it will always be difficult to find the exact equilibrium between the requirements of the European Council and the needs for the further expansion of the Cyprus International Business Community.

In 2009 and 2010 a number of amendments were made to the various new laws and regulations, specifically to facilitate the managers and staff of International Business Companies and this is an on-going process; because CIBA will not cease trying to improve the Cyprus International Business environment.

This "Immigration Manual" has been compiled specifically for managers and staff of International Business Companies and their families. A number of regulations and conditions included in this manual cannot be applied to other Aliens living and/or working in Cyprus.

Laws and Regulations are a living matter: they are subject to changes and adjustments and to differences in interpretation by different people and we apologise in advance if any inaccuracies would have sneaked into this manual. We will be happy to receive relevant information on this.

For the convenience of our members we have placed on our website ([www.ciba-cy.org](http://www.ciba-cy.org) – click "Circulars/Downloads" – click "Migration") most of the application forms mentioned in this manual.

For additional information, comments or suggestions do not hesitate to contact us, preferably by e-mail to [ciba@ciba-cy.org](mailto:ciba@ciba-cy.org).

# Useful notes

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## **Certification by diplomatic means:**

There are three ways to have a document certified by diplomatic means:

- (1) If the document is issued in a country which signed and ratified the Convention of The Hague of 1961 (“Convention Abolishing the Requirement of Legalization of Foreign Public Documents”) it is sufficient to have an Apostil (document or stamp) attached to it. A list of countries which signed the said Convention and details about the authority competent to grant Apostil certification can be found on: <http://www.hcch.net> (click on “Updated list of contracting states”).
- (2) A second way of certification by diplomatic means is a little more complicated:
  - Step 1: Have the document stamped by the Ministry which is responsible for the issuing authority (most probably the Ministry of Interior).
  - Step 2: The Ministry of Foreign Affairs of the issuing country will have to certify the signatures of the above mentioned Ministry.
  - Step 3: The Cyprus Diplomatic Mission in the issuing country will certify the signatures of the Ministry of Foreign Affairs.
- (3) If no Cyprus Diplomatic Mission is available in the issuing country (or too far away) a third possibility goes as follows:
  - Step 1: Have the document stamped by the Ministry which is responsible for the issuing authority (most probably the Ministry of Interior).
  - Step 2: The Ministry of Foreign Affairs of the issuing country will have to certify the signatures of the above mentioned Ministry.
  - Step 3: Have the document finally certified by the Diplomatic Mission of the issuing country in the Republic of Cyprus.

**Important notes:** (1) Documents issued by the authorities in the Russian Federation or in the Republic of Serbia are exempted from the procedure of Diplomatic Certification. (2) Documents issued by the authorities of the People’s Republic of China have to be certified only by the Chinese Ministry of Justice and there is no need for further Diplomatic Certification.

## **Certified translation:**

For certified translations we advise our members to use the services of the Press and Information Office of the Ministry of Interior. Their translations section undertakes translations in some 25 languages for both members of the public as well as government departments. Documents submitted for translation have to be in original + as many copies as needed + 1.

The Press and Information Office is located in Apellis Street in Nicosia (= the road going along the Presidential Palace towards the town centre, turn into the street next to the Cyprus Airways building and make two lefts) and it is open to the public from Monday to Friday 08:00 – 13:00 and on Wednesday afternoons from 15:30 to 17:30 (except in July and August).

## **Bank guarantees:**

For bank guarantees to be issued in favour of the Civil Registry and Migration Department all Cyprus banks are in possession of the correct instructions and required wording. It suffices to inform them of the beneficiary, the amount and the requested duration of the guarantee. Most banks deliver it on the spot or the next day.

The amount of the bank guarantee is depending on the country of origin of the Third Country National. The following general rule is being applied, however exceptions may occur:

- Originating from the European continent (including Russia) or the Middle-East: 350 €uro.
- Originating from the other continents (Asia, America ...): 850 €uro.

### **Health Certificates:**

Health Certificates, confirming negative test results for Tuberculosis, Hepatitis B and C, HIV/AIDS and Syphilis have to be issued and signed by a State Doctor.

In reply to our letter dated 22 June 2011 the Ministry of Health confirmed us on 7 October 2011 their agreement that:

- (1) The necessary blood tests as well as chest X-rays can be carried out either at a public or at a private clinic. Only the Mantoux test (Tuberculosis) for children below the age of 15 has to be done at the Paediatric or Respiratory Clinics of the public sector.
- (2) Based on the above tests and test results, medical officers in charge of the outpatient department of the State General Hospitals can issue the necessary Health Certificates. No registration is required and there is no charge.

In other words: it is necessary that the Health Certificate is issued and signed by a State Doctor but the underlying tests themselves can be carried out at any private clinic.

## Eligible companies

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All companies of foreign interest (International Business Companies - including ex-Offshore Companies) should fulfil the following conditions in order to obtain the approval to employ Third Country Nationals in Cyprus:

- (a) (1) The majority of the company's shareholders have to be foreign (= non Cypriot). In case the shareholders are other companies proof should be given of the identity of the ultimate or beneficial shareholders in order to be approved by the Civil Registry and Migration Department. The following companies are exempted:
- Public companies registered in any recognized Stock Exchange.
  - International Business Companies which were operating before the change of regime and for which the Central Bank of Cyprus possesses all the necessary data.
- (2) In case the percentage of the foreign participation in the share capital of a company is equal to, or below 50% this foreign participation should represent an amount of 170.860 Euro (100.000 CYP) or more.
- (3) Applications of companies offering only services and therefore investing capital below 170.860 Euro (100.000 CYP) will be examined, taking into consideration that the nature of their business may not require a higher capital investment.
- (b) Newly established companies will have to prove by banking and other documents that the direct foreign capital investment amounts to at least 170.860 Euro (100.000 CYP) and that this capital was brought into Cyprus legally from abroad.
- (c) All applying companies have to operate from self-contained offices in Cyprus, located in suitable distinct premises, not part of a private residence or another office (except if they share tenancy). If the nature of the business allows people to work from their home, such cases will be examined individually.

# Employee Classification

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Eligible companies which fulfil the aforementioned conditions may employ Third Country Nationals in the following positions:

**(Note:** Companies should not commit themselves to employ Third Country Nationals before securing a Temporary Residence and Employment Permit. In case of violation of this rule the CRMD is not committed by the following provisions.)

## **Category 1: Executive directors**

Include Third Country Nationals registered as:

- Company directors or partners shown in the Certificate of Directors issued by the Registrar of Companies,
- General Managers of branches and subsidiaries of foreign companies,
- Department managers,

with a minimum annual remuneration (salary + any additional allowances or benefits) of 41.000 Euro. This amount is subject to periodical review.

The maximum number of executive directors is 5, unless the CRMD can be convinced that a larger number is justified.

There are no restrictions regarding the duration of residence in Cyprus for this category.

## **Category 2: Middle-management staff, Executive staff and Key personnel**

This category includes directors who are not considered to be executive directors as well as other executive or middle-management staff or other managerial, clerical or technical personnel with a minimum annual remuneration (salary + any additional allowances or benefits) between 21.000 Euro and 41.000 Euro. These amounts are subject to periodical review.

The maximum number of this category of employees is 10, unless the Migration Department can be convinced that a larger number is justified based on (1) the nature of the company's activities, (2) the proportion of Third Country Nationals to Cypriots and EU Citizens and (3) the number of years the company is operating in Cyprus.

There are no restrictions regarding the duration of residence in Cyprus for this category either.

## **Category 3: Supporting staff**

Includes all Third Country Nationals employed in other professional, managerial, technical or clerical positions which do not fall under the above mentioned categories.

Companies are expected to employ Cypriot or EU Nationals for this category of staff. They may employ Third Country Nationals in non-executive positions only if comparable Cypriot or EU National personnel are not available and after securing the approval of the Labour Office.

Applications for this category of staff have to be submitted to the District Aliens and Immigration Branches of the Police, excepted for the District of Nicosia where the applications are submitted to the District Office of the CRMD.

# Approval of the Company

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Before being able to employ Third Country Nationals, a company has to be approved by the Migration Department. Practically this is being done at the same time when submitting the first application for any kind of permit.

## **List of documents to be submitted:**

	Certificate of incorporation: original and stamped by the Registrar of Companies.
	Certificate of registered office: original and stamped by the Registrar of Companies.
	Memorandum and Articles of Association: original and stamped by the Registrar of Companies.
	Certificate of Directors: original and stamped by the Registrar of Companies.
	Certificate of Shareholders: original and stamped by the Registrar of Companies.
	Profile describing the nature of the company's business and details of its operations.
	List with the names, full addresses, passport numbers and nationalities of the ultimate shareholders of the applying company. This is not required if: (1) the company is registered in any recognized Stock Exchange, in which case proof of such registration must be submitted or (2) the company was operating before the change of regime and for which the Central Bank of Cyprus possesses all the necessary data.
	List of the Company's Personnel (applicants and employees).
	Original bank statement with a minimum balance of 41.006 Euro.
	Title deed or lease agreement or contract of sale and purchase of the offices in Cyprus. If these documents are not available when the application is submitted then they should be submitted to the CRMD within 3 months from the date of application.
	Proof by banking and/or other documents that the direct foreign capital investment amounts to at least 170.860 Euro and that it was brought into Cyprus legally from abroad.

In cases where the foreign participation in the share capital of a company is equal to or below 50%, it should represent an amount equal to or higher than 170.860 Euro (100.000 CYP) in order to be considered eligible. Applications by companies offering only services and therefore investing capital below 170.860 Euro (100.000 CYP) will be examined given the fact that the nature of their business may not require a higher capital investment (see "Eligible Companies").

Any International Business Company which applies for the first time for an Entry Visa or any other Residence/Working Permit for Third Country National Staff has to submit such first application together with the above documents to the:

One-Stop-Shop,  
Ministry of Commerce, Industry and Tourism,  
13-15, Andrea Araouzou Street,  
1421 Nicosia

Telephone 22-409433 and 22-409322  
Telefax 22-409432  
E-mail [onestopshop@mcit.gov.cy](mailto:onestopshop@mcit.gov.cy)



## Labour Office Approval

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The Labour Office approval is only needed in case of hiring non-executive Third Country National staff (See Employee Classification - Category 3).

The application has to be submitted to the Ministry of Labour and Social Insurance, Department of Labour, 1480 Nicosia and has to include the following documents:

	“Application for employment of aliens by Companies with Foreign Investment” completed, signed and stamped by the company.
	Profile describing the nature of the company’s business and details of its office operations and staff requirements in Cyprus.
	Certificate of Directors: original and stamped by the Registrar of Companies.
	Certificate of Shareholders: original and stamped by the Registrar of Companies.
	Certified copy of the most recent Annual Accounts of the company.
	Company Tax Clearance Certificate.
	List showing the names of the directors and personnel with their position and nationality.
	Copy of the passport of the required TCN employee.
	Detailed description of the job to be performed by the required TCN employee
	Profile of the required TCN employee with a complete curriculum vitae and relevant documentary evidence regarding qualifications and experience (copies of degrees or diplomas translated in English).
	Social Insurance Statement of Earnings and Contributions with the payment receipt.
	Copy of the Medical Insurance Policy of the company.
	Employment contract (model) properly completed.

The Department of Labour may inform the company if a relevant announcement of the vacancy in the local press is necessary and if the vacancy should be notified to the District Labour Office. In such a case the vacancy has to be announced in two Greek and one English language newspaper stating that applications should be submitted to the company with a copy to the Department of Labour.

As soon as the approval is received from the Department of Labour in Nicosia, the employer has to submit the below documents to his District Labour Office which will then proceed with stamping the employment contracts:

	Copy of the Nicosia Labour Office Approval
	Original employment contract signed by parties + 4 copies, all stamped by the Commissioner for Stamp Duty (IRD). <u>Cost of stamps.</u> Original: annual salary x 1,5/1.000 – Copies 1,71 Euro each.

Further information can be found on the website of the Ministry of Labour and Social Insurance: [http://www.mlsi.gov.cy/mlsi/dl/dl.nsf/dmlindex\\_en/dmlindex\\_en?OpenDocument](http://www.mlsi.gov.cy/mlsi/dl/dl.nsf/dmlindex_en/dmlindex_en?OpenDocument)

# Entry Permit

Before bringing over any Third Country National for employment in Cyprus, it is necessary to apply for an Entry Permit.

## *The following documents are needed:*

	Form M58: completed, signed by the employer and stamped.
	Form M64: completed, signed by the employer and stamped.
	Copy of the passport pages which include the applicant's personal data and the expiry date which should be at least until the date of the expected employment period as stated by the employment contract.
	Original employment contract stamped by the Commissioner for Stamp Duty (IRD) and for supporting staff (Cat. 3) also stamped by the District Labour Office.
	Only for supporting staff (Cat. 3): Copy of the approval form issued by the Department of Labour in Nicosia
	Original Clean Criminal Record Certificate – Certified by Diplomatic Means – Translated in English here in Cyprus (for example by PIO)
	Original Medical Certificates certified by diplomatic means and translated in English here in Cyprus (for example by PIO) showing negative results for Tuberculosis, Hepatitis B and C, HIV/AIDS and syphilis. These Certificates should be not older than 4 months.
	Bankguarantee (350-850€ according to the country of origin) in favour of the Civil Registry and Migration Department to cover possible repatriation expenses. The validity of this guarantee should be at least 12 months beyond the expected employment period. Some employers may have an agreement with the CRMD whereby they issue a collective bank guarantee for all their present and future TCN staff.
	List of the company's personnel (existing + new applicants).
	Company's Tax Clearance Certificate issued by the Internal Revenue Department (if not in possession of the Migration Department yet).
	Company's audited financial statements of the previous year including the auditor's report regarding the company's viability (if not in possession of the Migration Department yet).
	34,17 Euro for each application.

The Entry Permit applications for all categories of staff are to be submitted to the Civil Registry and Migration Department in Nicosia.

If the company applies for the first time for an entry permit for a potential TCN employee, the complete application together with the documents listed under the chapter "Approval of the Company" (page 8) has to be submitted to the One-Stop-Shop.

When issued, the original Entry Permit has to be sent to the Immigration Police Unit at Larnaca Airport at the time of arrival of the new employee. It is important that the employee receives the original document back upon entering the Republic because it is needed for the application for the first resident/working permit.

If Third Country Nationals which will be employed as executives in an International Business Company in Category 1 or 2 wish to bring their family immediately with them, they have to apply for their family members for a normal tourist visa at the Cyprus Consulate in their country of origin.

## First Temporary Residence & Employment Permit Executive Directors (Cat. 1) and Staff (Cat. 2)

Within 7 days after arrival in Cyprus of the new employee/staff member the following documents have to be submitted to the Civil Registry and Migration Department in Nicosia:

	Application form M61 completed and signed by the applicant.
	Application form M64 completed and signed by the employer.
	Copy of the passport pages with the personal details and the expiry date and the page with the Cyprus entry stamp.
	Original Entry Permit.
	Copy of the employment contract stating the annual remunerations and the employment duration, duly stamped by the Commissioner for Stamp Duty (IRD).
	Original medical certificates issued and/or certified by a Cyprus State Doctor, showing negative results for Tuberculosis, Hepatitis B and C, HIV/AIDS and Syphilis (see important remark under "Useful notes" on page 5).
	Proof of medical insurance (individual or group) for inpatient and outpatient hospital treatment with automatic renewal.
	Proof of registration of the applicant with the Cyprus Social Insurance Department.
	Proof of registration of the applicant with the Inland Revenue Department.
	Bank guarantee issued by the employer in favour of the CRMD covering possible repatriation expenses (350 – 850 €uro) or a copy thereof (if issued already before).
	4 passport photographs.
	List of the company's personnel (applicant + existing).
	<p><b>For new companies or companies that apply for the first time only:</b>            Proof that the third country national has adequate funds so that he/she may not become a burden on the Social Welfare System during his/her stay and until the company will be fully operational. Such proof is considered:</p> <ul style="list-style-type: none"> <li>- In case the employee (executive director or executive staff) is also a shareholder of the company: the equivalent of an annual salary must be deposited in a bank in Cyprus either in a personal account of the applicant either in the company's account.</li> <li>- In case the employee is not a shareholder: the equivalent of an annual salary must be deposited in a bank in Cyprus in the company's account.</li> </ul> <p><b>For existing companies</b> the above condition is satisfied by submitting a copy of the audited annual accounts for the previous year together with a company tax clearance certificate (if not in possession of the Migration Department yet).</p>
	Fee of 34,17 €uro

The first TRE Permit for Executive Directors and Executive Staff will be issued with a validity of 2 years.

For the members of the family which accompanied the Third Country National upon arrival in Cyprus, an application MFR1 (or M61 – see page 20) for Family Reunification has to be filed within the same period of 7 days after arrival in Cyprus.

We advise to start the application for an Immigration Permit Category E (see page 19) during the validity period of this first TRE Permit (9 to 12 months before its expiry).

## First Temporary Residence & Employment Permit Supporting Staff (Cat. 3)

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Within 7 days after arrival in Cyprus the following documents have to be submitted to the local District Aliens and Immigration Branch of the Police, except for the District of Nicosia where the applications are submitted to the District Office of the CRMD:

	Application form M61 completed and signed by the applicant.
	Application form M64 completed and signed by the employer.
	Copy of the passport pages with the personal details and expiry date and with the Cyprus entry stamp.
	Original Entry Permit.
	Copy of the employment contract stating the annual salary and the employment duration, duly stamped by the Commissioner for Stamp Duty (IRD) and by the Labour Office.
	Copy of the Ministry of Labour approval document.
	Original medical certificates (blood test + chest X-ray) issued and/or certified by a Cyprus State Doctor, showing negative results for Tuberculosis, Hepatitis A and B, HIV/AIDS and Syphilis (see important remark under "Useful notes" on page 5).
	Proof of medical insurance (individual or group) for inpatient and outpatient hospital treatments with automatic renewal.
	Proof of registration of the applicant with the Cyprus Social Insurance Department.
	Proof of registration of the applicant with the Inland Revenue Department.
	Bank guarantee issued by the employer in favour of the CRMD covering possible repatriation expenses (350 – 850 €uro) or copy thereof if issued before.
	4 passport photographs.
	List of the company's personnel (applicants + existing).
	Company Tax Clearance Certificate (if not in possession of the CRMD yet).
	Audited financial statements for the previous year including the Auditor's Report (if not in possession of the CRMD yet).
	Fee of 34,17 €uro.

The first TRE Permit for Supporting Staff will be issued with a validity of 1 year.

For the members of the family of Third Country National Supporting Staff an application MFR1 for Family Reunification can be filed only (1) if the applicant is in possession of a residence/working permit with a validity of at least 1 year and (2) after the applicant has legally worked and resided 2 years in Cyprus and (3) upon condition that he/she has reasonable prospects of obtaining the right of permanent residence.

# Renewal of Temporary Residence & Employment Permits - All Categories

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Before the expiry (we advise 30 to 60 days) of any Temporary Residence & Working Permit an application for renewal has to be filed including the following documents:

	Application form M61 completed and signed by the applicant.
	Application form M64 completed and signed by the employer.
	Copy of the passport pages with the personal details and the expiry date.
	Copy of Alien Registration Certificate (“brown book”).
	Copy of the employment contract stating the annual salary and the employment duration, duly stamped by the Commissioner for Stamp Duty (IRD) and - for supporting staff Cat. 3 only - stamped by the Labour Office.
	Copy of rental agreement or title deed or sale/purchase contract of premises suitable for accommodation of the applicant (+ family if in Cyprus).
	Proof of medical insurance (individual or group) for inpatient and outpatient hospital treatments with automatic renewal.
	Proof of payment of Social Insurance Contributions.
	Income tax clearance certificate (applicant).
	Bank guarantee issued by the employer in favour of the CRMD covering possible repatriation expenses (350 – 850 Euro) or a copy thereof if issued before and still valid.
	Copy of the previous Residence and Employment Permit.
	List of the company’s personnel.
	Company Tax Clearance Certificate (if not in possession of the CRMD yet).
	Copy of the audited annual accounts of the company, including the auditor’s report (if not in possession of the CRMD yet).
	1 passport photograph.
	Fee of 34,17 Euro.

Applications for Executive Managers (Cat. 1) and Executive Staff (Cat. 2) have to be submitted to the Civil Registry and Migration Department in Nicosia.

Applications for Supporting Staff (Cat. 3) have to be submitted to the District Aliens and Immigration Branches of the Police except for the District of Nicosia where the applications are submitted to the District Office of the CRMD.

## Registration of EU Citizens and the Members of their family who are also EU Citizens if the purpose of residing in Cyprus is employed activity (MEU1 – Certificate of Registration).

### *Host*

	Form MEU1A: completed, signed and stamped.
	Valid passport or identity card + copy.
	Confirmation of engagement by the employer (to be found in part III of the MEU1A application form).
	Statement of contributions to the Social Insurance Fund since his/her arrival in Cyprus or proof of registration with the Social Insurance Fund (if just arrived in Cyprus).
	Proof of accommodation: title deed or purchase contract of premises + proof of payments, or rental agreement with proof of rent payments.
	2 Passport photographs.
	Fee of 5,00 Euro.

### *Family members – also citizens of the EU*

	Valid passport or identity cards + copy.
	Copy of the original Marriage Certificate certified by diplomatic means and a certified translation (for example by PIO) if the marriage was concluded less than 5 years before the date of application. If the duration of the marriage is more than 5 years the certification is not needed (however the translation is, unless if the original Certificate of Marriage is in Greek or in English).
	Copy of the Certificate of Registration of the EU citizen whom they are accompanying or joining (if issued already).
	In case the family includes children younger than 21 years old or dependants (can be over 21 years old but studying or not able to provide for their own income) proof of existence of the family relation certified by diplomatic means and a certified translation (if the documents are not in English or in Greek).
	In the case of any other family member of the Union citizen not falling under the definition above, a document issued by the relevant authority in the country of origin or country from which they are arriving certifying that they are dependants or members of the household of the Union Citizen, or proof of the existence of serious health reasons which render the personal care of the family member by the Union Citizen absolutely necessary. Such documents have to be certified by diplomatic means and translated (by PIO for example) unless if they are made in Greek or English language.
	2 Passport photographs of each applicant.
	Fee of 10,00 Euro for each family member.

The applications have to be submitted within 4 months of arrival in Cyprus to the Local District Aliens and Immigration Branch of the Police except for the District of Nicosia where the applications are submitted to the District Office of the CRMD.

The MEU1 Certificates of Registration have no expiry date (ad infinitum).

## Registration of Third Country National members of the family of an EU Citizen employed by an IBC (MEU2 – Residence Card).

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*The following documents have to be submitted:*

	Application form MEU2A: completed, signed and stamped.
	Valid passport + copy.
	A document attesting the existence of a family relationship (such as Certificate of Marriage, certified by diplomatic means and translated by PIO).
	A copy of the Registration Card MEU1 of the EU Citizen whom the Third Country National Family Members are accompanying or joining.
	In the case of a spouse of a Union citizen and direct descendants under 21 or who are dependants of the EU citizen or of the spouse: proof of the existence of the family relation and that the said family members are dependants. (For example copy of birth certificate certified by diplomatic means and translated by PIO).
	In the case of any other family member of the Union citizen not falling under the definition above: a document issued by the relevant authority in the country of origin or the country from which they are arriving, certifying that they are dependants or members of the household of the Union Citizen or proof of the existence of serious health grounds which render the personal care of the family member by the Union Citizen absolutely necessary. Such documentation should be certified by diplomatic means and translated.
	Proof of the existence of a consistent relationship with the Union Citizen issued by the President of the Community Council (“Muktar”) (Βεβαίωση Κοινότητας – Παράρτημα Β)
	2 Passport photographs.
	Fee of 34,17 Euro per each applicant.

***Additionally, in case of employment of the TCN Family Member:***

	Form M64: completed, signed and stamped by the employer.
	Copy of employment contract stamped by the Commissioner of Stamp Duty (I.R.D.).
	Proof of registration with the Social Insurance Department or proof of payment of Social Insurance Contributions.

The applications are to be submitted within 4 months of arrival to the Civil Registry and Migration Department in Nicosia (only if the EU National and/or the Applicant are employed by an International Business Company).

The MEU2 Residence Card will be issued with a validity of 5 years.

# Renewal of the MEU2 Residence Card

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*The following documents have to be submitted:*

	Application form MEU2A: completed, signed and stamped.
	Valid passport + copy.
	A copy of the same document attesting the existence of the family relationship which was submitted with the first application.
	A copy of the Registration Card MEU1 of the EU Citizen whom the Third Country National Family Members are accompanying.
	In the case of a spouse of a Union citizen and direct descendants under 21 or who are dependants of the EU citizen or of the spouse, copy of the proof of the existence of the family relation and that the said family members are dependants. (For example copy of birth certificate certified by diplomatic means and translated by PIO) which was submitted with the first application.
	Proof of the existence of a consistent relationship with the Union Citizen issued by the President of the Community Council ("Muktar") (Βεβαίωση Κοινότητας - Παράρτημα Β)
	2 Passport photographs.
	Fee of 34,17 Euro per each applicant.

*Additionally, in case of employment of the TCN Family Member:*

	Form M64: completed, signed and stamped by the employer.
	Copy of the employment contract stamped by the Commissioner of Stamp Duty (I.R.D.).
	Proof of payment of Social Insurance Contributions to be issued by the local Social Insurance Department.

The applications are to be submitted to the Civil Registry and Migration Department in Nicosia (only if the EU National and/or the Applicant are employed by an International Business Company).

If the holder of the MEU2 Residence Card is a regular traveller we advise to apply for the renewal 4 to 6 months before the expiry date.

The new MEU2 Residence Card will be issued, again, with a validity of 5 years.



# Application for an MEU3 Permanent Registration Certificate or a Permanent Residence Card

EU Citizens and the members of their family (EU citizens or Third Country Nationals) can apply for a Permanent Registration Certificate (EU Citizens) or a Permanent Residence Card (Third Country National members of the family of an EU Citizen) after a five year period of uninterrupted legal residence in the Republic of Cyprus.

This five year period shall not be affected by temporary absences not exceeding six months a year or by absences of a longer duration for compulsory military service or by one absence of maximum 12 consecutive months for important reasons, such as pregnancy and childbirth, serious illness, study or vocational training or posting in an another EU member state or a third country.

*The following documents have to be submitted:*

## EU Nationals:

	Application form MEU3A: completed and signed.
	Valid passport or ID Card + copy.
	Proof of accommodation: title deed or purchase contract of premises + proof of payments, or rental agreement with proof of rent payments.
	Copies of electricity, water or telephone bills for the past 5 years.
	Proof of payment of Social Insurance Contributions for the past 5 years OR originals or certified copies of all bank account statements for the past 5 years.
	2 Passport photographs.
	Fee of 34,17 Euro per each applicant.

## TCN Members of the Family of an EU Citizen:

	Application form MEU3: completed and signed.
	Valid passport + copy
	A document attesting the existence of a family relationship, such as a Certificate of Marriage, certified by diplomatic means and translated by PIO – or a copy thereof if the said document is already in possession of the Migration Department (should be).
	A copy of the Registration Certificate MEU3 and of the valid passport or ID Card of the EU National spouse.
	Proof of accommodation (as above) in the name of the TCN or the EU Spouse or both.
	Copies of electricity, water or telephone bills for the past 5 years in the name of the TCN or the EU Spouse or both
	Proof of payment of Social Insurance Contributions for the past 5 years (if the applicant is employed) or proof of payment of Social Insurance Contributions for the past 5 years by the EU Citizen or originals or certified copies of bank account statements for the past 5 years, in the name of the TCN or the EU Spouse or both.
	Proof of the existence of a consistent relationship with the Union Citizen issued by the President of the Community Council (“Muktar”) (Βεβαιωσι Κοινотαρχι – Παράρτημα Β)
	2 Passport photographs.
	Fee of 34,17 Euro per each applicant.

The applications are to be submitted within one month after the expiry date of the existing MEU2 Residence Card (in the case of Third Country Nationals) to the Civil Registry and Migration Department in Nicosia (only if the EU National and/or the Applicant are employed by an International Business Company).

The MEU3 Permanent Registration Certificate (EU) will be issued without expiry date (ad infinitum).

The MEU3 Permanent Residence Card (TCN) will be issued with a validity of 10 years and will be automatically renewable for consecutive periods of 10 years upon request of the applicant.

#### Notes:

If both spouses apply at the same time for a Permanent Registration Certificate / Residence Card there is no need to submit any documents listed above twice.

Once acquired the right of Permanent Residence will be lost only through absence from the Republic of Cyprus for a period exceeding two consecutive years.

Irrespective of nationality, the family members of an employed person (EU Citizen or TCN) who are residing with him/her in the territory of the Republic of Cyprus shall have the right of permanent residence, if the employed person has acquired himself/herself the right of permanent residence.

However the full extent of the advantages of holding a Permanent Registration Certificate / Residence Card (except the longer validity) is not completely clear to us, experience has shown that it may bring advantages in cases of buying property or applying for a bank loan and when initiating certain Court procedures (specifically in the Family Courts).

# Immigration Permit – Category E

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Third Country National executive managers (Cat. 1) or staff (Cat. 2) of International Business Companies may apply for an Immigration Permit Category E (“Persons who have been offered permanent employment in the Republic, which will not create undue local competition) referred to in Regulation 5 of the Aliens and Immigration Regulations of 1972.

## Conditions:

- The applicant must be legally residing in Cyprus and in possession of a valid residence and working permit during the whole application procedure and until the actual issuing of the Immigration Permit.
- The applicant must be an executive manager (cat. 1) or an executive staff member (cat. 2) of an International Business Company. In this case executive managers (cat. 1) must have a minimum annual salary of 48.000 €uro and executive staff members (cat. 2) at least 24.000 €uro.

## Application:

	Form M67 completed and signed.
	Copy of a valid passport with a remaining validity of at least 2 years.
	Copy of a valid residence and working permit.
	Contract of employment – signed and stamped by the Commissioner of Stamp Duty (IRD) – preferably with an open duration.
	Curriculum Vitae – including academic qualifications.
	Income tax returns for all the previous years the applicant was residing in Cyprus (originals or true copies).
	Statement of Social Insurance Contributions for the previous years the applicant was residing in Cyprus (originals or true copies).
	Most recent statement(s) of bank account(s) – originals.
	Income declaration from sources other than employment (if any) (original documents or sworn affidavit).
	Title of ownership or rental agreement (original or true copy) or copy of purchase contract + proof of payments (originals or true copies).
	Medical Insurance (individual or group) automatically renewable.
	Clean Criminal Record Certificate (can be issued by the Cyprus Police HQ in Nicosia if the applicant has resided legally 6 months in Cyprus).
	Marriage certificate certified by diplomatic means + certified translation.
	Children’s birth certificate certified by diplomatic means + certified translation.

The application form together with the above mentioned documents have to be submitted to the Civil Registry and Migration Department in Nicosia.

## Family members:

The spouse and children of the applicant can obtain a similar Immigration Permit as long as they prove to be and continue to be dependants of the main applicant (i.e. they do not have an own employment or income). They can also apply under the Family Reunification Law.

## Procedure:

After verifying that the application is complete and that all the necessary documents have been submitted, the District Immigration Police will be asked to investigate the applicant(s) and issue their report. They may call the applicant(s) in for an interview.

Next, the Ministry of Interior will ask the District Office under which the applicant(s) resort(s) to investigate the application and to draft their report. Some District Offices always invite the applicant(s) for an interview; others do this on a random base.

When the application is received by the responsible Immigration Officer in Nicosia together with the above reports, he/she will write a recommendation to the Immigration Control Board.

The application is finally approved and signed (or rejected) by the Minister of Interior, based on the recommendations of the Immigration Control Board.

This whole procedure can take up to 12 months and the applicant(s) have to make sure to continue to renew their Temporary Residence Permit if it would expire during this period.

### **Advantages:**

The main advantage of holding an Immigration Permit is that it does not have to be renewed as long as the holder continues to be employed by the same company. This considerably reduces the administrative burden of the periodical renewal of pink forms and/or Family Reunification Permits. Only when the passport in which the Immigration Permit has been placed expires, the holder has to have it transferred to his new passport, which is a simple formality. If the permit has been issued on a separate document we advise, in case of change of passport, to have the document adjusted with the new passport details.

### **Remarks:**

Upon termination of the employment, the Immigration Permit is automatically invalidated and the holder has (1) to leave Cyprus or (2) to find another employment and apply immediately for another permit (Temporary Residence & Employment Permit or Visitor Permit).

The Immigration Permit is valid for residence in the Republic of Cyprus only. However; holders can easily obtain travel visa (Schengen and other) from the relevant foreign consulates.

If and when Cyprus will become a member of the Schengen Area, holders of an Immigration Permit will be allowed to travel visa-free within the Schengen Area.

At present the form in which the Immigration Permit is being issued (a handwritten document or a stamp in the passport) does not comply with the European Council Regulation 1030/2002 (see "Circulars/Downloads" – "EU Documents" on our website) which prescribes a uniform document for all Residence Titles issued by member states to Third Country Nationals. We have drawn the attention of the Director of the Civil Registry and Migration Department upon this inconvenience and she has informed us that the necessary adjustments are in process.

# Family Reunification Permit

**Note 1:** only executive managers (cat. 1) and executive staff (cat. 2) of International Business Companies can apply for a Family Reunification Permit without fulfilling the conditions of (a) already being employed in Cyprus for a minimum period of 2 years and (b) their families still being abroad.

**Note 2:** members of the family of a third country national already living/working in Cyprus have to apply for a Family Reunification Permit as soon as their existing (other) permit will expire and they have, unfortunately, to follow the same procedure as described hereunder.

	Form MFR 1 completed, signed and stamped.
	Valid residence & working permit of the sponsor (if issued already).
	Originals of expiring/expired residence permits of the family members (if they resided in Cyprus already).
	Copies of the passports of the sponsor and all the family members certified by diplomatic means (if the family members are still abroad) or original passports (if the family members are already in Cyprus). The passports must have a remaining validity of at least 2 years.
	Marriage Certificate certified by diplomatic means and a certified translation (for example by PIO). The duration of the marriage must be at least one year prior to the application. In case the marriage has been concluded more than 5 years before the date of application, there is no need for certification. The sponsor's spouse must be minimum 21 years old.
	Children's birth certificates certified by diplomatic means + a certified translation (by for example PIO). Children must be under 18 years old and not married. (In case there are children over 18 years old but still dependant of their parents: see page 20)
	School certificates for children who have reached the age of 6 and upon condition that the family was residing in Cyprus already before the date of application.
	Court judgement of adoption (if applicable) certified by diplomatic means + a certified translation.
	Court judgement of parental care (if applicable) certified by diplomatic means + a certified translation.
	Certificate of clean criminal record of all family members (except children below the age of 16) certified by diplomatic means + a certified translation. If the family members are living in Cyprus for 6 months or more such a certificate can be obtained from the Cyprus Police Headquarters in Nicosia following a simple application (blank form on our website under Circulars/Downloads – Immigration).
	Certificate of medical examination results of the family members showing the absence of Tuberculosis, Hepatitis B and C, HIV/AIDS and syphilis: certified by diplomatic means + certified translation if the examinations have been conducted abroad OR issued and signed by a Cyprus State Doctor if the examinations have been conducted in Cyprus. A Mantoux Skin Test has to be carried out for children under the age of 15 and this has to be done at the Cyprus General Hospital's Pulmonary Clinics. Medical examination results are not required for children who were born in Cyprus and are under the age of 6 years old. The Mantoux Skin Test is not required for applications for Entry Visa for the purpose of Family Reunification (in other words: it has to be performed only once: after arrival in Cyprus). See important remark under "Useful Notes" on page 5.
	Proof of accommodation: title deeds or purchase contract of premises + proof of payments, or rental agreement in the name of the sponsor with proof of rent payments and a description of the house/apartment.
	Proof of medical insurance covering the sponsor and all the family members.
	Stamped contract of employment of the sponsor valid for at least 18 months or, better,

	with an open duration.
	Income tax returns of the sponsor since his/her arrival in Cyprus and a Tax Clearance Certificate (if the sponsor was already residing/working in Cyprus).
	Statement of contributions to the Social Insurance Fund of the sponsor since his/her arrival in Cyprus (if the sponsor was already residing/working in Cyprus).
	VAT returns of the sponsor since his/her arrival in Cyprus, if applicable. If the sponsor is the only shareholder of the IBC, company VAT returns are required.
	Income declaration of the sponsor's income from sources other than employment - original documents and affidavit. (if applicable).
	Original latest bank statements of the sponsor (if he/she was already residing/working in Cyprus).
	Copies of telephone, electricity and water bills of the sponsor (if he/she was already residing or working in Cyprus). If the sponsor lives in accommodation provided by the employer, such should be mentioned in the employment contract and utility bills in the name of the employer can be submitted.
	Fee: 170,86 Euro

The applications are submitted to the Civil Registry and Migration Department in Nicosia.

The first Family Reunification Permit will be issued with a validity of one year.

In case a member of the sponsor's family does not fully comply with the conditions (for example children over the age of 18 but still dependants) a separate application should be made for them: see page 24 "Family Reunification Permit for members of the sponsor's family which are not covered by the Law".

## Renewal of a Family Reunification Permit

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The following procedure, again, is only valid for the Renewal of a Family Reunification Permit for Family Members of executive managers (cat. 1) or executive staff (cat. 2) of International Business Companies.

	Application form M61 completed and signed.
	Copy of the (valid) residence permit of the sponsor.
	Proof of accommodation: title deeds or purchase contract of premises + proof of payments, or rental agreement in the name of the sponsor with proof of rent payments.
	Proof of medical insurance covering the sponsor and all the family members.
	Stamped contract of employment of the sponsor valid for at least 18 months or with an open duration.
	Copies of Income Tax Returns of the sponsor for the past year.
	Statement of Social Insurance Contributions of the sponsor for the past year.
	VAT returns of the sponsor for all years, if applicable (in case the sponsor is the only shareholder of the International Business Company VAT returns are required)
	Income declaration of the sponsor from sources other than employment – original documents and affidavit – if applicable.
	Latest bank account statements of the sponsor (originals)
	Copies of telephone, electricity and water bills of the sponsor. If the sponsor lives in accommodation provided by the employer, such should be mentioned in the employment contract and utility bills in the name of the employer can be submitted.
	School certificates for children who have reached the age of 6.
	Application fee of 34,17 Euro

Applications for the renewal of a Family Reunification Permit have to be submitted to the Civil Registry and Migration Department in Nicosia.

The Family Reunification Permit will be renewed until the expiry date of the Residence & Employment permit of the sponsor, unless if one of the descendants of the sponsor will reach the age of 18 years before that, in which case the permit for such descendant will be renewed until his/her 18<sup>th</sup> birthday.

In this case and as long as such descendant continues to be a dependant of the sponsor (studying in Cyprus or abroad - not having an own income) a different application can be lodged – see page 24: “Application for a Family Reunification Permit for members of the sponsor’s family which are not covered by the law”.

## Family Reunification Permit for members of the sponsor's family which are not covered by the law

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The following procedure, again, is only valid for the applications for a Family Reunification Permit for Family Members of executive managers (cat. 1) or executive staff (cat. 2) of International Business Companies.

*"Members of the sponsor's family which are not covered by the law"* generally means the children of the sponsor which have reached the age of 18 (since the relevant European Council Directive totally excludes them) but continue to be dependants of the sponsor (studying in Cyprus or abroad – not having their own employment/income).

	Application form M61 completed and signed.
	Copy of the (valid) residence permit of the sponsor.
	Certified copies of the sponsor's and family members' passports, valid for at least two years.
	Proof of accommodation: title deeds or purchase contract of premises + proof of payments, or rental agreement in the name of the sponsor with proof of rent payments.
	Original bank guarantee issued by the sponsor in favour of the CRMD covering possible repatriation expenses (350 – 850 €uro depending of the country of origin).
	Proof of medical insurance covering the sponsor and all the family members.
	Proof of the existence of a family relation and that the family members in question are dependants of the applicant/sponsor.
	Latest bank account statements of the sponsor (originals).
	Original school certificates (proof that children over the age of 18 years old are studying, in Cyprus or abroad) if applicable.
	Two passport photographs.
	Application fee of 34,17 €uro.
	Additional a registration fee of 34,17 €uro in case the family member does not possess an Alien Registration Certificate ("brown book) yet.

The applications have to be submitted to the Civil Registry and Migration Department in Nicosia.

The duration of the validity of the Family Reunification Permit will be decided case by case depending on (1) the validity of the Residence & Working Permit of the sponsor, (2) the foreseeable duration of the studies of the family member in question, (3) the validity of the passport of the family member in question, etc.



# Long Term Resident Permit

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## Beneficiaries

Third country nationals (including family members of European Union Citizens not covered by Law No. 7(I)2007 on the right of Union Citizens and their family members to move and reside freely within the territory of the Republic) who have resided legally and continuously within the Government of the Republic controlled areas for five years prior to the submission of the relevant application and who possess valid residence permits.

There are some exceptions: certain categories of immigrants are not entitled to apply for a Long Term Resident Permit, but these are in no way related to managers or staff of International Business Companies.

## Documents to be submitted

	Form MLT1 completed and signed.
	Passport with a remaining validity of at least 2 years + copy (including all pages which show arrival and departure stamps) attested by the President of the Community Council (Muktar) or by a Certifying Officer. If the applicant has old or expired passports which contain entry- or departure stamps with dates included in the 5 year period, they have to be submitted in the same way.
	Current valid residence permit.
	Contract of employment, valid at least for 18 months or with an open duration, stamped by the Commissioner of Stamp Duties (IRD).
	Certificates of academic/vocational qualifications, confirmation of previous experience and vocational/professional permits/licenses.
	Income tax returns for the last 5 years.
	Tax clearance certificate in the name of the applicant.
	Statement of social insurance contributions for the last 5 years.
	VAT returns for the last 5 years (if applicable).
	Original bank account statements (most recent).
	Income declaration from sources other than employment which must be accompanied by an Affidavit (a special form can be provided).
	Title deeds or purchase contract + proof of payment or rental agreement in the applicant's name + a description of the dwelling suitable to accommodate the applicant and his family and certified by the President of the Community Council ("Muktar").
	Receipts of rent payments for the last 6 months (if applicable).
	Copies of telephone, water and electricity bills for the last 6 months.
	Medical Insurance (individual or collective).
	Clean Criminal Record Certificate.
	Certificate issued by the Ministry of Education and Culture, after an oral examination, indicating that the applicant has adequate knowledge of the Greek language (level A2) and the fundamentals about the contemporary political and social reality in Cyprus. <b>Note:</b> Staff of International Business Companies is exempted from this condition. They will probably have to submit it on renewal of their Permit (= 5 years later).
	Application fee: 427,15 Euro.

The applications are to be submitted in person to the Civil Registry and Migration Department in Nicosia after calling 22-804400 to arrange an appointment. Applicants can be accompanied, if they wish, by their lawyer or their employer.

Applications which are not accompanied by ALL the required documents will not be accepted for examination.

The CRMD must be informed of any change of the applicant's circumstances during the examination period.

The examination period of an application is set to maximum 6 months by the relevant European Council Directive and applicants are advised not to contact the Department for information regarding the status of their application within the said period to avoid delays in the process.

Note: In cases of applications submitted by managers or staff of International Business Companies we are experiencing processing times significantly shorter than 6 months.

In case of approval of the application, those concerned will be informed in writing to visit the CRMD in order to have the permit affixed in their passport.

The Long Term Resident Permit will be issued with a validity of 5 years and is renewable automatically upon application.

## Entry Visa for Unsalariated Trainees (for Shipping Companies only)

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*The following documents have to be submitted:*

	Application form MUT1 completed, signed by the employer and stamped (as long as the new form MUT1 is not available, the old form M58 should be used).
	Duly attested copy of a passport or other travel document with a validity covering (i) at least the duration of the training program provided or (ii) two years, whichever period is shorter.
	Original Clean Criminal Record Certificate – Certified by Diplomatic Means – Translated in English here in Cyprus (for example by PIO).
	Bankguarantee (350-850 Euro according to the country of origin) in favour of the Civil Registry and Migration Department to cover possible repatriation expenses. The guarantee should be valid at least 12 months beyond the expected training period.
	Original medical certificates issued in the country of origin and duly certified by diplomatic means and translated in English or Greek here in Cyprus (P.I.O.) showing negative results for Hepatitis B and C, HIV/Aids, Syphilis and Tuberculosis, issued maximum 3 months before the date of application.
	Copy of the signed training contract, duly attested by the Labour Office, for the position of unsalariated trainee in a public/private business/organization of vocational training, registered in the Republic of Cyprus.
	Duly attested certificate issued by a bank in the applicant's country of origin, certifying that the applicant has the financial ability to cover his/her living, training and travel expenses.
	Fee: 85,43 €uro per each application.

The Entry Visa applications are submitted to the Civil Registry and Migration Department in Nicosia.

The Original Entry Visa has to be sent to the Immigration Police Unit at Larnaca Airport at the time of the arrival of the trainee. It is important that the trainee receives this original back upon entering the Republic because it is needed for the application of the residence permit.

## Residence Permit for Unsalariated Trainees (for Shipping Companies only)

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Within 7 days after arrival of the Unsalariated Trainees in the Republic of Cyprus, the following documents have to be submitted to the Civil Registry and Migration Department in Nicosia:

	Application form MUT1: completed and signed (as long as the new MUT1 forms are not available, the old form M58 should be used).
	Duly attested copy of a passport or other travel document with a validity covering (i) at least the duration of the training program provided or (ii) two years, whichever period is shorter.
	Original Entry Visa document.
	Original medical certificates issued in by a Cyprus State Doctor showing negative results for Hepatitis B and C, HIV/Aids, Syphilis and Tuberculosis, issued maximum 3 months before the date of application. (See also important remark under “Useful notes”).
	Medical Insurance Certificate that covers all risks in the Republic of Cyprus.
	Certificate issued by a bank in the Republic of Cyprus showing that the applicant has deposited an adequate amount in a personal bank account to cover his/her living and training expenses for the period for which the residence permit is requested.
	2 passport photographs.
	Fee: 34,17 Euro per each application.

The applications have to be submitted to the Civil Registry & Migration Department in Nicosia.

## Immigration Permit – Category F

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Persons who possess and have fully and freely at their disposal a secured annual income, high enough to provide them with a decent lifestyle in Cyprus, without having to engage in any business, trade or profession may apply for an Immigration Permit Category F.

The annual income required should be at least 9.568,00 Euro for a single applicant and an additional 4.613,22 Euro for each dependent. The Immigration Control Board may however demand additional amounts as deemed desirable, based upon the estimated cost of life for the applicant and his/her family.

Note: We are informed that preparations are underway to increase these minimum amounts, because everyone will agree that a couple, husband and wife, can hardly enjoy a decent living in Cyprus with an annual income of 14.181,22 Euro per year – or 1.181,77 Euro per month. Therefore, each application is judged individually on its merits and applicants should exercise reasonable logic in showing/proving an annual secured income that covers their actual expenses based on their personal lifestyle and family circumstances.

This Immigration Permit F was created to attract retired persons but it is very useful as well for Third Country Nationals that have lived and worked on the Island and wish to stay here after retiring, or for wealthy individuals who have enough income from investments (in Cyprus or abroad) not to have to work.

### *Documents to be submitted:*

	Application form M67 completed and signed.
	Copy of a valid passport with a remaining validity of at least 2 years.
	Copy of a valid temporary residence permit (if applicant is already residing in Cyprus).
	Most recent statement(s) of bank account(s) – originals.
	Income declaration from sources other than employment + proof thereof with original documents.
	Title deeds of ownership of a property suitable to accommodate the applicants. If such a title has not been issued yet: true copy of the sales/purchase contract + proof of payments done or: True copy of a rental agreement of premises suitable to accommodate the applicants + proof of rent payments.
	Copy of a medical insurance policy covering in and out of clinic treatments and automatically renewable.
	Clean criminal record certificate (can be issued by the Cyprus Police if the applicant resides in Cyprus since more than 6 months – if issued in the home country of the applicant the certificate has to be certified by diplomatic means and accompanied by a certified translation – for example by PIO).
	Marriage Certificate – certified by diplomatic means and with a certified translation in Greek or English (for example by PIO) if not issued in Cyprus.
	Children's birth certificates – certified by diplomatic means and with a certified translation in Greek or English (for example by PIO) if not issued in Cyprus.
	2 Passport photographs.
	Fee: 119,60 Euro to be paid upon approval

The application form together with the above mentioned documents have to be submitted to the Civil Registry and Migration Department in Nicosia.

### ***Family members:***

The spouse and children of the applicant can obtain a similar Immigration Permit as long as they prove to be and to continue to be dependants of the main applicant (i.e. they do not have an own employment or income).

### ***Procedure:***

After verifying that the application is complete and that all necessary documents have been submitted, the District Immigration Police will be asked to investigate the applicant(s) and issue their report. They may call the applicant(s) in for an interview.

Next, the CRMD will ask the District Office under which the applicant resorts to investigate the application and to draft their report. Some District Offices always invite the applicant(s) for an interview; others do this on a random base.

When the application is received by the responsible Immigration Officer in Nicosia together with the above reports, he/she will write a recommendation to the Immigration Control Board.

The application is finally approved and signed (or rejected) by the Minister of Interior, based on the recommendations of the Immigration Control Board.

This whole procedure can take up to 12 months and the applicant(s) have to make sure to continue to renew of their existing Resident Permit if it would expire during this time.

### ***Property buyers:***

The Council of Ministers has instructed the Civil Registry and Migration Department to process applications for an Immigration Permit F submitted by Third Country Nationals who are purchasing a private residence at a price of minimum 350.000 €uro with priority. This does not mean however that the applicant does not have to comply with all other conditions mentioned above.

### ***Applicants who are abroad:***

Applicants who are (still) living abroad may submit an application directly (or through a Cyprus lawyer's office) to the Civil Registry and Migration Department as described above, or through the Consular Services of the Republic of Cyprus in their home country.

### ***Remarks:***

The Immigration Permit is valid for residence in the Republic of Cyprus only. However; holders can easily obtain travel visa (Schengen and other) from the relevant consular services.

If and when Cyprus will become a member of the Schengen Area, holders of an Immigration Permit will be able to travel visa-free within the Schengen Area.

## Third Country Nationals married to Cypriot Citizens

A Third Country National married to a Cypriot citizen has to apply for a residence and/or employment permit by submitting the following documents:

### First registration

	Application form M61 completed and signed.
	Application form M64, if the TCN wishes to be employed.
	Certificate of registration with the Social Insurance Department (if employed).
	Original marriage certificate if the marriage took place in Cyprus. A copy of the marriage certificate, certified by diplomatic means and a certified translation thereof if the marriage took place outside Cyprus.
	Copies of both spouses' passports (pages with personal details).
	Original divorce certificate / bachelor certificate / marriage registration certificate / death certificate of the previous spouse, accompanied by the previous marriage certificate - if applicable.
	Bank guarantee (350-850 €uro according to the country of origin) in favour of the Civil Registry and Migration Department to cover possible repatriation expenses. The guarantee should be valid at least 12 months beyond the validity of the requested permit. Couples with children are exempted of issuing a bank guarantee but they have to submit birth certificates (if not issued in Cyprus: copies certified by diplomatic means and certified translations).
	Original temporary residence permit (if applicable).
	Proof of financial means of the Cypriot citizen (bank accounts, certificate of employment from the Social Insurance Department, proof of other income if any) if the Alien spouse is not employed.
	Married Couple Declaration and Certificate issued by the President of the Community Council (Muktar) certified by the District Officer.
	Affidavits under oath regarding the couple's marital status.
	Fee of 34,17 €uro.

### Renewal

	Application form M61 completed and signed.
	Application form M64, if the Alien is employed.
	Proof of payment of Social Insurance Contributions (if employed).
	Copy of the marriage certificate.
	Copies of both spouses passports (pages with personal details).
	Bank guarantee (350-850 €uro according to the country of origin) in favour of the Civil Registry and Migration Department to cover possible repatriation expenses (see above) or copy thereof if existing and still valid.
	Original temporary residence permit.
	Proof of financial means of the Cypriot citizen (bank accounts, certificate of employment from the Social Insurance Department, proof of other income if any) if the Alien spouse is not employed.
	Married Couple Declaration and Certificate issued by the President of the Community Council (Muktar) certified by the District Officer.
	Copy of Alien Registration Certificate (brown booklet)
	Fee of 34,17 €uro.

The applications have to be submitted in the presence of the both spouses.

## E.U. Nationals married to Cypriot Citizens

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If the EU National is employed, he/she has to follow the normal procedure for Registration of an EU Citizen (Application MEU1A – see page 13).

If the EU National is not employed and thus depending of the Cypriot Citizen the following documents have to be submitted:

	Form MEU1A: completed and signed.
	Valid passport or identity card of the EU Citizen + copy.
	Marriage Certificate certified by diplomatic means together with a certified translation (if the marriage was concluded abroad – including in any other EU Member State). Certified copy of the Marriage Certificate only, if the marriage was concluded in Cyprus.
	Copy of the Passport/ID Card of the Cypriot Citizen.
	Proof of (1) adequate income from employment outside the Republic of Cyprus or (2) fixed or adequate income from other legal sources, or (3) adequate deposits in financial institutions in the Republic of Cyprus or abroad.
	In case the above cannot be submitted: proof of income, social insurance contributions and payment of income taxes by the Cypriot Citizen.
	In case the EU National has children younger than 21 years old or dependents (can be over 21 years old but still studying or not able to provide for their own income), proof of the existence of the family relation (= birth certificates) certified by diplomatic means and a certified translation (if the documents are not in English or Greek).
	In the case of any other family member of the Union citizen not falling under the definition above, a document issued by the relevant authority in the country of origin or country from which they are arriving certifying that they are dependants or members of the household of the Union Citizen, or proof of the existence of serious health grounds which render the personal care of the family member by the Union Citizen absolutely necessary. Such documents have to be certified by diplomatic means and translated (by PIO for example) unless if they are made in Greek or English.
	Proof of comprehensive health insurance covering all applicants.
	2 Passport photographs of each applicant.
	Fee of 10,00 Euro for each family member.



# Acquiring Cyprus Citizenship

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There are 3 ways in which Aliens can acquire the Cyprus Citizenship:

- By naturalization
- Through marriage
- By exemption

## *Obtaining of Cyprus Citizenship by Naturalization*

To be entitled to apply for a Certificate of Naturalization, an Alien (EU Citizen or Third Country National) must have resided minimum 7 years (= 7 x 365 days + extra days for leap years) legally in the Republic of Cyprus, of which the year preceding the date of application should be full and uninterrupted.

Short absences from the territory of the Republic due to holiday- or business travel or urgent reasons are allowed, but the total number of days of absence will be added to the said period of 7 years. In other words: if you have been absent for 200 days during the past 7 years, you should be residing legally in Cyprus since 7 years + 200 days.

However the year preceding the date of application is required to be of full and uninterrupted presence in Cyprus, short absences for urgent reasons (business, health, etc.) not exceeding a total of 90 days can be accepted.

### *Documents to be submitted:*

	Application form M127 completed and signed (on page 3) before a Judge or a Cyprus Court Registrar.
	Details and signatures of 3 referees on page 4 of the application.
	Clean Criminal Record Certificate issued by the Cyprus Police.
	Two passport sized photographs certified by the President of the Community Council ("Muktar") where the applicant resides.
	Birth Certificate + Marriage Certificate of the applicant, certified by diplomatic means with certified translation by P.I.O.
	In case where the maiden name of the mother of the applicant is not mentioned in the Birth Certificate, this must be declared by Affidavit.
	Photocopies of the passports (old and present) of the applicant bearing his/her personal details and all arrivals/departures to and from Cyprus for the past 7 (+) years preceding the date of application.
	List of all arrivals in and departures from Cyprus over the last 7 (+) years + resulting number of days resided in Cyprus. The day of departure is considered to be a day out of Cyprus, the day of arrival is considered to be a day in Cyprus.
	List of all travels to other countries: date of departure, date of return, name of country visited.
	Proof of publication in a daily newspaper for two consecutive days of the applicant's intention to apply for the acquisition of Cyprus Citizenship.
	Copy of the current and valid Residence Permit of the applicant.
	<b>Fees:</b> 8,54 Euro in stamp duties affixed by the Court Registrar on page 3 of the application. 17,09 Euro to be paid in cash at the office of the relevant District Officer. 324,63 Euro to be paid in cash to the Civil Registry and Migration Department or to the relevant District Officer in case of approval of the application.

It is advisable to include with the application as much as possible proof of the clear intention of the applicant to reside permanently in Cyprus. Such proof can include: ownership of a suitable

residence for the applicant and the members of his family, knowledge of the language, membership of local associations, presence of the family in Cyprus, proof of employment/self-employment, etc.

### *Processing of the application:*

The application has to be submitted first to the District Office where the applicant is residing. An interview will take place after appointment.

After the interview, the District Officer will forward the Application and the annexes to the Civil Registry and Migration Department in Nicosia, which will later send it to the local Immigration Branch of the Police.

**Note:** The District Office will issue a receipt for the payment of the relevant fee of 17,09 Euro: make sure to keep this original receipt or a copy thereof in a safe place for possible further use.

The local Immigration Branch of the Police will invite the applicant for an interview, after which the application will be forwarded to the Central Intelligence Service.

Based upon the reports of the District Officer, the local Immigration Police and the Central Intelligence Service, the Civil Registry and Migration Department will draft a final report following which the Director of the Civil Registry and Migration Department will submit the application to the Minister of Interior for the final decision.

### *Important notes:*

The acquisition of Cyprus citizenship is a long and complex process and it is the sovereign right of each and every country to make its own rules and procedures to grant citizenship. The fact that an applicant fulfils all the conditions to be entitled to apply for naturalization does not guarantee in any way that the application will be approved. In Cyprus the Minister of Interior has the sole and full discretion to approve or reject an application.

It is very important that the applicant for Cyprus Citizenship by Naturalization continues to hold a valid residence permit throughout the whole procedure: from the application up to the actual acquisition of the Cyprus Nationality. This procedure takes several (4 to 6) years. The fact that someone applied for Cyprus Citizenship does not influence in any way the issuing of other Residence/Working Permits by the Civil Registry and Migration Department.

### ***Obtaining Citizenship after Marriage to a Cypriot National***

A person of full age and capacity who has contracted a true marriage to a citizen of Cyprus may apply for a Certificate of Registration (which will be needed to obtain the Cyprus nationality) after completing 3 years of marriage and harmonious cohabitation with the Cypriot spouse, including 2 years of residence in Cyprus.

The above provisions shall not apply if the alien entered or resided illegally in Cyprus (not even once or for 1 day during the said period of 2 or 3 years).

### *Documents to be submitted:*

	Application form M125 completed and signed (blank forms to be obtained from the local District Office).
	Copy of the passport pages containing the details and the expiry date.
	Certified copy of marriage certificate, if issued in Cyprus, or copy of marriage certificate certified by diplomatic means and a certified translation (for example by P.I.O.) if issued abroad.
	Certified copy of birth certificate of spouse and children, if issued in Cyprus, or copy of

	the said documents certified by diplomatic means and a certified translation (P.I.O.) if issued abroad.
	Clean criminal record certificate issued by the Cyprus Police.
	Certificate of cohabitation completed and signed by the President of the Community Council ("Muktar") - a copy of this certificate can be obtained from the local District Office.
	Copy of ID Card and Passport of the Cyprus spouse.
	Fee of 170,86 Euro

#### **Procedure:**

- Collect a set of blank documents from the local District Office.
- Complete the application forms; collect the remaining documents and have the certificate of cohabitation completed and signed by the Muktar.
- The application form has to be signed by the applicant before a Court Registrar ("Protocolitis") and then to be submitted to the local District Office which will forward it to the CRMD.

After processing the application (which takes between 1,5 and 2 years) the Cypriot spouse of the applicant will have to sign a declaration before the Court Registrar or the District Officer confirming the authenticity and harmony of the marriage and cohabitation.

#### **Notes:**

It is important that the spouse of the Cypriot national continues to have a legal residence permit throughout the whole procedure (and for the three years preceding the date of the application). One day of illegal residence (a gap between the expiry and the renewal of the residence permit, for example) will disrupt the whole procedure.

It may be expected that the authenticity of the marriage and cohabitation will be investigated; taking into consideration that currently one out of every five marriages concluded within the European Union is a marriage of convenience. Couples subject to such an investigation should offer full cooperation and understanding.

Due to the above, a significant number of EU member states have plans to extend the minimum duration of the marriage and cohabitation from 3 to 7 years before being allowing applications for a Certificate of Registration. It cannot be excluded that the Republic of Cyprus will equally adopt such change in the near future.

### ***Obtaining Cyprus Naturalization by Exemption***

On 11 July 2007 the Council of Ministers has decided (decision number 65.824 - signed 31/08/2007) about the Criteria and Conditions to grant Cyprus Citizenship by exemption to foreign investors/entrepreneurs. These criteria and conditions were subsequently amended on 10 October 2011 and stand at present as follows:

#### ***Direct investments:***

The applicant should have direct investments in the Republic of Cyprus of more than 10 million Euro in real estate, factories, businesses or companies, financial assets such as bonds registered and issued in the Republic of Cyprus, etc.

### *Entrepreneurial activities:*

The applicant should have established in Cyprus a company or companies with a total annual turnover of minimum 10 million Euro per year for the three years preceding the application year and/or at least 1/3 of the employees of the applicant must be citizens of the Republic of Cyprus.

### *Introduction of new and innovative technologies - research centres:*

The applicant should prove by his activities that he/she has introduced to a large extent new and innovative technology in major sectors of the Cyprus economy or that he/she has created a significant research centre on a large scale for locally conducted research.

### *Bank deposits:*

The applicant should have personal deposits, or deposits by privately owned Cyprus companies controlled by the applicant, in Cyprus banks of over 15 million Euro with a minimum maturity period of 5 years. These funds must remain in a Cypriot banking institution for no less than 5 years. If upon periodic examination it is found that these conditions have been circumvented the applicant's naturalizations could be revoked.

### *Combination of the above:*

The applicant should have a minimum of 15 million Euro through a combination of direct investment and/or entrepreneurial activities and/or bank deposits.

### *Direct income / Service fees:*

The applicant must have registered a company or companies whose management has been within the Republic of Cyprus and for the 3 years prior to the submission of the application, the applicant and his company/companies must have contributed to the Cyprus economy in the form of payment of income taxes and/or VAT and/or in the form of payment of local fees for business services such as legal, accounting, auditing, banking and other of at least 500.000 Euro per year (average).

### *Other conditions:*

- The applicant has to be at least 30 years old.
- The applicant has to submit a clean criminal record certificate issued by his/her country of origin, duly certified by diplomatic means and a certified translation thereof and/or issued by the Cyprus Police. The applicant must verify that he/she is not included in the list of persons whose assets have been frozen within the European Union territory.
- The applicant has to own a private residence in Cyprus suitable for himself and his family with a current value of at least 500.000 Euro.

Applicants who fulfil the above conditions and wish to apply for Cyprus Naturalization by Exemption should submit a completed and signed application form M127 together with the following documents to the Civil Registry and Migration Department:

#### Direct Investments:

- For purchase of real estate: Title Deeds or Contract of Purchase/Sale + proof of payments
- For purchase of companies/businesses: original Certificate of Shareholders issued by the Registrar of Companies
- For purchase of stocks or bonds: certified copies of bond/stock certificates
- For other financial assets: proof by certificates and other documents

Entrepreneurial Activities:

- Original Certificates of Incorporation of the company/companies
- Original Certificates of Shareholders and Directors
- Original audited accounts of the company/companies for the 3 fiscal years preceding the date of application
- Certificate from the Social Insurance Department confirming the total insurable earnings of all persons employed by the company/companies of the applicant.

Introduction of new and innovative technologies - research centres:

- Certified copies of all patents and any other documents to proof the introduction of new and innovative technologies or the creation of research centres.

Bank Deposits:

- Original bank documents or certified copies thereof.

Direct income / Service fees:

- Proof of payment of corporate and other taxes or VAT and/or proof of purchase of business services (invoices + payments).

Notwithstanding compliance with the above conditions, the decision to grant Cyprus Naturalization by Exemption remains at the absolute discretion of the Immigration Control Board and/or the Council of Ministers.

It should also be noted that (1) the Civil Registry and Migration Department or any other authority can ask for any additional documents if deemed necessary and (2) the above regulations are subject to change at any time by a decision of the Council of Ministers or the House of Representatives.

This whole procedure can be completed in less than 12 months.

# Third Country National Domestic Workers

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However not directly related to the International Business Community we have included this rather extensive chapter to the present manual upon request of a number of our members.

A whole range of criteria for employment of Third Country National Domestic Workers is in place, however according to a decision of the Council of Ministers of 11 December 2006 (M.P. No. 8.5.1/6) Executive Directors (cat. 1) of International Business Companies are entitled to employ one or more TCN Domestic Workers without needing the approval of the Labour Office.

If the applicant is not an executive director (cat. 1) of an International Business Company then the following criteria for employment of a Domestic Worker have to be considered:

## *Criteria for employment in common cases:*

1. Families with a child under the age of 12 when both parents work and contribute to the Social Insurance Fund.
2. Families with no children when both husband and wife work and their annual declared taxable income is over 52.000 Euro.
3. Single parent families granted the custody of a child under the age of 12, provided that the parent works and contributes to the Social Insurance Fund.
4. Families with an annual declared taxable income over 86.000 Euro.
5. Single working persons provided that their annual declared taxable income is over 52.000 Euro and that they are contributing to the Social Insurance Fund.

## *Criteria for employment in exceptional cases:*

1. Elderly people over the age of 75.
2. People with special needs, provided that they present a certificate from a specialized doctor.
3. People suffering from cancer, multiple sclerosis, myotonic dystrophy, nephropathy, myopathy, mental disorders and serious psychological problems, partial or total loss of vision, arthritis deformans, Alzheimer, dementia, as well as obese persons with mobility problems.
4. Handicapped persons in wheelchair or bed-bound.
5. Couples with more than three children provided that both parents work and contribute to the Social Insurance Fund and at least one of the children is under the age of 12.

## *Duration of stay:*

The maximum period of stay for Third Country National Domestic Workers is 4 years, unless if they are employed by persons referred to in the “Criteria for employment in exceptional cases” in which cases their stay can be prolonged.

## *Entry Permit*

The first step is, of course, to find a good candidate domestic helper after which the potential employer has to apply first of all for an Entry Permit.

The following documents need to be submitted:

	2 original application forms M58 completed and signed
	Copy of a valid passport of the third country national with a remaining validity of at least one year
	Original Clean Criminal Record Certificate certified by diplomatic means with a certified translation in English or Greek (PIO)

	Original Medical Certificates certified by diplomatic means and with a certified translation in English or Greek (by PIO) showing negative results for Tuberculosis, Hepatitis B and C, HIV/AIDS and syphilis and not older than 4 months.
	<p>Certificates regarding the knowledge of the Greek or English language as well as for previous experience in relation to the duties of a domestic worker.</p> <p>The requirement of knowledge of Greek or English can be satisfied by the following:</p> <ul style="list-style-type: none"> <li>- Experience Certificate from a previous employer where the main language of communication was Greek or English. This certificate may be obtained from the previous employer or from the office which undertook to find this previous employer, or</li> <li>- Certificate of attendance at school where Greek or English language was taught, duly certified by diplomatic means, or</li> <li>- Other internationally recognized certificates/degrees of knowledge of Greek or English language duly certified.</li> </ul> <p>The requirement of previous experience or qualifications can be satisfied by a certificate from a previous employer where the domestic helper worked for at least one year.</p>
	Original employment contract and 3 copies duly certified and stamped (Commissioner of Stamp Duty – IRD)
	Certified declaration by the Community Leader (Muktar) or a Registered Private Employment Agency that the employer has suitable accommodation for the third country national. In the absence of this the employer has to submit a certified copy of a lease of rental agreement of a suitable accommodation for the domestic worker.
	Copy of the employer’s passport or ID Card.
	Copy of the employer’s salary statement issued by the Social Insurance Department.
	Original bank guarantee of 350-850 €uro to cover possible repatriation expenses. The expiry of such bank guarantee should be at least 1 year after the expiration date of the contract of employment.
	Authorization for payment by bank transfer (Fimas)
	Fee of 119,60 €uro.

Applicants who fulfil the “Criteria for Employment in Common Cases” have (1) to make a search on EURES (<http://ec.europa.eu/eures>) to see if there are no suitable candidates listed there, (2) to publish their vacancy on the same website for a period of 3 weeks and (3) publish their vacancy in at least 2 local national newspapers. Receipts for payment of these advertisements and proof of the publication on EURES have to be attached to the M58 Application.

Applicants who fulfil the “Criteria for Employment in Exceptional Cases” and Executive Directors of International Business Companies are exempted from this procedure. They will however have to supply the necessary documents to proof under which category they resort (for Executive Managers we would suggest (1) a copy of their current and valid residence/working permit, (2) a copy of their employment agreement and/or (3) a copy of the Certificate of Directors of their company issued by the Registrar of Companies).

Applications have to be submitted to the Civil Registry and Migration Department via the local branch of the Aliens and Immigration Unit of the Police. In case the employer is an Executive Director the application has to be submitted directly to the CRMD in Nicosia.

### **Temporary Residence and Employment Permit**

As soon as the Entry Permit has been issued, arrangements can be made for the Domestic Helper to come to Cyprus. The Original Entry Permit has to be sent to the Immigration Police Unit at Larnaca Airport at the time of arrival. It is important to keep a copy of the Entry Permit because it is needed for the application for the temporary resident/working permit.

Within 7 days from the date of arrival the application for a Temporary Residence and Employment has to be filed.



The following documents will need to be submitted:

	2 Original application forms M61 completed and signed by the Third Country National
	Copy of a valid passport of the third country national with a remaining validity of at least one year
	Copy of the Entry Permit
	Health Certificate issued and signed by a Cyprus State Doctor showing negative results for Tuberculosis, Hepatitis B and C, HIV/AIDS and syphilis. The actual tests can be done at any private clinic – see important remark under “Useful notes” in this manual.
	Medical Insurance Certificate for inpatient and outpatient treatment valid until the expiration of the employment contract
	Original employment contract and 2 copies duly certified and stamped (Commissioner of Stamp Duty – IRD)
	3 Passport photographs
	Fee of 119,60 Euro + 34,17 Euro for the issuance of the Alien Registration Certificate.

Applications have to be submitted to the Civil Registry and Migration Department via the local branch of the Aliens and Immigration Unit of the Police. In case the employer is an Executive Director the application has to be submitted directly to the CRMD in Nicosia.

Please note that the presence of the Domestic Worker is compulsory.

### *Renewal of the Temporary Residence and Employment Permit*

In most cases Domestic Workers are allowed a total stay of 4 years in Cyprus, in the above mentioned exceptional cases their stay can be prolonged.

For the renewal/extension of the Temporary Residence and Employment Permit for a Domestic Worker, the following documents need to be submitted:

	2 original application forms M61 completed and signed
	Copy of a valid passport of the third country national with a remaining validity of at least one year
	Original or copy of the expiring Temporary Residence Permit (M62A)
	Receipt of the latest Social Insurance Contribution payment
	Copy of the statements of the Domestic Workers’ bank account showing the regular payment of the salary.
	Medical Insurance Certificate for inpatient and outpatient treatment valid until the expiration of the employment contract (or the requested renewal period)
	Original employment contract and 2 copies duly certified and stamped by the Commissioner for Stamp Duty (IRD)
	Copy of the bank guarantee, or the extension thereof, valid until at least 1 year after the expiry of the requested renewal period
	If the application M61 for extension of the Temporary Residence and Employment permit is surpassing the total period of 4 years and meets the criteria established by the Ministerial Committee (see above “Criteria for employment in exceptional cases”) the necessary proof has to be submitted (Copy of employer’s ID Card if he/she is over the age of 75; Medical Certificates if the employer meets the exceptional criteria, etceteras).
	1 Passport sized photograph
	Fee of 119,60 Euro - For renewals over 4 years: 205,03 Euro and for renewals over 6 years: 290,46 Euro)



## Change of employer

Since some time Domestic Workers already working in Cyprus have the possibility to change employer (within the maximum period of 4 years in common cases).

The following documents will need to be submitted:

	2 original application forms M61 completed and signed
	Copy of a valid passport of the third country national with a remaining validity of at least one year
	Original Release Agreement from the previous employer or employer's Death Certificate or approval from the Labour Disputes Committee
	Original Temporary Residence Permit (M62A)
	Receipt of the latest Social Insurance Contribution payment
	Copy of the statements of the Domestic Workers' bank account showing the regular payment of the salary.
	Medical Insurance Certificate for inpatient and outpatient treatment valid until the expiration of the employment contract (or the requested renewal period)
	Original employment contract and 2 copies duly certified and stamped by the Commissioner for Stamp Duty (IRD)
	Original bank guarantee valid until at least 1 year after the expiry of the requested renewal period (issued by the bank of the new employer)
	Certified declaration by the President of a Community Council (Muktar) or other Registered Private Employment Agency that the (new) employer has suitable accommodation for the Domestic Worker. Otherwise a certified copy of a rental agreement of suitable accommodation for the Domestic Worker is required.
	Copy of the (new) employers' ID Card.
	Authorization of payment by bank transfer (Fimas)
	1 Passport sized photograph
	Fee of 119,60 Euro - For renewals over 4 years: 205,03 Euro and for renewals over 6 years: 290,46 Euro)

### Important notes:

1. Change of employer is not allowed during the first 6 months of employment, unless in case of death, departure from Cyprus or transfer to a nursing home of the employer or in case where the employer has committed a criminal offence against the Domestic Worker or after a decision of the Labour Disputes Committee in favour of the Domestic Worker.
2. Not more than 2 changes of employer are allowed during the 4 year employment of Domestic Workers (except in case of a labour dispute in which the Labour Disputes Committee ruled in favour of the Domestic Worker).
3. In case the Domestic Worker came to Cyprus for employment in a family under the Employment in Common Cases regulations (with a maximum employment duration of 4 years) and wishes to work for another employer who is under the category of "Employment in Exceptional Cases" (see above) such a transfer will only be allowed if it will be made within the first 2 years of employment of the Domestic Worker in the Republic of Cyprus.
4. Change of employer is not allowed after 3 years and 6 months of employment.

# Acknowledgements

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