

Cyprus

Permanent residence permits and entry and employment permits

DOCUMENTS THAT MUST BE SUBMITTED BY THE COMPANY, MANAGERS AND EMPLOEES

FOR COMPANY

1. Original and Certified Documents from the Registrar of Companies:
 - a. Certificate of Incorporation
 - b. Certificate of Register Office
 - c. Certificate of Directors
 - d. Certificate of Shareholders
 - e. Memorandum
2. Description of the nature of the company's activities and information relating to its offices' activities.
3. A catalogue referring the names and full addresses, passport number and nationality of the first shareholders of the company.
4. A complete form mentioning the status of the requested and existing personnel in Cyprus.
5. A bank statement of the company with balance €41.000
6. A lease agreement or property title or purchase contract in relation to the Companies' offices. If the above-mentioned document is not available by the time of submitting the application, then it must be presented to the relevant industry of international business and more precise at the department of Civil Registry and Migration (The Archives Department of Population and Immigration), within 3 months from the date of submitting the application.
7. Credit Advice from the Bank that will approve, that the direct foreign investment of the capital is minimum €171.000. This amount must be legally

imported in Cyprus from abroad and must be debited in a company's account in Cyprus.

FOR MANAGERIAL PERSONNEL

1. M61 Form – complete and execute
2. M64 Form – complete and execute
3. Photos (2)
4. Fees payable each year of €34.17
5. Passport copy showing all the relevant personal information and the expiry date which must covers the full duration of the contract, otherwise the license will be issued one month before contract's expiration.
6. Copy of the last license permission / work or visa (M 70)
7. Copy of the foreigner registration certificate (ARC), if there exists
8. Executed and stamped employment contract from the Registrar of Companies.
9. Banks guarantee €350-€850, depending on the foreigner's country nationality. The guarantee must be valid for 12 months beyond the stipulated duration of the contract.
10. Original criminal record certificated from foreigner's country. If the country has sign the Hague Convention then the relevant certificate must be APOSTILLE too. For the rest countries the criminal record must be stamped from the country's Ministry of Interior, which must be later certified by the Diplomatic Mission of the country in the Republic of Cyprus.
11. Health insurance certificate that has to mention its automated renewal after interested party's prescription. Also, it must covers inpatient and outpatient care.
12. Health certificate stamped by a governmental doctor covering medical tests like: aids, syphilis, hepatitis B, C and chest radiograph from Cyprus.

Time to be ready

The company takes 7-9 days to be register and the working permit 3-5 days in total 14-20 days the resident permit can be ready

DOCUMENTATION THAT MUST BE SUBMITTED IN ORDER TO GRANT A LICENSE OF TEMPORARY STAY FOR SPOUSES AND CHILDREN.

1. M61
2. Photos (2)
3. Application payment fees Euro 34.17 per year
4. Passport copy showing all the relevant information of the applicant and the expire date
5. Banks guarantee €350-€850, depending on the foreigner's country nationality. The guarantee must be valid for 12 months beyond the stipulated duration of the contract.
6. Health insurance certificate that will mention its automated renewal after interested party's prescription. Also, it must covers inpatient and outpatient care.
7. Wedding certificate or certified registered cohabitation from a competent authority.
8. Certificate of a child birth
9. Certificate of a parental custody – or parental assent
10. Copy of parental license
11. Copy of the visa

NOTE: the documents 7, 8, 9 must be certified and translated in English or Greek language from the Press and Information Office. If the translation takes place at the country of origin then it must be APOSTILLE or be stamped form the Ministry of Foreign Affairs of the country and then Consular certification.

ALL PRICES EXCLUDE VAT AND LEGAL AND FEES

Should you require any additional information, clarification or have any comments, please do not hesitate to contact this office and we shall be more than happy to be of assistance.

TORNARITIS LAW FIRM
16 Stasikratous
Nicosia 1065 - Cyprus
office@tornaritislaw.com
<http://www.tornaritislaw.com>
Tel: +357 22456056
Fax: +357 22664056

NOTE: References to time and cost included in this document refer to those applicable at the time of preparation of this document.

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