



IMPORTANT NOTES

- To be submitted at the local District Offices of the Department
- To be completed in **CAPITAL LETTERS** (other than e-mail address)
- Fields with **I, P, L** are **compulsory** for individuals (I), partnerships and trusts (P) and legal persons (L) respectively
- Complete ALL the fields which pertain to you and accordingly attach, copies of the following documents in the Greek Language:
 - certificate of incorporation / registration, certificate of Directors and Secretary from the appropriate authority for legal persons not registered in the Republic
 - Identification Data for individuals who do not have a Cyprus Identity Card or a Cyprus Alien Registration Card and for overseas legal persons.
- Tick accordingly wherever choice with a box appears and fill in where appears.

A. TYPE OF REGISTRATION (I,P,L)

1. Complete whichever is applicable (I,P,L)

I wish or am obligated to register for the purpose of the following tax/es (A2) and :

- I do not have a V.A.T. number nor do I have a T.I.C. for other taxes.
- I have or had in the past a V.A.T. number which is/was
- I have or had in the past a T.I.C. number for other taxes which is/was

For Official use

2. Type of Registration (I,P,L) (choice b-f: complete form TD2003 if you are appointing an agent / auditor / person held responsible under the Law)

- a V.A.T (Complete and attach Form T.D.1101 – Choice a special scheme if applicable:
 special scheme for Farmers (Εντυπο Φ.Π.Α.205) or special scheme for town taxi (Εντυπο Φ.Π.Α.210)
- b Income Tax / Special Contribution of Private Sector / Special Contribution for Defence
- c Employer as from/...../..... with employees
- d Immovable Property / Capital Gains Tax
- e Payment of Stamp Duty
- f Registration of Auditor / Tax Consultant ή Director for the purpose of submissions of returns

B. TAXPAYERS DETAILS

1. Type of Taxpayer (I, P, L) : Individual Partnership Legal Person

2a. Name (I):

2b. Surname (I): **Gender (I):**

2c. Name of Legal Person / Partnership (P, L):

3. Trade Name:

4. Nationality(I): **Country of usual Residence (I):**

5. Identification Number (I, P, L): Declare your Identification number and your incorporation / birth date
Choose the type that describes the identification number you have declared

Individuals:

CYPRUS IDENTITY CARD or ALIEN REGISTRATION CARD (ARC)

Legal Persons:

Registered with the Cyprus Registrar of Companies,

- OLD PARTNERSHIP* NEW PARTNERSHIP* CYPRUS COMPANY EUROPEAN COMPANY
 OVERSEAS COMPANY

Registered with other Cyprus Government Departments of the Republic

- POLITICAL PARTY CLUB or FOUNDATION COOP
 FUNDS FOR OCCUPATIONAL RETIREMENT BENEFITS CYSEC (Trusts),

Registered with other bodies in the Republic

- ICPAC (Trusts) LAWYERS ASSOCIATION (Trusts)

Non registered persons– Give the identity card / registration number of the precedent partner as the identification number above.

- INFORMAL PARTNERSHIP OF INDIVIDUALS* INFORMAL PARTNERSHIP OF LEGAL PERSONS *

* attach form Φ.Π.Α.102

Persons who do not fall into the above categories

Declare the country of origin of the Identification number and attach a copy/official confirmation:

TAX NUMBER OF OTHER COUNTRY

If you are not registered with another tax authority give one of the following identifications of the other country

- IDENTITY CARD SOCIAL INSURANCE REGISTRATION OF COMPANY / PARTNERSHIP

Declare the reason you are not able to register with the Cyprus Registrar of Companies or obtain an ARC.:

.....

6. Bank Details: SWIFT CODE and **IBAN** | | | | | |

7. Funds for Occupational Retirement Benefits – method of payment to its members:—
 LUMP SUM PAYMENTS PERIODIC PAYMENTS COMBINATION OF PERIODIC AND LUMP SUM PAYMENTS

B. COMMUNICATION (DO NOT include names buildings or floor numbers the office or apartments)1. Communication Language (I, P, L):- Greek Turkish English (not applicable for V.A.T.)**Telephones and e-mail (I, P, L)**

2. E-mail

3. Home Telephone Number

4. Mobile Telephone Number

5. Work Telephone Number

6. Fax Number

Addresses (buildings are included only for overseas addresses, It is compulsory to complete all fields marked with a *) -**7. Residence (I) / Registered Office (P, L):**

Street*

Street

Number*

Shop / (Apartment / Office) Number

Village or Town *

Postal Code *

Country*

8. Main Business (I, P, L)**Same as Residence or Registered Office;** Yes No

Street*

Street

Number*

Shop / (Apartment / Office) Number

Village or Town *

Postal Code *

Country*

9. Mailing Address where you wish to have your correspondence sent to (I, P, L):-To Residence / Registered Office Work Other (complete a or b below accordingly)

If you choose «Other», declare either the full address (a) or Post Office Box (b).

a) Street*

Street

Number*

Shop / (Apartment / Office) Number

Village or Town *

Postal Code *

Country*

b) Postal Office Box *

Postal Code *

Village or Town *

Country*

D. ACTIVITIES**1. Date: Start of FIRST Activity (I, P, L)**

...../...../.....

2. Your Main Business Activity (I, P, L) – Description (For employees / directors state Employee / Director and the name of your employer) :-

FOR OFFICIAL USE

3. Secondary Activities if you have any – Description :-

FOR OFFICIAL USE

E. DECLARATION

I with Identity number

(complete your full name in CAPITAL LETTERS)

Declare that the information completed on this form and which is included in any attached forms are complete and true and in case of any change I am obliged to notify the Tax Department.

Signature Date Telephone for clarifications

Designation of signatory:

 Taxpayer Representative Partner Administrator / Trustee Director Secretary Authorised official**For official use**

Recorded by Date

The Processing Of Personal Data (Protection of individuals) LAW No. 138 (I) 2001 (as amended)

The Department maintains a Register where personal data of the Republic's taxpayers is maintained for the purposes of enforcing Tax Legislation. The existence of this Register has been notified by publicity in the newspapers in accordance with The Processing of Personal Data (Protection of individuals) Law No.138(I) of 2001, as amended.

The Department can use the information entered on this Form in order to check the correctness of information, prevent or detect an offence and safeguard the income of the Republic.