

Αρ. Φακ.: 126/89/11

ΚΥΠΡΙΑΚΗ



ΔΗΜΟΚΡΑΤΙΑ

ΥΠΟΥΡΓΕΙΟ ΕΣΩΤΕΡΙΚΩΝ  
ΤΜΗΜΑ ΑΡΧΕΙΟΥ ΠΛΗΘΥΣΜΟΥ  
ΚΑΙ ΜΕΤΑΝΑΣΤΕΥΣΗΣ  
1457 ΛΕΥΚΩΣΙΑ

Αρ. Τηλ.: 22804410  
Αρ. Φαξ.: 22804595

6 Δεκεμβρίου 2004

Κύριο  
Λεύκιο Ιωαννίδη  
Πρόεδρο Επιτροπής Διεθνών Επιχειρήσεων Ναυτιλίας  
και Ξένων Επενδύσεων  
Ταχ. Θυρ. 24935  
1355 Λευκωσία

και με φαξ: 22766360

Έχω οδηγίες να αναφερθώ στην επιστολή σας με ημερομηνία 30 Νοεμβρίου 2004 σχετικά με τις άδειες παραμονής και εργασίας στο προσωπικό (διευθυντικό και μη) εταιρειών που εγγράφονται στην Κύπρο και σας διαβιβάζω σημείωμα που ετοιμάστηκε επί τούτου.



*Μαριλίνα Παπαχριστοδούλου*  
(Μαριλίνα Παπαχριστοδούλου)  
Για Διευθύντρια

**BCs: ISSUE AND RENEWAL  
OF TEMPORARY RESIDENCE & EMPLOYMENT  
PERMITS FOR THIRD COUNTRY NATIONALS<sup>1</sup>**

**1. ELIGIBLE COMPANIES**

1.1. In order to protect the good name and economic interests of Cyprus, it has been decided that all companies (including ex IBCs) eligible to employ third country nationals on the island, are limited to those which:

- Belong to groups with transparent ownership and sources of capital and whose ultimate shareholders are approved by the Civil Registry and Migration Department or to public corporations quoted on any recognized stock exchange
- Operate from their self-contained office:
  - a) located in suitable distinct premises, not part of a private residence or another office
  - b) equipped with appropriate office and telecommunication facilities
  - c) open during normal office hours and staffed with full time personnel
- Comply with the condition of their permit and prove, on the basis of their annual financial statements, that they are continuously operating and they are financially sound and credit worthy.

**2. EMPLOYEE CLASSIFICATION**

2.1. Eligible BCs may employ third country nationals in executive positions on the island. The maximum number of such executives is three (3), unless the Director of the Civil Registry and Migration Department is persuaded that a greater number is justified.

2.2. A third country national who wishes to be employed in an executive position on the island, must:

- be at least 24 years old
- have suitable qualifications
- receive appropriate remuneration

2.3. The minimum acceptable annual salary for newly appointed executives is CYP24.000. This amount may be adjusted annually by the authorities according to fluctuations in the salaries index.

**1. EU Nationals**

Applications by **EU Nationals** must be completed on form MEU2 accompanied by the relevant documents and a fee of CYP5,00. Application forms are available at the Civil Registry and Migration Department of the Ministry of Interior and at the District Aliens and Immigration Branches of the Police. They are also available at the web site of the Ministry of Interior: [www.moi.gov.cy](http://www.moi.gov.cy). Applications by executive staff are made to the Civil Registry and Migration Department and by non-executive staff to the District Aliens and Immigration Branches of the Police.

- 2.4. The term "executive" includes third country nationals registered as
- (i) Directors or
  - (ii) Partners
- } with the Registrar of Companies or
- (iii) General managers of subsidiaries and branches of publicly quoted overseas companies and
  - (iv) Department Managers of BCs operating from Cyprus for at least 2 years.

The term "non-executive", refers to third country nationals who do not fall under the aforementioned 4 categories and who may be employed in managerial, professional, administrative, technical or clerical positions on the island.

2.5. BCs are expected to recruit non-executive staff from within the island. They may employ third country nationals in non-executive positions if comparable Cypriot personnel is not available. BCs are advised not to commit themselves to employing a third country national via a non-executive position in Cyprus before first securing his Temporary Residence Permit from the Civil Registry and Migration Department.

### **3. ADMINISTRATIVE PROCEDURES**

#### **3.1. General**

3.1.1. The Director of Civil Registry and Migration Department, is the authority responsible for the first issue and subsequent renewals of Temporary Residence Permits granted to all non-Cypriots employed by BCs in Cyprus. The Director of Civil Registry and Migration Department acts in consultation with other competent authorities such as:

- The Registrar of Companies
- The Labour Department of the Ministry of Labour and Social Insurance
- The Cyprus Police

3.1.2. The above mentioned authorities provide advise to the Director of Civil Registry and Migration Department concerning matters falling within their sphere of competence. The Director takes into account their recommendations and replies to the applicants directly.

#### **3.2. First Permits**

##### **3.2.1. Executive staff**

The application for an executive's First Temporary Residence Permit is made to the Civil Registry and Migration Department. The Civil Registry and Migration Department issues to the applicant executive his first Temporary Residence Permit within one month, unless his case warrants for further consideration. The application form must be accompanied by the following documents in three copies:

### 3.2.1.1. In respect of the company

- Certificate of Registration
  - Memorandum and Articles of Association
  - Certificate of Directors and Shareholders
  - Certificate of Registered Office
- } by the Registrar of Companies
- Profile describing the nature of the company's business and details of its office operations and staff requirements in Cyprus
  - List showing the names of the Directors and Shareholders with their passport number, nationality and addresses abroad
  - In case of new BCs, lease agreement for its office in Cyprus (if not available, it should be presented to the Civil Registry and Migration Department within 2 months)

### 3.2.1.2. In respect of the executive staff

- Contract of employment, stating annual salary and service duration
- Forms M61. (application for Temporary Residence Permit) and M64 (application for employment permit) fully completed and duly signed.
- Copy of applicant's C.V.
- Copy of passport's data pages
- Certificate of criminal record
- Bank Guarantee from the employer
- Medical certificate
- Medical insurance certificate
- Fee: CYP20,00

### 3.2.2. Non-executive staff

#### 3.2.2.1. In respect of the company (same as in paragraph 3.2.1.1. above) i.e.:

- Certificate of Registration
  - Memorandum and Articles of Association
  - Certificate of Directors and Shareholders
  - Certificate of Registered Office
- } by the Registrar of Companies
- Profile describing the nature of the company's business and details of its office operations and staff requirements in Cyprus
  - List showing the names of the Directors and Shareholders with their passport number, nationality and addresses abroad
  - In case of new BCs, lease agreement for its office in Cyprus (if not available, it should be presented to the Civil Registry and Migration Department within 2 months)

### **3.2.2.2. In respect of the non-executive staff**

The application by a non-executive member of staff who is a third country national is made to the District Aliens & Immigration Police Branch. The application must be accompanied by:

- Contract of employment, stating annual salary and service duration **stamped by the District Labour Office**
- Forms M61 (application for Temporary Residence Permit) and M64 (application for employment permit) fully completed and duly signed
- Copy of applicant's C.V.
- Copy of passport's data pages
- Certificate of criminal record
- Bank Guarantee from the employer
- Medical certificate
- Medical insurance certificate
- Fees CYP20,00

### **3.3. RENEWAL OF PERMITS**

**3.3.1.** The applications by **executive members of staff** are submitted to the Civil Registry and Migration Department together with a certificate of the annual movement of the company's accounts that prove the normal functioning of the company by the Registrar of Companies and the tax clearance issued by the Inland Revenue Department in addition to the documents mentioned under paragraph 3.2.1.2. (except the certificate of criminal record) and copy of their Aliens Registration Card.

**3.3.2.** The applications by **non-executive members of staff** are submitted to the District Aliens and Immigration Branches of the Police with a copy of the previous permit, a copy of the Aliens Registration Certificate (ARC), the tax clearance issued by the Inland Revenue Department in addition to the documents mentioned under paragraph 3.2.2.2. (except the certificate of criminal record).

Civil Registry and Migration Department  
Ministry of Interior

Contact Person  
Mrs Roula Christodoulou  
Tel. +35722804503  
Fax +35722804587

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