



Republic of Cyprus
Ministry of Foreign Affairs



Handbook for Overseas and Repatriated Cypriots





Ministry of Foreign Affairs

June 2009

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Printed by Zavallis Litho Ltd

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▶ **Handbook** for Overseas and
Repatriated Cypriots

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Introductory Note

Welcome to Cyprus! As a member of the European Union, Cyprus now offers even more to individuals, families and businesses, taking the very best of Cypriot culture and identity and combining it with our fellow EU Member States. This handbook has been created with you in mind, whether you have made the decision to return to Cyprus to live, are considering it, or just want to keep your connection with the island alive and strong for yourself, for your family and friends, and/or for your business interests.

The information in this handbook outlines your first steps if you are thinking about moving to Cyprus, working in Cyprus or visiting Cyprus long-term. The handbook will direct you to available public and private sector services that may help to make that move easier, as well as provide you with some interesting and useful information about the island.

For ease of reference, you will find contact information, check lists and points of interest highlighted in the sidebar. You can use this handbook as:

- ▶ A reference guide
- ▶ A checklist
- ▶ An overview
- ▶ A gateway to relevant services

▶ Did you know?

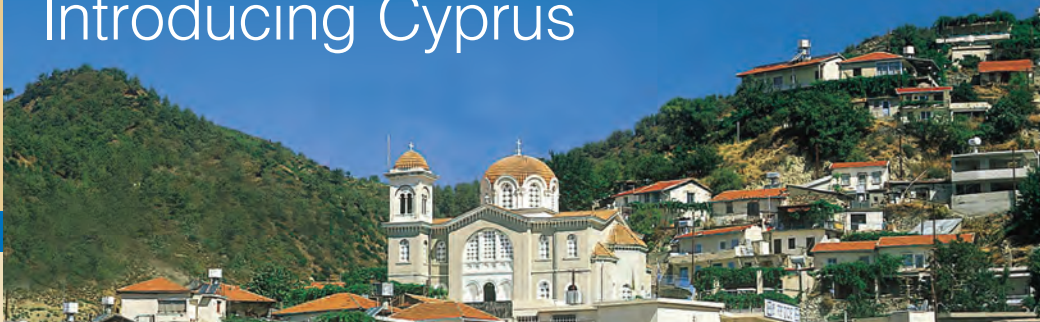
Cypriots living abroad can still maintain a connection with Cyprus through local organized communities and/or via the activities undertaken by the Services for Overseas and Repatriated Cypriots (see page 9), which is a Division of the Ministry of Foreign Affairs.

▶ Contacting us

MINISTRY OF FOREIGN AFFAIRS Service for Overseas and Repatriated Cypriots

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(Language selection
Greek/English)

Introducing Cyprus



▶ Did you know?

Easter is the first Sunday after the Paschal Full Moon, which is the first moon whose 14th day (the ecclesiastic "full moon") is on or after March 21 (the ecclesiastic "vernal equinox").

▶ Remember

The Republic of Cyprus joined the EU in May 2004 and took on the Euro as legal currency in January 2008.

The CYP £ to Euro (€) exchange rate is
£1 = €0.585274

Cyprus lies 800km east of Greece and 380km from Rhodes, on the northeastern edge of the Eastern basin of the Mediterranean; Turkey is 75km to the north, with Syria 105km to the east and Egypt 380km to the south. The Cypriot coasts alternate between capes and bays, with both rocky and sandy beaches. The Troodos and Pentadaktylos mountain ranges provide the island with dense pine forests and magnificent vistas.

The area of the Republic of Cyprus under government control has a market economy dominated by the service sector, which accounts for 76% of GDP (Gross Domestic Product). Tourism and financial services are the most important industries. The Republic's erratic growth rates over the past decade reflect the economy's reliance on tourism, which is affected by political instability in the region and by economic conditions in Western Europe. Nevertheless, the economy in the area under government control grew a healthy 3.7% to 3.8% per year in 2004, 2005 and 2006, well above the EU average. Cyprus joined the European Exchange Rate Mechanism (ERM2) in May 2005 and adopted the Euro as legal tender in January 2008.

More than 75% of Cypriots are Greek orthodox, representing a body of Christians whose origins are said to extend directly back to Jesus and his Apostles via unbroken Apostolic Succession, its doctrines and foundation attributed to Saints Barnabas, Paul and Mark (A.D. 45). Other faiths practiced on the island include Anglican, Armenian orthodoxy, the Greek Evangelical Church, Islam, Latin Catholic and Maronite. In addition to these faiths, a number of fellowships are also practiced here. Most of the orthodox religious feasts in Cyprus overlap with the public holidays.



Working hours

Cyprus follows a varied working schedule depending on the season as well as the location (i.e., whether urban, rural or tourist).

- **Public services** are open every weekday from 07:30hrs to 14:30hrs with an extended schedule on Thursdays, when they also operate from 15:00hrs to 18:00hrs. During July and August, all services close at 14:30hrs.
- **Banks** are open to the public every weekday from 08:00hrs to 13:00hrs with an extended schedule on Mondays, when they are also open to the public from 15:15hrs to 16:45hrs. From May through August, all services close at 13:00hrs. Banks are closed to the public on weekends and public holidays, although special hours apply in some tourist areas. Most banks provide 24-hour ATMs.
- **Offices** vary depending on the particular business and its size, and can operate from 08:00hrs through to 19:00hrs, with or without a midday siesta.
- **Shopping** During the winter period (1st November through 31st March), stores open at 09:00hrs Monday through Saturday, with early closing times on Wednesday (usually 14:00hrs) and Saturday (usually 15:00hrs). During the summer period (1st April through to 31st October), stores close weekdays between 13:00hrs and 16:00hrs, whilst extending hours on Friday evenings and Saturdays.

▶ Did you know?

Public Holidays in Cyprus are:

- New Years Day (January 1st)
- Epiphany (January 6th)
- Greek Independence day (March 25th)
- Green Monday (according to Easter)
- Good Friday
- Easter Sunday
- Easter Monday
- Cyprus National Day (April 1st)
- Labour Day (May 1st)
- Whit Monday
- Assumption Day (August 15th)
- Cyprus Independence (October 1st)
- Greek National day (October 28th)
- Christmas Day (December 25th)
- Boxing Day (December 26th)

▶ Remember

Opening hours of offices, shops and public services varies according to the season and location. Always check before setting out.

▶ Did you know?



The design of the Cyprus Flag was chosen from a competition which stipulated that the design should not include the colours blue or red or depictions of the crescent or cross. The winning design, by the Turkish Cypriot Ismet Güney, was officially adopted on 16th August 1960.

Cyprus is the only country which has its land area depicted on its flag, making it unique and easy to identify.



Origins and Meaning of the Flag of the Republic of Cyprus:

The flag of Cyprus was selected by President Archbishop Makarios III and approved by the then Vice-President Mr. Fazil Küçük.

The colours were intentionally chosen to symbolize various aspects of Cyprus. The white background of the flag represents the young Republic heading for peace, having just gained independence from British Rule, while the map of the island is golden-yellow (the original map was a copper colour, to underline the historical connection of the island with copper). The green olive branches represent peace.

The flag of Cyprus is used on land as the national and civil flag and at sea as the national and civil ensign. Cyprus has the third largest fleet within the European Union, with 13% of the total fleet of the 27 EU Member States.



Cyprus National Emblem

In addition to the Official National Flag of Cyprus, the Republic of Cyprus also has an emblem. It features a crest of olive leaves surrounding a copper-like shield; the shield depicts a white dove flying with an olive branch. The emblem also includes the date of Cyprus independence, 1960.



Service for Overseas and Repatriated Cypriots - Ministry of Foreign Affairs

The Service for Overseas and Repatriated Cypriots ensures continuous and close contact with overseas Cypriots and the preservation of their cultural heritage, their national identity and their religion. The service helps these Cypriots maintain their love for and interest in Cyprus, and assists them with any problems or needs that may arise. In particular, the Service for Overseas and Repatriated Cypriots is involved with the following:

1. Development of a registry of Overseas Cypriots.
2. Direct and indirect contact and communication with overseas Cypriots worldwide, including assistance with the social and educational problems they face, either as a group or as individuals.
3. The arrangement of local, regional and world conferences and meetings for the study of matters relating to overseas Cypriots and Cyprus.
4. The publication of a magazine for overseas and repatriated Cypriots, *H Kypros Mas*.
5. The organization of performances and cultural exhibitions for overseas and repatriated Cypriots
6. The provision of assistance to Cypriot communities abroad in the form of coordination, guidance and facilities, including financial support, for efforts overseas Cypriots make to preserve their mother tongue and their cultural, national and religious heritage.
7. The support of efforts to establish community centers, clubs and libraries.
8. The organization of regular visits/trips by Cypriots to Cyprus.
9. The encouragement of financial investment in Cyprus by Cypriot businessmen and women abroad.

► Did you know?

- The Service for Overseas and Repatriated Cypriots publishes a free quarterly magazine, "*H Kypros Mas*", written for overseas Cypriots.
- The Service for Overseas and Repatriated Cypriots is in close contact with organized federations and communities of overseas Cypriots wherever they are.

► Did you know?

Archbishop Makarios III initiated the idea of a service for overseas Cypriots. The Service was established in 1976.

► Contacting us

MINISTRY OF FOREIGN AFFAIRS Service for Overseas and Repatriated Cypriots

Proedrikou Avenue 1447, Nicosia,
Tel: (00357) 22401173
Fax: (00357) 22305040
Email: jmiltiadous@mfa.gov.cy
Web: www.mfa.gov.cy
(Language selection
Greek/English).

▶ Did you know?

- There are organized groups in Cyprus led by repatriates from most countries, such as Australia, Canada, South Africa and the United Kingdom. These groups can help you to settle in and can often be an extended support system during those early months.

▶ Did you know?

- Most communities/councils print monthly event calendars to help you plan activities and days out in advance.
- Some concerts and festivals are funded by the state, meaning admission is free.

▶ Did you know?

- It is useful to acquire a certificate from your local diplomatic mission or consular post regarding your status as an overseas Cypriot and for how long you were abroad. This form can help you later when you are applying for benefits and repatriate rights.

10. Any other initiatives to assist overseas Cypriots in every way, in collaboration with local Cypriot diplomatic missions, consular posts and the appropriate Ministries or Services; the coordination of efforts in those cases where the performance of the task demands the activation of other Government Services or Departments.

11. The adoption of a coordinating role whenever the exercise of its responsibilities falls within the jurisdiction of a specific ministry or service (Note: Para. 11 was added on 23.11.78 by decision of the Council of Ministers).

To this end, both local and regional efforts are made to ensure a variety of support structures are in place. These include supporting cultural events, conferences, seminars, research and broadcasting, as well as hosting Cypriot children from abroad and providing valuable resources to clubs, libraries and schools.

Preparing to Repatriate?

Welcoming and supporting Cypriots who wish to return to Cyprus and make the island their permanent home is a responsibility the government of the Republic of Cyprus takes seriously, hence the services and support the Service for Overseas and Repatriated Cypriots and its staff provide. The Service ensures the repatriation process is an informed one, with connections to expatriate Cypriot communities as one of the foundations of its efforts.

Research has shown that returning to one's country of origin is not always easy, particularly at first. Many repatriates expect to come home to a Cyprus the same or similar to the one they left behind, to the one described to them when they were children, or to the one they experienced as a holiday maker. While some things may have stayed the same, with the inevitable passage of time and the progress of technology, the island has naturally changed and evolved. A mix of euphoria, excitement and confusion is common to the experience of any major change, even more so when moving country. It takes patience and time to cultivate and/or rebuild relationships that will replace those you left behind, so be patient.

Often referred to as reverse culture shock, the transition from one country – your birth country for second and third generation Cypriots – to another can be quite challenging. You will find many of your new experiences disorienting, and you will come up against many emotional challenges which need time to be worked through. You may notice



changes in your sleep patterns, mood swings, anger and impatience, depression, loss of interest in others and in activities you once enjoyed, as well as withdrawal and loss of your sense of humour. You must remember that reactions such as these are common, and you and your family will require a period of personal adjustment. You should pay attention to emotional changes, as well as to practical changes in your daily life. Although no two repatriates will react the same way to settling in, all repatriates, individuals and families, need to give themselves time, space and support.

Everyone is different, and both the excitement – perhaps coupled with disillusionment – and the readjustment period will be unique to each individual. However, experts have outlined four main stages a repatriate should expect to experience at some level of intensity and for varying lengths of time.

The first phase, which is sometimes brief, is the processes of disengagement. It starts when you have decided to move and are preparing to pack, saying goodbye to familiar surroundings, to routines, to family and friends. This period is full of anticipation and excitement, full of expectations of what's to come.

The next phase, the second, is generally characterized by excitement and feelings of conviction. It is during this phase that the repatriate is fascinated by his or her new home and full of positive feelings – it might feel as if you are still on holiday. This phase gives way to the third phase, which is characterized by disorientation and frustration. During this phase the repatriate will focus on the negative aspects of the culture and will have a nostalgic view of what he or she left behind. Many people find this stage the most difficult, as it is rife with feelings of anxiety and disillusionment.

The fourth stage of repatriation is adjustment, when old routines begin to blend with the repatriate's new way of life. Feelings of isolation begin to dissipate, and an understanding of the process begins to take hold – you'll reach a new level of acceptance, and your new surroundings will finally begin to feel more like 'home'. You'll function well in your new surroundings, and as a bicultural individual you will begin to adopt some of the traits and behaviours that complement your new life.

The process of settling in requires a conscious effort on your part to participate in cultural and community activities. This could be anything from joining the parent action group at your child's school to attending exhibitions, festivals, fetes and shows. Give yourself and your family time to get acquainted with your new surroundings. Feelings such as disorientation and anger are temporary, and should subside as you readjust.

▶ Did you know?

There are four main stages that repatriates go through when returning. It is part of what is known as reverse culture shock and can include a rollercoaster of emotions.

- The first stage, often called disengagement, is the time when you start to pack, say goodbye to friends and familiar surroundings and prepare for your new home.
- The second stage is usually exciting and euphoric. This is when you are experiencing your culture as a resident and not a holiday maker.
- The third, and often the most challenging stage, is the withdrawal stage, where feelings of anxiety, confusion and animosity begin to seep in. This is the stage where repatriates miss the routine and the way of life they learnt in their host countries and begin to feel alienated and sometimes hostile to their surroundings. Many choose to abandon their efforts to repatriate at this stage.
- The final stage is generally called the readjustment and adaption phase. Often feelings of enthusiasm and enjoyment start to come back. At this stage, repatriates celebrate their bi-cultural identity; they embrace the positive traits they have brought with them and the culture in which they now live and work.

Remember

- Application for residency must be made within four months of entry into Cyprus.
- Application forms can be found online or at the Civil Registry and Migration Department of the Ministry of Interior.
- Accompanying documents and photographs must be originals. You should also provide certified copies where indicated.

Early on, whilst you are still euphoric and excited about returning to Cyprus, make sure you find a place of retreat, one you can get to easily and regularly. This may be a vista point in the Troodos Mountains, a place by the beach or even one of the island's revitalized villages. Whenever you feel like withdrawing, this kind of safe place will help you rebalance. Make sure this is a place you and your family can access and enjoy whenever necessary.

This handbook will guide you towards agencies and service centers that will help you to settle in. You will find highlighted points to bear in mind when considering: residency information regarding moving your goods (page 16); bringing your car (page 20). Information regarding your National Service commitment, or that of your children, along with an explanation of exit permit issues, is found on page 36.

Entry and Stay in Cyprus

Persons of Cypriot origin who have not acquired Cypriot citizenship are considered Cypriot citizens and have the same rights as Cypriot citizens. They are exempted from all immigration procedures – they may enter Cyprus without a visa, and they may remain in Cyprus, and work in Cyprus, for as long as they wish.

Third country nationals married to Cypriot citizens do not acquire any privileges or rights through marriage. They must apply for registration as aliens, and they must also apply for temporary residence and work permits, although they have free access to the labour market.

EU nationals married to Cypriot citizens have the right to reside in Cyprus for a period of up to three months without any conditions or formalities, but they must be in possession of a valid identity card or passport. For periods of residence longer than three months, EU nationals must apply for registration at the Civil Registry and Migration Department within four months of their arrival. EU nationals have free access to the labour market.

Children of Cypriot citizens need to be registered in the Republic.



Acquisition of Cypriot Citizenship

Registration of minors

- (a) Applications for registration of minors under the age of 18 born abroad after 16 August 1960, whose fathers are Cypriot citizens, and for minors under the age of 18 born abroad after 11 June 1999 whose mothers are Cypriot citizens are submitted on form M.121. A birth certificate, identity card, passport and parents' certificate of marriage should be attached.
- (b) Applications for registration of minors under the age of 18 born in Cyprus or abroad after 16 August 1960 whose father or mother acquired Cypriot citizenship after the birth of said minor, or who were born before 11 June 1999 to a Cypriot citizen, are submitted on form M.126 by the parent who is a Cypriot citizen. Two photographs and a birth certificate of the minor, photocopies of the parents' passports and consent of the parent who is not a Cypriot citizen must be attached.

Registration of adults (above the age of 18)

- (a) Persons of Cypriot origin who were born before 16 August 1960 must submit an application on form M. 71 or 72 and attach their birth certificate, their father's birth certificate and a photocopy of their passport.
- (b) Persons of Cypriot origin regardless of their place of residence who were born after 16 August 1960 must submit applications on form M.123 (in duplicate) and attach their birth certificate, their parents' marriage certificate and a photocopy of their passport.
- (c) Persons of Cypriot origin born before or after 16 August 1960 who are British citizens or citizens of any Commonwealth country and have resided legally in the Republic of Cyprus for a period of one year may apply for citizenship on form M.124 (in duplicate). M.124 requires a birth certificate, a good character certificate issued by the police, and a photocopy of the applicant's passport.

Registration as a result of marriage to a Cypriot citizen

A person of full age and capacity who has contracted a marriage to a citizen of Cyprus may submit an application on form M.125 (in duplicate) after completing three years of marriage and harmonious cohabitation with their Cypriot spouse – these provisions do not

▶ Did you know?

- All applications for citizenship are signed before a Judge or a Court Registrar, if they are submitted from Cyprus, or before a Consular Officer of the Republic of Cyprus, if they are submitted from abroad.

▶ Contacting us

MINISTRY OF INTERIOR

Civil Registry and Migration Department

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migration@crmd.moi.gov.cy

Web: www.moi.gov.cy

(Language selection Greek)

apply if the foreign spouse has entered or resided illegally in Cyprus. A marriage certificate, a certificate of cohabitation of the two spouses, the applicant's birth certificate, a good character certificate issued by police and the Cypriot spouse's particulars must be attached.

NOTE: *Applications for citizenship are submitted to the Consular Authorities abroad, to the Director of the Civil Registry and Migration Department or to the District Administration Offices (if the applicants are in Cyprus).*

Passport issues

Cyprus passports are issued only to Cypriot citizens. All overseas Cypriots who are not Cypriot citizens (e.g., those born abroad after 16 August 1960 or those who emigrated before 16 August 1955) must acquire Cypriot citizenship before submitting an application for a Cyprus passport. Overseas Cypriots must apply to the Cypriot Consular Authorities abroad. Passports are generally issued with a validity of ten years.

Children of overseas Cypriots who are born abroad do not automatically acquire Cypriot citizenship by birth – to acquire a Cyprus passport, their parents must have them registered as Cypriot citizens.

Children of overseas Cypriots may be included on the Cypriot passport of their parents, provided they acquire Cypriot citizenship and are under the age of 12. However, they cannot travel without being accompanied by the holder of the passport on which they are included. Children may also acquire their own Cyprus passports upon application by their parents. The consent of both parents is required for the issuance of a passport to a minor.

The issue of an initial Cyprus passport requires two recent photos, a birth certificate and a marriage certificate. To renew a Cyprus passport, you must submit the expiring passport with two current photos.

You must immediately report a lost or stolen passport to the local police authorities and to the nearest Consular Authorities. New passports are issued in such cases only after thorough investigation and are valid for one year only. Upon expiry of this one-year passport, a new passport is issued, free of charge, which is valid for 10 years.

The fee for the issue of a passport is €42,72. In the case of a lost or stolen passport, the fee is €85,45.



Civil Identity Cards

On reaching the age of twelve (12), all citizens of the Republic of Cyprus, all overseas Cypriots and all other persons legally residing in Cyprus are required to attain and be in possession of a Civil Identity Card. The Civil Identity Card is used as a proof of identity, in order for the holder to gain access to various services, and can also be used as a travel document in EU Member States. The Civil Identity Card should be carried with you at all times.

The identity card is valid for ten years for adults and for five years for minors under the age of 18.

Remember

For a Civil Identity Card, you will need to:

- Complete the relevant application form.
- Apply in person.
- Provide an original certified photograph (4X3cm).
- Provide an original birth certificate.
- Provide either a marriage or a divorce certificate, in cases of name changes.
- Provide a passport, in cases of dual nationality.

If you have alien status with lawful residence in Cyprus, you should present your Alien Registration Certificate, your Residence Permit and an officially translated Birth Certificate, in addition to your passport.

Electoral Lists

Cypriot citizens by origin who are 18 and over and have been resident in Cyprus for at least six months prior to the date of registration can apply for a voting booklet and be added to the electoral register free of charge.

The electoral lists are drawn up every three months on the second day of January, April, July and October. The names of new voters and new voter cards are issued only after the electoral list has been displayed and inspected for possible objections by every interested person, per legal requirements.

Remember

- It is normal to feel emotionally and physically drained during repatriation.
- Give yourself and your family time to adjust. Be fair to yourself.
- Go as frequently as you need to to your 'safe place'.
- Get involved in local activities.
- Celebrate your bicultural identity.
- Stay open-minded.

► Contacting us

CUSTOMS AND EXCISE OFFICE

Corner of M. Karaoli and G Afxentiou, 1440 Nicosia,
Tel: (00357) 22601713
Fax: (00357)22302031
Email:
headquarters@customs.mof.gov.cy
Web: www.mof.gov.cy
(Language selection Greek,
English, Turkish).

► Remember

- Member States can protect their citizens by setting specific limits on the movement of goods into and through their countries. These limits may be set for health and/or safety reasons, or for the protection of the environment.
- Always check current legislation. You can purchase a copy from the publishing offices at Mihalaki Karoli Street in Nicosia (part of the Ministry of Finance Tel: 22405811).
- You will need to know the name and number of the legislation you require.

The Civil Registry and Migration Department and the Local Offices of District Administrations issue voting cards. Change of name and/or address is free of charge, but replacement of the booklet due to loss or wear and tear carries a small fee.

You must have the following in order to register:

- Completed application form
- A passport photo
- Certificate from your community president, unless attending in person
- Verification from the leader of a religious group, if you wish to lodge a religious preference.

Moving Home, Pets and Car

Although you've made the decision to move to Cyprus and your excitement is high, many practical issues still require your attention. Moving your household to Cyprus means your family, your pets and most of your possessions – perhaps even your car. This section explains how to register your car, how to obtain a Cypriot driving license, and how much duty you will have to pay, if any, on entering Cyprus.

Moving Goods

The free movement of goods is one of the cornerstones of the European Single Market, and the removal of national barriers to the free movement of goods within the EU is one of the principles enshrined in numerous EU treaties.

Although the EU is committed to breaking down internal trade barriers, not all sectors of the economy have been harmonized. Within Europe, the EU regulates some sectors of the economy that might present a "higher risk" for its citizens, including construction products and pharmaceuticals. Most products, however, are considered "lower risk" and are subject to the application of the so-called "principle of mutual recognition", which means that essentially every product legally manufactured or marketed in one of the Member States can be freely moved and traded within the EU.



Limits to the free movement of goods

There are some limitations to what and how much can be moved between member states. The EU Treaty gives Member States the right to set limits to the free movement of goods when there is a specific common interest, such as the protection of citizens' health, the environment or public policy. This means that if the national authorities of a Member State consider the import of a product a potential threat to public health, public morality or public policy, the authorities can deny or restrict its importation – examples of such products include genetically modified food or certain energy drinks. There is a series of European restrictions for specific categories of products, such as alcohol and tobacco, but there are generally no limitations for the purchase of goods in any Member State, as long as they are for personal use.

Moving your Personal Property within Member States

Persons who transfer their normal residence from another Member State to the Republic are allowed to import their personal property without payment of import duties and VAT, provided they have been acquired after payment of all local duties and taxes and never refunded or exempted on exportation. You must transfer your personal property to the Republic no later than 12 months from the date of transfer of your prior residence.

For the purposes of the law, personal property means property of personal use for the persons concerned, or for the needs of their household, which does not reflect any commercial interest by its nature or quantity. “Personal property” may include the following: camping caravans, cycles, household effects, household pets and saddle animals, household provisions appropriate to normal family requirements, motorcycles, pleasure craft and private aeroplanes, portable instruments of the applied or liberal arts and private motor vehicles and their trailers. Exemption from the excise duty is granted for one vehicle only per person. This person:

- Must hold a valid driving licence, and
- Has acquired and used the vehicle, at his former place of residence, for a minimum period of six months before his transfer to Cyprus

The vehicle may not be sold, disposed of, hired out, lent or transferred without the prior approval of the Director of Customs.

▶ Did you know?

- You can use the form AP1 to apply for relief from excise duties when transferring to Cyprus from another EU Member State.
- Form AP1 can be downloaded from the Customs and Excise website (www.mof.gov.cy/customs) or obtained from any Customs office.

► Did you know?

- You can use the form AP2 to apply for relief from excise duties when transferring to Cyprus from outside the EU.
- Form AP2 can be downloaded from the Customs and Excise website (www.mof.gov.cy/customs) or obtained from any Customs office.

Form AP1, which can be downloaded from the Customs and Excise website (www.mof.gov.cy/ce) or obtained from any Customs Office on the island, is used for applying for relief from excise duties in case of transfer of normal residence from another EU Member State. You may present a completed form AP1, together with the necessary evidence to support your claim for relief, at any Customs Station.

Moving your Personal Property from a country outside the European Union to Cyprus

Relief from import and excise duty and VAT is granted for "personal property" belonging to a private individual who transfers his or her normal residence to Cyprus from a country which is not within the EU. As with all Member States, personal property may include the following: camping caravans, cycles, household effects, household pets and saddle animals, household provisions appropriate to normal family requirements, motorcycles, pleasure craft and private aeroplanes, portable instruments of the applied or liberal arts and private motor vehicles and their trailers.

No relief is granted for alcohol, for tobacco or tobacco products, for commercial means of transport or for articles used in the exercise of a trade or profession, other than portable instruments of the applied or liberal arts.

Relief is granted for only one vehicle per person; this person must hold a valid driving license.

The following terms and conditions must be fulfilled:

- The personal property has been in your possession and used by you at your normal place of residence for a minimum of six months before the date on which you cease to reside in the country of origin.
- Is intended to be used for the same purpose at your new residence.
- Has been acquired according to the general conditions of taxation in force, in the domestic market of the country of origin.
- Must be imported within a period of six months before or twelve months after the transfer of your normal residence to the Republic.
- You had your normal residence outside the EU for a continuous period of at least 12 months prior to the transfer of residence.



The personal property for which relief is granted shall not be lent, pledged, hired out or transferred for a period of twelve months following the transfer of your residence, unless the import duties are paid with the permission of the Director of Customs and Excise.

Form AP2, which can be downloaded from the Customs and Excise website (www.mof.gov.cy/ce) or obtained at any Customs Office on the island, is an application for relief from import and excise duties and VAT. You may present a completed form AP2, together with the necessary evidence to support your claim for relief, at any Customs Station.

Rent Subsidy

As part of the Republic's commitment to helping repatriates, the Government of Cyprus offers repatriates a rental subsidy allowance for the first year. The subsidy is based on the number of people repatriating and sharing a rental house. Application forms are not yet available on line but can be obtained at regional offices of the Special Service for the Care and Rehabilitation of Displaced Persons in Larnaca, Limassol, Nicosia and Pafos. All application forms must be accompanied by:

- A copy of your signed home rental agreement.
- Confirmation from the Embassy, Consulate or High Commission of at least ten years absence from Cyprus.
- Copies of your Cypriot civil identity card (front and back).
- Copies of your passport.

For more information, contact the Rent Subsidy Office for Displaced and Adversely Affected Persons, Ministry of the Interior, Nicosia, Tel. 22-871837.

▶ Contacting us

CUSTOMS AND EXCISE OFFICE

1 Andrea Kariou, Engomi 2409

Nicosia,

Tel: (00357) 22407509

Email:

nicosia@customs.mof.gov.cy

Web: www.mof.gov.cy

(Language selection Greek,
English, Turkish).

▶ Did you know?

- Motor vehicle relief is limited to one claim per family. This means that a child over 18 who is financially dependent on his or her parents cannot make a separate application.
- Relief covers excise duty up to a total of €11,960.21 (for repatriated Cypriots) and €5,125.80 (for immigrants whose fathers are Cypriot). These amounts do not include VAT - any amount in excess of this must be paid.
- Motorcycles, buses, double cabin trucks and caravans do not qualify for relief.
- You can only use this exemption to pay duty once.

▶ Did you know?

- If you were a minor at the beginning of the 10 year period, you will need to submit your parents' passports or other documents to prove you were living abroad permanently.

Bringing Vehicles into Cyprus

Travelling across the European Union with your car has become a lot less problematic, as the European Commission has instituted a series of common regulations governing the mutual recognition of driving licences, the validity of car insurances, and the registration of your car in a host country. If you repatriate to Cyprus and make it your permanent home after living abroad for at least ten years continuously, you may be entitled to apply for relief on motor vehicle duty.

Relief on vehicles for Cypriots

You must be a Cypriot permanently residing in Cyprus after having lived abroad for a continuous period of at least ten years to be entitled to relief on motor vehicle duty. You are entitled to relief on one motor vehicle per family unit; this means that a child over 18 years of age who still lives at home and is financially dependent cannot make a separate application. As long as you import/transfer or buy the vehicle for which you are seeking excise relief within one year of moving to Cyprus, you are eligible to apply.

Customs and Excise denote three main categories outlining qualifications for duty relief on motor vehicles:

- (a) Citizens of the Republic who, during the twelve years preceding their arrival in the Republic, have worked abroad for a total period of at least ten years since 20th July 1974. Relief covers import and excise duty up to €11,960.21 and is granted for one vehicle per family.
- (b) Repatriated Cypriots who return to settle permanently in the Republic after permanent residence abroad after a continuous period of at least ten years. Relief covers excise duty only up to €11,960.21 and is granted for one vehicle per family.
- (c) Persons with Cypriot fathers who arrive to take up permanent residence in Cyprus after permanent residence abroad for a continuous period of at least ten years. Relief covers excise duty only up to €5,125.80.



The following terms and conditions apply:

- Relief is limited to one vehicle per family (spouse and dependents).
- Motorcycles, buses, double cabin trucks and caravans do not qualify for relief.
- The vehicle must be imported/transferred or purchased in Cyprus within one year after your arrival.
- The vehicle will not be lent, sold, pledged, hired, exchanged or otherwise disposed of in the Republic without the prior permission of the Director of Customs.

In order to meet the requirement of these categories of relief, you must submit the application forms P16A, P16B or P16Γ, respectively, together with all required evidence. The application forms can be downloaded from the Customs and Excise website (www.mof.gov.cy/ce) or obtained at any Customs Office in Cyprus.

► Remember

- Import duty is charged when a vehicle is imported from a country outside the European Union. Even when relief is granted for duty payable on your motor vehicle, you may still need to pay the VAT on:
- Brand new vehicles.
- Used vehicles imported from outside the European Union.
- Used vehicles where VAT has been paid in a Member State but refunded on exportation.

In order to submit an application form, be sure you have the relevant supporting documentation before going to the Nicosia Customs House. You will need originals and photocopies of:

- Passports for you and your family for the ten years prior to your repatriation.
- Certificate of nationality from your former country of residence.
- Marriage certificate.
- Regular Cypriot driving licence or a driving license from an EU Member State.
- Documentation to show the importation of your household effects.

Be sure to ask if there is any other documentation required.

► Did you know?

- You cannot sell, lend, pledge, hire or exchange vehicles for which you have not paid import and excise duties without the prior consent of the Director of Customs.
- Only you, your spouse and your children are entitled to use vehicles that have been relieved of import and excise duties.

► Contacting us

CUSTOMS AND EXCISE OFFICE

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headquarters@customs.mof.gov.cy

Web: www.mof.gov.cy
www.mof.gov.cy/ce
(Language selection Greek,
English, Turkish)

Temporary importation of motor vehicles:

22407525, 22407526,
22407538, 22407591

Relief from duty and taxes:

22407531, 22601657,
22601658 and 22601872

Taxation of motor vehicles:

22601748 and 22601753

Once your application has been approved and your vehicle has been cleared from customs and any payable duties, Customs Officers will issue you form C72.A, which you will need to register your vehicle with the Department of Road Transport.

► Remember – Ten-year rule points to consider

You will need to demonstrate that you have lived permanently abroad for at least ten years. This includes:

- Proof of an entry stamp which has no time restrictions. For example, from the United Kingdom you will need a stamp which states, “given leave to enter the U.K. for an indefinite period”; from the USA, you will need a green card or a relevant stamp; from Greece, you will need proof of at least ten years employment; if you are coming from Canada, you must be considered a “landed immigrant” in Canada.
- Marriage certificates that are at least ten years prior to the date of settlement in Cyprus may be considered, along with other evidence.
- Certificates of nationality from the country you have lived in, as well as certificates from schools, diplomas and other proof of education abroad (studying or working abroad temporarily is not considered a permanent move).
- Indirect forms of proof – tax returns, social insurance payments, wages receipts and medical reports – may be used to support a claim where passports and other direct evidence are not readily available.
- Keep copies of all documents you submit for your own records.

► Did you know?

- A holder of a driving licence from Australia, Canada, Georgia, Japan, Lichtenstein, New Zealand, Norway, Russia, Serbia, South Africa, South Korea, Switzerland, Ukraine, USA and Zimbabwe can drive for a period of six months in Cyprus. After six months you will need to exchange your licence for a Cypriot license.

Your driving licence in the EU

The EU member states have introduced a “Community Model” driving licence, a common model that ensures that driving licences issued by different EU countries are mutually recognised in all Member States. The licence is issued in accordance with national law, which is harmonised with the relevant European directives. Driving licences issued before 1996 must be exchanged for the new Community Model driving licence.

If an EU citizen relocates to another Member State, it is not necessary to exchange the driving licence, although many people do so for practical reasons. Some Member States require that additional data be included on their licenses, in order to fulfil certain administrative requirements.



In the event of expiry, loss or theft, a new driving licence can be issued in the driver's Member State of residence, in accordance with national conditions.

Moving of Animals and Plants

Citizens of the European Union who reside in one Member State and wish to transfer their normal residence to the Republic of Cyprus may bring their pets with them. The following rules apply to the non-commercial movement of pet animals. For the purpose of this document, "pet animals" means cats, dogs and ferrets. The animal must be accompanied by its owner (a natural person) or by a person who is responsible for it. The sale or transfer of such animal to another owner is prohibited.

Any pet animal entering the territory of the Republic of Cyprus must be at least 111 days old and vaccinated against rabies. The entry of pet animals aged less than 111 days old is prohibited regardless of the country of origin. In order to be vaccinated against rabies the animal must be at least three months old. The completion of the protocol for the animal's primary vaccination must take place at least 21 days prior to the movement of the animal to Cyprus. The period of 21 days is not applicable in cases of re-vaccinations (booster vaccinations), provided they are administered within the period of validity indicated by the manufacturer of the vaccine used in the previous vaccination.

Upon arrival, every animal and its accompanying documents are inspected by a Customs Officer. If the respective entry requirements for each case are met, the animal can enter into the territory of the Republic of Cyprus. When the need for an inspection by a Veterinary Officer arises, the owner or the person responsible for the pet animal(s) pays all relevant inspection fees.

Remember – Ten-year rule points to consider

- Each animal must be accompanied by a European pet animal passport (Decision 2003/803/EC).
- Each animal must be individually identified by a clearly readable tattoo (accepted until 3/7/2011) or an electronic identification system (transponder-microchip). The transponder-microchip must comply with ISO standard 11784 or annex A to ISO standard 11785.
- In case of pet animals entering the territory of the Republic of Cyprus from a third country, you should contact Veterinary Services regarding all applicable conditions.

▶ Did you know?

- Dogs of the following breeds may not be imported into Cyprus from any country: American pit bull terriers or pit bull terriers, Japanese tosa, tosa Inu, Dogo Argentino, Argentinian mastiffs, fila brasileiro and Brazilian mastiffs.

▶ Did you know?

- The only restrictions on the transfer of plants to the territory of the Republic of Cyprus are those which apply to the plants listed in Annex V to Directive 2000/29/EC, for which a phytosanitary certificate is required.

► Contacting us

MINISTRY OF FINANCE

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Tel: (00357) 22601722
Fax: (00357)22
Web: www.mof.gov.cy
(Language selection Greek,
English, Turkish).

► Did you know?

- If you are not a resident of Cyprus for tax purposes, you will only pay taxes on income earned in Cyprus.

If any or all of the above-listed requirements are not met, the animal may be returned to the country of origin (re-exported) or isolated in quarantine for as long as it is necessary for it to meet the health requirements (no more than six months). The animal may be euthanized, without any compensation to the owner or the person responsible for the animal, if re-exportation or isolation in quarantine for the required period is not feasible.

Before leaving for Cyprus you are advised to contact the Veterinary Services of the Republic of Cyprus in order to confirm that you have fulfilled all provisions and requirements in force for the movement of pet animals into the Republic.

Financial Issues

Whether you are repatriating as a pensioner or as a working family, you will need to address issues related to your personal finances soon after you settle permanently in Cyprus. You will need to know where and how to make tax and social security payments, or how to collect your pension. You may even be interested in what business schemes are available and how to apply.

► Remember

- Retirement lump sums, lump sum repayments from life insurance schemes, interest income, widow's pension and dividend incomes are amongst the incomes which are exempt from an income tax levy.

Tax Liability

Tax liability in Cyprus is based on the principle of residence (tax residence). A company is considered to be resident in Cyprus if its management and control is exercised in Cyprus, while an individual is considered to be resident in Cyprus if he or she resides therein for more than 183 days in any tax year. Cyprus residents are taxed on worldwide income, while non-Cyprus residents are taxed on their Cyprus income only. Non-Cyprus residents having a permanent establishment in Cyprus may opt to be taxed as Cyprus residents. Cyprus residents are responsible for a special contribution to the defence of the



Republic. As such, their dividend, interest and rental income is taxed at the rate of 15%, 10% (3% for certain types of interest income) and 3% respectively.

There are some income tax exemptions:

- 100% of interest income earned by individuals and 50% of interest income earned by companies (excluding interest derived from the ordinary course of business and interest which is closely connected to the ordinary course of business).
- Dividends.
- Profits attributed to permanent establishments abroad, subject to certain restrictions.
- Lump sum retirement payments.
- Capital sums from approved life insurance policies, provident and pension funds.
- Profit from sale of shares.
- Income from employment services provided abroad to a non-resident employer or to an overseas permanent establishment of a resident employer for a period exceeding 90 days in any tax year.
- €5,000 or 20%, whichever is less, of the remunerations from any office or employment exercised in Cyprus by an individual who was resident outside Cyprus before the commencement of his employment. The exemption applies for 3 years beginning on the first of January of the year following the year in which the employment commences.
- Certain pensions.
- Income from a bursary, exhibition, scholarship or any other similar educational endowment held by an individual receiving full time instruction.
- Income from charitable, educational or religious institutions of a public character.

▶ Remember

- Retirement lump sums, lump sum repayments from life insurance schemes, interest income, widow's pension and dividend incomes are amongst the incomes which are exempt from an income tax levy.

▶ Did you know?

- There is a special contribution for defence. It is imposed on the interest, dividends and rental income of Cyprus tax residents, individuals and companies, and is subject to certain exceptions. It is also levied on the profits of public corporate bodies.

▶ Did you know?

- Immovable property situated in Cyprus is subject to tax on the market value of the property as at January 1st 1980, in accordance with the valuation of the Lands and Surveys Department.
- Capital gains tax is imposed at the rate of 20% on gains arising from the disposal of immovable property situated in Cyprus or the disposal of shares in a company which owns immovable property situated in Cyprus. Exemptions from capital gains tax include, inter alia, gains arising in the context of company reorganizations.

► Did you know?

- Corporation tax is imposed at a rate of 10% on chargeable income.
- Public corporate bodies are liable to tax at a rate of 25% on chargeable income

Tax Deductions

There are some deductions permitted with regard to income tax payments. These deductions, which are subject to certain conditions, include: the bad debts of any business; donations or contributions made for cultural, educational or other charitable purposes to the Republic or a local authority; expenditures incurred relating to the preservation of buildings and monuments.

Some capital allowances apply and are deducted for reasonable wear and tear of fixed assets as a result of their commercial use (restrictions apply). Some personal allowances are also exempt, such as contributions to the social security fund or an approved pension fund, life insurance premiums (with a limit of 7% of the capital sum), and contributions made for the general health scheme or other approved medical schemes. However, the sum of the aforementioned cannot exceed 1/6 of the chargeable income before such deductions are made.

► Remember

- Relief for double taxation in respect of foreign source income is available via the credit method under any of the double tax agreements presently in force, which cover 42 states, or may be obtained unilaterally where no such double tax agreement is available. You can get more information at www.mof.gov.cy/ird

Foreign exchange – capital movements and payments

There are no restrictions on the import or export of banknotes. However, when entering or leaving Cyprus, banknotes and/or gold with a value equal to or exceeding €12.500 must be declared to Customs Officers. Travellers to or from non-EU countries must declare any currency or bearer-negotiable instruments of a value of €10.000 or more, in accordance with current EU regulations.



Working in Cyprus

Overseas Cypriots may apply for employment in Cyprus while they are abroad by completing the relevant application form, which is available from Cyprus Diplomatic missions abroad or from the Department of Labour. Cypriot repatriates without Cypriot citizenship may stay and work in Cyprus without formalities for an unlimited period, although there are certain exceptions with regard to “regulated professions” which are restricted to holders of special qualifications. For information regarding regulated professions, contact Marilena Pelekanou, 22400846, qualifications@dl.mlsi.gov.cy.

Remember

- There are many useful sites you can access via the internet for up-to-date information on employment in Cyprus:
- Public employment services - www.pescps.dl.mlsi.gov.cy.
- Education and training - www.refernet.org.cy.
- Human Resources Development Authority of Cyprus and training opportunities - www.hrdauth.org.cy.
- Cyprus Productivity centre - www.evelikt.es.kepa.mlsi.gov.cy.

The Human Resource Development Authority of Cyprus (HRDA) is a semi-government organization. The aim of the HRDA is to create the necessary prerequisites for the planned and systematic training and development of the Cypriot workforce, at all levels and in all sectors, in order to meet the economy’s needs as outlined in the Republic’s national social-economic policies.

Remember

- The Human Resources Development Authority operates a number of training schemes:
- Training for the unemployed.
- Training for economically inactive women.
- Placement and training of tertiary education graduates.
- Training for persons already employed.
- Consultancy services and training to SMEs employing 1-249 persons.

Did you know?

- In accordance with the policy of the Ministry of Labour and Social Insurance, every overseas Cypriot who applies to the labour offices to find work, or for guidance and information, should be assisted by a trained Employment Counselor.

► Contacting us

MINISTRY OF LABOUR AND SOCIAL INSURANCE

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(Language selection Greek,
English, Turkish).

Social Insurance Protection and Payments

Cyprus is a country with a large number of emigrants and a large number of employees who formerly worked or still work temporarily in foreign countries. Agreements on social security that have been concluded with other countries enable these persons concerned to retain or acquire rights for pensions and benefits. The Cyprus social insurance scheme compulsorily covers every person working in Cyprus, both those employed by other persons and those who are self-employed.

Emigrants who before their emigration were working and paid contributions to the scheme for at least one year have the right to be voluntarily insured, provided they have not reached the pensionable age of 65. In this case and where contribution conditions have not been satisfied, payments can continue until pensionable age. There is no case in which the contributor can pay after the age of 68; this right cannot be exercised retroactively for a period greater than one year prior to the year in which the applicant applies for voluntary insurance.

► Remember

- Social pension is payable to a person residing in Cyprus who has reached the age of 65 and is not entitled to a pension or similar payment from any other source, the amount of which is equal to or higher than the amount of social pension and satisfies the residency conditions as specified by law. These conditions are:
- Legal residency in Cyprus, in an EU Member State, within the European Economic Area, or in Switzerland, for a total period of at least 20 years from the date the claimant turns 40.

OR

- Legal residency in Cyprus, in an EU Member State, within the European Economic Area, or in Switzerland, for a total period of at least 35 years from the date the claimant turns 18.

The monthly social pension is €299.51, which is equal to 81% of the full basic pension payable under current social insurance legislation, €369.77 for 2009. Also, emigrants who repatriate before reaching pensionable age and undertake work, either as employees or self-employed, are compulsorily insured irrespective of whether or not they had previous insurance in Cyprus.



Voluntary contribution is 14.8%, 11% payable by the voluntary insured and 3.8% payable from the state budget. Voluntary contribution for individuals working abroad in the service of Cypriot employers is 17.9%, 13.6% payable by the insured person and 4.3% payable from the state budget.

The rate of contribution for employees is based on their salaries, while the rate of contribution for the self-employed is based on total income.

Those compulsorily insured since October 1980 are entitled to make voluntary contributions on higher income up to the amount of wages, salary or income for which they previously made contributions, either as employees or as self-employed individuals. For this calculation a maximum amount of earnings/income is taken into consideration – for 2009 this amount was €4,004 per month or €924 per week. For those who have not been compulsorily insured since 1980, voluntary insured contribution is calculated based on annual income of €8,012 for 2009.

Benefits provided under the social insurance scheme are divided into 3 categories

The Social security scheme divides the main support needs into three categories:

i. Grants:

- Funeral, marriage, maternity. These figures change annually. Please check with the Ministry of Labour and Social Services for eligibility and amounts.

ii. Benefits

- Maternity, missing persons, sickness and unemployment. These are means tested, and you may need to have paid a minimum contribution into the fund in order to be eligible for payment (e.g., for unemployment benefit).

iii. Pensions (minimum amount for 2009 was €314.30, paid 13 times per year).

- Invalidity, old age, orphan's and widow's are examples of the types of pension payable under this section.

In addition to these main categories, there are benefits for industrial accidents and occupational diseases, including injury, disablement and death.

Employed persons are entitled to all of the above, although the self-employed are exempt from unemployment benefits and benefits for industrial accidents and occupational

▶ Did you know?

Cyprus concluded bilateral agreements on social security with Australia, Austria, Bulgaria, Canada, Czech Republic, Egypt, Greece, the Netherlands, Slovakia, Switzerland and the UK. These agreements provide:

- Equality of treatment
- Payment of pensions to repatriated Cypriots from their country of origin.
- The aggregation of insurance under the legislation of Cyprus, with the period of insurance completed under the legislation of the country of origin, for the purpose of entitlement to benefits.
- The Republic of Cyprus is in the process of concluding bilateral social security agreements with New Zealand and Syria.

▶ Did you know?

Existing legislation provides for voluntary insurance for:

- Residents of Cyprus who have compulsory insurance under the social insurance scheme for at least one year.
- Residents of another country who have compulsory insurance for at least three years.
- People working abroad for a Cypriot employer, even if they had no previous insurance in Cyprus.

▶ Did you know?

- With the aggregation of payment periods from two or more countries, duplicate payment of insurance is avoided whilst enabling you to retain your entitlement to benefits.

▶ Contacting us

**MINISTRY OF COMMERCE, INDUSTRY
AND TOURISM**

Entrepreneur Schemes

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22867194

Email: smilikouris@mcit.gov.cy

Web: www.mcit.gov.cy
(Language selection Greek,
English, Turkish)

▶ Did you know?

- Applications are accepted on a yearly basis. The guidelines are published on the website of the Ministry of Commerce, Industry and Tourism, www.mcit.gov.cy, in the Greek section.
- Successful candidates attend special training organised by the Human Resource Development Authority of Cyprus.
- Successful candidates may receive up to 50% of the approved budget for their sector.

diseases. Voluntarily insured persons are entitled to funeral, marriage and maternity grants and to old age, orphan's and widow's pensions.

Since the accession of Cyprus to the European Union, regulations 1408/71 (EC) and 574/72 (EC) have been implemented to effectively coordinate social security throughout the EU and are directly applicable. EU provisions ensure that the application of different national legislations does not adversely affect your rights to move within the EU and within the European Economic Area.

Financial Schemes for Businesses Owned by Women

The Republic of Cyprus, together with the EU fund for regional development, co-finance schemes to promote and encourage the greater integration and expanded role of women in the workplace and in their own business enterprises.

Entrepreneurship for Women

This scheme has been created for women between the ages of 18 and 55, in order to develop, and to support and encourage, the entrepreneurship of women in Cyprus. The scheme covers most economic activities, including those within the manufacturing sector.

Entrepreneurship for Youth

This scheme has been created for women between the ages of 20-29, in order to support and encourage young women in Cyprus who wish to establish business enterprises. The idea is to promote viable enterprises, to encourage expansion in modern technologies, and to support innovative projects and products.

Consumer Protection and Competition

The Competition and Consumer Protection Service of the Ministry of Commerce, Industry and Tourism is responsible for competition policies and for the introduction and enforcement of legislation pertaining to consumer issues. This includes the protection of the health, safety and economic concerns of consumers.



The Competition and Consumer Protection Service provides consumers with information about the market price levels of basic consumer goods. This information is provided through the Price Observatory and is published on the Ministry's webpage (www.mcit.gov.cy). Whenever necessary, consumers can call and log a complaint or get information and advice with regard to their rights via a toll free telephone line, 1429.

One of the reasons the Ministry created the Competition and Consumer Protection Service is to provide consumer protection in response to the decision issued by the council of Ministers in May 2004 for the establishment of the Unit of European Networks relevant to consumer protection. The Unit already hosts European networks, including SOLVIT (an online network in which Member States work together to solve, without legal proceedings, problems caused by misapplication of the Internal Market Law – use of the network is free of charge) and RAPEX (the Rapid Alert System for Non-Food Products, which operates via a rapid exchange of information across Member States and publishes weekly reports). The Unit has also introduced competition policies and enforces existing legislation pertaining to consumer rights and issues; its overall objective is to build a culture of fair competition which also safeguards the health, safety and economic interests of consumers.

The European Consumer Center of Cyprus (ECCCy) is operated by the European Commission and the Government of Cyprus. The ECCCy assists consumers who encounter problems during cross-border transactions; the Center supports their efforts to seek redress through alternative means of dispute resolution, and provides information on EU and national legislation and case law.

Renewable Energy Sources and Energy Conservation

The Renewable Energy Sources and Energy Conservation grant scheme provides financial incentives in the form of government grants or subsidies for investments in the field of Energy Conservation and for the utilization of Renewable Energy Sources.

The Ministry of Commerce, Industry and Tourism has a devoted Energy Service Department which monitors and co-ordinates energy-efficient incentives, including capacity, supply and information sharing. This department can help you should you install energy saving or renewable energy equipment in your home or workplace.

▶ Contacting us

MINISTRY OF COMMERCE, INDUSTRY AND TOURISM

Competition and Consumer Protection Service

Andrea Araouzou 2, Nicosia
Toll Free within Cyprus 1429
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Web: www.mcit.gov.cy
(left hand menu selection)
(Language selection Greek, English and Turkish)
European Consumer Centre
Email: ecccycyprus@mcit.gov.cy
Web: www.ecccycyprus.org

▶ Contacting us

Cyprus Consumers Association

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Fax: (00357) 22516118
Email: cyconsas@spidernet.net
cca@spidernet.net
Web:
www.cyprusconsumers.org.cy
(Language selection mostly Greek)

▶ Remember

- Guidelines for energy saving initiatives are published on the website of the Ministry of Commerce, Industry and Tourism, www.mcit.gov.cy.

▶ Contacting us

MINISTRY OF COMMERCE, INDUSTRY AND TOURISM

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(Language selection Greek,
English, Turkish).

▶ Did you know?

- The maximum grant given under this scheme is €187,946 over 3 years per laboratory/applicant. This covers:
 - Lab testing
 - Certification of conformity
 - Freight costs
 - Further guidelines are available on the website of the Ministry of Commerce, Industry and Tourism, www.mcit.gov.cy, or call (00357) 22409303.

Environment

Government grants are available to enterprises participating in economic activities that benefit the environment, including: the reduction of industrial pollution in the form of solid, liquid and gas pollutants; the reduction of noise; the reduction of carbon emissions; the development of recycled materials in order to reduce the usage of natural resources. This scheme covers investments for up to 30% - 40% of eligible costs including the purchase of land, outlay for necessary equipment and any expenses related to the acquisition of technology.

Promoting Small to Medium Sized Businesses: Support Initiatives - Technology Service

In order to maintain product quality via specialized testing, as embedded in national and European Union legislation, government grants exist for testing goods abroad if the test cannot be completed in Cyprus. This grant is provided to existing or newly established small to medium sized companies based in the Republic of Cyprus that transact and analyze and/or test products abroad, either on their own or in collaboration with another company.

▶ Did you know?

- The contacts for the enhancement of laboratory infrastructure and testing abroad are Dr. Michael Neoptolemos, Industrial Extension Officer (00357) 224090402 and Mr. Spyros Zavros, Senior Industrial Extensions Officer (00357) 22409311
- The contact for grant application for haccp is Dr. Phroso Hadjiluca, Senior Industrial Extensions Officer (00357) 22867167

▶ Remember

- You can apply for this grant if you are investing in new machinery and equipment – you will receive a grant according to the size of your enterprise (€10.000 for micro, €20.000 for small, €30.000 for medium size).
- Handicraft-related SMEs employing up to 3 persons may be considered eligible for the cost of construction/building extension.



Grant Scheme to Support the Competitiveness of Manufacturing Sector SMEs

This grant scheme, which is co-financed by the European Regional Development Fund and the government of the Republic of Cyprus, supports SMEs within the manufacturing sector. The total available budget is €22 million, of which €11 million will be offered to beneficiaries of the first call. Grants are provided for new machinery/equipment and for the transfer of skills to the workforce – units processing agricultural, fishing and forest products are excluded.

Size	Grant %	Max € (2007-2013)
Micro	35	200.000
Small	30	300.000
Medium	25	400.000
Handicraft up to 3	50	80.000

Improvement and Development of Manufacturing/Trade of Agriculture Products

Benefits under the Rural Development Program (RDP) for 2007-2013

Within the framework of the Rural Development Program for 2007-2013, the Ministry of Agriculture, Natural Resources and the Environment, in conjunction with the Cypriot Organization for Agricultural Payments, has announced incentives for farmers under the age of 40 to set up their own holdings, and to invest in agricultural and stockbreeding projects.

The RDP 2007-2013 also offers a range of agro-environmental measures for Natura 2000 areas and compensatory payments to “Less Favourable Areas”. Other RDP 2007-2013 measures aim to revive economic activity, particularly in the mountainous and semi-mountainous regions, by supporting entrepreneurship through education and the acquisition of skills, by conserving and upgrading the rural and cultural heritage of Cyprus, and by improving the flow of information.

▶ Contacting us

MINISTRY OF COMMERCE, INDUSTRY AND TOURISM

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Web: www.mcit.gov.cy

(Language selection Greek, English, Turkish).

▶ Did You Know?

The overall aim of the Rural Development Program for 2007-2013:

- Improving the competitiveness of the agricultural and agri-food sectors.
- Promoting the sustainable use of natural resources.
- Landscape conservation.
- Improving the quality of life for the rural population.
- Encouraging the diversification of the rural economy.

► Contacting us

DEPARTMENT OF AGRICULTURE

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Cyprus Organization for
Agricultural Payments
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22557777

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Web: www.capo.gov.cy

(Language selection Greek, English, Turkish)

Through the LEADER approach, the RDP 2007-2013 contributes to the endogenous developmental potential of the rural regions by promoting cooperation and applying a bottom-up approach.

Finally, special training is provided on a continuous basis by the Department of Agriculture to those interested in the agribusiness sector.

SMEs that undertake the implementation of investments - with the exception of forestry activities – and are established or will be established in areas where effective control is exercised by the Republic of Cyprus.

- New machinery or equipment
- Transfer of skills

Micro enterprises from the above category that undertake the implementation of eligible investments in sectors and activities covered by the measure – with the exception of forestry activities – and are established or will be established in the Republic of Cyprus.

- Construction and/or extension of buildings
- New machinery or equipment
- Transfer of skills

Micro enterprises that undertake the implementation of eligible investments in activities related to forestry products and are established or will be established in areas where effective control is exercised by the Republic of Cyprus.

- Construction and/or extension of buildings
- New machinery or equipment
- Transfer of skills

► Contacting us

ONE-STOP SHOP

Andrea Araouzou 13-15,
1421 Nicosia.

Tel: (00357) 22409328,
22409345

Fax: (00357) 22409432

Email:

onestopshop@mcit.gov.cy

Web: www.mcit.gov.cy

(Language selection Greek, English, Turkish)

Web:

www.investincyprus.gov.cy

ONE-STOP SHOP

Under the auspices of the Ministry Of Commerce, Industry and Tourism, the government has set up a one-stop shop for local and foreign companies, in order to accelerate, facilitate and simplify the process of establishing a business in Cyprus. The One-Stop Shop makes it possible for an entrepreneur or investor to obtain almost all required permits in a streamlined coordinated process at a single point, in order to establish a new business within one week. Services include:

- Provision of information, guidance and services to potential and existing investors.
- Company registration.
- VAT registration.
- Income tax registration.
- Registration with the social insurance fund and with the employer's registry.
- Application for the issue of residence and work permits.



CYPRUS INVESTMENT PROMOTION AGENCY (cipa)

The government of the Republic of Cyprus is the sole stakeholder in this non-profit limited company. Cipa contributes to the promotion of Cyprus as an international investment and business centre; the company also positions Cyprus on the international business radar screen as a competitive regional hub in a wide range of sectors, thereby facilitating foreign investment in these sectors.

Cipa is committed to providing extensive assistance to foreign companies and individuals who wish to invest in Cyprus, and to providing aftercare services to foreign companies already established in Cyprus. Cipa also fulfills a policy advocacy role supporting the government's strategic priorities, and by contributing to the upgrade and enrichment of the nation's fabric of productive competitiveness. Cipa's institutional framework and operational structure enables the company to adopt flexible procedures and methodologies in order to effectively respond to the rapidly changing demands and challenges of the Cyprus business environment.

PROMOTION OF EXPORTS OF GOODS AND SERVICES

The Department of Trade, within the Ministry of Commerce, Industry and Tourism, is responsible for the promotion of the export of goods and services; the Department's main objective is the expansion and diversification of exports of goods and services. To achieve this goal, the Department has developed and implemented a plan of action specifically designed to help Cypriot enterprises penetrate foreign markets.

The Department's strategy involves much more than advertising; it includes the introduction of export-oriented schemes (as related to the export of agricultural and industrial products and services); participation in international trade fairs; the organization of business missions and seminars abroad; public relations and market research. The Department has always been in close cooperation with the Cyprus Chamber of Commerce and Industry, with the Industrialists and Employers Federation, with numerous local and international associations, and with diplomatic missions based in Cyprus.

The Department also operates eleven Trade Centres in specifically targeted markets, including Austria, Egypt, France, Germany, Greece, Lebanon, Poland, Russia, the United Arab Emirates, the UK and the USA. The sole responsibility of the Trade Centres is the promotion of Cypriot goods and services in overseas markets. The Trade Centres are actively involved in the promotion of Cyprus as an International Business Centre, and in developing foreign investment in Cyprus.

▶ Contacting us

CYPRUS INVESTMENT PROMOTION AGENCY CIPA

4th floor, Severis Building, No. 9
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Web: www.mcit.gov.cy
(Language selection Greek,
English, Turkish)
Web: www.cipa.org.cy

▶ Contacting us

MINISTRY OF COMMERCE, INDUSTRY AND TOURISM

Trade Department

4th floor, Severis Building, No. 9
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Tel: (00357) 22867100
Fax: (00357) 22375120
Email: perm.sec@mcit.gov.cy
Web: www.mcit.gov.cy
(Language selection Greek,
English, Turkish)

▶ Did you know?

There are exemptions to the serving in the army such as:

- Serving clergy or ministers
- Members of the House of Representatives
- Serving court judges
- Those residing permanently outside Cyprus
- Those affected by the events of the coup d'etat of 15th July 1974 and/or the events of 20th July 1974.

▶ Contacting us

MINISTRY OF DEFENCE

Tel: (00357) 22 807500

Fax: (00357)22 676182

Web: www.mod.gov.cy

(Language selection Greek, English, Turkish)

National Service in Cyprus

All male citizens of paternal Cypriot descent are obligated to complete National Service duties. You should expect to be called from the 1st of January following your 18th birthday. Normal duration of service is 24 months.

All Cypriot males under the age of 50 are expected to complete some conscription time. Entry dates are during the first 15 days of January and July each year.

All males reaching the age of 16 are eligible for the national service draft and must report to their nearest army office or, if still at school, to the commissary, in order to complete the necessary paperwork for registration.

Repatriated Emigrant

Repatriated Cypriots and their children who have lived abroad for a period of more than ten years are eligible for a reduced conscription. This reduced conscription is proportional to their age on the date of their return to Cyprus, as follows:

- If they are over 26, they will serve 3 months.
- If they are between 18 and 26, they will serve 6 months.
- If they are between 13 and 18, they will serve 12 months when they come of age.
- If they are between 10 and 13, they will serve 18 months when they come of age.
- Repatriates who have served an obligatory military service of at least eleven months as one of the obligations of their citizenship will serve only three months on repatriation.

▶ Remember

- These are subject to review at the moment and should be confirmed with the conscription office closest to your intended permanent residence, once you are permanently settled.



Dual Citizenship

1. Citizens of Cypriot denomination who were born in Cyprus or abroad have an obligation to serve in the National Guard on repatriation, regardless of whether or not they possess foreign citizenship.
2. The Minister of Defence has the authority to decide on extenuating circumstances with regard to service in the National Guard for Cypriot citizens whose parents are not of Cypriot origin.

Presentation of "Exit Permit"

1. If you have been excluded from the obligation of serving in the military because you live abroad permanently, you may enter and leave the Republic of Cyprus freely, provided your stay is not longer than 3 months concurrently and that the appropriate valid exit permit is presented at passport control when requested.
2. Where the duration of stay is greater than 3 months, a special permit is required.
3. Certificates of Exception or exit permits are issued by the Ministry of Defence once an application has been submitted. Forms can be obtained from Embassies, from Consulates or from the Ministry of Defence in Nicosia.
4. If you have been excluded from serving in the National Guard for other reasons (e.g., captives of war, health, missing father or brother, etc.) make sure you obtain the appropriate verification from the conscript office of the National Guard in your province.

Remember

- Cypriot males between the ages of 16 and 26 are required to present a valid leave of absence certificate, also known as an exit permit, at passport control when leaving the country.

Did you know?

- The Ministry of Defence provides you with a permanent exit permit if you live abroad. This means you need only apply once at your local diplomatic mission.

▶ Contacting us

MINISTRY OF DEFENCE Military section

ARMY OFFICE, NICOSIA

Zaimi 5, Strovolos

Tel: (00357) 22417130

Fax: (00357)22515261

Email: sglasia@cytanet.com.cy

Sgker.mrf@cytanet.com.cy

Web: www.mod.gov.cy

(Language selection Greek)

ARMY OFFICE AMMOHOSTOS

N.Dimitriou, Petroudi, Larnaca

Tel: (00357) 24625376

Fax: (00357)24653991

sglkas.am@cytanet.com.cy

ARMY OFFICE LEMESOS

Agias Fylaxios & Ath. Tsakalof

168, First Floor

Tel: (00357) 25413366

Fax: (00357)25351043

sglsou@cytanet.com.cy

ARMY OFFICE PAFOS

New Government Buildings,

Pafo Building A, Pafos

Tel: (00357) 26933270

Fax: (00357) 26222035

Email: sgpafou@cytanet.com.cy

ARMY RECRUITMENT

Marios Kanaris, 22807538,

Evridiki Zissimou, 22807766

EXIT PERMITS

Kikkos Fegaras, 22807543

► Contacting us

MINISTRY OF HEALTH

Prodromou 1 and Chilonos 17,
1448 Nicosia

Tel: (00357) 22605300

Fax: (00357)22305803

Email:

Web: www.moh.gov.cy
(Language selection Greek,
English, Turkish)

► Did you know?

- 112 is the Europe-wide emergency helpline number.

Healthcare

Medical care is provided by the Government medical services for anyone who needs medical care and/or emergency treatment. This care is available free of charge or at a reduced rate for some groups, such as low income families. Private medical care is also widely available throughout the island and can be utilized on an individual or private health scheme basis. You will not need to register with a General Practitioner (GP) when you repatriate; however, we suggest you keep your records in order, as you may need them to help your doctor build an accurate clinical picture if you take ill.

Children are given baby books (similar to child health care record books) at birth. You should take these with you when you visit the pediatrician. If you have a child health care record book already, you can share this with your child's doctor in order to ensure that an accurate history is recorded.

The Ministry of Health provides free health care to repatriating Cypriots for the first year after repatriation – this applies to all repatriating Cypriots, regardless of income. To claim free health care, repatriating Cypriots and their family members must apply to the Ministry of Health. The application is available at the Ministry of Health website. Applicants must also provide all necessary documents in support of their claim of repatriation. Once approved, repatriating Cypriots are issued a “class A” Medical Treatment Card, which denotes free medical care.

► Contacting us

Head of Department	Andreas Kyriakides	(00357)22605411
Health Care Right (within the EU)	Theodosios Pieri	(00357) 22605349
Cyprus Medical Card (European Health Insurance Card)	Tasoula Mihail	(00357) 22605474



Education

Education in Cyprus is provided on a state and private basis at all levels from nursery school up to and including higher education and vocational/professional studies. State schools teach in the Greek language and follow a curriculum developed and instituted by the Ministry of Education. The academic year is divided into three semesters, and state schools are closed during Christmas, Easter and summer. State school classes begin at 7.30am and finish at 1.35pm, with the exception of schools participating in the Ministry's 'all day' pilot scheme. Private schools will publish their timetables on request.

Public education in Cyprus is compulsory and free from the age of 4 years and 8 months up to the age of 15; kindergartens can accept children from the age of 3. Children can attend the nearest public school to where they reside provided they are enrolled on time before the school year starts; alternatively, they may enroll in the nearest school with available places for students. Extra language support is provided to all pupils attending primary schools whose mother tongue is not Greek; there is no charge for these lessons. English is taught twice a week from the 4th grade of primary school.

Children can also attend private schools – the decision to attend public or private school is entirely up to the parents. There are no free English language private schools in Cyprus; each school charges tuition. In addition to English, there are private schools in Cyprus that teach in other languages.

Adult Education Centres provide free Greek language courses to both children and adults in the afternoon.

In its efforts to offer educational help to Cypriots living in other countries, the Ministry of Education and Culture provides books and other educational material to schools for the children of overseas Cypriots and other Cypriot organisations abroad. The Ministry also offers children from Cypriot communities the opportunity to visit Cyprus and develops, presents and supports programmes related to Greek language and culture. More detailed information regarding the Department of Primary Education, including grants for the children of repatriated Cypriots studying at private secondary schools, may be found at www.moec.gov.cy/dde/index.html.

Higher education in Cyprus is provided by public and private institutions at the university and non-university level. Higher education is also provided by a number of state

▶ Contacting us

MINISTRY OF EDUCATION AND CULTURE

PO Box 1434 Nicosia

Tel: (00357) 22800600

Fax: (00357) 22427559

Email: moec@moec.gov.cy

Web: www.moec.gov.cy

(Language selection Greek)

▶ Did you know?

The three public universities in Cyprus are:

- University of Cyprus (www.ucy.ac.cy)
- Open University of Cyprus (www.ouc.ac.cy)
Offers open access learning.
- Cyprus University of Technology (www.cut.ac.cy)

▶ Did you know?

Children of repatriated Cypriots can apply for a grant to help with fees when studying at private secondary education schools.

María Anastasiadou will be able to advise you.

Tel: (00357) 22800704

www.moec.gov.cy

▶ Did you know?

The private universities in Cyprus include:

- Frederick University (www.frederick.ac.cy)
- European University – Cyprus (www.euc.ac.cy)
- University of Nicosia (www.unic.ac.cy)

institutions, none of which have university status. Most of the state institutions offer vocational programs ranging from one to three academic years.

A number of private higher education institutions are registered with the Ministry of Education and Culture. These institutions have university status and offer both academic and vocational programs of study at the undergraduate and postgraduate levels.

S.EK.A.P

The Symvoulío Ekpedeftikis Axiologisis Pistopiisis (S.EK.A.P - Council for Educational Evaluation- Accreditation, www.moec.gov.cy/sekap) is responsible for quality assurance and for accreditation of the programs offered by private institutions of higher education. S.EK.A.P is also the council for educational evaluation and accreditation, while KY.S.A.T.S (www.kysats.ac.cy) is the national body for the recognition of higher education qualifications (Kypriako Symvoulío Anagnorisis Titlon Spoudon - Cyprus Council of Recognition of Higher Education Qualifications).

Scholarships

The Cyprus government offers scholarships on the basis of academic, financial and social criteria to Cypriots and Greeks of the Diaspora who study at the University of Cyprus and the Cyprus University of Technology. The academic affairs offices and the student welfare services of these two institutions will provide you with current criteria, deadlines and application forms.

More detailed information regarding the educational system of Cyprus and the prospects and choices for school attendance at all levels of education (Pre-primary, Primary, Secondary and Higher) and information pertaining to students' rights and obligations in our schools may be found under the link "A guide to Education in Cyprus" on the website of the Ministry of Education and Culture (www.moec.gov.cy).



Keeping in touch when abroad

Satellite and internet have made keeping your connection with Cyprus both interactive and based in real time. Here are some of the ways you can do this:

Satellite Television

CYBC (Cyprus Broadcasting Corporation) transmits a daily program for overseas Cypriots via Hellas Sat II and Hot Bird 8, Telstar 10 and Optus D2 covering Europe, part of the Middle East, North Asia and Australia.

Radio

Broadcast three times a week on short wave (frequencies 6180, 7210 and 9760) to Cypriots living abroad. Programs begin at 23:15hrs GMT every Friday (culture), Saturday (travel), and Sunday (Cypriot sketches).

Via the Internet

www.cybe.com.cy is the most comprehensive Cypriot online source for news, information and entertainment. The Cyprus News Agency (CNA), a public information service, maintains its own website, <http://www.cna.org.cy>.

▶ Did you know?

The 24hr streaming can be found on :

- Hellas Sat II (Europe):
Position: 39.0 East
Freq: 11146Mhz
Polarity: Vertical
Symbol rate: 3333Mbaud/s
FEC : 3/4
Subscription: No
- Hot Bird 8 (Europe)
Position: 13.0 East
Freq: 11470Mhz
Polarity: Vertical
Symbol rate: 27500 Mbaud/s
FEC: 5/6
Subscription: No
- Telstar 10 (Asia)
Position: 76.5 East
Freq: 3780Mhz
Polarity: Vertical
Symbol rate: 28066Mbaud/s
FEC: 2/3
Subscription: No
- Optus D2 (Australia and New Zealand)
Position: 152.0 East
Freq: 12394Mhz
Polarity: Horizontal
Symbol rate: 22500Mbaud/s
FEC: 3/4
Subscription: Yes

Other Useful contacts to get you started

Citizens Service Centers:

General advice and support for forms, passport renewal, applications and guidance.

- Nicosia – Katsoni Street No. 29, Agioi Omologietes, Tel: (00357) 22446686
Email: kep@papd.mof.go.cy
- Limassol – Spyrou Araouzou Street No. 21, Tel: (00357) 25829129
Email: keplimassol@papd.mof.go.cy
- Polis Chrysochous – Evagoras Palikarides Streer No. 1, Tel: (00357) 26821888
Email: keppolis@papd.mof.go.cy
- Pelandri – Archbishop Makarios III Street No. 70, Tel: (00357) 25813400
Email: keppelandri@papd.mof.go.cy

Social Welfare Offices

- Nicosia - Tel: (00357) 22804659 / 22804658 /22804674
- Limassol - Tel: (00357) 25804509 / 22804510 / 25804515
- Larnaca - Tel: (00357) 24800163 / 24800116
- Paphos - Tel: (00357) 26821628 / 26821608
- Ammochostos - Tel: (00357) 23811737 / 23811720

Police Stations

- Nicosia - Tel: (00357) 22442777
- Limassol - Tel: (00357) 25805050
- Larnaca - Tel: (00357) 24804040
- Paphos - Tel: (00357) 26803145
- Ammochostos - Tel: (00357) 23803030

Europe Wide Emergency Number 112

KYPROS-CYPRUS



SCALE

kms 10 5 0 10 20 30 40 kms



REFERENCE

Motorway	
Main Road	
Town	
Village	
Airport	
Ceasefire Line	
Sovereign Base Area Boundary	

Prepared by the Department of Lands and Surveys,
Kypros (Cyprus), May 2004.

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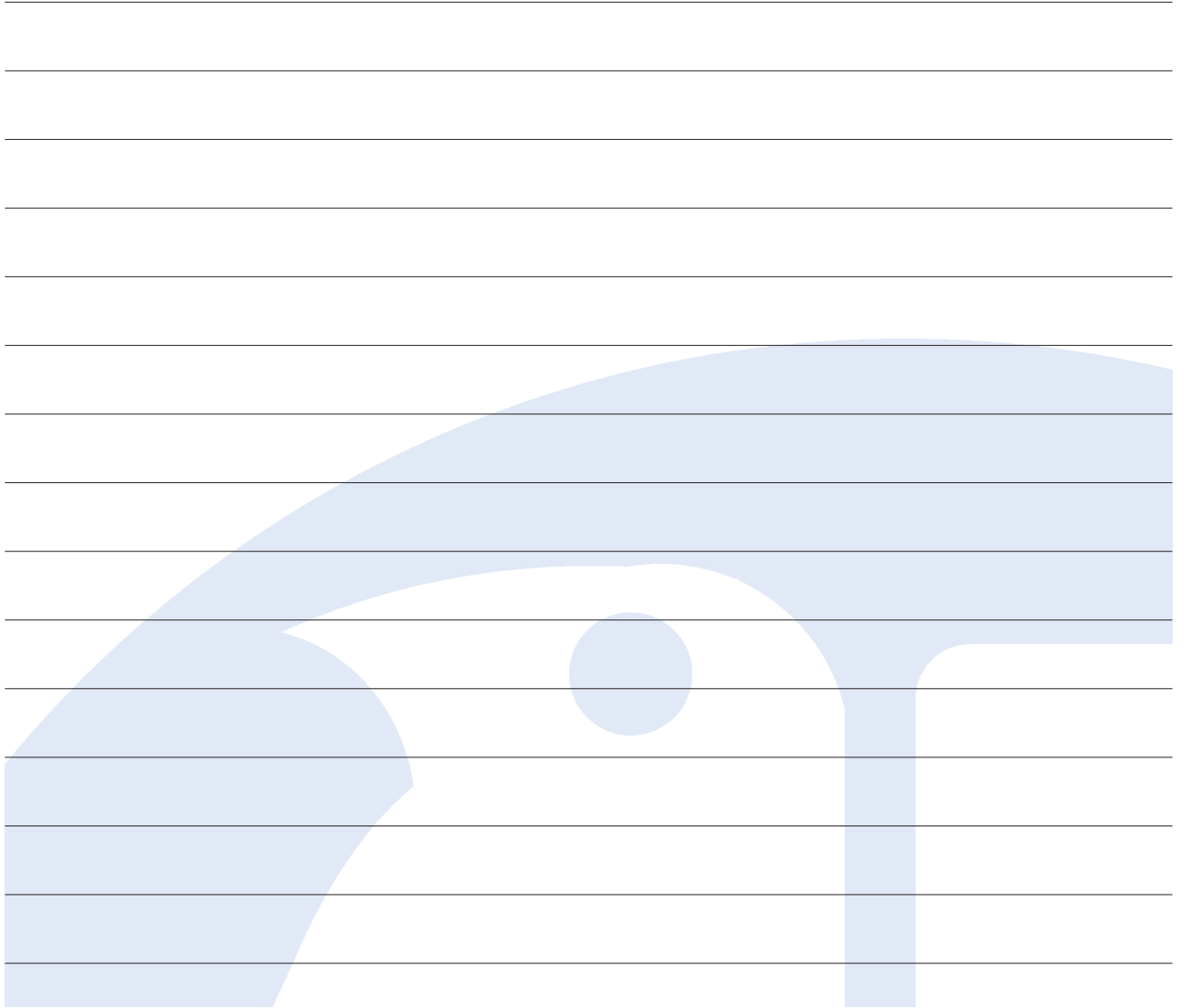
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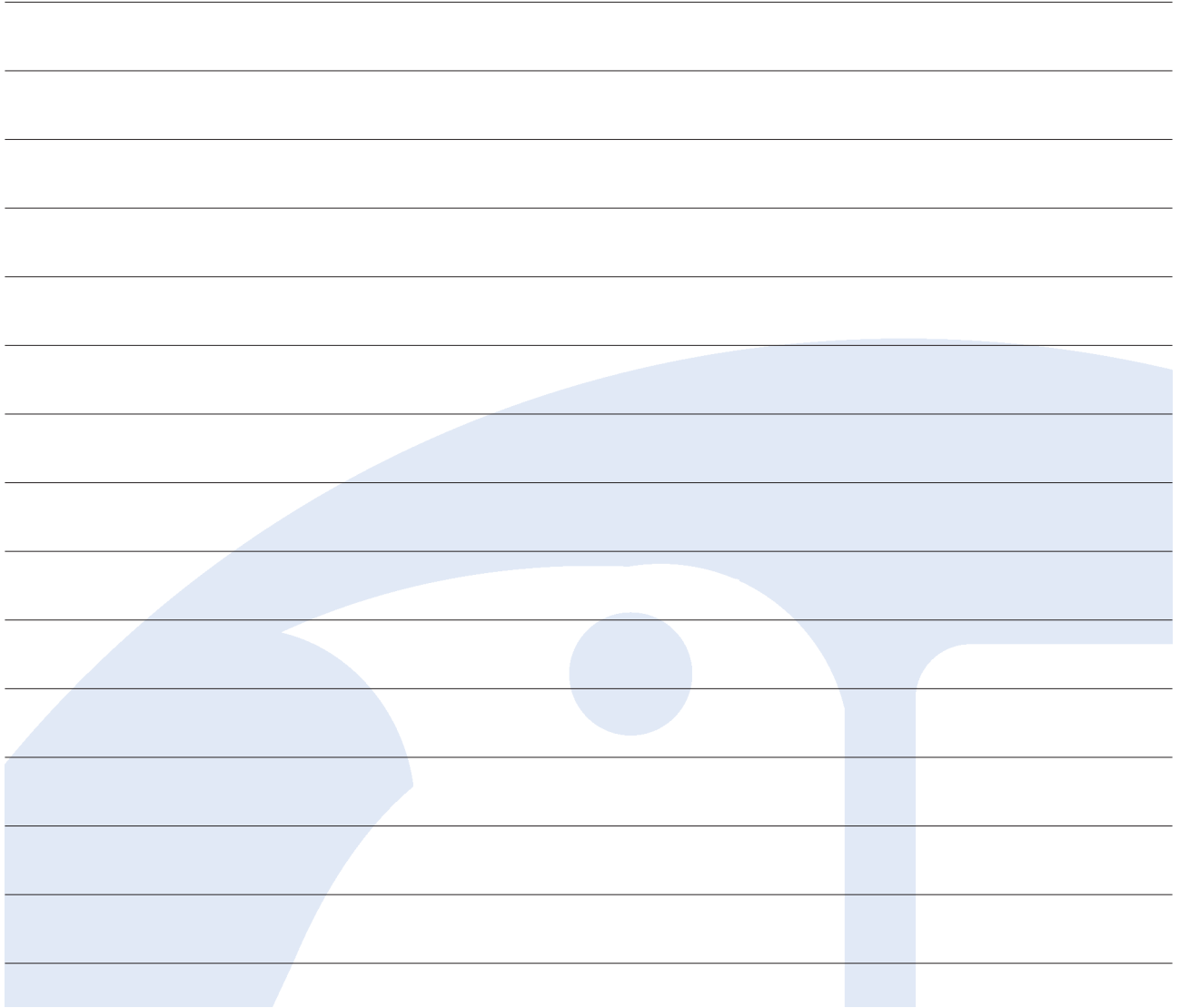
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P.I.O. 191/2009 – 5.000

ISBN 978-9963-38-660-4

Published by the Press and Information Office, for the Ministry of Foreign Affairs,
Republic of Cyprus