



DIRECTOR & KEY PERSONNEL & SUPPORT STAFF

ENTRY PERMIT, REGISTRATION AND FIRST TEMPORARY RESIDENCE PERMIT

DOCUMENT	
<u>BEFORE THE ARRIVAL OF THE THIRD COUNTRY NATIONAL</u>	
1	Copy of valid passport or other travel document with validity of at least two (2) years from the date of the submission of the application.
2	List of Company's third country personnel per category [Directors and Middle Management Staff /Key Personnel]
3	Brief Curriculum Vitae (CV) (including copies of academic qualifications)
4	Original letter of guarantee issued by a bank or cooperative institution in Cyprus with validity of 10 years covering possible repatriation expenses. The amount depends on the country of origin.
5	Original blood analysis results showing that the third country national does not bear/suffer from HIV, syphilis, hepatitis B and C and a chest x-rays for tuberculosis (TB) from the country of origin
6	Original Certificate of Criminal Record from the country of origin (if the applicant resides in a country other than the country of origin, the certificate should be issued from the country of residence)
7	Receipt of payment of the annual company fee to the Registrar of Companies
8	Authorisation for payment by bank transfer (FIMAS)
<u>AFTER THE ARRIVAL OF THE THIRD COUNTRY NATIONAL</u>	
9	Copy of the passport's or other travel document's page showing the latest arrival in the Republic and visa
10	Original Entry Permit (M70)
11	Original blood analysis results showing that the third country national does not bear/suffer from HIV, syphilis, hepatitis B and C and a chest x-rays for tuberculosis (TB) certified from a Doctor in Cyprus.
12	Title deed or rental agreement of a house/apartment dully certified by the relevant president of the community (mukhtar)
13	Certificate of Health Insurance for medical care that covers inpatient and outpatient care and transportation of corpse (Plan A)
14	Employer's liability insurance with an automatic renewal
15	Original contract of employment dully signed and two (2) copies dully stamped



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REGISTRATION AND FIRST TEMPORARY RESIDENCE PERMIT

DOCUMENT	
<u>AFTER THE ARRIVAL OF THE THIRD COUNTRY NATIONAL</u>	
1	Copy of valid passport or other travel document with validity of at least two (2) years from the date of the submission of the application.
2	Copy of the passport's or other travel document's page showing the latest arrival in the Republic and visa (if applicable)
3	List of Company's third country personnel per category [Directors and Middle Management Staff /Key Personnel]
4	Brief Curriculum Vitae (CV) (including copies of academic qualifications)
5	Original letter of guarantee issued by a bank or cooperative institution in Cyprus with validity of 10 years covering possible repatriation expenses. The amount depends on the country of origin.
6	Original blood analysis results showing that the third country national does not bear/suffer from HIV, syphilis, hepatitis B and C and a chest x-rays for tuberculosis (TB) from a Government Hospital of the Republic or duly certified by a Government Doctor of the Republic
7	Original contract of employment dully signed and two (2) copies dully stamped
8	Title deed or rental agreement of a house/apartment dully certified by the relevant president of the community (mukhtar)
9	Certificate of Health Insurance for medical care that covers inpatient and outpatient care and transportation of corpse (Plan A)
10	Employer's liability insurance with an automatic renewal
11	Original Certificate of Criminal Record from the country of origin (if the applicant resides in a country other than the country of origin, the certificate should be issued from the country of residence)
12	Receipt of payment of the annual company fee to the Registrar of Companies
13	Authorisation for payment by bank transfer (FIMAS)



DIRECTOR & KEY PERSONNEL & SUPPORT STAFF

ENTRY PERMIT AND TEMPORARY RESIDENCE PERMIT

DOCUMENT	
<u>BEFORE THE ARRIVAL OF THE THIRD COUNTRY NATIONAL</u>	
1	Authorisation for payment by bank transfer (FIMAS)
2	List of Company's third country personnel per category [Directors and Middle Management Staff /Key Personnel]
3	Brief Curriculum Vitae (CV) (including copies of academic qualifications)
4	Copy of valid passport or other travel document with validity of at least two (2) years from the date of the submission of the application.
5	Original letter of guarantee issued by a bank or cooperative institution in Cyprus with validity of 10 years covering possible repatriation expenses. The amount depends on the country of origin.
6	Original blood analysis results showing that the third country national does not bear/suffer from HIV, syphilis, hepatitis B and C and a chest x-rays for tuberculosis (TB) from the country of origin
7	Original Certificate of Criminal Record from the country of origin (if the applicant resides in a country other than the country of origin, the certificate should be issued from the country of residence)
8	Receipt of payment of the annual company fee to the Registrar of Companies
<u>AFTER THE ARRIVAL OF THE THIRD COUNTRY NATIONAL</u>	
9	Employer's liability insurance with an automatic renewal
10	Original blood analysis results showing that the third country national does not bear/suffer from HIV, syphilis, hepatitis B and C and a chest x-rays for tuberculosis (TB) from a Government Hospital of the Republic or duly certified by a Government Doctor of the Republic
11	Title deed or rental agreement of a house/apartment duly certified by the relevant president of the community (mukhtar)
12	Certificate of Health Insurance for medical care that covers inpatient and outpatient care and transportation of corpse (Plan A)
13	Copy of the passport's or other travel document's page showing the latest arrival in the Republic and visa
14	Original Entry Permit (M70)
15	Original contract of employment duly signed and two (2) copies duly stamped



DIRECTOR & KEY PERSONNEL & SUPPORT STAFF

TEMPORARY RESIDENCE PERMIT (CHANGE OF STATUS)

DOCUMENT	
1	Copy of valid passport or other travel document with validity of at least two (2) years from the date of the submission of the application.
2	Copy of the passport's or other travel document's page showing the latest arrival in the Republic and visa (if applicable)
3	List of Company's third country personnel per category [Directors and Middle Management Staff /Key Personnel]
4	Brief Curriculum Vitae (CV) (including copies of academic qualifications)
5	Original letter of guarantee issued by a bank or cooperative institution in Cyprus with validity of 10 years covering possible repatriation expenses. The amount depends on the country of origin.
6	Original blood analysis results showing that the third country national does not bear/suffer from HIV, syphilis, hepatitis B and C and a chest x-rays for tuberculosis (TB) from a Government Hospital of the Republic or duly certified by a Government Doctor of the Republic (if applicable)
7	Original contract of employment dully signed and two (2) copies dully stamped
8	Title deed or rental agreement of a house/apartment dully certified by the relevant president of the community (mukhtar)
9	Certificate of Health Insurance for medical care that covers inpatient and outpatient care and transportation of corpse (Plan A)
10	Employer's liability insurance with an automatic renewal
11	Original Certificate of Criminal Record from the country of origin (if the applicant resides in a country other than the country of origin, the certificate should be issued from the country of residence) (if applicable)
12	Letter of approval for the change of status
13	Authorisation for payment by bank transfer (FIMAS)
14	Receipt of payment of the annual company fee to the Registrar of Companies



DIRECTOR & KEY PERSONNEL & SUPPORT STAFF

RENEWAL OF A TEMPORARY RESIDENCE PERMIT

DOCUMENT	
1	Copy of valid passport or other travel document with validity of at least two (2) years from the date of the submission of the application.
2	Original letter of guarantee issued by a bank or cooperative institution in Cyprus with validity of 10 years covering possible repatriation expenses. The amount depends on the country of origin.
3	Employer's liability insurance with an automatic renewal.
4	Original contract of employment dully signed and two (2) copies dully stamped.
5	Title deed or rental agreement of a house/apartment dully certified by the relevant president of the community (mukhtar).
6	Certificate of Health Insurance for medical care that covers inpatient and outpatient care and transportation of corpse (Plan A).
7	Statement of the insurable earnings of the employee.
8	Sponsor's certificate of contributions to the Social Insurance Fund – Form YKA B-9 .
9	Receipt of payment of the annual company fee to the Registrar of Companies.
10	Income Tax Clearance Certificate for the previous year (Form I.R.25).

RENEWAL OF A TEMPORARY RESIDENCE PERMIT DUE TO CHANGE OF EMPLOYER

DOCUMENT	
1	Copy of valid passport or other travel document with validity of at least two (2) years from the date of the submission of the application.
2	Letter of termination of employment from the previous employer.
3	Employer's liability insurance with an automatic renewal.
4	List of Company's third country personnel per category [Directors and Middle Management Staff /Key Personnel].
5	Original letter of guarantee issued by a bank or cooperative institution in Cyprus with validity of 10 years covering possible repatriation expenses. The amount depends on the country of origin.
6	Original contract of employment dully signed and two (2) copies dully stamped.
7	Title deed or rental agreement of a house/apartment dully certified by the relevant president of the community (mukhtar).
8	Certificate of Health Insurance for medical care that covers inpatient and outpatient care and transportation of corpse (Plan A).
9	Authorisation for payment by bank transfer (FIMAS).
10	Statement of the insurable earnings of the employee.
11	Sponsor's certificate of contributions to the Social Insurance Fund – Form YKA B-9 .
12	Receipt of payment of the annual company fee to the Registrar of Companies.
13	Income Tax Clearance Certificate for the previous year (Form I.R.25).