**FOUNDER**

**ENTRY PERMIT/ REGISTRATION/ FIRST TEMPORARY RESIDENCE PERMIT**

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|  | **DOCUMENT** |
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| **BEFORE THE ARRIVAL OF THE THIRD COUNTRY NATIONAL** |
| 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 | Certificate of Incorporation by the Registrar of Companies. **Not necessary in case of self-employment.** |
| 3 | Certificate of Registered Office by the Registrar of Companies. **Not necessary in case of self-employment.** |
| 4 | Certificate of Directors by the Registrar of Companies. **Not necessary in case of self-employment.** |
| 5 | Certificate of Shareholders by the Registrar of Companies. **Not necessary in case of self-employment.** |
| 6 | Proof of Levy Payment for the Registrar of Companies. **Not necessary in case of self-employment.** |
| 7 | Tax Clearance Certificate for the company. **Not necessary in case of self-employment.**  |
| 8 | Notification of Initial Approval issued by the Ministry of Finance, that has been issued no later than six (6) months prior to the date of application submission. |
| 9 | **In case of remunerated employment:**Original contract of employment, with monthly gross salary of at least €850, duly signed and two (2) copies, duly stamped. **In case of self-employment:**Proof of possession of at least €10.000 yearly, for living expenses (eg. Bank account statement). |
| 10 | 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). |
| 11 | Original blood analysis results showing that the third country national does not bear/suffer from HIV, syphilis, hepatitis B and C and chest x-rays for tuberculosis (TB), from the country of origin. |
| 12 | Original letter of guarantee issued by a bank or cooperative institution of Cyprus, of ten (10) year validity, for covering possible repatriation expenses (the amount depends on the country of origin) **for cases of self-employment, OR** Declaration for covering return cost **for employees**. |
| 13 | Authorisation for payment by bank transfer (FIMAS). **Only in case of self-employment.** |
| **AFTER THE ARRIVAL OF THE THIRD COUNTRY NATIONAL** |
| 14 | Original Entry Permit (Μ70). |
| 15 | Copy of passport or other travel document page that shows the last entry in the Republic. |
| 16 | Original blood analysis results showing that the third country national does not bear/suffer from HIV, syphilis, hepatitis B and C and chest x-rays for tuberculosis (TB), from a Government Hospital of the Republic or duly certified by a specialized Doctor.  |
| 17 | Certificate of Health Insurance for medical care that covers inpatient and outpatient care and transportation of corpse (Plan A).**OR**Registration Certificate in the General Healthcare System (GHS – GESY) and private health insurance for transportation of corpse. |
| 18 | Title of ownership or rent agreement. If the title of ownership has not been obtained yet, the applicant must submit the contract of sale duly stamped by the Stamps Commissioner and the Department of Lands & Surveys and proof of payments. |
| 19 | Employer´s liability insurance with an automatic renewal. **Not necessary in case of self-employment.**  |

**FOUNDER**

**REGISTRATION/ FIRST TEMPORARY RESIDENCE PERMIT (ENTRY WITH VISA)**

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|  | **DOCUMENT** |
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| 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 passport or other travel document page that shows the last entry in the Republic. |
| 3 | Certificate of Incorporation by the Registrar of Companies. **Not necessary in case of self-employment.** |
| 4 | Certificate of Registered Office by the Registrar of Companies. **Not necessary in case of self-employment.** |
| 5 | Certificate of Directors by the Registrar of Companies. **Not necessary in case of self-employment.** |
| 6 | Certificate of Shareholders by the Registrar of Companies. **Not necessary in case of self-employment.** |
| 7 | Proof of Levy Payment for the Registrar of Companies. **Not necessary in case of self-employment.** |
| 8 | Tax Clearance Certificate for the company. **Not necessary in case of self-employment.**  |
| 9 | Notification of Initial Approval issued by the Ministry of Finance, that has been issued no later than one (1) month prior to the date of application submission. |
| 10 | **In case of remunerated employment:**Original contract of employment, with monthly gross salary of at least €850, duly signed and two (2) copies, duly stamped.**In case of self-employment:**Proof of possession of at least €10.000 yearly, for living expenses (eg. Bank account statement). |
| 11 | Employer´s liability insurance with an automatic renewal. **Not necessary in case of self-employment.** |
| 12 | 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 by the country of residence). |
| 13 | Original blood analysis results showing that the third country national does not bear/suffer from HIV, syphilis, hepatitis B and C and chest x-rays for tuberculosis (TB), from a Government Hospital of the Republic or duly certified by a specialized Doctor. |
| 14 | Certificate of Health Insurance for medical care that covers inpatient and outpatient care and transportation of corpse (Plan A).**OR**Registration Certificate in the General Healthcare System (GHS – GESY) and private health insurance for transportation of corpse. |
| 15 | Title of ownership or rent agreement. If the title of ownership has not been obtained yet, the applicant must submit the contract of sale duly stamped by the Stamps Commissioner and the Department of Lands & Surveys and proof of payments. |
| 16 | Original letter of guarantee issued by a bank or cooperative institution of Cyprus, of ten (10) year validity, for covering possible repatriation expenses (the amount depends on the country of origin) **for cases of self-employment, OR** Declaration for covering return cost **for employees**. |
| 17 | Authorisation for payment by bank transfer (FIMAS). **Only for self-employment.** |

**FOUNDER**

**TEMPORARY RESIDENCE PERMIT (CHANGE OF STATUS)**

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|  | **DOCUMENT** |
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| 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 | Valid residence permit. |
| 3 | Certificate of Incorporation by the Registrar of Companies. **Not necessary in case of self-employment.** |
| 4 | Certificate of Registered Office by the Registrar of Companies. **Not necessary in case of self-employment.** |
| 5 | Certificate of Directors by the Registrar of Companies. **Not necessary in case of self-employment.** |
| 6 | Certificate of Shareholders by the Registrar of Companies. **Not necessary in case of self-employment.** |
| 7 | Proof of Levy Payment for the Registrar of Companies. **Not necessary in case of self-employment.** |
| 8 | Tax Clearance Certificate for the company. **Not necessary in case of self-employment.**  |
| 9 | Notification of Initial Approval issued by the Ministry of Finance, that has been issued no later than one (1) month prior to the date of application submission. |
| 10 | **In case of remunerated employment:**Original contract of employment, with monthly gross salary of at least €850, duly signed and two (2) copies, duly stamped.**In case of self-employment:**Proof of possession of at least €10.000 yearly, for living expenses (eg. Bank account statement). |
| 11 | Employer´s liability insurance with an automatic renewal. **Not necessary in case of self-employment.** |
| 12 | 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 by the country of residence). **Only** **in the applicant is a holder of a valid Visitor’s temporary residence permit.** |
| 13 | Original blood analysis results showing that the third country national does not bear/suffer from HIV, syphilis, hepatitis B and C and chest x-rays for tuberculosis (TB), from a Government Hospital of the Republic or duly certified by a specialized Doctor. **Only** **in the applicant is a holder of a valid Visitor’s temporary residence permit.** |
| 14 | Certificate of Health Insurance for medical care that covers inpatient and outpatient care and transportation of corpse (Plan A).**OR**Registration Certificate in the General Healthcare System (GHS – GESY) and private health insurance for transportation of corpse. |
| 15 | Title of ownership or rent agreement. If the title of ownership has not been obtained yet, the applicant must submit the contract of sale duly stamped by the Stamps Commissioner and the Department of Lands & Surveys and proof of payments. |
| 16 | Original letter of guarantee issued by a bank or cooperative institution of Cyprus, of ten (10) year validity, for covering possible repatriation expenses (the amount depends on the country of origin) **for cases of self-employment, OR** Declaration for covering return cost **for employees**. |
| 17 | Authorisation for payment by bank transfer (FIMAS). **Only for self-employment.** |
| 18 | Letter of approval for change of status. |

**FOUNDER**

**RENEWAL OF A TEMPORARY RESIDENCE PERMIT**

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|  | **DOCUMENT** |
|  |  |  |
| 1 | Copy of valid passport or other travel document with validity of at least three (3) months over the desired period of stay.  |
| 2 | Valid Notification of Initial Approval issued by the Ministry of Finance. |
| 3 | **In case of remunerated employment:**Original contract of employment, with monthly gross salary of at least €850, duly signed and two (2) copies, duly stamped.**In case of self-employment:**Proof of possession of at least €10.000 yearly, for living expenses (eg. Bank account statement). |
| 4 | Original letter of guarantee issued by a bank or cooperative institution of Cyprus, of ten (10) year validity, for covering possible repatriation expenses (the amount depends on the country of origin) **for cases of self-employment, OR** Declaration for covering return cost **for employees**. |
| 5 | Title of ownership or rent agreement. If the title of ownership has not been obtained yet, the applicant must submit the contract of sale duly stamped by the Stamps Commissioner and the Department of Lands & Surveys and proof of payments. |
| 6 | Certificate of Health Insurance for medical care that covers inpatient and outpatient care and transportation of corpse (Plan A).**OR**Registration Certificate in the General Healthcare System (GHS – GESY) and private health insurance for transportation of corpse. |
| 7 | Proof of payment of the contributions from the Social Insurance Services (statement of the insurable earnings of the employee). |
| 8 | Income Tax Clearance Certificate for the previous year (Form I.R.25). |
| 9 | Employer´s liability insurance with an automatic renewal. **Not necessary in case of self-employment.** |
| 10 | Tax Clearance Certificate for the company. **Not necessary in case of self-employment.**  |
| 11 | Proof of Levy Payment for the Registrar of Companies. **Not necessary in case of self-employment.** |

**MANAGER**

**ENTRY PERMIT/ REGISTRATION/ FIRST TEMPORARY RESIDENCE PERMIT**

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|  | **DOCUMENT** |
|  |  |  |
| **BEFORE THE ARRIVAL OF THE THIRD COUNTRY NATIONAL** |
| 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 | Notification of Initial Approval issued by the Ministry of Finance, that has been issued no later than six (6) months prior to the date of application submission. |
| 3 | Original contract of employment, with monthly gross salary of at least €850, duly signed and two (2) copies, duly stamped. |
| 4 | 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 by the country of residence). |
| 5 | Original blood analysis results showing that the third country national does not bear/suffer from HIV, syphilis, hepatitis B and C and chest x-rays for tuberculosis (TB), from the country of origin. |
| 6 | Declaration for covering return cost. |
| **AFTER THE ARRIVAL OF THE THIRD COUNTRY NATIONAL** |
| 7 | Original Entry Permit (Μ70). |
| 8 | Copy of passport or other travel document page that shows the last entry in the Republic. |
| 9 | Original blood analysis results showing that the third country national does not bear/suffer from HIV, syphilis, hepatitis B and C and chest x-rays for tuberculosis (TB), from a Government Hospital of the Republic or duly certified by a specialized Doctor. |
| 10 | Certificate of Health Insurance for medical care that covers inpatient and outpatient care and transportation of corpse (Plan A).**OR**Registration Certificate in the General Healthcare System (GHS – GESY) and private health insurance for transportation of corpse. |
| 11 | Title of ownership or rent agreement. If the title of ownership has not been obtained yet, the applicant must submit the contract of sale duly stamped by the Stamps Commissioner and the Department of Lands & Surveys and proof of payments. |
| 12 | Employer´s liability insurance with an automatic renewal.  |

**MANAGER**

**REGISTRATION/ FIRST TEMPORARY RESIDENCE PERMIT (ENTRY WITH VISA)**

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|  | **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 passport or other travel document page that shows the last entry in the Republic. |
| 3 | Notification of Initial Approval issued by the Ministry of Finance, that has been issued no later than one (1) month prior to the date of application submission. |
| 4 | Original contract of employment, with monthly gross salary of at least €850, duly signed and two (2) copies, duly stamped. |
| 5 | Employer´s liability insurance with an automatic renewal. |
| 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 by the country of residence). |
| 7 | Original blood analysis results showing that the third country national does not bear/suffer from HIV, syphilis, hepatitis B and C and chest x-rays for tuberculosis (TB), from a Government Hospital of the Republic or duly certified by a specialized Doctor. |
| 8 | Certificate of Health Insurance for medical care that covers inpatient and outpatient care and transportation of corpse (Plan A).**OR**Registration Certificate in the General Healthcare System (GHS – GESY) and private health insurance for transportation of corpse. |
| 9 | Title of ownership or rent agreement. If the title of ownership has not been obtained yet, the applicant must submit the contract of sale duly stamped by the Stamps Commissioner and the Department of Lands & Surveys and proof of payments. |
| 10 | Declaration for covering return cost. |

**MANAGER**

**TEMPORARY RESIDENCE PERMIT (CHANGE OF STATUS)**

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|  | **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 | Valid residence permit. |
| 3 | Notification of Initial Approval issued by the Ministry of Finance, that has been issued no later than one (1) month prior to the date of application submission. |
| 4 | Original contract of employment, with monthly gross salary of at least €850, duly signed and two (2) copies, duly stamped. |
| 5 | Employer´s liability insurance with an automatic renewal. |
| 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 by the country of residence). **Only** **in the applicant is a holder of a valid Visitor’s temporary residence permit.** |
| 7 | Original blood analysis results showing that the third country national does not bear/suffer from HIV, syphilis, hepatitis B and C and chest x-rays for tuberculosis (TB), from a Government Hospital of the Republic or duly certified by a specialized Doctor. **Only** **in the applicant is a holder of a valid Visitor’s temporary residence permit.** |
| 8 | Certificate of Health Insurance for medical care that covers inpatient and outpatient care and transportation of corpse (Plan A).**OR**Registration Certificate in the General Healthcare System (GHS – GESY) and private health insurance for transportation of corpse. |
| 9 | Title of ownership or rent agreement. If the title of ownership has not been obtained yet, the applicant must submit the contract of sale duly stamped by the Stamps Commissioner and the Department of Lands & Surveys and proof of payments. |
| 10 | Declaration for covering return cost. |
| 11 | Letter of approval for change of status. |

**MANAGER**

**RENEWAL OF A TEMPORARY RESIDENCE PERMIT**

**RENEWAL OF A TEMPORARY RESIDENCE PERMIT DUE TO CHANGE OF EMPLOYER**

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|  | **DOCUMENT** |
|  |  |  |
| 1 | Copy of valid passport or other travel document with validity of at least three (3) months over the desired period of stay.  |
| 2 | Valid residence permit. **Only in case of change of employer.** |
| 3 | Valid Notification of Initial Approval issued by the Ministry of Finance. In case of **change of employer** the Notification of Initial Approval issued by the Ministry of Finance, must have been issued no later than one (1) month prior to the date of application submission. |
| 4 | Original contract of employment, with monthly gross salary of at least €850, duly signed and two (2) copies, duly stamped. |
| 5 | Declaration for covering return cost. |
| 6 | Certificate of Health Insurance for medical care that covers inpatient and outpatient care and transportation of corpse (Plan A).**OR**Registration Certificate in the General Healthcare System (GHS – GESY) and private health insurance for transportation of corpse. |
| 7 | Proof of payment of the contributions from the Social Insurance Services (statement of the insurable earnings of the employee). |
| 8 | Income Tax Clearance Certificate for the previous year (Form I.R.25). |
| 9 | Employer´s liability insurance with an automatic renewal.  |
| 10 | Valid release paper or termination letter from previous employer. These documents are valid for 30 days. **Only in case of change of employer.** |
| 11 | Title of ownership or rent agreement. If the title of ownership has not been obtained yet, the applicant must submit the contract of sale duly stamped by the Stamps Commissioner and the Department of Lands & Surveys and proof of payments. **Only in case of change of employer.** |

**SUPPORT STAFF**

**ENTRY PERMIT/ REGISTRATION/ FIRST TEMPORARY RESIDENCE PERMIT**

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|  | **DOCUMENT** |
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| **BEFORE THE ARRIVAL OF THE THIRD COUNTRY NATIONAL** |
| 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 employer's valid residence permit. |
| 3 | Valid Approval of the Department of Labor that the employer is allowed to employ third country nationals. |
| 4 | Declaration of the employer for the number of current employees and the number of employees who abandoned their work. |
| 5 | Original contract of employment certified and stamped by the Labor Department, duly stamped. |
| 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 by the country of residence). |
| 7 | Original blood analysis results showing that the third country national does not bear/suffer from HIV, syphilis, hepatitis B and C and chest x-rays for tuberculosis (TB), from the country of origin. |
| 8 | Declaration for covering return cost. |
| **AFTER THE ARRIVAL OF THE THIRD COUNTRY NATIONAL** |
| 9 | Original Entry Permit (Μ70). |
| 10 | Copy of passport or other travel document page that shows the last entry in the Republic. |
| 11 | Original contract of employment certified and stamped by the Labor Department, duly stamped. |
| 12 | Original blood analysis results showing that the third country national does not bear/suffer from HIV, syphilis, hepatitis B and C and chest x-rays for tuberculosis (TB), from a Government Hospital of the Republic or duly certified by a specialized Doctor. |
| 13 | Certificate of Health Insurance for medical care that covers inpatient and outpatient care and transportation of corpse (Plan A).**OR**Registration Certificate in the General Healthcare System (GHS – GESY) and private health insurance for transportation of corpse. |
| 14 | Title of ownership or rent agreement. If the title of ownership has not been obtained yet, the applicant must submit the contract of sale duly stamped by the Stamps Commissioner and the Department of Lands & Surveys and proof of payments. |
| 15 | Employer´s liability insurance with an automatic renewal.  |

**SUPPORT STAFF**

**RENEWAL OF A TEMPORARY RESIDENCE PERMIT**

**RENEWAL OF A TEMPORARY RESIDENCE PERMIT DUE TO CHANGE OF EMPLOYER**

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|  | **DOCUMENT** |
|  |  |  |
| 1 | Copy of valid passport or other travel document with validity of at least three (3) months over the desired period of stay.  |
| 2 | Copy of the employer's valid residence permit. |
| 3 | Valid residence permit. **Only in case of change of employer.** |
| 4 | Valid Approval of the Department of Labor that the employer is allowed to employ third country nationals. |
| 5 | Original contract of employment certified and stamped by the Labor Department, duly stamped. |
| 6 | Declaration for covering return cost. |
| 7 | Certificate of Health Insurance for medical care that covers inpatient and outpatient care and transportation of corpse (Plan A).**OR**Registration Certificate in the General Healthcare System (GHS – GESY) and private health insurance for transportation of corpse. |
| 8 | Proof of payment of the contributions from the Social Insurance Services (statement of the insurable earnings of the employee). |
| 9 | Income Tax Clearance Certificate for the previous year (Form I.R.25). |
| 10 | Employer´s liability insurance with an automatic renewal. |
| 11 | Valid release paper or termination letter from previous employer. These documents are valid for 30 days. **Only in case of change of employer.** |
| 12 | Title of ownership or rent agreement. If the title of ownership has not been obtained yet, the applicant must submit the contract of sale duly stamped by the Stamps Commissioner and the Department of Lands & Surveys and proof of payments. **Only in case of change of employer.** |
| 13 | Declaration of the employer for the number of current employees and the number of employees who abandoned their work. **Only in case of change of employer.** |