## Part Ι: TABLE OF PERSONS WHO HAVE A RIGHT OVER THE NON-PROFIT LEGAL PERSON

|  |  |
| --- | --- |
| Type of right over the Non-profit Legal Person | Number of Persons |
| Natural Persons who are Members of the Board of Directors |  |
| Other legal entities that are Members of the Board of Directors |  |
| Total number of the Members of the Board of Directors (must be equal to the sum of the two previous items) |  |
| Founders who are natural persons |  |
| Founders who are other legal entities |  |
| Total number of founders (must be equal to the sum of the two previous items) |  |
| Natural persons who are members of the Management |  |
| Other legal entities that are members of the Management |  |
| Total number of Management members (must be equal to the sum of the two previous items) |  |
| Natural persons who have other financial relationships with the non-profit legal person (employees, irrespectively of the salary they receive, suppliers or donors with financial transactions exceeding 25% of the annual income). |  |
| Other legal entities who have other financial relationships with the non-profit legal person (such as suppliers, donors). The financial transaction should be more than 25% of the annual income. |  |
| Total number of natural or legal persons who have other financial relationships with the non-profit legal person |  |

## Part ΙΙ: NON-PROFIT LEGAL PERSON GENERAL INFORMATION

(Total Number of pages: 1)

|  |  |
| --- | --- |
| Type of Non-profit Legal Person | Circle one of the following:   1. Association registered in accordance with the Associations, Foundations and other Related Issues Law. 2. Foundation registered in accordance with the Associations, Foundations and other Related Issues Law. 3. Federation/Union registered in accordance with the Associations, Foundations and other Related Issues Law. 4. Association, Foundation, Federation or Union or non-governmental organisation with a legal personality in another country, whose right to legally act in the Republic has been duly recognised in accordance with the Associations, Foundations and other Related Issues Law. 5. Charity or Trust in accordance with the Charities Law. |
| Establishment date/ date of acquiring a legal personality | ……………………………………………… |
| Register Number (if any) | ……………………………………………… |

Name of the Person Legally Liable for the Non-profit Legal Person

……………………………………..

Signature

……………………………………..

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## PART ΙΙΙ: BENEFICIAL OWNERS’ DETAILS

### Form (a) – Beneficial Owner when the Person who has a Right over the Non-profit Legal Person is a Natural Person

*Attention: a natural person who is an obliged entity (e.g. lawyer) and acts on behalf of a legal entity or a natural person representing a legal entity is not a beneficial owner. A natural person is a beneficial owner only if they are acting in their personal capacity and do not represent anyone else.*

|  |  |
| --- | --- |
| Name: | ………………………………………………. |
| Surname : | ………………………………………………. |
| Date of Birth: | ………………………………………………. |
| Citizenship: | ………………………………………………. |
| Country and Address of Residence: | ………………………………………………. |
| Identification Document Number\*  Type of Document (e.g. ID Card/ Passport/ ARC – Alien Registration Certificate)  Issuing Country  Date of Issue  Expiration Date  *\*In case of a natural person who is a Cypriot citizen give the ID Card Number. In case of a natural person who is an ARC holder give the ARC number* | ……………………………………………….  ………………………………………………..  …………………………………………………  …………………………………………………  ………………………………………………… |
| Nature and extent of the right the natural person holds over the Non-profit Legal Person (circle one or more depending on what is true) | 1. Founder  2. Member of the Board of Directors (specify the office held)  …………………………………………..  3. Member of the Management (specify the office held)  ……………………………………………  4. Responsible for judicial/extrajudicial representation.  5. Has the right to remove members of the Board of Directors  6. As a natural person or company in which he/she is a beneficial owner (in accordance with article 2 of the Law) he/she offers services/products to the Non-profit Legal Person at a percentage higher than 25% of the annual income or above €10,000, whichever amount is smaller. Please note the amount of the annual transactions of the immediately previous financial year.  . …………………………………………….  7. As a natural person or company in which he/she is a beneficial owner (in accordance with article 2 of the Law) he/she is a donor with contributions above 25% of the annual income or above €10,000, whichever amount is smaller. Please note the amount of the donation made in the immediately previous financial year.  …………………………………………….  8. Other financial relationship with the non-profit legal person (please specify)  ……………………………………………. |
| Profession | ……………………………………………. |
| State whether any other beneficial owner of the Non-profit Legal Person is related to you up to the 4th degree, i.e. a child or parent or spouse or cousin or aunt/uncle by blood or marriage and if yes state their name and surname. | ……………………………………………………  ……………………………………………………. |
| Date at which the natural person began to be a beneficial owner. | ……………………………………………. |

In accordance with article 61(B) of the Prevention and Suppression of Money

Laundering And Terrorist Financing Law and article 12 (1) of the Directive Regulatory Administrative Act 119/2021 “in exceptional circumstances, a beneficial owner of a non-profit legal person may request an exemption to the access of an obliged entity or member of the wider public to all or part of the above information”. Please specify whether or not you consent to the publication of the above information to an obliged entity or a member of the wider public.

**Consent/Do not consent**

In case you do not consent please note the following:

* You must submit a separate documented request to the General Registrar, i.e. the Permanent Secretary of the Ministry of Interior stating the reasons for your non-consent in order to show that the publication of part of the above information that the directive allows to give to obliged entities or a member of the wider public in accordance with articles 11 (b) and 11(c) of the Directive respectively, may expose you to a disproportional risk of fraud, abduction, blackmail, extortion, harassment, violence or intimidation, or whether the beneficial owner is a minor or an otherwise legally incapacitated person.
* Notwithstanding the abovementioned, the Authorities stated in article 11(a) of the Directive as well as the Registrar and the General Registrar shall have full access to the above data.

I, the undersigned………………………………. beneficial owner (or guardian in case the beneficial owner is a minor or an otherwise legally incapacitated person) of (name of the Non-profit legal person) …………………………. state that the above information are true and I understand that the submission of misleading or deficient information is a criminal offence.

Signature: ………………………………………………..

Verification of data by the Person Legally Liable for the Non-profit Legal Person.

Name of the Person Legally Liable for the Non-profit Legal Person

……………………………………..

Signature

……………………………………..

### Form (b) – Beneficial Owner when the Person who has a Right over the Non-profit Legal Person is another Legal Entity registered in the Republic (fill in separate forms for every other legal entity)

*Attention: a legal entity, which is an obliged entity according to the Law is not a beneficial owner. In this case, fill in the details of the legal entity that has appointed the obliged entity and holds indirect control over the Non-profit Legal Person*

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|  |  |
| --- | --- |
| Name of other legal entity: | ………………………………………………. |
| Registration Number of other Legal Entity: | ………………………………………………. |
| Competent Authority that registered the other legal entity to operate in the Republic | ………………………………………………. |
| Date of Registration of the other Legal Entity | ………………………………………………. |
| Nature and extent of the right the other legal entity holds over the Non-profit Legal Person (circle one or more depending on what is true) | 1. Founder  2. Member of the Board of Directors (specify the office held)  …………………………………………..  3. Member of the Management (specify the office held)  ……………………………………………  4. Responsible for judicial or extrajudicial representation.  5. Has a right to remove Members of the Board of Directors.  6. The other legal entity offers services/products to the Non-profit Legal Person at a percentage higher than 25% of the annual income or above €10,000, whichever amount is smaller. Please note the amount of the annual transactions of the immediately previous financial year. . ………………….  7. The other legal entity is a donor at a percentage higher than 25% of the annual income or above €10,000, whichever amount is smaller. Please note the amount of the donation made in the immediately previous financial year.  …………………………………………….  …………………………………………….  8. Other financial relationship with the non-profit legal person (specify)  ……………………………………………. |
| Date at which the other legal entity began to be a beneficial owner | ……………………………………………. |

I, the undersigned, ……………………………………………………. (state the office held in the other legal entity, e.g. Chairman, Managing Director) of (name of the other legal entity) …………………………………………………….. state that the above information are true and that I understand that the submission of misleading or deficient information is a criminal offence.

Signature:

…………………………………………

Verification of data by the Person Legally Liable for the Non-profit Legal Person.

Name of the Person Legally Liable for the Non-profit Legal Person

……………………………………..

Signature:

…………………………………….Form (c) – Beneficial Owner when the Person who has a Right over the Non-profit Legal Person is another Legal Entity that is not registered in the Republic -

*Attention: a legal entity, which is an obliged entity according to the Law is not a beneficial owner. In this case, fill in the details of the legal entity that has appointed the obliged entity and holds indirect control over the Non-profit Legal Person (a separate form should be filled in for every other legal entity)*

|  |  |
| --- | --- |
| Name of other legal entity: | ………………………………………………. |
| Registration number of other Legal Entity: | ………………………………………………. |
| Competent Authority that registered the other legal entity to operate in the Republic | ………………………………………………. |
| Date of Registration of the other Legal Entity | ………………………………………………. |
| Country in which the other legal entity is registered |  |
| Nature and extent of the right that the other legal entity holds over the Non-profit legal person (circle one or more depending on what is true) | 1. Founder  2. Member of the Board of Directors (specify the office held)  …………………………………………..  3. Member of the Management (specify the office held)  ……………………………………………  4. Responsible for judicial or extrajudicial representation.  5. Has a right to remove Members of the Board of Directors.  6. The other legal entity offers services/products to the Non-profit Legal Person at a percentage higher than 25% of the annual income or above €10,000, whichever amount is smaller. Please note the amount of the annual transactions of the immediately previous financial year. . ………………….  7. The other legal entity is a donor at a percentage higher than 25% of the annual income or above €10,000, whichever amount is smaller. Please note the amount of the donation made in the immediately previous financial year.  …………………………………………….  …………………………………………….  8. Other financial relationship with the non-profit legal person (specify)  ……………………………………………. |
| Date at which the other legal entity began to be a beneficial owner | ……………………………………………. |

In addition to the above, please state for all the beneficial owners of the other legal entity, which is not registered in the Republic:

1. the name, surname, date of birth, citizenship and address of residence of every beneficial owner of the other legal entity
2. in case the other legal entity is a company, the nature and extent of the ultimate ownership held directly or indirectly by every beneficial owner via, inter alia, shares, voting or ownership rights or the nature and extent of the ultimate control exercised directly or indirectly by every beneficial owner over the other legal entity

and

in case the other legal entity is also non-profit, the nature and extent of the right it holds over the other legal entity, i.e. the direct or indirect voting right on the Board of Directors and/or that it is the founder and/or a member of the Management and/or holds any other right of control over the other legal entity including the capacity of its judicial and extrajudicial representation, the removal of members of the Board of Directors, the percentage of voting rights in decision-making or any other decision-making or legal act right it holds, including having any other financial relationship with the other legal entity,

1. the number of the identification document stating the kind of document, the country and date of issue and the date of expiration of the document

I, the undersigned, ……………………………………………………. (state the office held in the other legal entity, e.g. Chairman, Managing Director) of (name of the other legal entity) …………………………………………………….. state that the above information are true and that I understand that the submission of misleading or deficient information is a criminal offence.

Signature:

…………………………………………

Verification of data by the Person Legally Liable for the Non-profit legal person.

Name of the Person Legally Liable for the Non-profit legal person

……………………………………..

Signature:

…………………………………………

## Part IV: Details of Employees of Associations/ Foundations/ Federations or Unions /Charities / Non-governmental Organisations with a Legal Personality in another country

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| S/N | Name and Surname | ID Number | Address | E-mail | Job description |
|  | ………………………… | …………………. | …………………. | ……………… | ……………….. |
|  | ………………………… | …….…………. | …….…………. | ……………… | ……………….. |
|  | ………………………… | …………………. | …………………. | ……………… | …………….…. |
|  | ………………………… | …………………. | …………………. | ……………… | ……………….. |
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|  | ………………………… | …………………. | …………………. | ……………… | …….….……… |
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|  | ………………………… | ………………… | ………………… | ……………… | ………………… |
|  | ………………………. | ……………….. | ……………….. | ……………… | ………………… |
|  | ………………………… | ………………… | ………………… | …………….. | ………………… |
|  | ………………………… | …………………. | …………………. | ……………… | ………………… |
|  | ………………………… | ………………… | ………………… | …………….. | ………………… |
|  | ………………………… | ……………….. | ……………….. | …………….. | ………………… |
|  | ……………………….. | ……………….. | ……………….. | …………… | ………………… |
|  | ……………………….. | ………………… | ………………… | ……………… | ………………… |

Note: In case there are more than 20 employees please fill in more forms.