

APPENDIX 2

Certificates / Supporting Documents required in respect of categories 2(a) Executive Directors and 2(b) Middle-management staff / Executive staff / and any other key personnel

(all documents must be either originals or certified copies)

For new and existing companies

- Contract of employment stating the annual salary and the employment duration by the duly stamped Commissioner for Stamp Duty (Inland Revenue Department)
- Application Form M58 for entry permit or Application Form M61 for Temporary Residence Permits
- Application Form M64 for employment permit
- One photo
- Fees EUR 35 per year with the application form
- Copy of passport's data pages (applicants' personal details and expiry date)
- Copy of Alien Registration Certificate (A.R.C)
- Bank guarantee (personal or collective, depending on the case)
- Certificate of Criminal Record
- Full Medical Insurance certificate (for inpatient and outpatient hospital treatment) for the applicant and his/her family members valid for one year. In the case that the Residence/Employment Permit is valid for more than one year, then a renewed Insurance certificate must be submitted.
- Medical examination certificate (AIDS, syphilis, Hepatitis B) and a chest x-ray for tuberculosis (TB) from doctors in Cyprus. This certificate is required even in the case of a renewal of a temporary residence/employment permit

For new companies:

- Proof that the third country nationals who will be employed have adequate funds so that they and their family members may not become a burden on the Social Welfare System of the Republic during their stay and until the company will operate fully. Such proof is considered:

(a) In case that the employees (categories 2(a) and 2(b)) are also shareholders of the company, the equivalent amount to an annual salary must be deposited in a bank in Cyprus either in a personal account of the applicant or the company's account

(b) In case that the employees (categories 2(a) and 2(b)) are not shareholders of the company, the equivalent amount to an annual salary must be deposited in a bank in Cyprus in the company's account.

For existing companies:

- For existing companies the above condition is satisfied by submitting the audited financial movement of the company's accounts for the previous year which includes the auditor's report for the company's viability, and a certificate of company tax clearance issued by the Inland Revenue Department.