

APPENDIX 4

Certificates / Supporting Documents required for renewal of permits (all documents must be either originals or certified copies)

1. Categories of Executive Directors and Middle-management staff / Executive staff / other Key Personnel

- Applications for Renewal of Residence and Employment Permit are submitted to the Civil Registry and Migration Department (District Office of CRMD in Nicosia)
- Company's Annual Report by offices of Certified Public Accountants
- Audited company's accounts for the previous year including auditor's report for the viability of the company
- Income Tax Clearance Certificate for the applicants and corporate tax clearance for the company
- Certificate for Social Insurance Fund contributions during the previous period
- List of the company's personnel (applicants and employees)
- All certificates and supporting documents mentioned in Appendix 2 except for the Certificate of Criminal Record
- Copy of the previous Residence and Employment Permit
- Fees EUR35 per year

2. Category of supporting staff

- Copy of the previous permit
- Income Tax Clearance Certificate of the applicants issued by the Inland Revenue Department
- Certificate for Social Insurance Fund contributions during the previous period
- All certificates/supporting documents mentioned in Appendix 3 except for the Certificate of Criminal Record