**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