

INSTRUCTIONS FOR REGISTRATION WITH THE REGISTRY OF SERVICE PROVIDERS OF THE CYPRUS INVESTMENT PROGRAMME

According to a Council of Ministers Decision, the Committee of Supervision and Control was established, with the main responsibility to create the Registry of Service Providers (Registry) of the Cyprus Investment Programme and to observe the implementation of the Code of Conduct by the service providers. The right to submit an application to the Registry is held by natural and legal persons.

Registration Criteria for the Registry

Natural and legal persons wishing to be included in the Registry should, inter alia:

A) In the case of natural persons, should be a citizen of Cyprus or another Member State of the European Union, while legal persons may be included in the Registry as long as their corporate base is in the Republic of Cyprus or another country Member State of the European Union.

B) Have sufficient knowledge of the Programme.

C) Have a website, with, at least, the name and status of the service provider and contact details (telephone number, fax, email, office address)

1. Natural Persons

Natural persons should complete the relevant application for registration of natural persons by following the link [Application of Natural Persons to be included in the Registry of Service Providers of the Cyprus Investment Programme](#) and submit electronically the following documents:

- Clean Criminal Record for the applicant and any of his **key** partners considered by the applicant to have **significant** involvement/contribution in relation to the Programme¹, issued by the Cyprus Police. The date of issue shall not exceed six months from the date of submission of the application.

In case that the natural person is a resident of another Member State of the European Union, the above document or any other documents requested by the Committee should be provided by the relevant competent authorities and should be translated into Greek or English and must be duly certified ("APOSTILE" stamp).

- Signed [Code of Conduct](#).
- Certificate of Attendance at a relevant educational seminar on the Cyprus Investment Programme.
- Signed declaration by the applicants that they are neither employees, nor directors, nor shareholders in any company. The declaration must be accompanied by a self-employed statement issued by the Social Insurance Services of the Ministry of Labour, Welfare and Social Insurance.

¹ Authorized credit institutions and authorized providers/administrators of investment / management services are exempted.

2. Legal Persons

The [Application of Legal Persons to be included in the Registry of Service Providers of the Cyprus Investment Programme](#) should be accompanied by the Code of Conduct signed by the Director/Partner of the company/partnership² as well as the Certificate of Attendance at a relevant educational seminar on the Cyprus Investment Programme. The Certificate of Attendance will be issued on the registered name of the company and will cover all natural persons acting on behalf of the company.

It is clarified that any employee of a company will not be registered separately.

In the case of registration of a legal person based in the Republic of Cyprus, the Committee of Supervision and Control will obtain electronically the documents related to the legal person, by the Department of Registrar of Companies and Official Receiver of the Ministry of Energy, Commerce and Industry, including any amendments made to these documents, which include, among others:

- Memorandum and Articles of Association
- Certificate of Incorporation
- Certificate of Registered Office Address
- Certificate of Directors and Secretary
- Certificate of Shareholders

The Director/Partner of the company, the natural persons acting on its behalf, including the relevant contact person, as well as its **key** partners considered by the company to have **significant** involvement/contribution in relation to the Programme, should submit a Clean Criminal Record of which the date of issue shall not exceed six months from the date of submission of the application.

In case the legal person is registered in another Member State of the European Union, the above documents should be provided by the relevant competent authorities and should be translated into Greek or English and must be duly certified ("APOSTILE" stamp). In addition, the Director/Partner of the company, the natural persons acting on its behalf, including the relevant contact person, as well as its partners for the purposes of the Programme, should submit a copy of their passport or identity card.

The Code of Conduct as well as any other relevant documents, required to accompany the applications, should be submitted electronically.

The Committee of Supervision and Control reserves the right to ask for additional certified copies of documents relating to any natural persons or legal entities.

The application will be examined by the Committee of Supervision and Control and the applicant will be informed in writing if his application has been approved for registration purposes to the Registry.

² The Committee of Supervision and Control reserves the right to ask the Board of Directors' decision which authorises the Director/Partner to sign the Code of Conduct on behalf of the company/partnership.