



New form for tax residency certificates

25 November 2015 - The Tax Department of Cyprus has introduced an application form for issuing tax residency certificates.

The form was officially introduced on 30 October 2015 in Tax Department Circular 2015/19 and applies to legal entities. Previously, the procedure only involved the submission of a declaration by the company's director confirming that the management and control of the legal entity was exercised in the Republic.

The form, codenamed T.D.98, is titled 'Application To Issue Tax Residency Certificate and Questionnaire of Legal Entities' and includes all the information required by the Department in order to proceed with the issuance of the relevant tax residency certificate.

In cases where additional information and/or clarifications are required, a Tax Officer will contact the applicant company or its representatives.

The applicant company or its representatives will need to complete, sign and then submit the form to the relevant District Tax Office where the applicant company's tax file is being kept.

The information to be included in Form T.D.98 is the following:

- i. Taxpayer's details (i.e. tax identification code, company's name, correspondence address, registered office address);
- ii. Details relating to the tax residency certificate requested (i.e. period/year and country of use);
- iii. Details of the company's status (i.e. country of incorporation and tax residency status);
- iv. Details of the directors/board meetings (i.e. where these are held, tax residency status of the directors, where the minutes of the board meetings are kept e.t.c.). It is noted that together with the application form, the applicant company should also submit a copy of the latest directors' certificate;
- v. Place of the shareholders' meetings;
- vi. Details of any powers of attorney (i.e. details of any power of attorney issued);
- vii. Maintenance of books and records (i.e. where these are kept);
- viii. Tax filing and payment status.

Form T.D.98 will need to be signed by the company's director/s before it is submitted to the Tax Department.