



KNOW BEFORE YOU GO TO CYPRUS

A GUIDE FOR EUROPEAN CITIZENS AND THEIR FAMILIES



www.eurescyprus.eu

INTRODUCTION

THE PURPOSE OF THIS INITIATIVE IS TO PROVIDE INFORMATION WHICH WILL BE HELPFUL TO YOU COMING TO CYPRUS FOR WORK. THIS GUIDE SETS OUT THE STEPS THAT YOU SHOULD TAKE BEFORE YOUR TRAVEL AND AFTER YOU ARRIVE IN CYPRUS.

Moving abroad can be a great experience, offering people the chance to experience the cultural, social and economic way of life of another country. Cyprus is a popular destination for mobile European jobseekers, especially those coming from the Balkans and Eastern Europe. However, to make the most of your experience it is very important to obtain information

on job opportunities, living and working conditions, employment rights and the current economic situation before you go.

In this guide we also provide useful information and addresses where you can get further assistance.



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REGULATIONS GOVERNING EU CITIZENS IN CYPRUS AND THEIR FAMILY MEMBERS

This text provides information for the citizens of other Member States of the European Union (EU) and the European Economic Area (EEA), and also nationals of Switzerland, and their families.

It contains the basic information on entry, temporary and permanent residency, legal arrangements that apply to all EU citizens and information about employment in Cyprus.

[A]

YOUR RIGHTS

EU Citizens are free to enter, leave, travel and live in Cyprus and may also engage in any economic activity, either as paid employees or self-employed persons, service providers or engage in any educational opportunity in Cyprus, under the same conditions as Cypriot citizens.

Do I have to complete any formalities to enter Cyprus for a short stay, as tourist for example?

If you are going to spend less than three months in Cyprus, you only need to have a valid passport or a valid identity card issued by your country and not expiring in less than six months, which shows your nationality. When you enter Cyprus from a formal and recognized airport or port you can go through passport control queues identified for EU Nationals.

However, if you intend to stay in Cyprus for more than 21 days, you have the obligation to identify yourself to the Civil Registry and Migration Department of the district of your residence in 35 days from your entry in the Republic. The Presence Identification Form contains your name, country of origin, passport or ID number, day of arrival in Cyprus and purpose of stay.

Do I have to complete any formalities when I want to live in Cyprus for more than three months?

Within four months of the date you entered Cyprus you have the obligation by law to go personally to the Civil Registry and Migration Department (this service is for the time being, provided at the local Immigration Branch of the Police in all districts except Nicosia where a District Migration Office exists) and apply for the Registration Certificate for EU Nationals (or Yellow Slip). In order to obtain this Certificate one should submit the following:

- A duly completed standard form with all the necessary documents (obtainable from Civil Registry & Migration Department or from the local Immigration Branch of the Police) depending on the category of residence permit one is applying for (employed activity, self-employment etc.).
- A Valid Passport or ID Card
- 2 photos
- A fee of €8,54

Note: if one is applying for dependants, he must present certified true copies of marriage certificate, birth certificates of children etc.

The Certificate is issued in a short period of time from the day of application.

The application forms can also be downloaded from the website of the Civil Registry & Migration Department at www.moi.gov.cy/cmd or you may request information by calling tel: +357 22 804 400 or e-mailing migration@cmd.moi.gov.cy

One should know that the Registration Certificate is issued only if you have secured a paid job in Cyprus or you are self-employed or you are a student or you have identified reasonable means for living in Cyprus without working. If by any chance you do not comply with the above then the Cyprus Authorities may refuse to issue the Certificate.

It should be noted that a fine is imposed in the case of non-compliance (Law N7(I)/2007) and specifically a fine of €2,562.90 to any European national who works in the Republic without being registered.

Note: a residence permit is not required to begin working in Cyprus - an EU national may begin work while the residency paperwork is still in process - however the employer and employee may be fined if application for the Registration Certificate is never made.



[B]

RIGHTS OF FAMILY MEMBERS

Family members include a spouse, children aged under 21, and direct descendants or dependants (father and mother of the EU citizen or his spouse). Family members, have the same rights as any other EU Citizen.

Can my family live with me in Cyprus?

Yes they can. If they are EU Citizens, Part 1 of this leaflet will apply to them as well without any other restrictions or requirements.

In order to apply for the Registration Certificate, along with all the relevant certifications, a fee for each family member is required. The Registration Certificate is issued when you submit the following:

- A duly completed standard form (obtainable from Civil Registry & Migration Dept. or from the local Immigration Branch of the Police)
- Valid passport or identity card, and several copies
- Proof of the family relationship (certified copies of marriage certificate and children's birth certificates)
- Family members that are not dependants must show proof of a serious medical condition which leaves them completely dependent
- If it has been issued, the Registration Certificate of the EU-citizen family member already residing in Cyprus
- Two passport-sized photos for each member
- Fee of €8,54 for each family member

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KNOWING THE LOCAL LANGUAGE

In Cyprus the official languages are Greek and Turkish. In order to find employment in the Government controlled area of Cyprus (the area which is not occupied by Turkish Military), employers may ask from potential employees to have basic knowledge of the Greek language. In some sectors of the economy (services and construction for example) the knowledge of the English language can be sufficient at the beginning of the employment period. However effort should be made from all to learn some basic Greek.

Greek lessons are provided regularly by the Ministry of Education and Culture and by other Institution in Cyprus such as Universities, private language schools and some times by Trade Unions. For more information you can contact the Ministry of Education and Culture at +357 22 800 931 or at ysea@moecc.gov.cy.



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FINDING WORK BEFORE ARRIVING IN CYPRUS

Before leaving for Cyprus you should first look at job opportunities offered by employers in Cyprus and seek pre-departure advice and information from the EURES Advisers in your own country. You can contact them at your local Public Employment Service Office (also see the website <http://ec.europa.eu/eures>).

On arrival, one of your first points of contact for assistance when looking for employment should be the Public Employment Offices that are located in all major towns in Cyprus.

If you are a newcomer in Cyprus and you seek employment, the Public Employment Services can help you register as unemployed for a maximum period of 3 months. After the end of this period the PES can no longer keep registering you as unemployed.

The Cyprus Public Employment Services

If you are a newcomer to Cyprus and you seek employment, then you can visit any District or Local Labour Office in order to register as unemployed and get information and guidance about job opportunities in Cyprus. A valid passport or identity card is needed to be shown on the first visit in order to be registered as unemployed. Any other certificates and diplomas concerning your educational background must be officially translated in Greek or English. Your registration lasts for a maximum of three months. After the end of the 3-month period the PES has the right to refuse renewing your registration as unemployed.

It must be noted that the PES will ask for your Presence Identification Form in order to verify the date of your entry into the Republic. Failure to provide the Form may prevent you from register as unemployed.

The locations and contact details of the District and Local Labour Offices can be found on the web site of the Department of Labour at www.mlsi.gov.cy/dl

Private Employment Agencies

Cyprus has many private employment agencies. Some specialize in finding work for people still residing in their home country. All Private Agencies must operate under a license issued by the Department of Labour. Before contacting a Private Agency it is wise to ask for their License No.

If you wish to find more information about the Agency you can contact the Department of Labour at the tel: +357 22 400 836 or send an enquiry to the email: eures@dl.mlsi.gov.cy. A List of all licensed Private Agencies can also be found on the web site of the Department of Labour at www.mlsi.gov.cy/dl

Private Employment Agencies cannot charge jobseekers for their services. All services provided to the Jobseekers must be free of charge. If you wish to make a complaint about an Agency please contact the Department of Labour immediately.

Personal Networking

Making a personal approach to companies which may be on the lookout for personnel with particular specializations can also be worthwhile. Companies through their own websites are advertising job opportunities that are not listed in any other data base. Some companies also accept CVs all year round in order to build a pool of candidates that contact themselves when a recruitment need rises.



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REGULATED PROFESSIONS

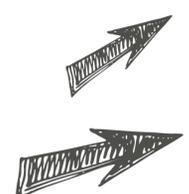
One typical characteristic of the free market economy is that everyone is free to choose and to practise a profession. However, each Member State may require the possession of specific qualifications for the pursuit of some professions. Therefore, if you wish to come to Cyprus for work and your profession is regulated by Law, then you have to follow the following procedure:

- 1 Every applicant who wishes to pursue a regulated profession in the Republic submits an application to the competent body together with all the necessary certificates and other evidence.
- 2 The competent body examines the applications submitted in accordance with the laws in Cyprus.
- 3 The competent body during the evaluation of an application may ask the applicant to clarify or to provide any additional information considered necessary.
- 4 The competent body may ask the applicant to furnish documents translated in Greek or in one of the other languages most commonly used in the European Union.

5 The certificates provided, concerning evidence as regards good character or reputation or economic or bankruptcy status, physical or/and mental health or proof of insurance against the financial risks arising from the professional liability, when these are required, should be issued no more than three months before the date of presentation to the competent body.

6 The competent body decides in accordance with the provisions of the Laws and it informs the applicant of its decision, duly reasoned, within four months from the date of presentation of the application together with all the necessary documents.

7 The applicant has the right to appeal against an act or omission of the competent body, including its failure to consider the application within the specified time limits. The appeal should be made to the Supreme Court in accordance with Article 146 of the Constitution.



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SELF EMPLOYMENT

It should be noted that most companies in Cyprus work in the services sector and are classified as small on the basis of the EU definition.

Registering a company in Cyprus requires the submission of an application to the Registrar of Companies (+357 22 404 400), in order that the name of the company can be examined and approved, and payment of a fee of €12 or, if the rapid service is required, of €25. After the name has been approved, the relevant documents have to be submitted by a lawyer practicing in Cyprus. The registration fee depends on the capital of the company.

If you are interested in creating a company in which you will be self-employed or in moving your existing company to Cyprus, you should seek the guidance of a lawyer and an accountant in order to avoid mistakes and unnecessary trouble. You can find information relating to companies and/or professionals providing legal and accountancy services on the website of Certified Public Accountants of Cyprus. www.icpac.org.cy



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ACCOMMODATION

In Cyprus there is a wide variety of furnished or unfurnished flats for rent. Usually, the contract period is for one year, but in some cases shorter term contracts can be negotiated. The best way to look for accommodation before you arrive in Cyprus is through the web sites of a number of Estate Agents operating in Cyprus.

Deposits of up to one month's rent are normally required. Renting in Cyprus is not cheap. In many cases people share apartments in order to split the costs for renting. Be also aware that electricity, water and telephony costs are not included in the rental price. On average, the prices for renting an apartment in Cyprus start from €8 to €15 per m².

The Cyprus Association of Estate Agent Entrepreneurs (tel: +357 22 889 759, email: mesitwm@cytanet.com.cy) and the Estate Agent Registration Council (tel: +357 22 889 759) may be contacted for information on Estate Agents in Cyprus.

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FINDING SCHOOLS FOR CHILDREN AND OTHER DEPENDANTS

Both European citizens who live in the Republic of Cyprus and members of their family who are nationals of a third country are entitled to education in the State Educational Institutes, as are Cypriot citizens.

The Republic of Cyprus wishes to ensure that children who come to live in Cyprus from other EU countries are able to continue their education. The Ministry of Education and Culture is the competent body to approach for help about finding a school (tel: +357 22 800 600, email: moecc@moecc.gov.cy). You will be able to speak to the competent officials in the directorates for each level of education at the Ministry (e.g. the Directorate or Primary Education, Directorate for Secondary Education, and Directorate for Higher Education).

You can find approved state and private nursery schools, primary schools and lower and upper secondary schools through the Ministry. You can also get information about tertiary education (universities, colleges, higher education schools) from the Ministry of Education and its web site www.highereducation.ac.cy and by the Euroguidance Center in Cyprus at www.nrcg.dl.mlsi.gov.cy

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EMPLOYMENT CONTRACTS

Despite the fact that in Cyprus the contract of employment is not obligatory, what is obligatory by Law is that all employers should notify their employees in writing about the terms and conditions of their employment. This should be done one month after the beginning of employment.

This document is signed by the employer and the employee and contains information about:

- the place of work
- the registered address of the organisation/company
- your job and duties
- the date of the commencement (if agreed)
- the termination of your employment (if agreed)
- holidays with pay
- earnings
- allowances
- working hours/days

For information contact the Department of Labour Relations of the Ministry of Labour and Social Insurance (tel: +357 22 451 500/1).

One should be very careful about contracts signed between private employment agencies abroad and jobseekers. Any contract not signed in Cyprus by the actual employer and the employee does not have any legal binding.

QUESTIONS, PROBLEMS OR COMPLAINTS

Any queries, problems or complaints please contact the Department of Labour Relations (tel: +357 22 451 500/1) www.mlsi.gov.cy/dlr

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HEALTH CARE

European citizens working temporarily in Cyprus are entitled to receive essential medical care in State hospitals provided they hold the European Health Insurance Card. The members of the family of the holder of the Card are similarly entitled. It is essential to obtain the European Health Insurance Card before you come to Cyprus from your home country.

In general, medical care is provided by the government medical services and the private medical sector. The government medical services can be used by anyone who chooses to be treated at a public medical institution.

The government medical services provide treatment free of charge or at reduced charges for certain groups of individuals. More information can be obtained from the Ministry of Health (www.moh.gov.cy)

Emergency care is provided free to all persons who arrive at the accident and emergency departments of the government hospitals. All districts now have a new hospital, most recently the Nicosia district. Every city has its own hospital with an accident and emergency department. The size of the country ensures easy and swift access to medical centres.

Under EU regulations, health care can be provided in Cyprus for people from other EU Member States on the same basis as it is provided to Cypriot nationals and is available at any of the Government Medical Institutions in Cyprus.



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SOCIAL SECURITY

The Social Insurance Scheme provides compulsory cover for all persons employed in Cyprus. Those insured under the scheme are classified into three categories: salaried staff, self-employed and voluntary contributors.

All EU Citizens working in Cyprus MUST apply for a Social Security Number. This can be done either by a personal visit at one of the offices of the Social Security Department in your area of residence (visit www.mlsi.gov.cy/sid) or it can be done by your employer. You also have to know that it is illegal not to be insured and employers that do not pay social security contributions for their employees should be reported at the Social Insurance Services (tel: +357 22 401 600 or through www.mlsi.gov.cy/sid).

Contributions are calculated on the gross salary earned by each employee and it is deducted monthly. Each Employee pays 6.8% of his/her gross salary to the Social Security Scheme, the employer pays another 6.8% and 4.3% is paid from the State.

Self-employed persons pay contributions equal to 12.6% of their salary and the State pays another 4.3%.

The Social Insurance Scheme provides:

- marriage benefits
- maternity benefits
- sickness benefits
- unemployment benefits
- survivor's benefits
- disability benefits
- orphan benefits
- old age benefits
- single parent benefits
- death benefits
- occupational accident benefits
- occupational illness benefits

It also provides free medical care and drugs for those entitled to a disability pension and to persons who have suffered physical injury as the result of an occupational accident or occupational illness.

Salaried staff are entitled to all the above benefits, whereas the self-employed are not entitled to unemployment benefits.





KNOW BEFORE YOU GO TO CYPRUS

FACTS, FIGURES AND USEFUL ADDRESSES

GETTING AROUND CYPRUS

The great thing about Cyprus is that it is an island so getting lost (unless you really try) should be quite hard. However it may be useful to get to know a little about the main roads and transport systems available to you before arriving. The island's two main airports are in **Larnaca** and **Paphos**. The motorway network that connects all the main towns and resorts makes it easy to get around. There is no doubt that the best way to get around Cyprus is by car. The road signs are in both English and Greek (a throwback to the long English occupation of the island) which is why driving is still on the left side of the road. The public transport system has been recently upgraded with new busses and new routes covering all major cities in Cyprus. Shared taxi coaches are also widely used for connecting the various cities around the island.

USEFUL WEBSITES

Larnaca & Pafos International Airports
www.cyprusairports.com.cy

Shuttle Busses to/from Airports
Nicosia - Larnaca Airport:
www.kapnosairportshuttle.com
Limassol - Larnaca Airport:
www.pameaerodromio.eu

Cyprus Bus routes
www.cyprusbybus.com

Other Useful information
Cyprus cost of living
www.cyprusbill.com



FACTS AND FIGURES

CYPRUS
Greek: Κύπρος, Kýpros
Turkish: Kıbrıs
Officially the Republic of Cyprus

POPULATION
796,740 (July 2009 est.)

CAPITAL
Lefkosia (Nicosia)
Latitude: 35:09:00N
Longitude: 33:16:59E

OFFICIAL LANGUAGES
Greek, Turkish, English

RELIGIONS
Greek Orthodox 78%, Muslim 18%, Maronite, Armenian Apostolic, and other 4%

SIZE
9,250 sq. km (3,571 sq. miles)
(of which 3,355 sq. km are in north Cyprus)

TIME ZONE
(GMT + 2:00 hours)

CURRENCY
Euro (€)

EMERGENCY SERVICES
Medical, fire and police
Call 112 from anywhere in Europe

326 DAYS OF SUNSHINE A YEAR



LARGEST CITIES IN CYPRUS

Name	Population
1 Nicosia	200,452
2 Limassol	154,000
3 Larnaca	72,000
4 Famagusta	42,526
5 Paphos	35,961
6 Kyrenia	26,701
7 Protaras, Famagusta	20,230
8 Morphou, Nicosia	14,833
9 Aradhippou, Larnaca	13,349
10 Paralimni, Famagusta	11,836

16 INTERESTING FACTS ON CYPRUS

- Cyprus gained independence in 1960. The country had previously been controlled by Great Britain and joined the British Commonwealth in 1961.
- Cyprus is the third largest island in the Mediterranean Sea.
- Cyprus joined the European Union on 1 May, 2004. Nine other countries joined the EU on the same date - they were: the Czech Republic, Estonia, Latvia, Lithuania, Hungary, Malta, Poland, Slovenia and Slovakia.
- The vast majority of Shakespeare's play, Othello, was set on the island of Cyprus. The play is believed to have been written in 1603 and is still seen by many as being very relevant to today's world.
- Cyprus was the mythical birthplace of one of the most famous Greek deities - Aphrodite. Aphrodite was the Greek Goddess of love & beauty.
- It is believed that people first lived on the island more than 12,000 years ago.
- Cyprus was famous for its copper resources. The very word 'copper' originates from the Latin word "Cuprum", meaning "from Cyprus".

8 On 20th July 1974 Turkish troops invaded Cyprus from the North. This resulted in the partition of Cyprus along the UN-monitored Green Line which still divides Cyprus today.

9 At Limassol Castle on 12 May, 1191, the English crusader King Richard the Lionheart wed Queen Joanna. To this day it is the only foreign venue at which an English Royal Wedding has been hosted.

10 Famagusta was once the richest cities in the known world during the reign of the Franks and the Venetians.

11 The Neolithic settlement of Choirokita is one of the most important Neolithic sites in Europe.

12 Some 2000 different types of flower adorn the fields and hillsides of Cyprus, including 20 rare species of orchid.

13 Cyprus has the cleanest beaches in Europe with more than 45 beaches awarded the EU "blue flag".

14 The Cyprus Mufflon is a wild sheep that is found in the Troodos & Paphos mountains. It exists nowhere else in the world.

15 In geological terms, Cyprus is an ophiolite. It rose out of the sea around 20 million years ago.

16 Cyprus was the first country in the world to domesticate cats around 9,500 years ago.



USEFUL ADDRESSES

NICOSIA DISTRICT LABOUR OFFICE

Postal Address:
District Labour Office
CY-1464 Nicosia

Street address:
3 Mousiou str.
Nicosia

tel: 22 403 000
fax: 22 873 170
email: dlonic@dl.mlsi.gov.cy

Aglangia Local Labour Office
22 Larnacos Ave, 2101 Aglangia
tel.: 22 874 800
fax: 22 874 824

Lakatamia Local Labour Office
Corner Makariou III Ave. and 16 Apostolou Varnava str.
2312 Lakatamia
tel: 22 443 717
fax: 22 443 718

Latsia Local Labour Office
5A&B Demetri Stavrou Str.
2224 Latsia
tel: 22 815 848
fax: 22 815 868

Kakopetria Local Labour Office
16 Ayiou Georgiou Str.
2800 Kakopetria
tel: 22 463 702
fax: 22 922 260

LIMASSOL DISTRICT LABOUR OFFICE

Postal Address:
P.O.Box 71036
CY-3840 Limassol

Street address:
80 Franklin Roosevelt Avenue
Social Insurance Building, 2nd floor
Limassol

tel: 25 827 350
fax: 25 306 526
email: dlim@dl.mlsi.gov.cy

Employment Services of Limassol District Labour Office

67 Franklin Roosevelt Avenue
3012 Limassol
tel: 25 827 320
fax: 25 306 563

Ypsonas Local Labour Office
2, Cresti str.
4186 Ypsonas
tel: 25 826 900
fax: 25 305 796

Eastern Limassol Local Labour Office
78, Griva Digeni avenue
3101 Limassol
tel: 25 814914
fax: 25 814923

Agros Local Labour Office
30, Agros str.
4860 Agros
tel: 25 874 074
fax: 25 521 061

Participation at the Citizen Service Centre of Pelenndri (Every Monday and Thursday)
tel: 25 813 400
fax: 25 813 410

PAPHOS DISTRICT LABOUR OFFICE

Postal Address:
P.O.Box 60067
CY-8100 Paphos

Street address:
1, Ayiou Spyridonos str,
8021 Paphos

tel: 26 821 658
fax: 26 821 670
email: dlopaphos@dl.mlsi.gov.cy

Polis (Chrysoxhou) Local Labour Office

Postal Address:
P.O.Box 66155
8820 Polis Chrysoxhou

Street address:
Corner 1 Arsinos Ave and Timohari str.
CY-8820 Polis Chrysoxhou

tel: 26 322 409 / 26 821 841
fax: 26 821 850

LARNACA (AND FAMAGUSTA) DISTRICT LABOUR OFFICE

Postal address:
P.O.Box 40136
CY-6301 Larnaca

Street address:
Philios Tsigarides Street
Social Insurance Building
Larnaca

tel: 24 805 312
fax: 24 304 532
email: dloca@dl.mlsi.gov.cy

Free Famagusta Area Local Labour Office

Postal address:
P.O.Box 36166
CY-5386 Dherynia

Street address:
49 Acropoleos str.
5380 Dherynia

tel: 23 812 052
fax: 23 730 465
email: dlopar@dl.mlsi.gov.cy

Aradippou Local Labour Office

20 Acropoleos str. Aradippou
tel: 24 813 295
fax: 24 813 302