



EMPLOYEES AT INTERNATIONAL COMPANIES

A. Introduction

Companies of foreign interest, including former offshore companies and Cyprus shipping companies are entitled to employ third-country nationals under specific circumstances. Such foreign nationals are also allowed to apply for family reunification which means that their eligible family members will be allowed to reside in Cyprus. Interested employers and employees may apply to obtain the relevant licence from the Civil Registry and Migration Department (the “**CRMD**”).

B. Eligible Employer

The applicant must be a private company, owned by a majority of third-country nationals who have invested in the company at least the amount of **Euro 200.000**.

In the event that the foreign participation is less or equal of 50% of the share capital of the company, the company may still be eligible to apply, provided that the foreign shareholder(s) has invested into the company, at least the amount of **Euro 200.000**.

The above amounts should be transferred to Cyprus from abroad and the relevant documentation must be submitted to the CRMD. We further note that the opening of a bank account in Cyprus in the name of the prospective applicant company, is a requirement.

Furthermore, please note that the CRMD requires full disclosure with regards to the beneficial owners of the applicant company. It is likely, that a due diligence report regarding the beneficial owners of the applicant company may also be required by the CRMD and that such a report would be issued by a relevant authorised provider¹.

Finally, the applicant must establish and operate independent offices in Cyprus, separate from any private housing or other office².

C. Eligible Employees

The eligible companies may employ third-country nationals as follows: -

1. Directors

- a. Company Directors (or partners in the case of partnership)
- b. Branch General Managers
- c. Departmental Managers
- d. Project Managers

¹ I. Christodoulou & Partners LLC is an authorised provider with the CRMD with Registration number 124

² Whilst Serviced offices, or business co-habitation are not excluded, such arrangements are not generally advisable



2. Minimum Salary

At least the amount of **Euro 4.000** gross monthly, as amended from time to time³ based on a minimum of 12 monthly salaries per year.

3. Maximum Number

Up to 5 persons within this category may be approved for employment, unless a greater number can be justified based in the particular circumstances.

4. Middle Management

a. Categories

- i. Upper/ Middle Management personnel.
- ii. Other administrative, secretarial or technical staff.

b. Minimum Salary

At least the amount of **Euro 2.000** gross monthly, as amended from time to time⁴ based on a minimum of 12 monthly salaries per year.

c. Maximum Number

Up to 10 persons within this category may be approved for employment, unless a greater number can be justified in the particular circumstances.

5. Specialists

a. These include:

Software System Engineers, Data Architects, Enterprise Solution Architects, Technical Assurance Professionals, Telecom and Space Engineers, Data scientists, Machine Learning Engineers, Web Developers and designers, UX User Experience Professionals, Quantitative Analysts, Quality Assurance Analysts, Mobile Application Developers, Virtual Reality Programmers, Digital Marketing Specialists, Video Production Multimedia Specialists for Mobile Apps and Software, Analysts for Mobile Apps and Software, Designers of Prototype for Mobile Devices, DevOps Engineers, Cyber Security Specialists, Artificial Intelligence, Robotics and Big Data Specialists, Pharmaceutical Formulation Technologists, Pharmaceutical Engineer Validation Specialists, Pharmaceutical Patents Specialists, Pharmaceutical Regulatory and Quality Assurance Professionals, Marine Engineers, Naval Architects.

b. Minimum Salary

At least the amount of **Euro 2.000** gross monthly, as amended from time to time⁵ based on a minimum of 12 monthly salaries per year.

c. Maximum Number

Based on annual turnover⁶ of eligible companies that relocate to Cyprus and have joined the Fast Track Business Activation Mechanism, the turnover that will be taken into account will be

³ Please refer to our brochure Cyprus Non Dom Regime for additional information regarding personal income taxation and tax residency in Cyprus and how higher salaries may be more beneficial

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⁵ Please refer to our brochure Cyprus Non Dom Regime for additional information regarding personal income taxation and tax residency in Cyprus and how higher salaries may be more beneficial

⁶ ≤1 million: 5

>€1 – €3 millions: 10

>€3 – €5 millions: 20

>€5 – €10 millions: 30



the one of the company's abroad. This will be valid for the first two years of operations in Cyprus. Following the first two years, the annual turnover of the company in Cyprus will be taken into account.

6. Support Staff

Third-country nationals not included in the above categories are considered as support staff. Companies are expected to hire for these positions Cyprus or European citizens. In this respect, it must be proven to the Ministry of Labour that there are no such qualified persons available for hire in order for a relevant authorisation for employment to be granted. A company may employ third country nationals in posts in this category at a rate of 30% of the total staff.

D. Ongoing Requirements

All foreign companies registered with the CRMD as the employer must annually submit their audited accounts, tax clearance certificate, VAT clearance certificate where applicable, as well as the proof of payment of the company's annual levy.

Our services

Our team consists of well-trained professionals with the primary goal of making all the benefits of the above scheme accessible to our clients. We can assist you with the following:

- Preparation and submission of a well-structured business plan.
- Drafting of various employment contracts and providing general legal advice to various employment, corporate and commercial matters, including to stock option schemes.
- Drafting of shareholders' agreements.
- Advice in relation to the incorporation of the company, if the company is not an existing company.
- Assistance with the procedure of the application for Visa, preparation of all the required and supportive documentation, submission of the application and completeness of the process.
- Assistance with the procedure of the application for work and residence permit preparation of all the required and supportive documentation, submission of the application and completeness of the process.
- Opening of Bank Accounts
- Practical assistance with regards to finding premises, lodgings etc.
- Liaising with the Cyprus Authorities to ensure that the application is properly progressing and to avoid any undue delays.
- Due Diligence Reports.
- Introduction of Insurance Companies.
- Registration with Tax Authorities and Social Security.
- Tax consulting and Structuring.
- Corporate support/ Management.

>€10 – €20 millions: 50
>€20 – €30 millions: 100
>€30 millions: 200



Indicative List of Documents for obtaining a permit to employ third nationals (Foreign Companies)

A. For the company

- Corporate certificates of the company issued by the Registrar of Companies.
- Memorandum & Articles of Association of the company.
- Profile describing the nature of the company's business and details of its operations.
- List with the initial shareholders of the company.
- List of company's personnel (applicants and employees).
- Declaration of Beneficial Ownership.
- Domicile deed title of lease agreement or contract of sale and purchase of the offices in Cyprus.
- Share capital transfer of EUR 200.000 which can be evidenced by banking and other documents.
- Audited company Accounts (for companies already operating in Cyprus);
- Tax Clearance Certificate for the company (for companies already operating in Cyprus).
- Proof of Levy Payment for the Registrar of Companies (for companies already operating in Cyprus).

B. For the Employee⁷

- M61 application form (Temporary Residence Permit application where applicable).
- M64 application form; (Work Permit application) passport copy (with stamp of arrival) having at least a two-year validity post application.
- Original permit of Entry/ Approval Procedure for Entry.
- Contract of Employment, stamped by Commissioner for stamp duty.
- Medical examination certificate from doctors in Cyprus, certified by the Government.
- Copy of the sale agreement or rental agreement or title deed for living premises.
- 4 photos for first issue (1 photo for renewal).
- Medical insurance which is automatically renewable or registration in the General Healthcare System (GHS – GESY) and private health insurance for inpatient health care and transportation of corpse.
- Employers liability insurance.
- Due diligence report.
- Clean criminal record.
- Curriculum Vitae.

DISCLAIMER

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⁷ All documents must be in English or Greek duly certified or apostilled.