

Relocating your company to Cyprus

Incorporation, residency, offices, accommodation and ongoing compliance — handled end to end by one team in Limassol.

LAPPAS & CO · LAPPAS ACCOUNTING · RELOCATENOW · LAPPAS PROPERTIES

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One team, one point of contact

A corporate relocation touches company law, tax, immigration, property and payroll at the same time. Most companies moving to Cyprus end up coordinating four or five separate providers. We handle all of it.

You are given one point of contact from the day we are appointed. That person stays with the project through incorporation, the residency applications, the office, the accommodation and into the ongoing compliance work.

Lappas & Co

Corporate & Administration. Company formation, registered office, company secretarial, directors, bank account opening and all ongoing statutory filings.

Lappas Accounting

Accounting & Tax. Bookkeeping, management accounts, VAT, payroll, social insurance, corporate and personal tax, and the annual audit.

RelocateNow

Relocation & Immigration. Registration certificates for EU staff, work permits for non-EU staff, medicals, medical insurance, family applications, renewals and the practical side of settling people in.

Lappas Properties

Real Estate. Office search and set-up, employee accommodation, and maintenance of both once you are running.

What we handle

The company

- Name approval and incorporation
- Registered office and company secretarial
- Directors and shareholder structure
- Tax, VAT and employer registration
- Corporate bank account opening

Residency and permits

- Registration certificates for EU nationals
- Work permits for non-EU employees
- Entry permits and visas where required
- Biometrics, medicals and medical insurance
- Family applications and residence cards
- Renewals, permanent residence, citizenship

Office and accommodation

- Office search sized to your headcount
- Lease negotiation and Cyprus formalities
- Making the space ready to move into
- Employee accommodation near the office
- Ongoing maintenance of both

Your people

- Payroll and social insurance
- Tax identification numbers
- Healthcare registration and insurance
- Personal bank accounts
- Mobile and internet connections
- School, childcare and clinic placement

Whichever part of the move you are looking at, you deal with us. We coordinate every step, keep it moving, and stay accountable for the result.

Two routes, depending on the passport

Most companies moving here have people on both routes. What an employee needs, and how long it takes, depends on whether they hold an EU passport. We confirm the position for every person before anything is filed.

EU nationals

- No work permit is required. An EU citizen can take up employment in Cyprus immediately, without waiting for a decision from anyone.
- A registration certificate — the yellow slip — is applied for where the stay goes beyond three months. It confirms the right of residence that already exists; it does not create it.
- Family members who are also EU nationals follow the same route. Family members who are not EU nationals apply for a residence card instead.
- The paperwork is light. In practice the constraint is the appointment date, not the decision.

Non-EU nationals

- A work permit is required before employment begins. We prepare the application, file it and carry it through to the permit card.
- More than one route exists, depending on the company, the role and the salary. We set out the options and the trade-offs, and you decide which to use.
- Permits are issued for a fixed term tied to the employment contract and the passport, and are renewed by a further application.
- Qualification and experience requirements vary by route. We confirm what each employee needs, and what we can submit in place of a degree, before anything is filed.
- Entry permits and visas are arranged first for the nationalities that require them.

Running the applications

This is the part most companies underestimate. The detail below is how we run it for groups of employees.

The process below applies to employees who need a work permit. EU nationals run on a shorter track and do not go through it.

Work permits, in batches

- Ten or more applications per week, once the documents are ready.
- The employee is needed in person only for the biometrics appointment, the day after we submit in Nicosia.
- The submission receipt is issued the same day. From that point the employee is legal and can travel if needed.
- Medical examinations and medical insurance are arranged for you.
- The permit card is ready in approximately one month. Family applications take approximately one and a half.

Family and the longer term

- Spouses and children follow the employee. In the first year each family member gets a one-year permit; the next application runs to the sponsor's permit expiry.
- Permanent residence follows five years of continuous legal residence, on either route.
- After four to five years, and subject to passing the Greek examination at A2 or B1 level, employees can apply for a Cyprus passport. It is normally issued within eight months.

Every application goes into our own system and is monitored there until it is issued. You can see exactly where each employee stands at any point, without having to ask.

Offices, homes and schools



Office premises

Property is handled by a dedicated member of our team. He runs the search, the Cyprus formalities for setting up the office, and makes sure the space is ready to move into. He stays on it afterwards for the maintenance.

Employee accommodation

We source accommodation close to the office. Employees can rent individually, or the company can lease a whole building and recharge the rent. On previous relocations the second route has been simpler to administer, the price per unit is better, and the company can take a margin.

Schools and childcare

We have direct cooperation with a number of schools, which gives better terms and faster admission than the standard process. Places are limited. Tell us early and we start the admissions in parallel with the residency applications, ideally before arrival.

Everything else

Bank accounts, tax identification numbers, social insurance, healthcare registration, insurance, mobile and internet — arranged for each employee as part of the same project.

Accounting, payroll and tax

The relocation ends. The compliance does not. From its first month of trading the company carries monthly, quarterly and annual obligations in Cyprus, and the people who set the structure up are the people who then run it.

Accounting

- Monthly bookkeeping
- Management accounts and reporting
- VAT registration and quarterly returns
- VIES and Intrastat where they apply
- Supplier and customer ledgers

Audit and statutory filing

- Preparation of the financial statements
- The annual audit
- Annual return and Registrar filings
- A year-end timetable agreed in advance

Payroll

- Monthly payroll and payslips
- Social insurance and GESY contributions
- Employer registration
- Starters, leavers and contract changes
- Reporting to your finance team

Tax

- Corporate tax returns and provisional tax
- Personal tax returns for directors and staff
- Tax residency for relocating employees
- Non-domicile status where it applies
- Correspondence with the Tax Department

Because the same team formed the company, hired the staff and filed the residency applications, nothing has to be explained twice at year end. The structure, the headcount and the contracts are already known.

How an engagement runs

01 **Scoping call**

We go through headcount, roles, nationalities, family situations, the status of the Cyprus entity and your target date for the first group.

02 **Written plan and timelines**

We split your employees by nationality, EU and non-EU, and give you realistic timelines for each group, with a full scope and costing.

03 **Company and registrations**

Incorporation or takeover of the existing entity, tax and employer registrations, and the corporate bank account.

04 **Office and first accommodation**

The office search runs in parallel so the space and the first housing are ready when people land.

05 **Residency, in batches**

Registration certificates and work permits filed in groups, tracked individually, with medicals and insurance handled for you.

06 **Ongoing**

Payroll, accounting, VAT, tax, audit, renewals and property maintenance continue under the same point of contact.

References from companies that have made the same move are available on request, and we are happy for you to speak to them directly before you decide.

CONTACT

Let's have a short call

Send us the roles, the salaries, the number of employees and your target date. We will come back with a written plan and firm timelines.

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