

REPUBLIC



OF CYPRUS

MINISTRY OF FINANCE - DEPARTMENT OF CUSTOMS AND EXCISE

TRANSFER OF NORMAL RESIDENCE FROM ANOTHER MEMBER STATE OF THE EUROPEAN UNION

For official use only

Reference number

Date received

This form is for you to declare your vehicle to Customs and to claim relief from excise duties payable on transfer of your normal residence from another member state of the European Union. Please complete this form and present it to any Customs Station or to Customs Headquarters together with the documents which prove that you had your normal residence in another member state of the European Union, you have possessed and used the vehicle for the qualifying period and that you have transferred your normal residence to the Republic. Before you complete it, you are advised to read the Guide to Customs Procedures titled "Transfer of normal residence" which contains relevant information. You may get a copy of this Guide from Customs Stations and Customs Headquarters. It is also available on Customs website www.mof.gov.cy/customs

A. PARTICULARS OF APPLICANT

Please complete in CAPITAL letters.

Surname	Name	Date of arrival
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Passport/ ID number	Occupation
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Address outside the Republic	Address in the Republic
Telephone number	Telephone number

Time spent in the country where you had your normal residence	Driving licence – Expiry date
	Issuing country

Date of transfer of your normal residence in the Republic

Members of your family accompanying you

Name	Relationship	Passport no.
1.
2.
3.
4.

B. PARTICULARS OF MOTOR VEHICLE'S ARRIVAL

Ship's name Date of arrival Ship rotation number	Delivery order number
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Place of foreign loading	Container number
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Place of importation	Date of importation	Place of examination
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C. PARTICULARS OF MOTOR VEHICLE

Make and model	Left or right hand drive	Colour	C.104 number
Registration number	Country of registration	Date of first registration	Optional extras, e.g. ABS, automatic transmission etc.
Chassis number	Engine number and capacity	Date of registration in applicant's name	

Was the motor vehicle acquired under relief from or refund of import and/or excise duties? YES/NO
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Do you or any other member of your family possess a duty/tax free vehicle in the Republic? YES/NO
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D. DECLARATION

I hereby claim relief from payment of excise duties in respect of the vehicle, the details of which are shown on this application and which:

- is part of my personal property;
- is being brought permanently into the Republic by me;
- was in my possession and use for a period of a minimum of six months in the place of my previous normal residence;
- was acquired by me according to the general conditions of taxation in force in the domestic market of a member state and is not the subject, on the grounds of exportation or departure from that country, of any relief from or refund of any duty or tax.

I further declare that during the last 12 continuous months I had my normal residence outside the Republic.

I also understand that if I fail to supply the required evidence or fail to comply with the conditions for granting this relief, my application may be refused.

The said vehicle shall not be hired out, given as security, sold or otherwise disposed of without the approval of the Director of Customs and Excise Department.

I also declare that the information given in the application is true and correct.

Furthermore I declare that I give my consent for the information contained in this document to be processed by the Customs and Excise Department for the application of customs or other legislation.

Applicant's signature

Date

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Warning: There are heavy penalties for making false declarations, including possible forfeiture of the vehicle.

E. FOR OFFICIAL USE ONLY

The following proof has been submitted has not been submitted

1. Proof of normal residence outside the Republic

- Disposal of property abroad
- Employment details (income tax returns, social insurance records)
- School certificates of attendance
- Termination of employment
- Utility bills, e.g. telephone/electricity/water-supply bills
- Other evidence

2. Proof of possession and use of the motor vehicle outside the Republic for a minimum of 6 months

- Motor vehicle registration document
Date registered by applicant.....
- Certificate of insurance in applicant's name from to
- Sales invoice/Receipt of purchase. Date of purchase
- Driving licence
- Bill of lading/Delivery order/Freight receipt/Sailing ticket/Details of arrival
- Other evidence

3. Proof of transfer of normal residence in the Republic

- Acquisition of a house
- Employment in the Republic
- Registration of children for school
- Residence permit
- Other evidence

Proof satisfying the above requirements has/has not been submitted.

Officer Stamp

Approved

Not approved

Officer's signature Date