

INCOME TAX RETURN Self Employed

Tax year 2013

Batch No.

Protocol No.

Date of Issue District Office

As Representative of:

By virtue of The Assessment and Collection of Taxes Law, No. 4 of 1978 as amended, you are hereby required to complete this Return for the tax year 2013 with the true and correct information regarding your income and to submit it either via the TAXISnet service on website <http://taxisnet.mof.gov.cy> or in printed form, completed and signed, **not later than 30 June 2014**. If audited accounts are obligatory the last submission date is 31st December, 2014.

2. Audited accounts must be submitted **ONLY** via TAXISnet by your auditor.

3. When the return is submitted via TAXISnet, the above dates are extended by 3 months.

4. For any amendments to the data printed on the first page of this Return, submit Form I.R.163A (2007), duly completed and signed. **AMENDMENTS MADE ON THIS PAGE WILL BE IGNORED.**

5. This Return must be completed in **capital letters** and all amounts must be in **EURO**. The dates must be in the form DD/MM/YYYY, income must be declared to the nearest euro and the precise amount of taxes and contributions should be declared.

6. The Return may be obtained either via the internet site of the Department at webpage <http://www.mof.gov.cy/ird> or from the District Offices of the Inland Revenue Department.

7. IT IS COMPULSORY TO DECLARE YOUR BANK ACCOUNT IBAN/SWIFT CODE.

8. Any income tax, special contribution of the private sector and defence contribution due must be paid by self-assessment. The forms are available from the Inland Revenue website <http://www.mof.gov.cy/ird>.

G. POUFOS
Director of the Inland Revenue Department

PART 1 – TAXPAYER’S DETAILS		TAXPAYER’S IDENTIFICATION CODE (T.I.C.)
A NAME		
	SURNAME	
B HOME ADDRESS	STREET, NUMBER, FLAT NO. / VILLAGE	
	TOWN / DISTRICT	POST CODE
C TELEPHONE NUMBERS	TELEPHONE NUMBER	MOBILE TELEPHONE NUMBER
	If your telephone numbers have changed please give a number with which we can communicate	
E TAXPAYER’S CLASSIFICATION	21	SELF EMPLOYED
	ECONOMIC ACTIVITY DESCRIPTION	

PART 2 - REPRESENTATIVE’S DETAILS	
A REPRESENTATIVE’S DETAILS	T.I.C. TEL. NUMBER
NAME / BUSINESS NAME	
B AUDITOR’S / AUDITING FIRM’S DETAILS	T.I.C. TEL. NUMBER
NAME / BUSINESS NAME	

PART 3 – ADDITIONAL INFORMATION (enter X in the appropriate box)	
A TAX RESIDENT OF THE REPUBLIC OF CYPRUS	
DURING 2013, DID YOU STAY IN THE REPUBLIC FOR A PERIOD OR PERIODS EXCEEDING IN AGGREGATE 183 DAYS? 1 YES 2 NO	
If your answer is YES, you should declare your WORLDWIDE income in this Return. If your answer is NO, you should only declare your income arising in the Republic.	
B KEEPING OF BOOKS, RECORDS AND PREPARATION OF AUDITED ACCOUNTS	
By virtue of article 30(1)(a) you are obliged to issue invoices, receipts and maintain books and records.	
1. TURNOVER NOT EXCEEDING €70000?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If YES, please complete Parts 6C and 6D. In part 6C you must complete the fields marked with an asterisk (*).	
2. ARE AUDITED ACCOUNTS PREPARED?	<input type="checkbox"/> YES <input type="checkbox"/> NO
If yes, your auditor should submit your return via TAXISnet and must complete form I.R.1A ACC (2013). For the purposes of this Return the completion and submission via TAXISnet by your auditor is deemed to be equivalent to the submission of accounts. However, you should keep the audited accounts and computations which may be requested by the Inland Revenue Department at a later date whereupon you are obliged to present them on demand.	

BY VIRTUE OF THE ASSESSMENT AND COLLECTION OF TAXES LAW NO. 4 OF 1978 AS AMENDED, THE COMMISSIONER OF THE DEPARTMENT OF INLAND REVENUE HAS THE RIGHT TO REQUEST THE SUBMISSION OF CERTIFICATES, REPRESENTATIONS AND OTHER EVIDENCE IN ORDER TO DETERMINE YOUR INCOME. YOU SHOULD THEREFORE KEEP THE NECESSARY EVIDENCE RELATING TO THE DETERMINATION OF YOUR INCOME, YOUR DEDUCTIONS AND ALLOWANCES FOR A PERIOD OF AT LEAST SIX (6) YEARS. IF AN OBJECTION IS OUTSTANDING FOR ANY YEAR ALL THE ABOVE MUST BE KEPT UNTIL THE FINAL SETTLEMENT OF THE OBJECTION OR ANY RECOURSE.

PART 4 – INCOME (Attach certificates only when tax has been withheld or paid)

A1 TRADE, AGRICULTURE, INDUSTRY, PROFESSION, VOCATION, ETC.

State your main economic activity by entering X in the appropriate box.

1. TRADE 2. INDUSTRY 3. AGRICULTURE 4. PROFESSION 5. VOCATION 6. EQUESTRIAN BETTING, O.P.A.P. ETC

INCOME ARISING IN THE REPUBLIC OF CYPRUS

7. TAXABLE PROFIT CURRENT YEAR 8. (LOSS) CURRENT YEAR 9. (LOSSES) BROUGHT FORWARD FROM 1997 10. LOSSES MORE THAN 5 YEARS NOT CARRIED FORWARD

INCOME ARISING OUTSIDE THE REPUBLIC OF CYPRUS

11. TAXABLE PROFIT CURRENT YEAR 12. (LOSS) CURRENT YEAR 13. (LOSSES) BROUGHT FORWARD FROM 1997
14. LOSSES MORE THAN 5 YEARS NOT CARRIED FORWARD 15. TAX PAID

A2 GAIN / (LOSS) ON DISPOSAL OF SECURITIES, IMMOVABLE PROPERTY OR SHARES IN A PRIVATE COMPANY

1. GAIN FROM SECURITIES 2. GAIN FROM IMMOVABLE PROPERTY 3. GAIN FROM SHARES IN A PRIVATE COMPANY
4. (LOSS) FROM SECURITIES 5. (LOSS) FROM IMMOVABLE PROPERTY 6. (LOSS) FROM SHARES IN A PRIVATE COMPANY
7. T.I.C. / REG. NO. OF COMPANY

A3 INCOME FROM PARTNERSHIP

Income from other sources should be declared in the relevant parts of the Return. In the T.I.C. column enter the partnership T.I.C. and attach the audited accounts.

CODE 1 IN THE REPUBLIC 2 OUTSIDE THE REPUBLIC

1	T.I.C.	2	CODE	3	SALARY	4	INTEREST ON CAPITAL	5	TRADING INCOME	6	TRADING LOSS	7	TAX PAID	
												€	¢	
1														
2														
TOTAL														

B PENSIONS

CODE 1 NORMAL RATES 2 REDUCED RATES 3 EXEMPTED 4 SOCIAL INSURANCE PENSION 5 PENSION OF A NON - RESIDENT FROM EMPLOYMENT IN THE REPUBLIC

1		2		3	4	5	
T.I.C.		PAYER OF PENSION NAME		CODE	PENSION AMOUNT	TAX WITHHELD	
						€	¢
1	19103174M	STATE OFFICERS' PENSION		1		00	
2	18000001M	SOCIAL INSURANCE PENSION		4		00	
3		WIDOWS PENSION		3		00	
4						00	
5						00	
6	TOTAL					00	

C RENTS (if the space in this section is insufficient enter the total amounts in line 6 only here and attach a separate statement). If you own a share in the property or it belongs to a partnership in which you are a partner, enter the information relating to YOUR share only. In the case of a partnership enter the T.I.C. of the partnership in column 6 and your proportion of the partnership rents and attach the audited accounts of the partnership.

If the lessee is a company, partnership or the state and special contribution has been deducted (column 15), the lessee's T.I.C. must be completed (column 6)

CODE 1 OFFICE 2 SHOP 3 FLAT 4 HOUSE 5 STOREHOUSE
 6 LAND 7 PARKING SPACE 8 FACTORY/HOTEL 9 OTHER PROPERTY 10 BUILDING ON WHICH 10% ALLOWANCE

1	2	3	4	5		6	7	8	
				COST OF ACQUISITION (excluding cost of land)					
	CODE	DATE OF COMPLETION / ACQUISITION	HAND OVER DATE	1. COST €	2. AREA M ²	LESSEE'S T.I.C. OR I.D. CARD No.	LESSEE'S NAME	OWNERSHIP SHARE (100%, 50%, 30%, etc.)	
1									
2									
3									
4									
5									
	9	10	11	12	13	14	15		
	ANNUAL GROSS RENT FROM PROPERTY IN THE REPUBLIC	ANNUAL GROSS RENT FROM PROPERTY OUTSIDE THE REPUBLIC	CAPITAL ALLOWANCES	INTEREST PAYABLE FOR RENTED PROPERTY	LOSSES BROUGHT FORWARD	TAX PAID OUTSIDE THE REPUBLIC	€	¢	DEFENCE CONTRIBUTION WITHHELD IN THE REPUBLIC
							€	¢	€
1									
2									
3									
4									
5									
TOTAL									

D INCOME FROM COMMERCIAL USE OF A BUILDING UNDER PRESERVATION ORDER (Your share of revenues / expenses only)												
1	OWNERSHIP SHARE (100%, 50%, 30%, etc.)			2 DATE OF TOWN PLANNING CERTIFICATE			3 REGISTRATION No.	4 PRESERVATION ORDER No.	5 RECOGNISED AREA M ²	6 INCOME	7 RESTORATION EXPENSES	8 GOVERNMENT GRANTS ALLOWED
	DD	MM	YYYY									
1												
2												
3	TOTAL											

E INTEREST RECEIVABLE (attach certificates only if the total income, as per Part 4(I), does not exceed €12000.)

CODE 1 FROM LOANS 2 FROM GOVERNMENT BONDS (3% Defence Contribution) 3 FROM BANK AND CO-OP SOCIETY DEPOSITS / DEBENTURES OF PUBLIC COMPANIES (15% Defence Contribution until 28.4.2013 and 30% from the 29.4.2013) 4 FROM NON-GOVERNMENT BONDS (15% Defence contribution until 28.4.2013 and 30% from the 29.4.2013) 5 FROM SOURCES OUTSIDE THE REPUBLIC 6 FROM UCITS (3% Defence Contribution)

1	T.I.C. / I.D. CARD No.	2 NAME OF DEBTOR OR BANK	3 CODE	4 GROSS INTEREST	5 TAX PAID OUTSIDE THE REPUBLIC		6 DEFENCE WITHHELD		7 INTEREST RECEIPT DATE				
					€	¢	€	¢	DD	MM	YYYY		
1												2013	
2												2013	
3												2013	
4												2013	
5												2013	
6	TOTAL												

F DIVIDENDS

CODE 1 FROM COMPANIES IN THE REPUBLIC 2 FROM COMPANIES OUTSIDE THE REPUBLIC

1	T.I.C.	2 BUSINESS NAME OF COMPANY	3 CO- DE	4 GROSS DIVIDEND	5 DEFENCE WITHHELD		6 TAX PAID OUTSIDE THE REPUBLIC		7 DIVIDEND RECEIPT DATE				
					€	¢	€	¢	DD	MM	YYYY		
1												2013	
2												2013	
3												2013	
4												2013	
5												2013	
6	TOTAL												

G REDEMPTION OF LIFE INSURANCE POLICIES

1	T.I.C.	2 INSURANCE COMPANY	3 DATE OF ISSUE			4 DATE OF CANCELLATION			5 TOTAL AMOUNT OF ASSURANCE PREMIUMS ALLOWED AS A DEDUCTION
			DD	MM	YYYY	DD	MM	YYYY	
1								2013	
2								2013	
3	TOTAL								

H ANY OTHER INCOME

CODE 1 IN THE REPUBLIC 2 OUTSIDE THE REPUBLIC

1	T.I.C. / I.D. CARD NUMBER	2 DETAILS	3 CODE	4 AMOUNT		6 TAX PAID			
				PROFIT	LOSS	€	¢		
1		FROM EMPLOYMENT							
2		FROM PERMANENT ESTABLISHMENT ABROAD							
3		FROM GOODWILL							
4									
5									
6									
7	TOTAL								

I INCOME / SALARIED INCOME THAT IS EXEMPT FROM SPECIAL CONTRIBUTION OF THE PRIVATE SECTOR (Record income that falls

within the income tax law but not within L.202(I)/2011 as explained in circular 2012/3)

1	2	3	4	5	6
T.I.C. / I.D. CARD NUMBER	DETAILS	CODE	GROSS EMOLUMENTS IN THE REPUBLIC	GROSS EMOLUMENTS OUTSIDE THE REPUBLIC	TAX PAID € ¢
1	FROM OVERSEAS PENSIONS / NORMAL RATES	2			
2	LOAN BENEFIT OF DIRECTORS / SHAREHOLDERS	1			
3	INCOME OF OFFICERS E.T.C. OF CYPRUS SHIPS	1			
4					
5					
6	TOTAL				

K TOTAL INCOME – Add up the income declared in PARTS 4 A2 to 4 I (except Section G) plus 6C1 (Turnover) or in the case of audited accounts 6C2.1.	€
---	----------

PART 4A – INCOME AND DEDUCTIONS OF SPECIAL CONTRIBUTION

1. Pensioners of the broader public sector must include in their salaries/wages and pensions their social security pension (column 2). Other pensioners must include in their salaries/wages and pensions of the private sector their social security pension (column 1)
 2. Contributions of the broader public sector are NOT declared.
 3. In your monthly income you must include pensions and any amounts that were paid during the month regarding overtime, benefits and bonuses.
 4. The 14th salary must be added to the month of May.
 5. Self Assessments and Temporary Assessments will be automatically credited and MUST NOT BE DECLARED.

If you have profits from a business/trade etc. enter your professional category from the Social Security Categories (see page 6 and circular 2012/3) e.g. 1a for doctors who have been in the profession for a period not exceeding ten (10) years.

Month	1 Sal./ Wages and Pensions Priv. Sector	2 Sal. / Wages and Pensions Pub. Sector	3 Profits	4 Priv. Sector Employee Contribution (€ / ¢)	5 Employer Contribution (€ / ¢)	Month	1 Sal./ Wages and Pensions Priv. Sector	2 Sal. / Wages and Pensions Pub. Sector	3 Profits	4 Priv. Sector Employee Contribution (€ / ¢)	5 Employer Contribution (€ / ¢)
Jan.						Aug.					
Feb.						Sept.					
Mar.						Oct.					
Apr.						Nov.					
May						Dec.					
Jun.						13th					
Jul.						Total					

PART 5 – DEDUCTIONS / ALLOWANCES

A MISCELLANEOUS DEDUCTIONS

(Attach certificates / receipts only for donations over €300. For donations of a lesser amount you should keep the certificates / receipts to submit when requested).

1	DESCRIPTION	2	AMOUNT
1	TRADE UNION CONTRIBUTIONS		
2	PROFESSIONAL SUBSCRIPTIONS		
3	DONATIONS TO APPROVED CHARITABLE ORGANISATIONS		
4	SPECIAL CONTRIBUTION OF THE PRIVATE AND BROADER PUBLIC SECTOR		
5	REDUCTIONS OF SALARIES/WAGES OF BROADER PUBLIC SECTOR		
6	ANY OTHER DEDUCTION		
7			
8	TOTAL		

B DEDUCTIONS FOR LIFE INSURANCE PREMIUMS, CONTRIBUTIONS TO SOCIAL INSURANCE, PENSION, PROVIDENT FUNDS, ETC.

CODE 1 APPROVED FUNDS 2 SOCIAL INSURANCE FUND 3 LIFE INSURANCE POLICIES

1	2	3	4	5	6	7
T.I.C.	NAME OF FUND / INSURANCE COMPANY	CODE	DATE OF INSURANCE POLICY	INSURANCE ON LIFE OF OWN SPOUSE	SUM ASSURED	AMOUNT PAID
1	18000001M	2				
2		1				
3		1				
4		1				
5		3				
6		3				
7		3				
8		3				
9		3				
10						
11						
12	TOTAL					

PART 6 – OTHER INFORMATION

(6A and 6B must be completed. If there are no amounts to be declared in 6A you must write the word NOTHING)

A OTHER RECEIPTS / PAYMENTS

1. NON – TAXABLE MONETARY AMOUNTS THAT YOU HAVE RECEIVED. (e.g. Gifts from parents, lottery winnings, wedding gifts) €
2. MONETARY AMOUNTS THAT YOU HAVE DONATED (e.g. Gifts to children and other persons) €

B INDICATE THE SYSTEM YOU USE TO ISSUE INVOICES AND RECEIPTS (Tick X in the appropriate box).

1. BLOCKS OF DUPLICATE MANUAL SALES INVOICES AND RECEIPTS	<input type="checkbox"/>	2.1 ELECTRONIC CASH REGISTER	<input type="checkbox"/>	3.1 COMPUTERISED	<input type="checkbox"/>	4. POINTS OF SALE (P.O.S.)	<input type="checkbox"/>	5. OTHER	<input type="checkbox"/>	DESCRIPTION:.....
		2.2 NO. OF MACHINES	<input type="checkbox"/>	3.2 SOFTWARE	<input type="checkbox"/>					

C INFORMATION FROM BOOKS AND RECORDS WHEN AUDITED ACCOUNTS ARE NOT PREPARED

(The fields indicated with an asterisk (*) must always be completed)

		±	€
1*	TURNOVER	+	
2	COST OF SALES	-	
3*	WAGES AND SALARIES BENEFITS AND BENEFITS IN KIND	-	
4*	EMPLOYER'S CONTRIBUTIONS TO SOCIAL INSURANCE AND OTHER APPROVED FUNDS	-	
5	MOTOR EXPENSES	-	
6	REPAIRS AND RENEWALS	-	
7	RENT PAYABLE	-	
8	BAD DEBTS	-	
9	INTEREST PAYABLE	-	
10	OTHER EXPENSES	-	
11*	TOTAL EXPENSES (Summation of lines 3 - 10)	-	
12	OTHER INCOME	+	
13*	ACCOUNTING PROFIT / LOSS FOR THE YEAR (1 - 2 - 11 + 12)		
14	AMOUNTS PAID FOR ROYALTIES, PREMIUMS, COMPENSATION, ETC	+	
15	AMOUNTS PAID FOR FILM LICENCES, ETC	+	
16	AMOUNTS PAID TO PROFESSIONALS, ARTISTS, ETC	+	

D COMPUTATION OF TAXABLE INCOME WHEN AUDITED ACCOUNTS ARE NOT PREPARED

		±	€
1	ACCOUNTING PROFIT / LOSS FOR THE YEAR (as part 6C13)		
2	DEPRECIATION	+	
3	CAPITAL ALLOWANCES FOR THE YEAR	-	
4	PROFIT / LOSS FROM THE SALE OF ASSETS		
5	BALANCING ADDITION / DEDUCTION		
6	INCREASE (+) / DECREASE (-) IN THE GENERAL PROVISION FOR BAD DEBTS		
7	INTEREST, FINES AND OTHER TAXES THAT ARE NOT ALLOWED	+	
8	GIFTS AND DONATIONS THAT ARE NOT ALLOWED	+	
9	ENTERTAINMENT EXPENSES THAT ARE NOT ALLOWED	+	
10	OTHER EXPENSES THAT ARE NOT ALLOWED	+	
11	OTHER INCOME THAT IS NOT TAXABLE	-	
	TAXABLE INCOME (as Part 4A1)		

Notes

- When an insurance policy is redeemed add 30% or 20% of the total premiums paid, depending on whether the date of redemption is within three or six years respectively, from the date of the insurance policy.
- Gifts are declared only if there are receipts.
- From the gross income of rented **buildings** deduct 20%. This deduction is not applicable to the gross rentals of land or parking lots.
- The maximum deduction for Contributions to the Social Insurance Fund and Provident funds and the annual premiums paid for life insurance policies is 1/6th of net income.
- Tax Rates for 2013

Income	Rate	Tax for band €	Cumulative tax €
0 – 19 500	NIL	NIL	NIL
19 501 – 28 000	20 %	1 700	1 700
28 001 – 36 300	25 %	2 075	3 775
36 301 – 60 000	30 %	7 110	10 885
60 001 – and over	35 %		

- Pensions from outside the republic are taxed either with a special rate of 5 cents for each euro exceeding €3420 and the income is not added to other income, or with normal rates. The selection of the rate is made for each tax year.
- If the income declared in the temporary assessment is less than ¼ of the final taxable income, then an additional tax of 10% on the difference of the tax finally established and the amount of the temporary tax paid or due, is imposed.

PART 8 – FINES AND PENALTIES

The Assessment and Collection of Taxes Law No.4 of 1978, as amended, provides that

1. refusal, failure or neglect to comply with the submission of this Tax Return by the date set by the Law,
 2. delay in the submission of the Return or the object of tax,
 3. delay in the payment of tax,
 4. submission of an inaccurate Return regarding income you acquired, or regarding deductions claimed or assistance to any person in order to submit a false return relating to any information,
 5. if you do not perform your obligation to keep books and records and issue invoices and receipts (article 30(1)) and
 6. if you do not keep books and records and do not prepare audited accounts where the annual turnover exceeds €70000
- is subject to fines, interest and monetary penalties and additionally in cases of conviction to imprisonment.

PART 9 – PROCESSING OF PERSONAL DATA

The Processing Of Personal Data (Protection Of Individuals) Law No. 138 (I) 2001 (As Amended)

The Inland Revenue Department keeps a Register where personal data of the Republic's taxpayers is maintained for the purposes of enforcing Tax Legislation. The existence of this Register has been notified by publicity in the newspapers in accordance with The Processing of Personal Data (Protection of individuals) Law No. 138(I) of 2001, as amended.

Bearing in mind the above, the Inland Revenue Department can use the information entered on this return in order to:-

- check its correctness,
- prevent or detect an offence,
- safeguard the income of the State.

OCCUPATIONAL CATEGORIES AND AMOUNTS OF INSURABLE EMOLUMENTS OF SELF-EMPLOYED PERSONS FROM 7.1.2013 – 5.1.2014

<u>OCCUPATIONAL CATEGORY</u>	Coefficient determining the minimum amount of insurable emoluments	<u>Minimum weekly amount of insurable emoluments in Euros €*</u>
1. Doctors, Pharmacists, Health Specialists (graduates) – (a) for a time-period not exceeding ten (10) years (b) for a time-period exceeding ten (10) years	2,20 4,45	383,64 775,99
2. Accountants, Economists, Lawyers and other Freelance professionals – (a) for a time-period not exceeding ten (10) years (b) for a time-period exceeding ten (10) years	2,20 4,45	383,64 775,99
3. Managers (Businesspeople), Estate Agents, Wholesale Dealers	4,45	775,99
4. Teachers (University, Secondary Education, Primary Education, Pre-school education, Assistant Teachers, Special Teachers) – (a) for a time-period not exceeding ten (10) years (b) for a time-period exceeding ten (10) years	2,15 4,30	374,92 749,83
5. Builders and people exercising an occupation related to the construction industry	2,70	470,83
6. Farmers, stock-farmers, poultry farmers, fishermen and people engaging in similar occupations	1,50	261,57
7. Drivers, Excavator Operators and people engaging in similar occupations	2,15	374,92
8. Technical assistants, mass media external freelancers, operators of machinery not relevant to the construction industry and assemblers of products made of metal, rubber, plastic, wood and similar materials	2,15	374,92
9. Clerks, Typists, Cashiers, Private Assistants	2,15	374,92
10. Technicians not covered under any other occupational category	2,15	374,92
11. Shop owners (including kiosks, hairdressing salons, beauticians)	2,05	357,48
12. Butchers, Bakers, Confectioners, Manufacturers/ Preservers of meat, milk, fruit, tobacco and people engaging in similar occupations	1,65	287,73
13. Hawkers, postmen, garbage collection labourers, workers in mines/ quarries, stone workers, sailors, specialists in underwater constructions, installers of hoisting equipment and wire ropes, street cleaners, people responsible for the provision of services and salespersons.	1,50	261,57
14. Cleaners, messengers, guards, owners of dry-cleaner's	2,05	357,48
15. Designers, computer operators, ship engineers, agents and similar professionals, musicians, magicians	2,20	383,64
16. Persons not covered under any other occupational category	2,20	383,64

*The minimum weekly amount of insurable emoluments is the product of basic insurable emoluments (€174,38) by the coefficient.

** The maximum weekly amount of insurable emoluments is €1046.