

INCOME TAX RETURN

employee – 2005

Batch No.

T.I.C.	Year of Assessment
Date of Issue	District Office
As Agent of:	

Protocol No.

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 2005 tax year 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 April 2006**.

2. For any changes / corrections to the data printed on the first page of this Return, submit Form I.R.163A (2004), duly completed and signed.

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

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
		ELECTRONIC MAIL ADDRESS	TELEPHONE NUMBER
			MOBILE TELEPHONE NUMBER
C	BUSINESS ADDRESS	STREET, NUMBER, FLAT NO., / VILLAGE	
		TOWN / DISTRICT	POST CODE
		ELECTRONIC MAIL ADDRESS	TELEPHONE NUMBER
D	CORRESPONDENCE ADDRESS	STREET, NUMBER, FLAT NO., / VILLAGE	
		TOWN / DISTRICT	POST CODE
			P. O. BOX
			POST CODE
E	TAXPAYER’S CLASSIFICATION		

PART 2 - AGENT’S DETAILS	
A	AGENT’S / REPRESENTATIVE’S
	NAME / BUSINESS NAME
	T.I.C.
	TELEPHONE NUMBER

PART 3 – ADDITIONAL INFORMATION (please tick ✓ the appropriate box)	
A	TAX RESIDENT OF THE REPUBLIC OF CYPRUS
	Did you stay in the Republic for a period or periods exceeding in aggregate 183 days in the tax year ending 31 st December 2005? <input type="checkbox"/> 1 <input type="checkbox"/> YES <input type="checkbox"/> 2 <input type="checkbox"/> NO
	If your answer to the above question is YES you should declare your WORLDWIDE income in this return. If your answer to the above question is NO, you should only declare your income arising in the Republic.

PART 4 – INCOME (Attach certificates only whenever tax has been withheld)

A SALARIED SERVICES (please attach certificate(s) of employment I.R.63)

1 CODE 1 IN THE REPUBLIC 2 OUTSIDE THE REPUBLIC 3 IN THE REPUBLIC - RESIDENT OUTSIDE THE REPUBLIC PRIOR TO COMMENCEMENT OF EMPLOYMENT 4 OUTSIDE THE REPUBLIC OF CYPRUS – FOR A NON - RESIDENT EMPLOYER OR FOR A RESIDENT EMPLOYER WITH PERMANENT ESTABLISHMENT ABROAD FOR A PERIOD EXCEEDING 90 DAYS IN AGGREGATE IN THE CURRENT TAX YEAR

1	EMPLOYER		3 CODE	4 PERIOD (months)	5 GROSS EMOLUMENTS		7 TAX DEDUCTED £ c
	1 T.I.C.	2 NAME			IN THE REPUBLIC	OUTSIDE THE REPUBLIC	
1						00	
2						00	
3						00	
4						00	
5						00	
6	TOTAL					00	00

2 If your income from employment is classified under code 3, in Part 4(A)1 above, complete the following information:

(a) The date you took up residence in the Republic

(b) The date you commenced employment in the Republic

(c) The aggregate number of days you resided outside the Republic prior to the commencement of your employment

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	PAYER OF PENSION		3 CODE	4 PENSION AMOUNT	5 TAX DEDUCTED £ c
	1 T.I.C.	2 NAME			
1	19103174M	STATE OFFICERS' PENSION	1	00	
2	18000001M	SOCIAL INSURANCE PENSION	4	00	
3		WIDOWHOOD PENSION	3	00	
4				00	
5				00	
6				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).

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

1	2	3	4	5 COST OF ACQUISITION (excluding cost of land)		6	7	
				1. COST £	2. AREA M ²			
1								
2								
3								
4								
5								
6	8 PERCENTAGE OWNED (100%, 50%, 30%, etc.)	9 ANNUAL GROSS RENT FROM PROPERTY IN THE REPUBLIC	10 ANNUAL GROSS RENT FROM PROPERTY OUTSIDE THE REPUBLIC	11 CAPITAL ALLOWANCES	12 INTEREST PAYABLE FOR RENTED PROPERTY	13 LOSSES BROUGHT FORWARD	14 FOREIGN TAX PAID £ c	
1								
2								
3								
4								
5								
6	TOTAL							

D INCOME FROM LETTING OR OTHER COMMERCIAL USE OF A BUILDING UNDER PRESERVATION ORDER

1	2	3	4	5	6	7
DESCRIPTION OF PROPERTY	PROPERTY REGISTRATION No.	PRESERVATION ORDER No.	RECOGNISED AREA M ²	INCOME	RESTORATION EXPENSES	GOVERNMENT GRANTS
1						
2						
3	TOTAL					

E INTEREST RECEIVABLE (attach certificates only if the total income, as per Part 4(I), does not exceed £7000.)											
CODE		1 FROM LOANS		2 FROM GOVERNMENT BONDS (3% Defence Contribution)		3 FROM BANK AND CO-OP SOCIETY DEPOSITS / DEBENTURES OF PUBLIC COMPANIES		4 FROM NON-GOVERNMENT BONDS (10% Defence contribution)		5 FROM SOURCES OUTSIDE THE REPUBLIC	
	1	2	3	4	5	6	7				
	T.I.C. / I.D. CARD No.	NAME OF BANK OR DEBTOR	CODE	DETAILS	GROSS INTEREST	FOREIGN TAX PAID £ c		DEFENCE WITHHELD £ c			
1											
2											
3											
4											
5											
6	TOTAL										

F DIVIDENDS										
CODE		1 FROM COMPANIES IN THE REPUBLIC				2 FROM COMPANIES OUTSIDE THE REPUBLIC				
	1	2	3	4	5	6				
	T.I.C.	NAME OF COMPANY	CODE	GROSS DIVIDEND	DEFENCE WITHHELD £ c		FOREIGN TAX PAID £ c			
1										
2										
3										
4										
5										
6	TOTAL									

G REDEMPTION OF LIFE INSURANCE POLICIES									
	1	2	3			4		5	
	T.I.C.	NAME OF INSURANCE COMPANY	DATE OF ISSUE			DATE OF CANCELLATION		TOTAL AMOUNT OF ASSURANCE PREMIUMS ALLOWED AS A DEDUCTION	
1								2005	
2								2005	
3	TOTAL								

H ANY OTHER INCOME									
CODE		1 IN THE REPUBLIC				2 OUTSIDE THE REPUBLIC			
	1	2		3	4		5		6
	T.I.C. / I.D. CARD NUMBER	DETAILS		CODE	AMOUNT		TAX DEDUCTED £ c		
					4	5			
1					PROFIT	LOSS			
2									
3									
4	TOTAL								

I	TOTAL INCOME – Add up the income declared in PARTS 4 A to 4H (except Section G above)	£
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PART 5 – DEDUCTIONS / ALLOWANCES										
A	MISCELLANEOUS DEDUCTIONS						B			
(For donations over £150 please attach certificates / receipts. For donations of a lesser amount you should keep the certificates / receipts to submit when requested).										
	1	2			3	2	3			
	DESCRIPTION	AMOUNT			DATE SCHEME STARTED	AMOUNT				
1	TRADE UNION CONTRIBUTIONS				1					
2	PROFESSIONAL SUBSCRIPTIONS				2					
3	DONATIONS TO APPROVED CHARITABLE ORGANISATIONS				3					
4	ANY OTHER DEDUCTION				4					
5	TOTAL				5	TOTAL				

C FOR LIFE INSURANCE PREMIUMS, CONTRIBUTIONS TO SOCIAL INSURANCE, PENSION, PROVIDENT FUNDS, ETC.												
CODE		1	APPROVED FUNDS	2	SOCIAL INSURANCE FUND	3	LIFE ASSURANCE POLICIES					
	1	T.I.C.	2	NAME OF FUND / INSURANCE COMPANY	3	CODE	4	DATE OF INSURANCE POLICY	5		6	7
									INSURANCE ON LIFE OF			
									OWN	SPOUSE	CAPITAL SUM ASSURED OR SUM ASSURED AT DEATH	AMOUNT PAID
1		18000001M		SOCIAL INSURANCE FUND		2						
2				PROVIDENT FUND		1						
3				MEDICAL FUND		1						
4				WIDOWS PENSION FUND		1						
5												
6				LIFE INSURANCE POLICIES		3						
7						3						
8						3						
9						3						
10												
11				TOTAL								

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 TAXABLE INCOME. YOU SHOULD THEREFORE KEEP YOUR ACCOUNTS (WHETHER AUDITED OR NOT), ANY EVIDENCE NECESSARY REGARDING THE DETERMINATION OF YOUR TAXABLE INCOME, YOUR DEDUCTIONS AND ANY ALLOWANCES FOR A PERIOD OF AT LEAST SEVEN (7) YEARS. IF AN OBJECTION IS OUTSTANDING FOR ANY YEAR ALL THE ABOVE MUST BE KEPT UNTIL THE SETTLEMENT OF THE OBJECTION.

PART 6 - DECLARATION

I

being fully aware of the consequences of The Assessment and Collection of Taxes Law, No. 4 of 1978, as amended, declare that all the items contained in this Tax Return, including all the enclosed Certificates and documents whenever attached, are true and correct and that I have declared all my income / the income of the taxpayer I represent for the tax year 2005.

Taxpayer's or Agent's signature Date

PART 7 – FINES AND PENALTIES

By Virtue of the Assessment and Collection of Taxes Law No.4 of 1978, as amended

- refusal, failure or neglect to comply with the submission of this Return by the date set by the Law, is an offence and if convicted, is punishable by a fine of up to ten (10) pounds per day for as long as the refusal, failure or neglect continues, or to imprisonment of up to twelve (12) months or to both penalties together, that is both a fine and imprisonment (article 50).
- any delay in the submission of your Return may result in the imposition of an additional penalty and interest on the tax due that may arise (articles 38 and 39). In case of a return of tax the interest on the refund will be reduced (article 35).
- 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, is an offence and if convicted is punishable by a fine or imprisonment or by both penalties together, that is both a fine and imprisonment (article 49).
- the submission of a tax return is obligatory for any person who has taxable income. The fact that you have not received such a return is not a defence in case you are prosecuted under the aforesaid Law (article 5(1)). In case you have not received a Tax Return you can obtain one either via the TAXISnet service at website <http://taxisnet.mof.gov.cy> or you may request one in person from the Inland Revenue Department.
- you are obliged to keep books and records and issue invoices and receipts (article 30(1)).

PART 8 – 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 2001, Law No. 138 (I) 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 a offence,
- safeguard the income of the State.