



TRANSFER OF NORMAL RESIDENCE FROM A COUNTRY OUTSIDE THE EUROPEAN UNION

For use by Customs only

Reference number:

Date received:

This form is for you to declare your personal property to Customs and to claim relief from import and excise duties and VAT payable on transfer of your normal residence from a country outside the European Union. Please complete this form and present it to any Custom House together with the documents which prove that you had your normal residence outside the European Union, you have possessed and used your personal property for the qualifying period and that you have transferred your normal residence to the Republic of Cyprus. Before completing it, you are advised to read the Guide to Customs Procedures titled "Transfer of normal residence from a country outside the European Union" which contains relevant information. You may get a copy of this Guide from any Custom House and Customs Headquarters. It is also available on Customs website (www.mof.gov.cy/customs). It is clarified that this application must be signed in the presence of an officer of the Department of Customs and Excise.

A. PARTICULARS OF APPLICANT

(Please complete in CAPITAL letters)

Surname

Name

Date of arrival in the Republic

Passport/ ID number /ARC

Occupation

Address outside the Republic

Telephone number

Address in the Republic

Telephone number

Total 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	Age	Relationship	Passport no.
1.
2.
3.
4.

Do you or any other member of your family possess a duty/tax free vehicle in the Republic?

YES / NO

B. PARTICULARS OF ARRIVAL OF PERSONAL PROPERTY

Ship's name/ Flight no.
Port/Airport of arrival:
Date of arrival:
Delivery order/ Bill of lading number:
Total number of packages
Form C104O number (for the vehicle only)

C. MOTOR VEHICLE'S PARTICULARS

To be completed ONLY if a motor vehicle is included in your personal property

Make and model	Registration number	Country of registration
Chassis number	Engine number and capacity	Date of registration in applicant's name

E. DECLARATION

Being aware of the consequences of an untrue declaration, as provided by section 92 of the Customs Code Law no. 94(I)/2004, I hereby declare the following:

- I have transferred/ I will transfer my normal residence in the Republic on (date). I also declare that the personal belongings, details of which are shown on this application:
 - are part of my personal property;
 - are indented for my own use in the Republic;
 - were in my possession and use in the place of my previous normal residence outside the European Union for a period of a minimum of six months before they were transferred in the Republic;
 - were acquired by me according to the general conditions of taxation in force in the domestic market of the country where I had my normal residence and have not been the subject, on the grounds of their exportation from that country, of any relief from or refund of any duty or tax.
- During the last 12 consecutive months I had my normal residence outside the Republic.
- All the above information as well as the documentary evidence produced and shown on Part E are true and correct. I also 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.
- I undertake that the said personal property (the motor vehicle included) shall not be lent, pledged, hired out or sold without the prior approval of the Director of Customs and Excise and on payment of the import and excise duties and VAT due.
- I hereby claim relief from payment of import and excise duties and VAT in respect of my personal property, as declared in this application.

Applicant's signature

Date

.....

.....

Warning: Customs legislation provides for heavy penalties for false declarations, including possible forfeiture of the personal property.

Signed in my presence (*Customs and Excise officer's name and signature*)

.....

Date:

F. DOCUMENTARY EVIDENCE ATTACHED	FOR OFFICIAL USE ONLY
1. Proof of normal residence outside the Republic	
Passport <input type="checkbox"/>	<input type="checkbox"/>
Disposal of property abroad <input type="checkbox"/>	<input type="checkbox"/>
Employment details (income tax returns, social insurance records) <input type="checkbox"/>	<input type="checkbox"/>
Children's school certificates of attendance <input type="checkbox"/>	<input type="checkbox"/>
Termination of employment <input type="checkbox"/>	<input type="checkbox"/>
Utility bills, e.g. telephone/electricity/water-supply bills <input type="checkbox"/>	<input type="checkbox"/>
Council tax bills <input type="checkbox"/>	<input type="checkbox"/>
Other evidence <input type="checkbox"/>	<input type="checkbox"/>
2. Proof of possession and use of the motor vehicle outside the European Union for a minimum of 6 months	
Motor vehicle registration document <input type="checkbox"/>	<input type="checkbox"/>
Certificate of insurance in applicant's name from to	<input type="checkbox"/>
Valid driving licence <input type="checkbox"/>	<input type="checkbox"/>
Bill of lading or delivery order or ticket <input type="checkbox"/>	<input type="checkbox"/>
Form C.104O <input type="checkbox"/>	<input type="checkbox"/>
Other evidence <input type="checkbox"/>	<input type="checkbox"/>
3. Proof of transfer of normal residence in the Republic	
House: purchase or rent agreement <input type="checkbox"/>	<input type="checkbox"/>
Employment in the Republic <input type="checkbox"/>	<input type="checkbox"/>
Importation of household effects <input type="checkbox"/>	<input type="checkbox"/>
Registration of children for school <input type="checkbox"/>	<input type="checkbox"/>
ARC <input type="checkbox"/>	<input type="checkbox"/>
Residence permit <input type="checkbox"/>	<input type="checkbox"/>
Other evidence <input type="checkbox"/>	<input type="checkbox"/>
<p>I hereby attach all documentary evidence (originals and their photocopies) needed to support my application.</p> <p>Applicant's signature</p> <p>Date</p>	<p>Satisfactory proof has/ has not been submitted</p> <p>Officer:</p> <p>Date:</p> <p>Stamp:</p>