

* Mandatory Fields

- To update your details in the Tax Registry, please fill in and submit this application form. You can modify your contact numbers, addresses, email and TFA Agent details after logging in to the [Tax For All Portal](#) either:
 - using your CY Login credentials (formerly Ariadne), or
 - using your TFA account credentials.
- The application form must be submitted through the [TFA Taxpayers Portal](#) via New Message, by selecting the "Inbox" tab. In the "Message details" screen that appears, select:
 - What is your enquiry about? **"Forms"**.
 - Select your topic: **"Change of Circumstances – TD 2003"**.
 - Does your enquiry relate to a specific tax account? **"No"**.
 - In the "Message details" field, write **"TD2003"**.
 - Upload the form and select **"Send message"**.
- If you are unable to access your TFA account, you may send the application to the [E-mail addresses](#) of the District Offices of the Cyprus Tax Department.

PART A: TAXPAYER IDENTIFICATION DETAILS*

- Tax Identification Number (TIN)*:.....
- Name (Individual or Non Individual)*:.....

PART B: TAXPAYER DETAILS

Fill in as applicable for Individual, Legal Person/Partnership only the information that is being changed

INDIVIDUAL

1. Personal Details

Name:..... Surname:

(An identification document must be attached.)

Trade Name:.....

(Trade Name certificate must be attached.)

Nationality:.....Country of Residence:.....

Occupation:.....

2. Select your category in Cyprus

(Supporting evidence for any change from Self – employed to another category, must be attached.)

Employee:

- ☐ Public sector, ☐ Semi-Government Organization, ☐ Municipalities – Improvement Boards, ☐ Private Sector,
☐ British Sovereign bases, ☐ Embassies

Other category:

- ☐ Self – employed (Declare your main economic activity in Part D),
☐ Passive income earner (income **ONLY** from interests, renting, shares or from immovable property sale),
☐ Housekeeper, ☐ Student, ☐ Pensioner, ☐ Not employed,
☐ Director private company, ☐ Not executive director, ☐ Shareholder,

Organization TIN:.....

(Enter the Tax Identification Number (TIN) of the organization in which you are a director, non-executive director or shareholder.)

LEGAL PERSON OR PARTNERSHIP

1. Organizational Details

(Name change certificate and/or Trade Name certificate.)

Entity name :

Trade Name:.....

2. Registered office

Street name:Street Number:

Flat/ Office /Shop number / Building name:

Village/Town: Postal Code:Country:

PART C: E-MAIL

In the case of an individual, the Identity Card (both sides) must be attached. In the case of a Non - Individual, proof of the officers and their identification certificates must be attached.

.....@.....

PART D: ACTIVITIES

Activities evidence must be attached.

Main business (economic) activity:

Secondary business (economic) activities:

PART E: TERMINATION / REREGISTRATION

Proof of termination or reregistration from/with the Tax Registry, as applicable, must be attached.

1. Termination date:/...../.....

Termination reason:.....

2. Reregistration date:/...../.....

Reregistration reason:.....

PART F: RELATED CONTACTS

*In the case of an Administrator, Liquidator, or Heir, proof of appointment/representation must be attached.
In the case of Heirs, one representative must be declared, and a certificate from the Community Leader must be attached.*

Relationship with the taxpayer (Select a relationship)	Name and Tax Identification Number (TIN)	Appointment Date	Termination Date
Administrator Liquidator Heir Auditor Person responsible under the law	T.I.N.:		
Administrator Liquidator Heir Auditor Person responsible under the law	T.I.N.:		

PART G: COMMUNICATION

Communication Language: ☐ Greek ☐ English ☐ Turkish

PART H: DECLARATION*

I (CAPITAL LETTERS) with identity number

I declare that the above information and any information contained in the attached documents is complete and true and in case of any change I am obliged to notify the Tax Department.

Signature Date Phone number

Designation of signatory:

- ☐ Taxpayer
 ☐ Representative
 ☐ Partner
 ☐ Administrator / Trustee
☐ Director
 ☐ Secretary
 ☐ Authorised official

TAX AND PERSONAL DATA PROTECTION

The Cyprus Tax Department maintains records containing personal and tax data of persons registered in the Tax Register for the purposes of compliance with the provisions of the laws implemented by the Cyprus Tax Department. The data held in these Files are bound by confidentiality and secrecy and are protected as provided for by the General Data Protection Regulation - European Regulation 2016/679 (GDPR), which came into force on 25 May 2018. The Department may use the information contained in this form to verify the accuracy of the information, prevent or detect offences, and protect the State's revenue.