



## Confirmation letter for purposes of submission of 2024 Personal Tax Return (TD1) in Cyprus.

This document should be completed and sent back to us in electronic format, to allow for the preparation of your draft personal income tax return (Form TD1), which must be submitted electronically via the Cyprus Tax Department's TaxisNet portal, in accordance with the provisions of the Income Tax Law of Cyprus No. 118 (I) 2002 (as amended).

Personal Information	
Full Name & Surname:	
TIC:	
Residential Address:	
Email/Tel No.:	

Tax Residency in the Republic of Cyprus: (by not electing any of the two options, you are declaring yourself as a non-tax resident of Cyprus, in which case you will be subject to tax only on any Cyprus sourced income (such as local rental, employment, or business income):

### 183 days rule

### 60 days rule\*

If you are **not Cyprus tax resident**, please state the country of your tax residency:

*Please note that your days spend in Cyprus should be verified through the maintenance of a Day-Count Schedule with supporting documents, which is provided as a separate document.*

\*For 60 days tax residency, in addition to staying in Cyprus for at least 60 days within the relevant tax year, you should also be:

- i) Not tax resident in another country (under their local rules); and
- ii) Not stay 183 days in any other single country; and
- iii) Maintain a permanent residence in Cyprus (owned or rented); and
- iv) Perform any business in Cyprus or work in Cyprus or hold an office in Cyprus, valid through to the 31<sup>st</sup> of December of 2024.

**Instructions:** For any of the below listed items, please tick ☒ if applicable, in which case you must attach the relevant supporting documents in your reply. If any of the boxes left empty ☐, we shall assume that you have no such income source/ expense. Furthermore, please add further details to each ticked box, including name, amount, number etc.

Tick Box	Income Sources (Either Local or on a Worldwide Basis)
	Employment Income:
	Pension Income:
	Rental Income:
	Interest Income:
	Dividend Income:
	Exempt income (Scholarship, Political Fee, Disposal of Securities, Benefits in Kind, Diplomatic Mission):
	Any other Income:
	Any drawings from a Cyprus company:



Tick Box	Tax-Deductible Expenses/Personal Allowances
<input type="checkbox"/>	Trade Union Subscriptions:
<input type="checkbox"/>	Professional Subscriptions:
<input type="checkbox"/>	Donations to Approved Charities/Political Party:
<input type="checkbox"/>	Investment in shares of innovative companies:
<input type="checkbox"/>	Personal Allowances (Social Insurance, Life Insurance, Health Insurance, Pension and Provident Fund Contributions):
<input type="checkbox"/>	Foreign Taxes Suffered (eligible for credit):

Tick Box	Special Incentive Schemes
<input type="checkbox"/>	First Employment Exemption (50%):
<input type="checkbox"/>	First Employment Exemption (20% or €8,550):
<input type="checkbox"/>	Non-Domicile Status (please state years of validity):
<input type="checkbox"/>	90 – Days rule (for overseas employment income):
<input type="checkbox"/>	Election for Special Mode of Taxation on Pension Income:

Based on the above information which you have provided, you hereby authorise Kinanis LLC to prepare your personal income tax return, which will then be reviewed and approved by yourself, signed and documented before we can submit to the Cyprus Tax Department electronically via the TaxisNet system on your behalf, for the tax year 2024.

Any taxes, social insurance or GeSY contributions which arise as a result of the submission of your Personal Income Tax Return (Form TD1) will appear in your Tax Portal account, and will need to be settled accordingly. We shall inform you of any such taxes, fees, penalties or contributions due as they arise, but we are not responsible for their settlement.

We clarify here that you remain responsible for providing complete and correct information and documents so that Kinanis LLC, who is not responsible for verifying the accuracy of information provided. Our work should not be considered as intended to uncover any errors in the underlying information incorporated in the personal Tax Return, or irregularities, should any exist. We will, however, inform you of any such matters that may come to our attention.

It is stressed that under Cyprus tax law, individuals retain ultimate responsibility for their own Personal Income Tax Return, and so you are therefore responsible for ensuring that you have taken sufficient steps to be satisfied that the return is correct and complete before it is signed and filed.

Finally, we note that any further assessments, notices, requests for information and other communications issued by the Cyprus Tax Department with respect to your personal tax position, should be addressed accordingly and do not form part of the present engagement. Should you require any assistance for such matters, then our dedicated tax team remains available to provide support upon request.

We trust the above is clear and sufficient, though we remain available for any further clarifications or assistance you may need.