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My e-Justice space

Cyprus



Cyprus

In Cyprus, the portal, <https://www.gov.cy/>, lists all online services and forms made available by the various Cypriot authorities for different public services. In order to be able to access various online services it is necessary to create a profile with Cy Login.

The user must provide their:

- full name and surname,
- a user name,
- a password and,
- an email address,

an a unique identification number will be allocated to them. In order to get verified, the user must visit a Citizen Service Centre or a local post office (inside Cyprus) or the consular/embassy (outside Cyprus), or arrange an online appointment with the citizen service centre and video call using the MyGovLive service (no need of physical presence), indicate his unique identification number and show his identity card. The verification of the user via his passport number is not accepted. Additionally, the user can use the credentials of the online banking to access the Cy Login.

[gov.cy](#) is subdivided into 15 thematic categories. The most pertinent for the purposes of the present study are the [eCivil](#), [iJustice](#) (the 9th item on the list) and [e-filing](#) systems, access to which is gained through the [gov.cy](#) portal.

The Electronic Services of the Civil Registry and Migration Department ([eCivil](#)) provide a channel through which the user may apply for the issue of certain documents related to his personal status. The information contained in those documents is already in the possession of the Civil Registry and Migration Department and is not submitted by the user through [eCivil](#). It is noted that [eCivil](#) only permits the electronic submission of applications. The document applied for will be prepared in paper and will be sent via post to the applicant either in Cyprus or abroad. Alternatively, the applicants may choose to collect the document themselves or they may duly authorise somebody else to do so from an office of the Civil Registry and Migration Department, a Citizens Service Centre of Public Administration and Personnel Department or a District Administration..

The [iJustice](#) (the 9th item on the list) Information System is an electronic system for submission of court related documents, payment of fees, keeping of electronic files and monitoring of court cases. In addition, [iJustice](#) keeps an electronic record of all the cases that have been registered electronically and, where applicable, provides the possibility of electronic communication with the competent court. It is noted that the system has been fully operational since 21 July 2021 and covers all courts, with the exception of the International Protection Administrative Court, and all jurisdictions, with the exception of the criminal jurisdiction of the District Court, the Assize Court and the Supreme Court.

The [e-filing](#) system is maintained by the Registrar of Companies and allows for the electronic incorporation of companies.

Initiation of a civil case online

Purpose and scope: As of 21 July 2021 it is possible to initiate a civil case online through [iJustice](#) (the 9th item on the list). The service covers all civil cases, such as family disputes (e.g. divorce, alimony, parental responsibility, communication with underage children, allocation of property etc.), labour disputes (illegal dismissal, redundancy, salary payments etc.) and disputes in relation to leased property (e.g. eviction, readjustment of the rent etc.). Users can also follow the progress of their case online. All civil cases, such as family disputes (e.g. divorce, alimony, parental responsibility, communication with underage children, allocation of property etc.), labour disputes (illegal dismissal, redundancy, salary payments etc.) and disputes in relation to leased property (e.g. eviction, readjustment of the rent etc.). Users can also follow the progress of their case online.

Competent authority: Judicial Service of the Supreme Court (*Δικαστική Υπηρεσία του Ανωτάτου Δικαστηρίου*), Ministry of Justice and Public Order (*Υπουργείο Δικαιοσύνης και Δημοσίας Τάξεως*)

Conditions of access:

- Eligibility requirements: The online service is intended for judges, judicial servants, lawyers and any other individual if he meets the identification and authentication requirements of [Cy Login](#).
- Identification and authentication requirements: Persons must connect with [Cy Login](#) and choose [iJustice](#).
- Documents to be provided: The documents that must be filed with the system depend on the type of the civil case in question and are identical to those that should be submitted to a court registry in a conventional initiation of a civil case through paperwork. For example, in case of an illegal dismissal in a labour dispute the user must upload his court application along with a copy of the labour contract, while in case of a dispute related to leased property the court application must be accompanied by the relevant lease agreement.

Legal effects of electronic document: N/A

Possibility to complete the procedure fully online: Yes

Cost: The service is free. This is different from the fees that are paid upon electronic registration of a document with the competent court. Those fees apply even when the document is registered physically (in paper form) and are prescribed by law.

Link: [iJustice](#) (the 9th item on the list)

More information on how to initiate a civil case online in Cyprus and more generally on how to use [iJustice](#) is available [here](#).

Company formation and access to information on companies

Company formation

Purpose and scope: The objective of the service described below is the incorporation of a company online. The application for a company's incorporation can be made either via the [e-filing](#) system (see below) or by hand or post.

Competent authority: Ministry of Energy, Commerce and Industry, Department of Registrar of Companies and Intellectual Property (Υπουργείο Ενέργειας, Εμπορίου και Βιομηχανίας, Τμήμα Εφόρου Εταιρειών και Διανοητικής Ιδιοκτησίας)

Conditions of access:

- Eligibility requirements: All natural and legal persons wishing to register a company.
- Identification and authentication requirements:
 - (1) Persons must create a profile either as an individual or as an Organisation (according to their needs) via this [link](#).
 - (2) As soon as they create their profile, an Activation link will be sent to their email. The profile must be activated within 15 minutes otherwise, the profile will be deleted automatically.
 - (3) When the activation procedure is completed, the profile must be authenticated. In case the profile type is an Individual, the profile can be authenticated via Internet Banking. Otherwise, if the profile type is an organisation, the profile can be authenticated at a Civil Service Centre.
 - (4) As soon as all 3 steps are completed, the e-filing system can be accessed via this [link](#).
- Documents to be provided: Irrespective of the type of company the applicant has chosen, he needs to submit his online application along with (i) a statutory declaration signed and sworn before the court by the entrusted lawyer; (ii) the memorandum and articles of association of the company, duly signed in the Greek language; (iii) the solemn declaration of witness of signatures; (iv) a certified translation of the memorandum and articles of association in a language other than Greek, either by an affidavit or by sworn translator of the Republic of Cyprus, in case the applicant wishes to create a file of translations for obtaining certified copies of the memorandum and articles of association in a foreign language; (v) permission, consent or pre-approval by the appropriate governmental authority or appropriate body in case it is necessary for the use of words or phrases and/or due to the nature of business respectively, in case it has not been submitted already with the application for name approval; and (vi) notification of the company's registered office address and (vii) notification of the information regarding the company's first directors and secretary.

In the case of incorporating a public company the consent of the persons that will act as directors must also be submitted.

Legal effects of electronic document: Upon the registration of the Company a Certificate of Incorporation is issued.

Possibility to complete the procedure fully online: Yes.

Cost: The service itself is free to use, however the following fees are payable by credit card: (i) the amount of one hundred and sixty-five euros (€165) in the case of a company with a share capital, (ii) the amount of two hundred and thirty-five euros (€235) in the case of a company without a share capital, (iii) an additional fee of one hundred euros (€100) to accelerate the company registration process, (iv) an additional fee of one hundred and sixty euros (€160) in case a file of translations is created and (v) an additional fee of twenty euros (€20) in case a public company is incorporated.

Links: <https://www.companies.gov.cy/en/>

More information on how to register a company online in Cyprus is available [here](#).

Access to information on companies

Purpose and scope: The objective of the services described below is to obtain information on companies. The Registrar of Companies maintains a file for every business entity registered in the Republic of Cyprus, where all the details that have been notified and filed with the Registrar of Companies are kept. An updated electronic register is available, directly accessible via electronic search. The information that can

be retrieved for free is the company's name, registration date, registered office address, name of current directors and secretary/partner/owner of business name, preview of documents filed etc. Upon payment of a fee of ten euros (€10) all documents filed in the archive of the company can be obtained and the user has access to all information as regards the company including the shareholders, directors, capital etc.

Competent authority: Ministry of Energy, Commerce and Industry, Department of Registrar of Companies and Intellectual Property (Υπουργείο Ενέργειας, Εμπορίου και Βιομηχανίας, Τμήμα Εφόρου Εταιρειών και Διανοητικής Ιδιοκτησίας)

Conditions of access:

- Eligibility requirements: None
- Identification and authentication requirements: None
- Documents to be provided: None

Legal effects of electronic document: N/A

Possibility to complete the procedure fully online: Yes

Cost: As described above some information is provided for free and other for a fee of ten euros (€10).

Link: <https://efiling.drcor.mcit.gov.cy/DrcorPublic/SearchForm.aspx?sc=0&cultureInfo=en-AU>

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