



REPUBLIC OF CYPRUS



MINISTRY OF LABOUR, WELFARE AND INSURANCE  
WELFARE BENEFITS ADMINISTRATION SERVICE

INFORMATION LEAFLET FOR COMPLETION OF THE APPLICATION FOR THE GRANTING OF THE CHILD BENEFIT AND THE SINGLE PARENT BENEFIT (SINGLE APPLICATION FORM)

**GENERAL INFORMATION**

- The child allowance is granted in accordance with the provisions of the Child Benefit Law and its amendments, as well as the Regulation no. 883/2004 of the European Council and the 29<sup>th</sup> April 2004 Council for the coordination of Social Insurance Systems. The child allowance is granted to the families who have their legal and continuous residence for at least five consecutive years prior to the application submission, in the areas under the effective control of the Republic of Cyprus. It should be noted that in the case of applicants that fall under the provisions of the EC Regulation 883/2004, for the establishment of whether the place of residence criteria that are included are met or not, the period of insurance and/or residence in an EU Member State is summed up with the residence period and/or insurance in the areas under the effective control of the Republic of Cyprus.
- A family is entitled to child benefit if its annual gross family income does not exceed:
  - € 49.000 for families with one (1) dependent child,
  - € 59.000 for families with two (2) dependent children,
  - € 59.000 increased by € 5.000 for each dependent child for families having more than two (2) dependent children. For example a family with four (4) dependent children is entitled to the child benefit if the annual gross family income does not exceed € 69.000.
- A single parent family is entitled to single parent benefit if its annual gross family income does not exceed € 49.000.
- Regardless of the income criterion, the child benefit shall not be granted if the total value of the assets of the family, as provided for in the Law, including real estate, stocks, bonds, securities and deposits are in excess of € 1.200.000. It should be noted that the total value of the assets of the family also includes the value of any possible alienation of assets that took place within 24 months prior to the application submission date.
- The amount of the child benefit and the single parent benefit is analysed in the following tables:

**TABLE A: Amount of Child Benefit**

Number of children in the family	Annual benefit for families with income up to € 19.500,00 (per dependent child)	Annual benefit for families with income from € 19.500,01 to €39.000,00 (per dependent child)	Annual benefit for families with income from € 39.000,01 to €49.000,00 (per dependent child)	Annual benefit for families with income from € 49.000,01 to €59.000,00 (per dependent child)
Family with one (1) child	€475	€425	€380	€0
Family with two (2) children	€570	€520	€380	€345
Family with three (3) children	€1.045	€995	€760	€690
Family with four (4) or more children	€1.675	€1.525	€1.260	€1.135



The project is co-funded by the European Social Fund of the EU



**Table B: Amount of Single Parent Benefit**

Family income	Monthly allowance for each dependent child
€0 - €39.000,00	€180
€39.000,01 - €49.000,00	€160

**For families with three or more children, the child benefit and the single parent benefit shall be paid after the first quarter (four-months) of the year and subsequently on a monthly basis. For families with one or two children it shall be paid in one annual instalment.**

6. In calculating the family income, the gross income earned **one** year before the year of payment of the benefit by all members of the family from work, employment, pensions, rents, dividends, interest on deposits / securities / bonds in Cyprus and / or abroad shall be taken into account. Also, the Minimum Guaranteed Income, any Public Assistance granted by the Social Welfare Services, or any other benefit granted by any government agency, except those excluded in this application shall also be taken into account.

**It is being noted that the estranged spouses are considered as family members until the divorce is issued.**

7. The child benefit is paid to:
- (a) the mother when the parents live together,
  - (b) the father or mother as the case may be when they are single, widowed, divorced, for the number of children living with them under the same roof, and
  - (c) the person having the custody of the child when both parents are dead or missing.
8. Every person to whom the child benefit and / or the single parent benefit is paid must notify the Welfare Benefits Administration Service of any change in the status of the family or the circumstances and particulars affecting the right to payment of the benefit within one month of the change, by completing the relevant data modification form.
9. All information on child benefit and single parent benefit along with the application forms are available on the website of the Ministry of Labour, Welfare and Social Security at [www.mlsi.gov.cy](http://www.mlsi.gov.cy).
10. The application is valid for the year that is being completed and must be submitted no later than December 31 of that year. An application which is not submitted within the stipulated time is considered overdue and entails loss of entitlement to the benefit for the year.
11. For the granting of child benefit and single parent benefit, beneficiaries must submit an application every calendar year.

### **Single Parent Benefit**

12. In accordance with the Granting of Child Benefit Law and its amendments, single parent family means a family where a lone parent, without a spouse/companion, lives with at least one dependent child, either from marriage or out of wedlock and lives alone because he/she is single, widowed, divorced or because one of the parents is declared by the court as a missing person or is serving a sentence of imprisonment more than six months.
13. Single parent families receiving a child benefit, are entitled to single parent benefit for each dependent child, if the single parent and the dependent child have legal and continuous residence in the areas controlled by the Republic for at least five years before the date of application for a benefit payment. Therefore, a prerequisite for the granting of the single parent benefit is the application for child benefit and its approval by the Head of the Welfare Benefits Administration Service or an authorised officer.
14. A person ceases to be a beneficiary of the single parent benefit, if for any reason he/she ceases to be entitled to the child benefit pursuant to the Granting of Child Benefit Law if:
- (a) the beneficiary, including the dependent children, are absent from the Republic for a period longer than thirty days. It should be noted that this provision applies only once per calendar year, unless the beneficiary, including the dependent children, are absent for health reasons proven according to the procedures laid down by the Ministry of Health,
  - (b) has lost the status of a single parent due to marriage or cohabitation,
  - (c) it is shown that the total annual gross family income of the applicant and his/her dependent(s) exceeds the income limits of the above table,
  - (d) the beneficiary dies.
15. The payment of single parent benefit, in the year in which the application relates, starts from the next month in which:
- (a) the child was born, in the case of unmarried parent and if the child is of unknown father,
  - (b) an order of support / or custody was issued, in the case of an unmarried parent, provided the child is recognised,
  - (c) a divorce was issued in the case of a divorced person,
  - (d) the other parent died, in the case of a widow/widower,
  - (e) the other parent has been declared a missing person by the court
  - (f) the other parent started serving his/her sentence of imprisonment, provided that the duration of the sentence of imprisonment exceeds six months.

## CERTIFICATES / DOCUMENTS

The Certificates / documents must be either in GREEK or ENGLISH. If these are issued in another language, they must necessarily be accompanied by an official certified translation into Greek. Copies of the following documents are accepted, unless the original or certified copy of the certificate is requested.

If you have previously applied for child benefit, see Column 1 of the table below for the certificates / documents which mainly relate to proof of income earned in the year prior to the year of application submission. If the application is submitted for the first time or you are going to include new elements in your application (e.g. birth of a new child, a child joining the National Guard, change of bank account etc.) then the corresponding certificates / documents in Column 2 must also be attached.

1. Certificates to be submitted every year	2. Certificates to be submitted once only
<p>Applicants are required to submit with their application, evidence on the gross annual income for each family member (where applicable) separately:</p> <p>(a) <u>for a salaried employee</u>, <b>one</b> of the following:</p> <ul style="list-style-type: none"> <li>• The employer's certificate, found on page 7 of the application form,</li> <li>• salary certificate (I.R. 63),</li> </ul> <p>(b) <u>for private company shareholders</u>, <b>one</b> of the following:</p> <ul style="list-style-type: none"> <li>• a dividend certificate, found on page 6 of the application form,</li> <li>• a statement of special contribution deductions from dividends,</li> <li>• a dividend certificate submitted to the Inland Revenue Department</li> </ul> <p>(c) <u>for a self-employed person</u>, the document applicable in each case:</p> <ul style="list-style-type: none"> <li>• a copy of the tax return,</li> <li>• an Income certificate from an accountant / auditor</li> </ul> <p>(d) if the income was earned abroad (ex. from employment, pension/benefits), the relevant certificates from the competent foreign bodies for the year prior to the year of application submission.</p> <p><u>For EU Member State nationals and aliens having their legal and continuous residence in Cyprus</u></p> <p>(e) A certificate issued by the president of the community that the minor children who do not attend school or kindergarten, live under the same roof with their family or a certificate of attendance for children attending school or kindergarten (each September, after the new academic year begins, a new certificate of attendance for the new school year must be submitted).</p>	<p>(a) for each child in respect of which an application for child benefit is submitted: Birth Certificate.</p> <p>(b) for children aged 18-21 who are doing their military service: a certificate from the National Guard showing the date of their enlistment and the expected duration of their service.</p> <p>(c) for children who are students aged 18-20 years: a certificate of attendance from their school,</p> <p>(d) for unmarried children who permanently lack capacity to support themselves: a recent medical certificate,</p> <p>(e) for children of divorced parents or whose parents are both dead: A Court ruling or a sworn statement or a certificate from the Social Welfare Services regarding the person with whom the children live under the same roof,</p> <p>(f) a copy of a court order for alimony (provided that if the amount of support changes, it must be resubmitted).</p> <p>(g) An International Bank Account (IBAN) certification from a Licenced Credit Institution for the applicant. The child benefit is paid <u>only</u> by bank transfer to a personal or joint account of the applicant.</p> <p>(h) An Authorisation Form found on page 8 of the application form.</p> <p><u>For EU Member State nationals and their family members</u></p> <p>(i) a copy of the Certificate of Registration or Residence Permit from the Civil Registry and Migration Department in respect of the applicant and the members of their families, as appropriate.</p> <p>(j) Information on Insurance Details in an EU Member State which is found on page 7 of the application form.</p> <p><u>For third country nationals who have their legal and continuous residence in Cyprus</u></p> <p>(k) A copy of the Temporary Residence Permit or Immigration Permit from the Civil Registry and Migration Department in respect of the applicant and members of their families, as appropriate. Provided that the residence permit has expired, a renewed permit must be presented.</p>

## FOR THE SINGLE PARENT BENEFIT

### Unmarried single parent:

1. (i) If the child was born in Cyprus, a true copy of the Jurisdiction for Registering Children Born out of Wedlock from the District Administration,  
(ii) If the child was born outside Cyprus, a certificate from the local authorities of the child's country of birth to the effect that the applicant is not married or confirming his/her marital status or that the child was born out of wedlock.
2. A court order for alimony or for child custody.
3. In case of a child of unknown father a recently issued Birth Certificate.

### Divorced single parent:

1. A copy of the Divorce
2. An Order of the competent Court for custody or a joint written declaration from the mother and father in respect of the person the child lives with. If there is no communication with the other parent, a sworn statement by the applicant about the fact that the child is living with her / him.

### Widowed single parent:

1. A copy of the death certificate of his / her spouse.

### The spouse is serving a sentence of imprisonment

1. Certificate from the Director of Prisons, which will state the date of conviction and the duration of sentence of imprisonment.

### The spouse was declared as a missing person :

1. A Court decision declaring the spouse a missing person.

**The Welfare Benefits Administration Service may, where it deems it necessary, request additional supporting documents for all income and assets under examination and the marital status of the family.**

## SUBMISSION OF APPLICATIONS

### The completed applications may be submitted to:

- (a) the Welfare Benefits Administration Service, 6 Tefkrou Str, 1066 Nicosia - tel. 22 804000
- (b) the following Citizens Service Centres (CSC):
  - (i) CSC 1 - Nicosia: Georgiou Seferi Str, Engomi, tel. 22 446686,
  - (ii) CSC 2 – Nicosia: 36 Archbishop Makarios III Ave, tel. 22 419191
  - (iii) Limassol: 21 Spyrou Araouzou Str., tel. 25 829129,
  - (iv) Famagusta: 83 Eleftherias Str., Derynia, tel. 23 300300,
  - (v) Larnaca: 42 Spyrou Kyprianou, tel. 24 815555,
  - (vi) Paphos: 62 Eleftheriou Venizelou Str., tel. 26 822400,
  - (vii) Polis Chrysochous: 1 Evagora Pallearide Str., tel. 26 821888,
  - (viii) Pelendri: 70 Archbishop Makarios III Str., tel. 25 813400.

- (c) the District Postal Offices (Nicosia, Limassol, Larnaca, Paphos)

The completed forms can also be sent by post to the following address:

**Ministry of Labour, Welfare and Social Insurance**  
**Welfare Benefits Administration Service**  
**P.O.Box 25686**  
**1311 Nicosia**