



REPUBLIC OF CYPRUS

(Form S.W.S. 178)

File No.:
FOR OFFICIAL USE

SOCIAL WELFARE SERVICES
MINISTRY OF LABOUR AND SOCIAL INSURANCE

APPLICATION FOR MATERIAL RECEPTION CONDITIONS OF APPLICANTS FOR INTERNATIONAL PROTECTION

Before completing the application, please read the general information attached very carefully. In order to examine the application, all details relating to you must be completed and all necessary documents must accompany the same.

A. DETAILS OF APPLICANT

Name Alien Registration Card No. (ARC)
Surname Passport No.
Gender: Male Female
Nationality Date of birth
Country of origin
Marital status: Married Unmarried Divorced Widowed Separated Cohabiting

Postal address:

Street and number
Postal Code District
Municipality/Community Contact Number

B. DETAILS OF DEPENDANT MEMBERS OF THE HOUSEHOLD (spouse, children living under the same roof)

Table with 7 columns: S/N, Full Name, Alien Registration Card No. (ARC), Date of Birth, Female/Male, Capacity, Social Insurance No. Rows 1-7.

C. STATE DETAILS OF OWNER OF PREMISES YOU ARE RENTING

Full name of Owner/Company
Tax Identification Code of Owner/Company
Value Added Tax Number
Postal address of Owner/Company
Street and number
Postal Code District
Municipality/Community Contact number

D. STATE WHETHER YOU OR ANY OTHER MEMBER OF YOUR FAMILY ARE IN GAINFUL EMPLOYMENT OR IN ANY OTHER TYPE OF EMPLOYMENT

Yes

No

If yes, please clarify:
.....

E. STATE WHETHER YOU OR ANY OTHER MEMBER OF YOUR FAMILY HAS SUFFICIENT RESOURCES ENABLING YOUR MAINTENANCE

Yes

No

If yes, please clarify:
.....

CERTIFICATES

The application must be accompanied by the following certificates, not only for the applicant but also for all the members of his family:

1. Certificate indicating the Alien Registration Card No. – ARC
2. Confirmation of submission of application for international protection.
3. Confirmation from the Asylum Service that you do not have the ability to cover material reception conditions at Reception or Hospitality Centres.
4. In the event of unemployed members in the family, a separate unemployment card for each member.
5. In the event of inability to work on the grounds of illness or disability, a medical confirmation for each member of the family concerned.
6. A lease agreement, duly completed and stamped.
7. In the event of a dependant member who is a pupil, a certificate of attendance.
8. In the event of a dependant member who is a student, a certificate of attendance at an accredited educational institution.
9. The Social Welfare Services, may, where deemed necessary, request further documentation in order to examine the application or for the continuation of the assistance.

SOLEMN DECLARATION

I hereby seek assistance to cover material reception conditions, and hereby declare that the information set out in the present form corresponds to the truth.

I also declare that:

- A. I reside in the areas controlled by the Republic of Cyprus.
- B. I am not employed and neither is any other member of my family.
- C. I do not have sufficient resources and neither does any member of my family that are sufficient for our Maintenance.
- D. I understand that the Director of the Social Welfare Services has the right to request that I return the amount of assistance that has been granted to me if proved that I have concealed income from any source and I have failed to declare details and information concerning my financial and marital status so as to unjustifiably benefit from the assistance, irrespective as to whether or not this was intentional.
- E. I shall notify the Social Welfare Services in time as to any changes in my financial and marital status.
- F. I understand that in the event I do not cooperate and do not give the relevant documentation requested, my application will be rejected.
- G. I hereby authorise the Social Welfare Services to investigate and confirm the data contained in my application with other Services, notifying my personal data in accordance with the provisions of the Processing of Personal Data (Protection of the Individual) Law 138(I)/2001.

I also declare that I have informed, within a reasonable time, as to the provisions established and also of the obligations with which I must comply in relation to material reception conditions.

Date:
Full name:

Signature of Applicant

GENERAL INFORMATION

The assistance is granted on the basis of a decision of the Council of Ministers and a form published by notification in the Official Gazette of the Republic in accordance with Regulation 14 of the Refugees (Reception Conditions of Applicants) Regulations of 2005 to 2013.

1. Beneficiaries of the assistance

Beneficiaries are **applicants for international protection who do not have the ability to cover material reception conditions at Reception or Hospitality Centres**, reside in the areas controlled by the Republic of Cyprus and they and the members of their family satisfy the following conditions:

- No member of the applicant/assisted person is employed
- The applicant or any member of his family who is in a position to work must not refuse to attend a series of lessons for the purpose of learning the Greek language or a programme for vocational rehabilitation, education or training or must not refuse to perform work without remuneration beneficial to society in a designated area. A beneficiary carrying out work without remuneration beneficial to society in a designated area, shall be covered by employer's liability. When the applicant obtains a right to work on the basis of a Decree issued by the Minister of Labour and Social Insurance, he must be registered on the Register of Unemployed of the Public Employment Service of the Ministry of Labour and Social Insurance and must not refuse twice offers of employment in sectors and at times where employment is permitted for reasons which are not considered objectively acceptable/justified. In the event the applicant or any other member of his family may work but refuses to do so, he shall be struck off the register of the Public Employment Service and as a consequence loses any assistance he may be entitled to on the grounds of this status.
- The applicant or any other member of his family who claims inability to work must not refuse to appear before the Special Assessment Committee to assess his inability to work. The Director of the Social Welfare Services refers candidates invoking inability to work on the grounds of health to the Special Assessment Committee reference to which is made in paragraph 5 herein below.

2. Family members

For the purposes of examining the application within the scope of the present Decree, the status of the applicant for international protection is also held by members of the family of the applicant who reside with him, irrespective as to whether they have been included in the application for international protection or have themselves submitted an application to be granted international protection and are the following:

- The spouse of the applicant
- An unmarried child that attends school
- An unmarried child that has reached the age of eighteen years and is seeking employment even though he may have submitted an application for international protection
- An unmarried child between eighteen and twenty three years of age, provided he is receiving regular education

3. Assistance is provided under the following terms :

Number of persons in the household	Food, clothing and footwear (with coupons)	Rent allowance	Costs for electricity, water and minor expenses	Total of assistance
1	€150,00	€100,00	€70,00	€320,00
2	€225,00	€100,00	€95,00	€420,00
3	€300,00	€150,00	€130,00	€580,00
4 and over	€375,00	€200,00	€160,00	€735,00

- The amounts set out in the above table and that correspond to the three categories (Food, Clothing and Footwear/Rent/Other Expenses, Minor expenses), are the maximum amounts and in no case can these be exceeded.
- The assistance for food and clothing will be granted in the form of coupons, that are redeemable by various economic operators who shall enter into an agreement with the Social Welfare Services (supermarkets, grocery stores, clothes and shoe shops). Every month the Social Welfare Services prepare a list, to inform the beneficiaries as to the places where they obtain the abovementioned items. The beneficiaries of the assistance must write their registration number (ARC) on their purchase receipts, which they must sign and return to the cashier. It is stressed that beneficiaries of assistance do not have the right to purchase alcoholic beverages and tobacco.
- That part of assistance that equates to rent must be paid directly to the owner upon presentation of the relevant documentation, per month, on which the signature of the lessee must appear and the Services of the State involved (e.g. Inland Revenue Department) must be notified. The payment of rent shall apply from the date of signing the Lease Agreement, which is the same as or is subsequent to the date of approval of the application.
- Provided that any possible claims of owners of leased premises from the assisted persons for damages or other similar claims shall be deducted from the assistance granted to the assisted persons.
- The amounts referred to in the table hereinabove as rent depending on the size of the family are the maximum amounts. In the event a lower amount is agreed, the owner shall be paid such lesser amount.
- In the event of cohabitation, the total amount of rent payable to the owner shall not exceed the rent allowance that corresponds to the number of persons cohabiting in accordance with the above table.

4. Termination of assistance

A person ceases to be a beneficiary of material reception conditions when he does not satisfy the conditions in paragraph 1 above. In particular:

- when he has been granted the status of a beneficiary of international Protection by the Asylum Service or the Refugee Review Authority
- when his status as an applicant ceases to exist. In particular, his status applies until the date when the decision issued by the Head of the Asylum Service Department on the application of the applicant becomes enforceable in accordance with subsection (10) of section 18 of the Refugee Law of 2000 to 2013 or in the event of an administrative recourse is filed with the Refugee Review Authority, until the date the latter sends its decision to the applicant.
- when he abandons the areas controlled by the Republic of Cyprus for any period of time.

- when he is remanded in custody. Provided that when the person remanded in custody is a family member, the cover of material reception conditions of the family shall continue without taking into account the proportion of the person remanded in custody.
 - when the applicant/assisted person or any other member of his family has been employed.
 - when the applicant/assisted person refuses a visit from the Director of the Social Welfare Services (this also includes an authorised representative of the same) at the place where he resides or refuses to provide information in relation to any matter that may affect any decision to be taken by the same when assessing or re-assessing him in relation to covering material reception conditions.
 - when the applicant conceals financial resources and has as a result benefitted from material reception conditions in an unfair manner.
 - when the applicant twice refuses an offer of employment in sectors and at times where employment is permitted for reasons which are not considered objectively acceptable/justified. In the event the applicant or any other member of his family may work but refuses to do so, he shall be struck off the register of the Public Employment Service and as a consequence loses any assistance he may be entitled to on the grounds of this status.
5. The Special Assessment Committee is appointed by the Minister of Labour and Social Insurance. The Committee, having examined the merits of the case, prepares a relevant report which is submitted to the Director of the Social Welfare Services to take a decision.
 6. The assistance is granted by the Director of the Social Welfare Services (this also includes an authorised representative of the same).
 7. Applications by interested parties must be submitted in the Social Welfare Services special form, SWS 178, which must be duly completed and signed by the applicant and accompanied by all the relevant particulars and certificates, that the Director deems necessary in order to examine the application.
 8. The Social Welfare Services retain the right to request supplementary certificates or other particulars including the right to obtain particulars and data from any other Services/Departments concerning the applicants/assisted persons and their dependants, that are relevant to the subject matter of the application.
 9. The Director of the Social Welfare Services (this also includes an authorised representative of the same) conducts inspections and visits at the place of residence of the applicant/assisted person when he deems it necessary, to confirm the content of the application and the right to continued assistance.
 10. Any person receiving assistance, has the obligation to immediately notify the Social Welfare Services as to any changes that affect the payment, continuation or termination of assistance.
 11. Any beneficiary who makes a statement or representation that is false or conceals any material information, for the purpose of receiving or to continue to receive assistance, is obliged to return the amount or the coupon that was granted to him to the Social Welfare Services and he may be criminally prosecuted. The Social Welfare Services withhold an amount given to an applicant from the assistance that he may be entitled to.
 12. The assistance granted to beneficiaries shall apply from the date the application is approved by the Social Welfare Services.
 13. The application for material reception conditions is in force from the date the Council of Ministers has taken a decision. Application forms, SWS 178, are available from the local Social Welfare Services Offices and the Asylum Service. They are also available from the Social Welfare Services website at www.mlsi.gov.cy/sws. Applications are submitted to the Social Welfare Offices herein below:

SUBMISSION OF APPLICATIONS

Duly completed applications may be submitted:

- A. For those residing in the Nicosia district, the Nicosia Centre Social Welfare Services Office, 33 Agios Ilarionas Street, 1026 Nicosia, tel. 22804626, 22804780
- B. For those residing in the Limassol district, the Germasogeia Social Welfare Services Office, 80 Franklin Roosevelt Street, 3012 Limassol, tel. 25804464, 25804541, 22804436
- C. For those residing in the Larnaca district, Kamares Social Welfare Services Office, 23-25 Piliou Street, 6301 Larnaca, tel. 24800211, 24800209, 24800212
- D. For those residing in the Paphos district, Paphos Social Welfare Services Office, Aristotelis Valaoritis & 28 Kyniras Street, 8100 Paphos, tel. 26821608, 26821602, 26821607
- E. For those residing in the Ammochostos district, the Ammochostos Social Welfare Services Office, 170 1st April Street, 5310, tel. 23811720, 23811721, 23811824.

**CONFIRMATION OF FORM OF APPLICATION RECEIVED FOR MATERIAL RECEPTION
CONDITIONS OF APPLICANTS FOR INTERNATIONAL PROTECTION**

To be completed by the applicant so that the slip is returned stamped when the application is personally submitted at a place where applications are submitted.

Full name:

Alien Registration No. - ARC:

Full name of recipient:

Signature of recipient:

Date:

Seal