



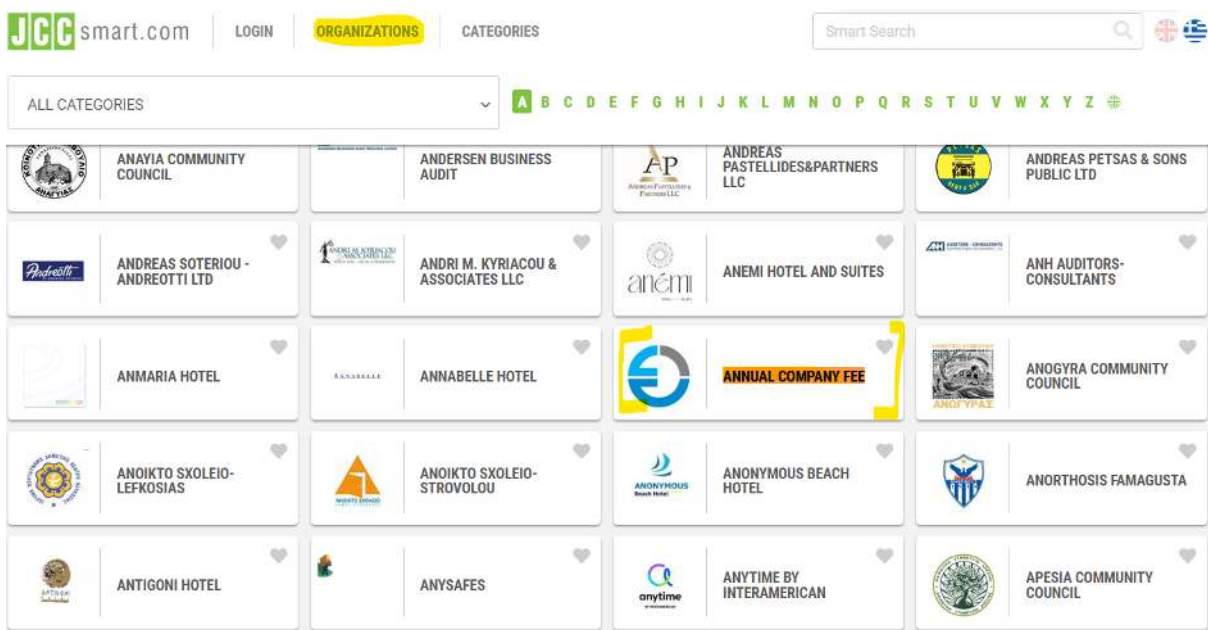
How to pay Cyprus Annual Company Levy

Please follow instructions below to pay the Annual Company Levy of your Company:

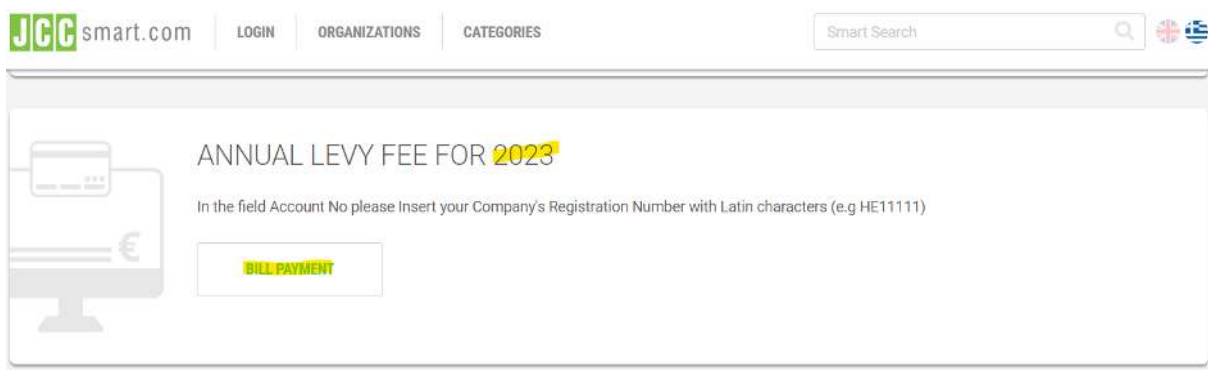
1. Please follow the link to <https://www.jccsmart.com/account/new-customer> and register yourself with jccsmart. If you already have an account you can go directly to the login page at <https://www.jccsmart.com/account/log-on>. You can create an account under your name or under your Company's name.

The screenshot shows the registration page for JCC smart.com. At the top, there is a navigation bar with the logo and links for LOGIN, ORGANIZATIONS, and CATEGORIES. The main heading is "Register". Below this, the first section is "1. User's details and address". It contains several input fields: "First name" (required), "Last name" (required), "Email" (required), "Email confirmation", and "Mobile Number" (with a dropdown for country code, currently showing +357 and a sample number 96 123456). Below these is the "Address Information" section with fields for "Address (Street address or PO Box)", "Address (Appt., Suite, Unit, Building) (optional)", "City", "Cyprus" (country dropdown), and "Post code". At the bottom left, there is a link "Do you already have an account? Connect". At the bottom right, there is a green "NEXT →" button.

2. After you register and login, click on **Organizations** (<https://www.jccsmart.com/outlets>), then go under letter A and choose 'Annual Company Fee'




3. On the next screen you need to choose the year for which the payment you are trying to make relates to. Scroll Down to Year 2023 and click 'Bill Payment'.



- Next you need to include the registration number of your company and the amount you are paying for (it should be €350, unless you have incurred any penalties).

You can find the registration number of your Company on the Corporate Certificates you received upon incorporation of your Company or through a quick search of your Company name on the Registrars website [here](#). Please make sure to add **HE** in front of the registration number.



ANNUAL LEVY FEE FOR 2023

In the field Account No please Insert your Company's Registration Number with Latin characters (e.g HE11111)

Please fill in the form below

Company Registration No HE	Amount
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NEXT



- On the next screen you need to confirm that the details of your Company are correct and proceed with inserting your card details and make the necessary payment. We suggest to use your Company corporate card, but if such is not available you can use your own personal one.

Payment

The total payment amount is €350.00

Pay with a new card



Card number	
Month	Year
CVV2	
PAYMENT	

PREVIOUS

Contact us for more information or if you require any further assistance.