

**MINISTRY OF ENERGY, COMMERCE AND INDUSTRY**  
**DEPARTMENT OF REGISTRAR OF COMPANIES AND OFFICIAL RECEIVER**  
**Application for changes of the contact details and cancellation of**  
**the authorization code registration of a registered organization in**  
**the Electronic Filing of Documents**

|   |   |             |
|---|---|-------------|
| Name of the Organization (CAPITALS)   | : |             |
| Registration Number in the Department of Registrar of Companies – <u><b>When the Application is filed with the registration of a company is not applied</b></u>   |   |             |
| <u>Address for Correspondence:</u>  | : |             |
| Street, Number, Area / Village  |   |             |
| Postal Code   |   |             |
| Town / District   |   |             |
| Telephone Number  | : |             |
| New Electronic Address  | : |             |
| Cancellation of Authorization code  |   | YES / NO    |
| <i>I hereby declare that I am aware of the procedures and rules for the implementation of the system of electronic filing of documents (which are contained in the website: <a href="http://www.mcit.gov.cy/drcor">http://www.mcit.gov.cy/drcor</a>), which I accept.</i> |   |             |
| <b>NAME AND POSITION OF OFFICER</b>   | : |             |
| <b>Signature</b>  |   | <b>Date</b> |

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**NAME AND ADDRESS OF CORESPONDANCE**

|           |  |           |  |
|-----------|--|-----------|--|
| Name      |  |           |  |
| Address   |  |           |  |
| Post Code |  | Telephone |  |

### **ADDITIONAL INFORMATION**

After the application has been completed and sent through electronic mail, there will be given an Access Code for access to the system of Electronic Filing of Documents.

For the forms/documents of a company to be filed electronically a registered User may use the company code. A company may be registered as a user so its forms and documents can be filed electronically.

| Address for Correspondence  | Electronic Mail  |
|---|--|
| DEPARTMENT OF REGISTRAR OF COMPANIES<br>AND OFFICIAL RECEIVER<br>Corner Makarios III Avenue and<br>Karpenisiou Street<br>«XENIOS»<br>1427 Nicosia | Website: <a href="http://www.mcit.gov.cy/drcor">www.mcit.gov.cy/drcor</a><br><br>Electronic Address:<br><a href="mailto:efilingcodes@drcor.mcit.gov.cy">efilingcodes@drcor.mcit.gov.cy</a><br><br>Telephone: 22404319<br>Facsimile: 22304887 |