

**INSTRUCTIONS
FOR REGISTRATION IN THE CCCI DATA BASE
AND FOR FILLING THE REQUIRED DOCUMENTS**

Ladies, Gentlemen,

Thank you for your interest to join the membership of the Chamber.

We would greatly appreciate it if you allow some of your time to fill in the enclosed documents (**1. Application for membership to the local Chamber, 2. Company Information, 3. Alphabetical lists of Products/Services**) in order to help us list your company in the CCCI Data Base, under the correct product categories so that the information will be visible to local and foreign companies visiting our web page.

The documents must necessarily be filled in, in English.

1. In the document entitled “**Application for Membership**” Please give attention to: point **A** - you must necessarily state the field of your activity and point **C** –you must necessarily find two members who will recommend your membership.
2. In the document entitled “**Company Information**” please note that:
 - you must give all the information requested
 - the spelling of the name of your company is **VERY** important. The name of your company must be the same with the one registered with the Registrar of Companies, using Latin letters. In case the name of the company comprises of name and surname, the surname will appear first.
3. In the documents entitled “**Manufacturers-Exporters**”, “**Importers**” and “**Services**” you are requested to tick (√) the products and/or services in the corresponding box, which are most relevant to your business activity.

The document “**Manufacturers-Exporters**” refers only to **domestic production, partial manufacturing and export of Cyprus products** and **NOT re-exports**.

In the document “**Importers**” you are requested to choose the **10 main categories of products** you import.

4. Since all information to the members is sent electronically, you are urged to complete, as the case may be, **all requested emails** so that a more targeted mailing is achieved, depending on the subject of the circular. **The General (default) email** will be the email used for mailing all the information and therefore this is a **mandatory** field.

Thank you for the cooperation.

Philokypros Roussounides
Secretary General