

Date: \_\_\_\_\_

TO:

**Liv & Co Ltd, Reg. No HE456946**  
12 Dimostheni Severi Street, 6th Floor, Office 601  
1080 Nicosia, Cyprus  
Email: [livtogether@livcollections.com](mailto:livtogether@livcollections.com)  
("Liv" or the "Company")

**Re: Provision of VAT registration and compliance processes**

Following the MEMO issued by KPMG Cyprus regarding the VAT registration and compliance processes, the Company has, as of today, engaged the services of KPMG Cyprus for the performance of all actions detailed in the MEMO.

Please carefully review the terms below, which clearly outline the Company role and responsibility as your service provider.

By accepting these services, you acknowledge and agree to the following:

**1. Scope of Services**

The Company shall provide you with technical support related to your VAT registration and ongoing VAT reporting in Cyprus, the ongoing preparation of the bookkeeping and VAT reporting and shall also transfer the information to KPMG for the purpose of sample auditing and reporting. In addition, the Company shall liaise with KPMG on your behalf in case correspondence with the Tax Authorities is required. Last but not least, we will maintain the VAT related records as may be required for compliance purposes.

**2. Liability and Hold Harmless Provisions**

- 2.1. Provision of Services Only – Liv & Co Ltd will act solely as a service provider. We shall not be responsible for any VAT payments, penalties, or liabilities arising from your rental activities. Our role is limited to providing assistance and representation based on the information you supply.
- 2.2. Accuracy of Information – The Owner of the apartment (you) is solely responsible for providing accurate and timely information for VAT registration, reporting, and filing. The Company and its directors, employees and officers shall not be held liable for any inaccuracies, delays, or omissions resulting from incorrect or incomplete data you or any other third party shall provide.
- 2.3. Exclusion of Liability – The Company will not assume any liability for actions, omissions, or decisions made by tax authorities or any third parties in relation to VAT matters. Furthermore, we will not be held responsible for any consequences arising from changes in VAT regulations or your failure to comply with such regulations.
- 2.4. Indemnification – You agree to indemnify and hold the Company, its directors, officers, employees, and agents harmless from any and all claims, liabilities, damages, or costs arising from your non-compliance with VAT laws, including penalties or fines imposed by tax authorities due to inaccuracies or omissions in the information provided to us.
- 2.5. Payment – You hereby undertake to bear the full cost of KPMG's professional fees, as determined by KPMG, as follows:
  - **EUR 1,000 + VAT** – for the opening of the VAT file with the Tax Authorities.

- **EUR 400 + VAT (quarterly payment)** – for the quarterly VAT reporting to the Tax Authorities.
- **EUR 200 + VAT (annual payment)** – for the annual tax reporting to the Tax Authorities.

### **3. Acknowledgment of Risks**

You acknowledge and confirm that:

- 3.1. Liv & Co Ltd is providing these services for the purpose of VAT reporting and tax compliance only.
- 3.2. Any risks or liabilities related to VAT payments, tax audits, or changes in regulations rest solely with you as the Owner of the respective apartment.
- 3.3. Liv & Co Ltd does not provide legal or financial advice and will not be liable for any financial consequences resulting from the use of the information or services we provide.

### **4. Confirmation and Agreement**

By signing this letter, you confirm that you understand and agree to the terms outlined above, including the limitation of liability and indemnification provisions.

Please return a signed copy of this letter to confirm your acceptance of these terms.

This letter shall be governed by and construed in accordance with the laws of Cyprus, and any disputes arising shall be subject to the exclusive jurisdiction of the Courts of Cyprus.

Yours sincerely,

Liv & Co Ltd

### **Acknowledgement and Agreement**

We, \_\_\_\_\_ and \_\_\_\_\_ owners of apartment No. \_\_\_\_ on building \_\_\_\_\_, hereby confirm that I have read and understood the terms outlined above and agree to hold the Company harmless as described.

\_\_\_\_\_

\_\_\_\_\_

Commissioner of Taxation  
Tax Department  
Nicosia

\_\_\_\_<sup>th</sup> \_\_\_\_\_ 2025

Dear Sir,

**Subject:** **Reason for registration for M\_.** \_\_\_\_\_  
**Israeli ID number:** \_\_\_\_\_

I, \_\_\_\_\_, bought a property (apartment) in Cyprus, which is meant for commercial use. The apartment will be rented out to individuals through a property management company, where I as owner will be receiving income from the said activity.

Taking into consideration that I will be involved in a taxable activity for VAT purposes and an obligation to account for output VAT is expected to arise in the near future, I would like to proceed with obtaining a Tax Identification Number (TIN) the soonest possible.

For any further clarifications please reach out to Mr. Ilias Christoforou or Mr. Stavros Christofi at 22209316 and 2207530 respectively.

Remaining at your disposal for any further clarifications you may request.

Yours sincerely,

\_\_\_\_\_

Commissioner of Taxation  
Tax Department  
Nicosia

\_\_\_\_<sup>th</sup> \_\_\_\_\_ 2025

Dear Sir,

**Subject:** Reason for registration for M\_. \_\_\_\_\_  
Israeli ID number: \_\_\_\_\_.

I, \_\_\_\_\_, bought a property(apartment) with \_\_\_\_\_ (Israeli ID number: \_\_\_\_\_) in Cyprus, which is meant for commercial use. The apartment will be rented out to individuals through a property management company, where I as owner will be receiving income from the said activity.

Taking into consideration that I will be involved in a taxable activity for VAT purposes and an obligation to account for output VAT is expected to arise in the near future, I would like to proceed with obtaining a Tax Identification Number (TIN) the soonest possible.

For any further clarifications please reach out to Mr. Ilias Christoforou or Mr. Stavros Christofi at 22209316 and 2207530 respectively.

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Yours sincerely,

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