



ΚΥΠΡΙΑΚΗ ΔΗΜΟΚΡΑΤΙΑ
ΥΠΟΥΡΓΕΙΟ ΔΙΚΑΙΟΣΥΝΗΣ
ΚΑΙ ΔΗΜΟΣΙΑΣ ΤΑΞΕΩΣ



ΑΣΤΥΝΟΜΙΑ ΚΥΠΡΟΥ

Για μια πιο ασφαλή κοινωνία

APPLICATION TO CONNECT TO THE UNIFIED ALARMS SYSTEM OF THE POLICE

ACCOUNTING AND OPERATOR INFORMATION

CLIENT CODE:	STARTING DATE:	
PREMISES CODE:	ENDING DATE:	
RECEIPT NUMBER (F.18):	ACTIVE SUBSCRIPTION	YES / NO
ACCOUNTING DISTRICT: NICOSIA – LIMASSOL – LARNACA – PAFOS – FAMAGUSTA – MORFOU		
RANK & NAME OF APPLICATION CREATOR:		DATE:

SUBSCRIBER'S INFORMATION

PREMISES NAME:		
PREMISES ADDRESS:		
TOWN / VILLAGE:	DISTRICT:	POST CODE:
TYPE OF PREMISES: RESIDENCE <input type="checkbox"/> OFFICE <input type="checkbox"/> WAREHOUSE <input type="checkbox"/> SCHOOL <input type="checkbox"/> ENTERT. ESTABL. <input type="checkbox"/>		
SHOP <input type="checkbox"/> FACTORY <input type="checkbox"/> BANK <input type="checkbox"/> COOP <input type="checkbox"/> INSTITUTION <input type="checkbox"/> GOVERNMENT PREMISES <input type="checkbox"/>		
OTHER (SPECIFY):	EMAIL:	
APPLICANT'S FULL NAME / COMPANY NAME:		
ID. CARD No. / COMPANY No.:	ISSUING COUNTRY:	
PASSPORT No.:	ISSUING COUNTRY:	
CITIZENSHIP:		
APPLICANT'S CONTACT NUMBER:	TELEPHONE 1:	MOBILE 1:
	TELEPHONE 2:	MOBILE 2:
POSTAL ADDRESS:		
CONNECTION TO THE PREMISES: OWNER <input type="checkbox"/> TENANT <input type="checkbox"/> DIRECTOR <input type="checkbox"/> OTHER (SPECIFY):		
ALARM SYSTEM TELEPHONE NUMBER:	TEL.2:	TEL.3:
ACKNOWLEDGE CODE:		
COMPLIANCE WITH MINIMUM ALARM SYSTEM REQUIREMENTS*		YES / NO
IMMEDIATE COMMUNICATION SIGNALS:	BREAKING AND ENTERING	YES / NO
	FIRE	YES / NO
	PANIC	YES / NO
POLICE DISTRICT DEPARTMENT OF THE PREMISES:	NICOSIA <input type="checkbox"/> LIMASSOL <input type="checkbox"/> LARNACA <input type="checkbox"/>	
	PAFOS <input type="checkbox"/> FAMAGUSTA <input type="checkbox"/> MORFOU <input type="checkbox"/>	
POLICE STATION OF PREMISES AREA:		TEL:

ALARM SYSTEM INSTALLATORS/ TECHNICIANS INFORMATION

PRIVATE OFFICE NAME:	OFFICE LICENCE No:
ADDRESS:	EMAIL:
TELEPHONE:	MOBILE:
FAX:	
INSTALLATOR'S FULL NAME:	ID. CARD No:
INSTALLATOR'S LICENCE No:	SIGNATURE:

CONTACT PERSONS IN CASE OF ALERT

FULL NAME & IDENTITY CARD No	TELEPHONES	ZONE	DESCRIPTION
1.	1.		
	2.		
2.	1.		
	2.		
3.	1.		
	2.		
4.	1.		
	2.		
5.	1.		
	2.		
6.	1.		
	2.		
7.	1.		
	2.		
8.	1.		
	2.		

POTENTIAL HAZARDS (HEALTH AND SAFETY)

In case the alarm system of your premises is activated, the presence of one of the keyholders is required. Additionally, you ought to inform the Police of any potential hazards existing in your premises which may affect the health and safety of all those involved. (Put ✓ where applicable).

POOL		EXPLOSIVES	
BARBED WIRE		DANGEROUS MACHINERY	
UNDERGROUND SPACES		GAS TANKS	
DANGEROUS BUILDING SITE		TOXIC SUBSTANCES	
SLIPPERY FLOOR		FLAMMABLE SUBSTANCE	
E.A.C. SUBSTATION		CHEMICALS	
DOG OR OTHER DANGEROUS ANIMALS		RADIOACTIVE MATERIALS	
WEAPONS/AMMUNITION		ELECTRIC FENCE	
ANYTHING ELSE CONSIDERED DANGEROUS, PLEASE STATE:			

.....
DATE

.....
APPLICANT'S SIGNATURE

The annual subscription fee is set at €50 (Euro) to connect the system and said amount shall be paid on the date the contract is signed. The owner/applicant is notified in writing of the approval of the application. Depending on the date the contract is signed, the proportional amount of the annual subscription fee must be paid. Please note that the provision of such services to Government Departments, or residences / premises, for which they are considered to be necessary following the decision by the Risk Assessment committee, is free of charge.

For any modification in the initial application, it is the responsibility of **the owner** of the premises to **promptly** inform the Supervisor of the Unified Alarms System of the Police Headquarters by calling 22808405 or via email at: *alarmsystems@police.gov.cy*.

Upon connecting the alarm system to the premises, the owner, in collaboration with the installer/technician, is required to make a Test Call to the Police to make sure the system is working properly, provided that the Supervisor is notified of this in advance.

The owner must comply with the maintenance rules of the equipment in accordance with their instruction manual, as well as conduct frequent technical checks to ensure proper functioning of the system.

Additionally, the applicant is required to designate responsible contact persons and assume full responsibility for informing them and acquiring their consent to provide their contact details to the Police. If the Police has no access to the premises, the contact persons must necessarily be keyholders and they should live within reasonably close proximity to be able to respond immediately.

In case the alarm is set off due to technical checks or in case of false alarm without immediate notification of the Police (District Message Control Rooms - Operators of the Unified Alarms System), the owner shall be charged with the amount of 77 Euro. The prompt response of the contact persons, whether a test or false alarm or an alarm for technical reasons, shall not be charged in any way.

The telephone lines of the Unified Alarms System operators are:

1. Nicosia/ Morfou – 22802055
2. Limassol – 25805099
3. Larnaca – 24804080
4. Famagusta – 23803060
5. Pafos - 26806567

Any outstanding balance not settled by the owner within 30 days entails immediate termination of the service. At the same time, you are required to disconnect the telephone line you had connected to the Police. In default, you may be criminally prosecuted pursuant to the provisions of Article 59(2) of the Police Law (L.73(1)/2004). Provided that by disconnecting the alarm system of the premises, the owner is not exempted from paying any outstanding balance.

In case of contract renewal, the owner is required to file a request in writing, stating the intention to continue or terminate the service until 31st December of the current year. **In no case shall the contract be automatically renewed upon its expiration; and, at the same time, you are required to disconnect the telephone line you had connected to the Police.**

NATURAL PERSONS

Citizens of the Republic of Cyprus: The application should be accompanied by a copy of the Identity Card.

Citizens of the European Union: The application should be accompanied by a copy of the Identity Card, or/and Passport, and Certificate of Registration (MEU Form 1, 2 or 3 as the case may be).

Citizens of Third Countries: The application should be accompanied by a copy of the Passport and Temporary Residence Permit (Form M62A).

LEGAL PERSONS

Companies: The application should be accompanied by a copy of the Certificate of Registration from the Department of Registrar of Companies.

ENTERTAINMENT ESTABLISHMENTS

File a copy of the Operating License of the establishment.

MINISTRIES/ GOVERNMENT DEPARTMENTS/ PUBLIC-LAW BODIES

The application should be accompanied by a letter from the head of the department/service.

NOTES:

In all aforementioned cases, a **valid** copy of the Authorisation of the establishment and Operation of the Private Security Services Office which will install the Automated Fire/ Burglary Detection System should be filed.

MINIMUM ALARM SYSTEM REQUIREMENTS

1. The Alarm System should be able to record an audio message including the following information:
 - I. The name and description of the premises (e.g. residence, company, bank etc.)
 - II. A description of the incident (e.g. potential breaking and entering or potential fire etc.)
 - III. The street name, number, and district of the premises.
2. The alarm system should be installed by a licensed installer/technician.
3. Full compliance with the following standards: Grade 2, 3 or 4 and CE.

FOR OFFICIAL USE

The request

Is approved / Is not approved

DATE:

.....

For Chief of Police



Receipt:

The application was received on:/...../20....

Receiver's signature.....



Stamp

INSTRUCTIONS FOR FILLING IN THE APPLICATION –
POLICE FORM 303

Any natural or legal person whose premises are within the Republic of Cyprus is entitled to file an application (Form P.303) to connect his/her premises to the Police Unified Alarm Systems.

You can find the Application form on the official website of the Police www.police.gov.cy, as well as at any Human Resources & Support Office (Accounting Dpt) of the Police Department of your District.

In order for your application to be approved, all parts of the form must be completed in **CAPITAL** letters and be legible. Special attention must be paid:

To the Telephone number of the Alarms System which will be connected to the Police.

To the Installer/Technician information – the Human Resources & Support Office (Accounting Dpt) of the Police Department of your District or the Operator of the Centralised Alarms System must be immediately notified of any modification in your original application.

To the Contact Persons – their full details must be provided, they must respond to Police calls and their presence might be required at the premises. The owner of the premises is responsible for informing them and acquiring their consent to provide their personal data.

Documents to attach to the Application:

1. Identity Card; in cases of citizens other than of the Republic of Cyprus: Passport and Certificate of Registration (MEU Form 1, 2 or 3 as the case may be).
2. Authorisation in case the applicant is other than the owner.
3. For companies: Certificate of Registration from the Department of Registrar of Companies.
4. Authorisation for Private Security Office, Private (Security) Guard.
5. For Government premises: Letter from the Head of the department.

Completed applications and attached documents should be submitted by the applicant or authorized person to the Human Resources & Support Offices (Accounting Dpt) of the Police Department of your District. **The original documents must be presented when signing the contract.**

For further information, call the Human Resources & Support Office (Accounting Dpt) from 7am to 3pm:

- Unified Alarms System
Operator 22-808405
- Nicosia 22-607723
- Limassol 25-805043
- Larnaca 24-804010
- Pafos 26-806012
- Famagusta 23-803011
- Morfou 22-802506

I hereby certify that this text is a true translation of the attached document.

I hereby certify that the signature of the translator is that of S. PAPASAVVA
(Sgd.)

for Acting Director Press and Information Office

REPUBLIC OF CYPRUS

10.10.2017 (1486 words)