

INCENTIVE SCHEME FOR THE ORGANISATION OF INCENTIVE TRIPS TO CYPRUS IN THE CONTEXT OF THE DE MINIMIS RULES

A. De Minimis Aid Rules

The present Scheme has been prepared by the Deputy Ministry of Tourism of the Republic of Cyprus in accordance with the provisions of the Commission's Regulation (EU) no. 1407/2013 of 18 December 2013 on the application of the Articles 107 and 108 of the Treaty of the Functioning of the European Union to de minimis aid.

De minimis aid refers to small amounts of state subsidies which are exempt from the obligation of being communicated to the European Commission, as they are considered as not affecting trade between Member States and / or not distorting or threatening to distort competition within the European Union. The maximum total de minimis aid granted to any single undertaking by all the Competent Authorities of Cyprus over any period of three fiscal years may not exceed the amount of €200.000.

B. ELIGIBLE EXPENSES FOR CONFERENCE AND INCENTIVE TRAVEL TOURISM

1. Hospitality Expenditures for incentive trips travels with at least 75% of their participants coming from abroad.

For the purposes of the present Scheme, Hospitality Expenditures are considered as follows:

- Cost of a Guiding Tour
- Cost of a lunch/dinner
- Transfers
- Hospitality for Speakers (air tickets, accommodation)
- Audiovisual equipment for live streaming
- 1 (one) PCR COVID-19 examination per person in accordance with the Protocol in force on arrival of delegates in Cyprus.

It is noted that the VAT does not constitute eligible expenditure, therefore not accountable.

It must be clearly stated in the conference programme that the guided tour and a lunch/dinner are offered to the participants free of charge by the Deputy Ministry of Tourism.

C. ELIGIBLE APPLICANTS

1. Licensed tourism and travel offices and companies from abroad (please refer to paragraph E.1.A and E.1.B)
2. Companies from abroad (please refer to paragraph E.1.C)

D. AMOUNT OF FINANCIAL SUPPORT

The calculation of the financial support of the event will be done with a mathematical formula, taking into account the following criteria:

- The period of the event. For 2022, incentive trips organised during the period 1 November to 30 April will be sponsored. In case the event takes place in Nicosia district and in rural / mountainous / remote areas, the application will be examined regardless of the period of its implementation.
- The number of nights resulting from the incentive trip
- The duration of the incentive trip
- Additional premium is given for incentive trips:
 - held in January and February
 - which produce large number of overnights
 - which are organized with respect for the environment, utilize local products, involve the local community and promote sustainable development (eg through the use of recyclable materials, reduce the use of plastic, utilization / promotion of drinking water point, use of recycling bins , garbage collection, avoiding the use of balloons outdoors, etc.).

NOTES

1. The maximum amount of financial support for conference tourism events will be €10.000.
2. Accompanying persons and children **are not** eligible for financial support by the Incentive Scheme.
3. In cases where the period of the conducted event spans over two different consecutive months and most of the days of this period fall within one of the two months (e.g. 31/10 - 02/11), the month taken into account for the calculation of the amount of financial support, shall be the month with the most days during which the event is hosted.
4. In case the application for financial support is approved, the final amount of support paid by the Deputy Ministry of Tourism shall be calculated on the basis of the final number of the incentive trip attendees / participants from abroad.

E. SPECIAL TERMS, PREREQUISITES AND OBLIGATIONS

1. For the organization of incentive trips

- A. In cases where the applicant is a licenced Tourism and Travel Office from a European Union country or Third Country, according to the provisions of Article 6-(1) and 6A of the Tourism and Travel Offices and Tourist Guide Laws of 1995 till 2013, the applicant may carry out within the Republic on an organised or permanent basis the activities referred to in article 3 of the referred Law. Therefore the applicant must be represented by a local licenced tourism & travel office.
- B. In case where the applicant is from a Third (non-EU), and is active on Conference Tourism by profession and is paid for their services, according to the provisions of Article 6-(1) and 6A of the Tourism and Travel Offices and Tourist Guide Laws of 1995 till 2013, the activities mentioned on the Article are to be conducted only by local licenced Tourism and Travel Offices, therefore the applicant must be represented by a licenced Tourism and Travel Office registered in Cyprus.
- C. In case where the applicant is a company registered with the Registrar of Companies of that country from an EU member state or a non EU member state and it organises a conference for its own purpose and not by profession and on a paid basis, it is not required that it be represented by a local licenced Tourism and Travel Office.

F. GENERAL TERMS, CONDITIONS AND OBLIGATIONS

1. Applications must be submitted to the Deputy Ministry of Tourism at least 2 (two) months before the starting day of the event (please refer to Paragraph H).
2. The approval for the provision of financial support granted by the Deputy Ministry of Tourism must be secured before the execution of the relevant trip.
3. In case the application for financial support is approved, the beneficiary may not apply for any other financial support from the Deputy Ministry of Tourism for the same action.
4. Applications submitted within the framework of this Scheme, will be considered on a first-come, first-served basis according to their date of

submission to the Deputy Ministry of Tourism and until the exhaustion of the relevant credits in the annual Deputy Ministry of Tourism budget.

It is provided that, the Deputy Ministry of Tourism reserves the right to afford priority to the examination of applications submitted by applicants who have not previously benefited from this Scheme within the current year.

5. The Deputy Ministry of Tourism will be treating all documents and information received in relation to this Scheme as private and confidential and will not be publicising or revealing any data submitted, without the prior written consent of the applicant.
6. The applicants and / or beneficiaries of this Scheme, accept without any reservations all of its terms and conditions.

G. SUBMISSION OF APPLICATIONS

Applications, together with the documents accompanying them as below, must be submitted at the e-mail address ccbincents@visitcyprus.com.

For the organisation of incentive trips, the applicant must submit:

- A. The application in Annex A2, duly completed
- B. The preliminary or final programme which has been prepared for the team to be hosted in Cyprus.
- C. The preliminary or final name list of the participants, with the names of any accompanying persons / children mentioned next to each participant's name.
- D. The Annex B must also be duly completed, signed and submitted with the application.

Only applications that are duly completed and accompanied by all the relevant documentation mentioned above, will be taken into consideration.

The responsibility for the confirmation of receipt of the submitted application lies solely with the applicant.

H. EVALUATION PROCEDURE

Following the receipt of the application by the Deputy Ministry of Tourism, it will be evaluated on the basis of the aforementioned criteria and prerequisites and the decision of the Deputy Ministry of Tourism will be

officially communicated to the applicant within 15 (fifteen) working days from the date of receipt of the application.

I. PLACEMENT OF ORDER FOR DEPUTY MINISTRY'S PRINTED MATERIAL

Orders for printed material of the Deputy Ministry of Tourism (publications, maps and bags) must be timely placed by the applicant to the competent Deputy Ministry of Tourism Officer Mr. Savvas Andreou: tel. (00 357) 22 69 11 85, e-mail ctowarehouse@visitcyprus.com mentioning the titles of the brochures, the quantity and the language desired. [Click here](#) to view a list of the publications available online on www.visitcyprus.com – Media.

The applicant is responsible for collecting the order from Deputy Ministry of Tourism Warehouse (Alexandrou Ypsilanti Str. No.1, CY2234 Latsia, Nicosia), having first been notified accordingly by phone, by the Deputy Ministry of Tourism. Should the applicant request the delivery of the order by courier, then the cost of such delivery will be borne by the applicant.

J. REQUIRED DOCUMENTATION FOR THE PAYMENT OF THE AMOUNT OF FINANCIAL SUPPORT ON THE BASIS OF THE FINAL NUMBER OF CONFERENCE / MEETING PARTICIPANTS FROM ABROAD

The Deputy Ministry of Tourism must receive all the claims for the payment of the amount of financial support **one month after the end date of the event, at the latest.** Any delay leads to the loss of the financial support.

After the completion of the conference / meeting, the following documentation must be submitted to the Deputy Ministry of Tourism :

1. For the organisation of corporate conferences and corporate incentive trips, the applicant must submit:
 - A. Final rooming list printed directly from the hotel reservation system.
 - B. Official letter on official letterhead, including:
 - The final result of the conference / meeting.
 - An evaluation of the services of the hotel / venue where the conference / meeting was organised and of the social programme of the event (trips, restaurants etc.)

- The final number of conference participants from Cyprus and the final number of conference participants from abroad, reported separately.
 - A request for the payment of the financial support, based on the final number of participants from abroad.
- C. Invoice from the applicant (excluding VAT).
- D. Original third party invoices (guides, meals, buses) that prove the excursion and which cover at least the total amount of sponsorship. It is recalled that VAT is not considered eligible expenditure.
- E. The final registrations list with the names of the participants to the conference, their country of usual residence, the organisation they represent and their signature.
- F. Documentation providing proof that the conference / meeting organiser has met the obligations as spelled out in the paragraph F.1 above, such as:
- A screenshot of the website of the conference / meeting wherein the Deputy Ministry of Tourism is mentioned as conference sponsor and the Deputy Ministry of Tourism and Convention Bureau logos appear on that website, with links to the Deputy Ministry of Tourism website.
 - A screenshot of the website of the conference / meeting wherein the promotional video of the Deputy Ministry of Tourism appears.
 - A copy of the conference / meeting programme as well as of other publications of the conference / meeting, wherein the logos of the Deputy Ministry of Tourism and the Cyprus Convention Bureau are featured.
 - Photographs of the banners of the conference / meeting, featuring the logos of the Deputy Ministry of Tourism and the Cyprus Convention Bureau.
 - Details of the bank account of the beneficiary for the payment of the amount of the financial support via bank transfer (the name of the bank, the name of the account holder, the IBAN number and the SWIFT code.)
- G. The Personal Declaration in [Annex C](#) duly signed by the beneficiary.
- H. The questionnaire for the collection of the statistical data for conference & Incentives – [Annex D](#) duly completed.

The amount of the financial support will be paid to the beneficiaries only after all the aforementioned documentation has been submitted and pursuant to the compliance with the terms and conditions of this Incentive Scheme.

In case the required documentation submitted is not complete, the payment procedure will be discontinued.

The Deputy Ministry of Tourism reserves the right to further examine the documentation submitted and to request any additional information and/or the submission of additional documentation and data.

It is noted, in case the Deputy Ministry of Tourism has found any documentation submitted by the beneficiaries to be false or that not all of the terms and conditions of this Incentive Scheme have been met, the Deputy Ministry of Tourism reserves the absolute right to cancel the approved amount of subsidy and / or to request the refund of any amount already paid by Deputy Ministry of Tourism.

It is also provided that in the above case, in addition to any other penalties imposed by Deputy Ministry of Tourism, offenders will be excluded from any participation in the Deputy Ministry of Tourism subsidy schemes as well as any other subsidies, invitations, commissions or cooperation with the Deputy Ministry of Tourism, relevant to Conference and Incentive Tourism.

K. VALIDITY OF SCHEME

This Scheme will have an annual validity, up to the 31st of December of every year or until the exhaustion of the relevant credits in the Deputy Ministry of Tourism budget. It will be automatically renewed for every next year, unless the Deputy Ministry of Tourism decides otherwise.

This Scheme may be altered without any notice. For information, please refer to the website of the Deputy Ministry of Tourism www.visitcyprus.com and the website of the Cyprus Convention Bureau www.cyprusconventionbureau.org

L. FURTHER INFORMATION

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The English version is a translation of the original in Greek (www.visitcyprus.com) for information purposes only. In case of a discrepancy, the Greek original prevails.