

THE ANNUAL RETURN

The Annual Return (form HE32) is a statutory document that Cyprus companies must submit to the Company Registrar each year *ref. Cap. 113 §118*. The annual return shows the details of the shareholders, directors, company secretary, registered office and share capital, and must be filed together with the audited financial statements of the previous year.

The annual return is prepared once every year, within 12 months from the previous annual return, without disregarding the calendar year *ref. Cap. 113 §118, 120 and 125*.

HE32 SUBMISSION DEADLINE

The annual return must be filed within 28 days of the Annual General Meetings (AGM), signed by either the director or secretary of the company *ref. Cap. 113 §120* and then submitted to the Registrar of Companies together with a copy of the audited financial statements.

PENALTIES FOR LATE SUBMISSION

If you fail to prepare and file the annual return on time, your company will be liable for late filing fees and can even be **struck off** for not submitting the annual return.

New penalty for filing the HE32 annual return late will come in force on **18 December 2020**.

The new penalty fee starts from €50 and continues to increase from the first date of non-compliance at the rate of €1/day for the first 6 months and €2/day thereafter for a maximum penalty of €500 *ref. Cap. 113 §120(4)*.

HE 32 - FOR YEARS UP TO 2019

The deadline to submit overdue annual returns with drafting dates up to 31 December 2018 has been extended to **18 December 2020** following which, the new late filing penalty will be applied

HE 32 - FOR 2020 AND ONWARDS

The due date for filing the annual returns for **2020** together with the **2019** audited financial statements, without imposing any late filing penalty, has been extended to **29 January 2021**.