

Copy of Official Cadastral Plan

Purpose: The purpose of the electronic application is the issuance of a copy of Official Cadastral Plan without the physical presence of the applicants at the DLS offices. This application is available to the following types of users:

1. **Individual** – The Individual can issue a copy of Official Cadastral Plan for any property that either belongs to him or not.
2. **Legal Entity** – The Legal Entity can issue a copy of the Official Cadastral Plan for any property that either belongs to him or not.
3. **Agent** – the Agent can be an Individual or a Legal Entity and can issue a copy of the Official Cadastral Plan for properties belonging to the owner within a specific area/District or Pancyprian. The represented person (owner) can be either an Individual or a Legal Entity.
4. **Administrator** – The administrator can be an individual and can issue a copy of the Official Cadastral Plan for a property of a specific owner within a specific District or Pancyprian. The represented person (owner) can only be an Individual.
5. **Liquidator** – The Liquidator can be an individual or a Legal Entity and can issue a copy of the Official Cadastral Plan for a property of a specific owner within a specific area/District or Pancyprian. The owner can only be a Legal Entity (companies that are registered to the Registrar of companies and organizations).

Log-in to the System:

The user enters the personal Username and Password and logs into the system. The applicant enters the Dashboard of the Electronic Portal of DLS screen, from where all relevant applications according to user's authorizations are shown. From here, the user selects the application "Copy of Official Cadastral Plan".

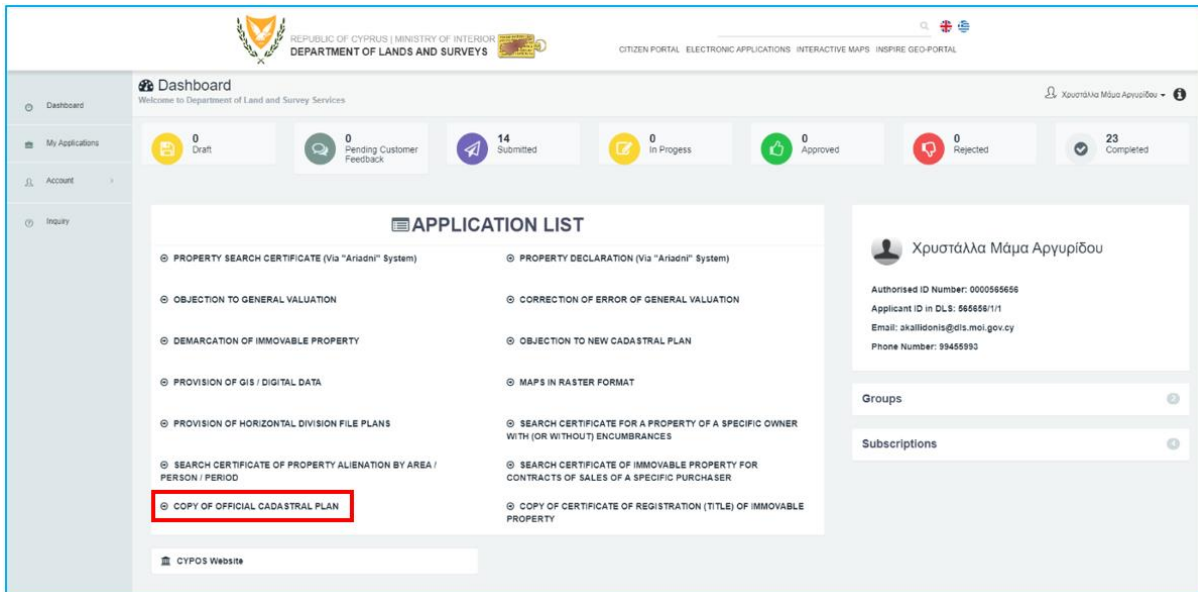


Image 1: List of Applications – Copy of Official cadastral plan

By selecting the application, the system first checks if there is a pending payment transaction for the specific application. If a payment is pending, then a warning message is displayed.

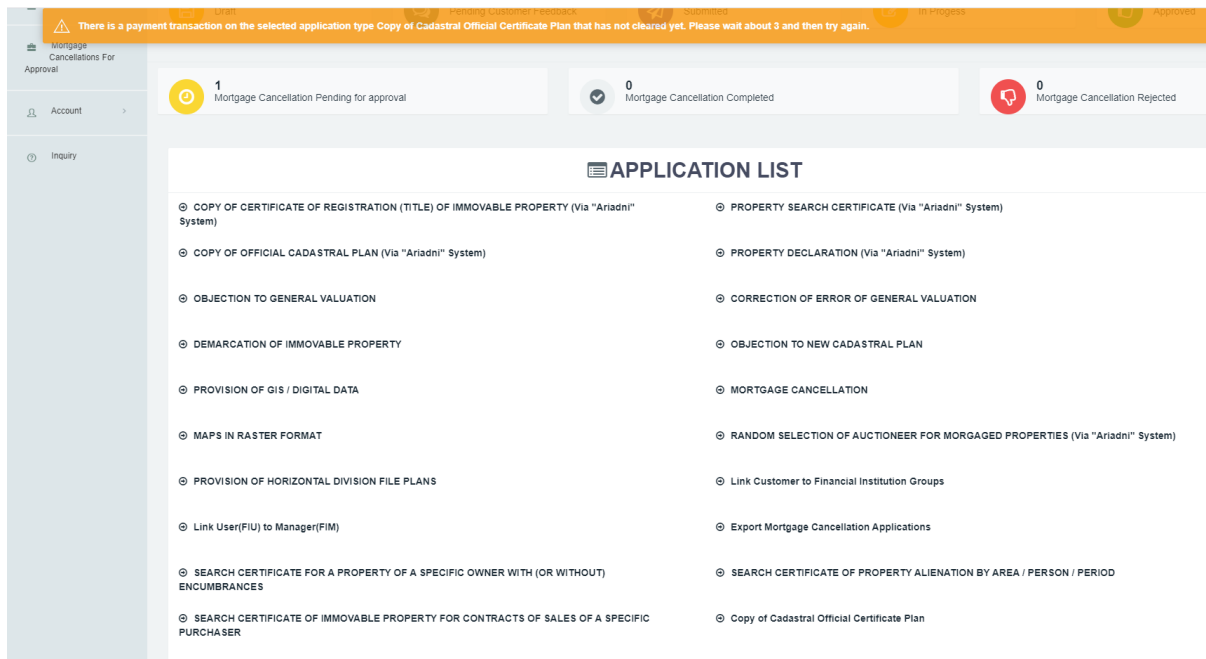


Image 2: List of Applications – Copy of Official Cadastral Plan

In case that there is no payment pending, the screen shown in Image 3 will be displayed, showing the following sections of the application:

1. **General information** – The section "General Information" displays a short description of the application.
2. **Property Catalog** – In this section the user can select a property that belongs to him for which he/she will apply for a copy of the Official Cadastral Plan. The user can apply for the whole cadastral plan or for a part of it. The user can also request more than one copy for each Cadastral Plan.
3. **Additional Properties** – In this section the user can enter the geographical location for which he will apply for a copy of official cadastral plan. The user can apply for the whole cadastral plan or part of it. The user can also request more than one copy for each cadastral plan.
4. **Attachment Data**- In this section the applicant has the ability, to attach files related to this application. The applicant has the option to proceed to the specific section if a property in "Property Catalog" and/or in the "Additional Properties" section is selected.
5. **Delivery Method** - In this section, the applicant chooses how the Official Cadastral Plan will be delivered to a designated postal address. The applicant has the option to proceed to the specific section if a property in "Property Catalog" and/or in the "Additional Properties" section is selected.
6. **Fee Payment** - In this section, the applicant has the option to proceed with payment. Once the payment is completed successfully, the system stores the application in the DLS Portal.

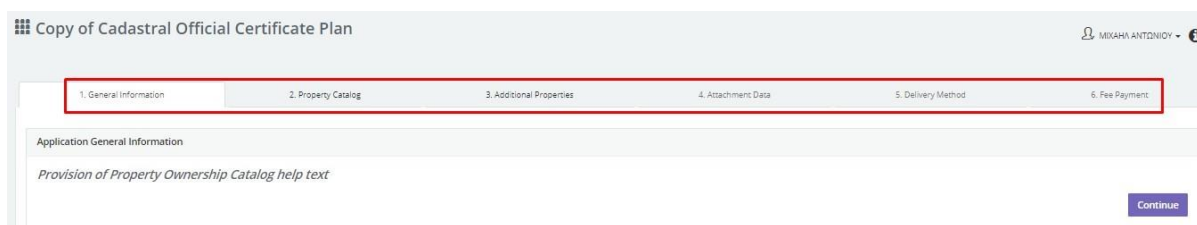


Image 3: Application "Copy of Official Cadastral Plan" - Application Modules

Section "General Information"

By selecting the specific tab, a brief description of the application is displayed.

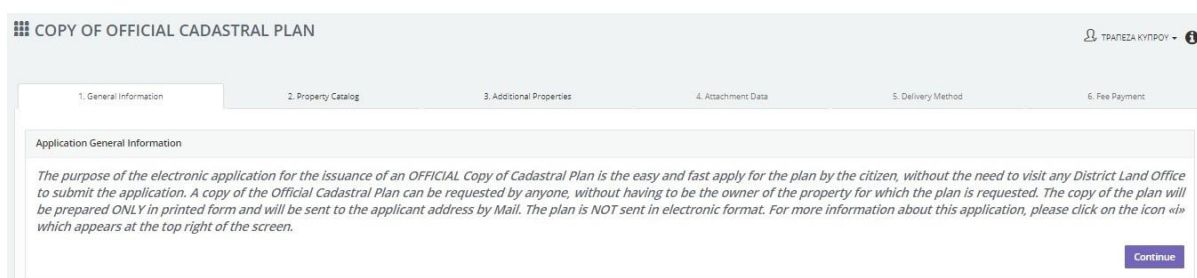


Image 4: Application "Copy of Official Cadastral Plan" - Section "General Information"

Section "Property Catalog"

In this section (depending on the status of the applicant) the corresponding fields are presented on the screen.

1. Individual acting on behalf of his/her entity or Individual acting as Agent or Legal Entity acting on behalf of his/her company or Legal Entity acting as Agent.

A Physical / Legal Person can apply for a copy of the Official Cadastral Plan for his own property or for a property that belongs to a specific Physical / Legal Person for which he acts as an Agent.

The applicant has two options:

- By selecting the field "Person" (Individual/Legal Entity Name) and then the button "Continue", the following fields appear on the screen:

The screenshot shows the 'COPY OF OFFICIAL CADASTRAL PLAN' application interface. The top navigation bar includes the title and a user profile for 'ΜΙΧΑΗΛ ΑΝΤΩΝΙΟΥ'. Below the navigation bar, there are six tabs: '1. General Information', '2. Property Catalog', '3. Additional Properties', '4. Attachment Data', '5. Delivery Method', and '6. Fee Payment'. The 'Property Owner' section is active, showing two radio button options: 'Person' (selected) and 'Agent/Representative'. The 'Person' field contains the text 'ΜΙΧΑΗΛ ΑΝΤΩΝΙΟΥ - 0000411888', which is highlighted with a red rectangular box. Below this, there is a 'Property Catalog Filters' section with a 'Filters' button and a 'Show Selected Properties' button. At the bottom, the 'Property Catalog' table is visible, showing a single row for a 'BUILDING SITE' property.

Property Type	District	Municipality	Quarter	Sheet	Plan	Block	Parcel Block	Reg Block/Registration No	Share	Scale	Location	Extent	Paper Size	Number Of Copies	
<input type="checkbox"/>	BUILDING SITE	Nicosia	DIMOS LATSION	AGIOS GEORGIOS	30	15E2	2	3171	0/3506	1/1	1:2500	ΠΑΛΛΟΥΡΟΚΑΜΠΟΣ	618	Whole Plan	1

Image 5: Application "Copy of Official Cadastral Plan" - Owner Properties (Individual)

- When the applicant is a Legal Entity the following fields appear on the screen:

COPY OF OFFICIAL CADASTRAL PLAN

1. General Information 2. Property Catalog 3. Additional Properties 4. Attachment Data 5. Delivery Method 6. Fee Payment

Property Owner

Person * ΤΡΑΠΕΖΑ ΚΥΠΡΟΥ - HE165
 Agent/Representative
 Liquidator

Property Catalog Filters

Filters

Nicosia Please select Municipality Please select Quarter

Parcel No Registration No Filter

Show Selected Properties

Property Catalog

Property Type	District	Municipality	Quarter	Sheet	Plan	Block	Parcel Block	Reg Block/Registration No	Share	Scale	Location	Extent	Paper Size	Number Of Copies
<input type="checkbox"/> FLAT	Nicosia	DIMOS LAKATAMEIAS	ARCHANGELOS-ANTHOUPOLI	30	12W2	4	1141	0/16015	1/1	1:2500	ΜΑΝΤΡΑ ΤΟΥ ΑΓΑ	567	Whole Plan	1

Image 6: Application "Copy of Official Cadastral Plan" - Owner Properties (Legal Entity)

- At the «Person» field, by selecting «Agent/Representative», the field «Person to Represent» is displayed on the screen. The user must select the physical or legal entity for which he/she will apply for the official cadastral plan. The list contains the property owners which the applicant represents. By selecting the button «Continue», the property catalog displays a list of the property of the owner that was selected at the field "Person to Represent".

COPY OF OFFICIAL CADASTRAL PLAN

1. General Information 2. Property Catalog 3. Additional Properties 4. Attachment Data 5. Delivery Method 6. Fee Payment

Property Owner

Person * ΤΡΑΠΕΖΑ ΚΥΠΡΟΥ - HE165
 Agent/Representative
 Liquidator

Person to Represent *

Property Catalog Filters

Filters

Show Selected Properties

Property Catalog

Property Type	District	Municipality	Quarter	Sheet	Plan	Block	Parcel Block	Reg Block/Registration No	Share	Scale	Location	Extent	Paper Size	Number Of Copies
<input type="checkbox"/> BUILDING SITE	Nicosia	DIMOS EGKOMIS		21	60W1	4	7002	0/10154	1/1	1:2500	ΚΟΚΚΙΝΟΚΑΥΚΑΛΙΑ	520	Whole Plan	1

Image 7: Application "Copy of Official Cadastral Plan" - Owner Properties (Agent/Representative)

Property Catalog

By selecting the "Continue" button, a list of the properties will be displayed where the user can select the required property for which the copy of the Official Cadastral Plan will be issued. In the property list, the columns "Paper Size" and "Number of Copies" are displayed. In the column "Paper Size", the user can select either the "Whole Plan" or "Part of Plan (A4)". In the "Number of Copies" field, the user can select the number of copies for each requested plan. The values by default are set to "Whole Plan" for paper size and 1 for the number of copies.



Property Type	District	Municipality	Quarter	Sheet	Plan	Block	Parcel Block	Reg. Block/Registration No.	Share	Scale	Location	Extent	Paper Size	Number Of Copies
<input type="checkbox"/> BUILDING SITE	Nicosia	DIMOS EGKOMIS		21	60W1	4	7002	0/10154	1/1	1:2500	KOKKINOKAYKAAA	520	Whole Plan	1
<input type="checkbox"/> BUILDING SITE	Nicosia	DIMOS EGKOMIS		21	60W1	4	7003	0/10155	1/1	1:2500	KOKKINOKAYKAAA	514	Whole Plan	1

Image 8: Application "Copy of Official Cadastral Plan" - Property Catalog

Additionally, the user can filter the property catalog using the filters provided on the top of the property list.

After selecting the required property for which the copy of the cadastral official plan will be issued, the user can proceed to the next section by pressing the button "Continue".

2. A Financial Institution acting on behalf of its organization or a Financial Institution acting as an Agent/Representative.

A Financial Institution can apply for a copy of cadastral official plan for its own property or for a property that belongs to a specific Physical / Legal Person and acts as an Agent.

When the applicant "person" is the Financial Institution itself, by pressing the "Continue" button, the system will display the properties of the institution.

Property Owner

Person * ΤΡΑΠΕΖΑ ΚΥΠΡΟΥ - HE165
 Agent/Representative
 Liquidator

Property Catalog Filters

Filters

Show Selected Properties

Property Catalog

Property Type	District	Municipality	Quarter	Sheet	Plan	Block	Parcel Block	Reg. Block/Registration No	Share	Scale	Location	Extent	Paper Size	Number Of Copies
<input type="checkbox"/> OFFICE	Nicosia	DIMOS LAKATAMEIAS	ARCHANGELOS-ANTHOUPOLI	30	12W2	4	4816	0/16181	1/1	1:2500		466	Whole Plan	1
<input type="checkbox"/> OFFICE	Nicosia	DIMOS LAKATAMEIAS	ARCHANGELOS-ANTHOUPOLI	30	12W2	4	4816	0/16182	1/1	1:2500		466	Whole Plan	1

Image 9: Application "Copy of Official Cadastral Plan" - Financial Institution Property

If the "Agent/Representative" is selected, the drop-down list "Person to Represent" is displayed, where the user must select an entity (owner) from the list. After the selection of the owner, his/her properties appear in the property list.

COPY OF OFFICIAL CADASTRAL PLAN

1. General Information | 2. Property Catalog | 3. Additional Properties | 4. Attachment Data | 5. Delivery Method | 6. Fee Payment

Property Owner

Person * ΤΡΑΠΕΖΑ ΚΥΠΡΟΥ - HE165
 Agent/Representative
 Liquidator

Person to Represent *

Property Catalog Filters

Filters

Show Selected Properties

Property Catalog

Property Type	District	Municipality	Quarter	Sheet	Plan	Block	Parcel Block	Reg. Block/Registration No	Share	Scale	Location	Extent	Paper Size	Number Of Copies
<input type="checkbox"/> FIELD	Nicosia	DIMOS EGKOMIS		21	52W2	4	6663	0/8566	147174/233819	1:2500	KOKKINOKAYKALIA	233819	Whole Plan	1
<input type="checkbox"/> FIELD	Nicosia	DIMOS EGKOMIS		21	60E1	4	6670	0/8604	1/1	1:2500		2340	Whole Plan	1

Image 10: Application "Copy of Official Cadastral Plan" - Agent/Representative

If the "Liquidator" is selected, the drop-down list "Liquidator for" is displayed where the user must select an entity (owner) from the list. After the selection of the owner and by pressing the button "Continue", the properties of the selected owner appear in the property list.

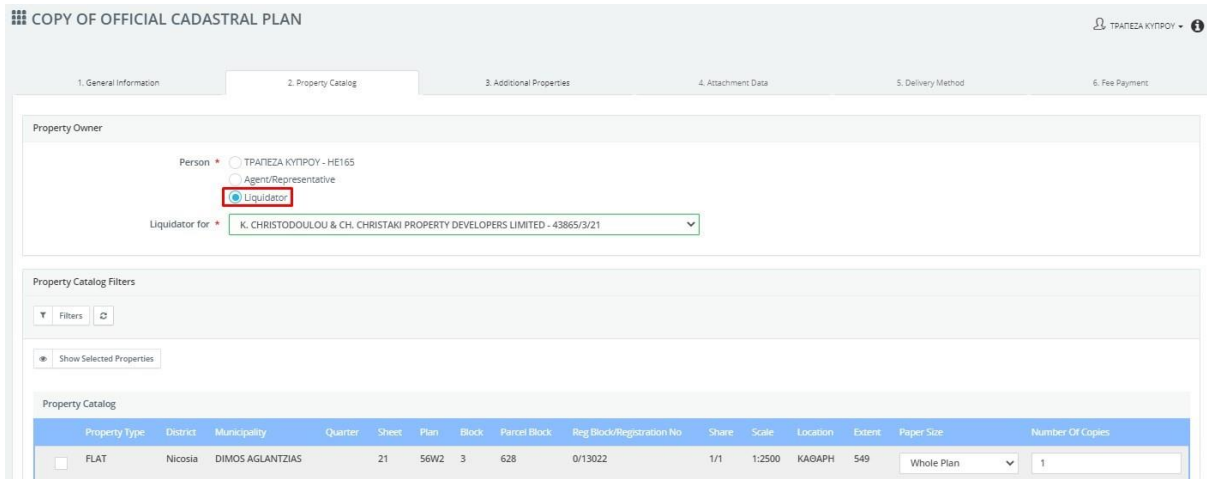


Image 11: Application "Copy of Official Cadastral Plan" – Liquidator

Show Selected Properties

In all the above cases, when the user selects properties from the **"Property Catalog"**, he has the ability to see only the selected properties in a new Catalog (see image below), by pressing the button **"Show Selected Properties"**, located above the **"Property Catalog"**. This is useful in cases where the applicant's properties appear in the **"Property Catalog"**, on more than one page.

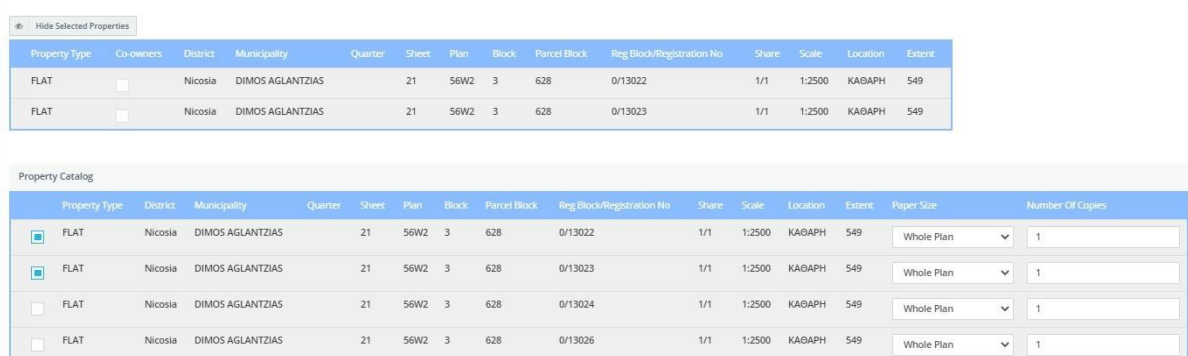


Image 12: Application "Copy of Official Cadastral Plan" – Show selected properties

Section "Additional Properties"

In this section, the user can add additional properties based on geographical criteria.

The screenshot displays the 'Additional Properties' step of the application. It features a 'Selection Criteria' section with the following fields:

- Property District: Please select District
- Property Municipality / Community: Please select Municipality
- Property Quarter: Please select Quarter
- Parcel selection based on: Please select "Parcel selection based on"
- Paper Size: Whole Plan
- Number Of Copies: 1

Below this is the 'Requested Plans Catalogue' section, which includes a table with the following data:

Select Property	District	Municipality	Quarter	Sheet	Plan	Block	Scale	Parcel Block	Reg Block/Registration No	Paper Size	Number Of Copies
<input type="checkbox"/>	Kyrenia	AGIA EIRINI KERYNEIAS		10	32	0	1:2500	22		Whole Plan	1

Image 13: Application "Copy of Official Cadastral Plan" - Additional Properties

Section "Attachment Data"

In this section, the applicant has the option to attach, if desired, files related to this application and it is allowed to proceed to this section only if a specific property has been selected.

The screenshot displays the 'Attachment Data' step of the application. It features a file upload area with the following elements:

- Buttons: Upload File, Upload Folder
- Text: Drag and Drop your files Here
- Text: Only TXT, DOC, XLS, PPT, PDF, PNG, GIF, JPG, JPEG, DWG, DXF, ZIP, RAR, 7Z files allowed. Max size: 4MB
- Buttons: Resume All, Pause All, Cancel All, Size: 0 Bytes

Image 14: Application "Copy of Official Cadastral Plan" – Attachment Data

Section "Delivery Method"

The copies of the Official Cadastral Plans can be delivered only in printed form through mail.

In this section, the applicant selects in the field "Delivery Address" the following:

- To be sent to my address which is registered in the Department of Land and Surveys
- To be sent to me to the address that I will provide

Copy of Cadastral Official Certificate Plan

1. General Information | 2. Property Catalog | 3. Additional Properties | 4. Attachment Data | **5. Delivery Method** | 6. Fee Payment

Choose Delivery Method

Τα κτηματικά σχέδια για τα οποία υποβάλλεται η παρούσα αίτηση θα αποσταλούν μόνο σε επίσημη έντυπη μορφή μέσω ταχυδρομείου

Delivery Address

Delivery Address * To be sent to my address, which is registered in the Department of Lands and Surveys

Address * 12 ATHANASIAS DIMOS LAKATAMEIAS 2304 Nicosia CYPRUS

[Continue](#)

Image 15: Application "Copy of Official Cadastral Plan"- Ways of Delivering the Certificate

By selecting in the field "Delivery Address" the value "To be sent to me at the address I will provide", then the fields of the Address are displayed on the screen and the applicant is obliged to fill them in. The applicant enters a new address in Cyprus.

Copy of Cadastral Official Certificate Plan

1. General Information | 2. Property Catalog | 3. Additional Properties | 4. Attachment Data | **5. Delivery Method** | 6. Fee Payment

Choose Delivery Method

Τα κτηματικά σχέδια για τα οποία υποβάλλεται η παρούσα αίτηση θα αποσταλούν μόνο σε επίσημη έντυπη μορφή μέσω ταχυδρομείου

Delivery Address

Delivery Address * To be sent to me at the address where I will provide

Country * Cyprus

District * Please select District

Municipality * Please select Municipality

Quarter * Please select Quarter

Street * Please select Street

House No * House No House Suppl. No House Suppl. No Flat No Flat No

Postal Code * Postal Code

[Continue](#)

Image 16: Application "Copy of official Cadastral Plan"- Ways of Delivering the Certificate - Register an Address in Cyprus

The user has also the option to register an address abroad, as shown below.

Copy of Cadastral Official Certificate Plan

1. General Information | 2. Property Catalog | 3. Additional Properties | 4. Attachment Data | **5. Delivery Method** | 6. Fee Payment

Choose Delivery Method

Τα κτηματικά σχέδια για τα οποία υποβάλλεται η παρούσα αίτηση θα αποσταλούν μόνο σε επίσημη έντυπη μορφή μέσω ταχυδρομείου

Delivery Address

Delivery Address *

Country *

Address *

Postal Code *

[Continue](#)

Image17: Application "Copy of Official Cadastral Plan" - Ways of Delivering the Certificate - Register an Address abroad

Additionally, the applicant can register his/her contact telephone number. The section "Contact Telephone Number" is visible only if the corresponding field in the applicant's profile doesn't have a value. By selecting the field "Please update my profile with the telephone number that I have entered", the system will update the applicant's profile.

Contact Details

For a greater service you can optionally register a contact phone number

Phone Number

Please update my account profile (settings) with the phone number I entered

Image18: Application "Copy of Official Cadastral Plan" - Ways of Delivering the Certificate - Contact Telephone Number

Section "Payment"

With the selection of a specific property and the method of delivery of the Official Cadastral Plan, the applicant proceeds to the Section "Fee Payment".

Copy of Cadastral Official Certificate Plan

MIXAHA ANTZINOY

1. General Information 2. Property Catalog 3. Additional Properties 4. Attachment Data 5. Delivery Method 6. Fee Payment

Payment Details

Application

Application Type: Copy of Cadastral Official Certificate Plan
Create Date: 13/01/2021
Status: Now

Submitted By: MIXAHA ANTZINOY
Authorised ID Number: 0000411888
Applicant ID in DLS: 411888/1/1
Phone Number: 99159770
Email: smavrommatis@dls.moi.gov.cy

Copy of Cadastral Official Certificate Plan Base Fee: 36,00 €

Pay

Image 19: Application "Copy of Official Cadastral Plan" - Payment Fee

At the top, the basic information of the applicant is displayed and at the bottom, the total cost is automatically calculated by the system. Copy of Official Cadastral Plan Base Fee: 36 €. The cost is based on the size of the paper and the number of copies. A Whole Plan is 4€ while the Part of Plan (A4) is 2€.

By selecting the "Pay" button, the system displays a message asking the applicant if he/she wishes to proceed with the payment. By selecting the "Yes" button, the applicant proceeds to the JCC website.

Are you sure you want to proceed with
Payment?

Please note that you will be redirected to JCC to finish the payment.

YES NO

Image 20: Application "Copy of Official Cadastral Plan" - Payment Fee - Confirmation Message



If the transaction is approved, a purchase for 36.00 EUR will appear in your bank statement under the name DEPT OF LANDS & SURVEYS



Card Number : 0

Expiry Date (Month / Year) :

CVV2/CSC : 

SUBMIT

[Cancel and return to Merchant's website](#)



Session Timeout

04:49

Image 21: Application "Copy of Official Cadastral Plan" - Payment Fee – JCC

After successful payment the screen with the application details is displayed.

#	Receipt No	Transaction No	Payment Date	Total
1		T020751-ed0d8e760ede4f02b0adfcac3685	13/01/2021	36,00 €

Application # **DLS611**
Application Type: Copy of Cadastral Official Certificate Plan
Submission Date: 13/01/2021
Status: **Submitted**

Submitted By: MIXAHA ANTΩNIΟΥ
Authorised ID Number: 0000411888
Applicant ID in DLS: 411888/1/1
Phone Number: 99159770
Email: smavrommatis@dls.moi.gov.cy

Image 22: Submission Details

In the "Submission Details" screen, the Payment details are presented (E-application number, Submission Date, Application Status, and basic details of the Applicant) and basic payment

details (Transaction Number, Payment Date, and Total Value of the copy of Official Cadastral Plan).

By selecting the E- application Number (DLSXXXX), the user is transferred to the specific e-application. The application consists of the following sections: 1) General Information, 2) Application Related Information, 3) Attachment data, 4) Messages, 5) Invoices, 6) Notifications and 7) Application History.

Copy of Cadastral Official Certificate Plan DLS611

General Information | Application Related Information | Attachment Data | Messages | Invoices | Notifications | Application History

Application General Information

Case Number	DLS611	Application Origin	DLS Portal
Create Date	13/01/2021	Application Status	Submitted
Submission Date	13/01/2021	Application Sub Status	
Expire Date		Comment	
		Assigned To	

Customer Details

Name	MIXAHA ANTIDONIOY	Profile Type	Individual
Authorised Id Number	000041888	Ctils Id	411888/1/1
Email	smavrommatis@dls.moi.gov.cy	Profile Number	0000001583824992
Phone Number	99159770		

Image 23: Select "Case Number My Applications" – select a specific Application General Information

The applicant has the option, through "My Applications", to review the application he/she has submitted. From the application list with one click the user can select a specific application.

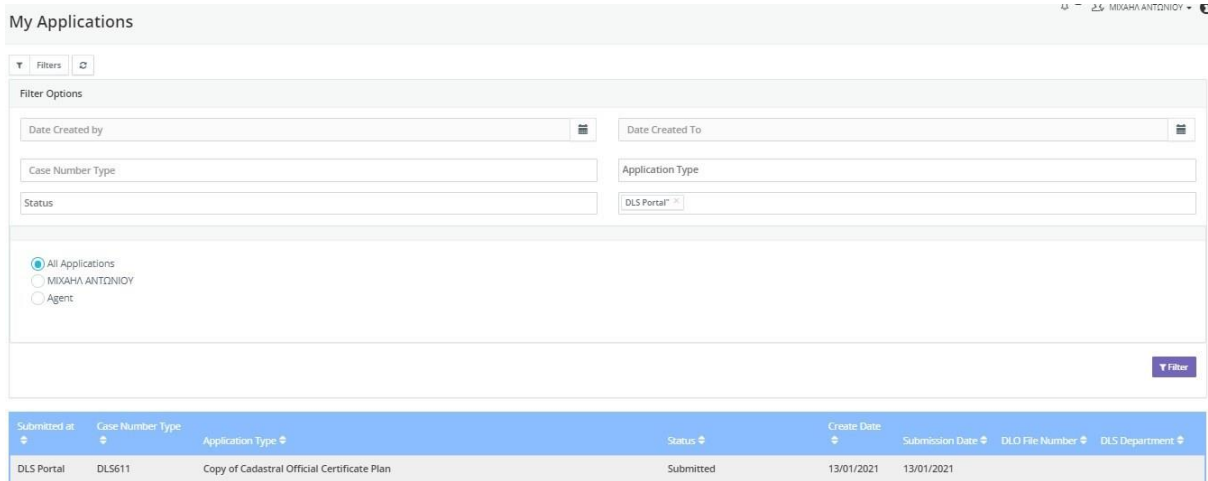


Image 24: Select "My Applications" and select a specific application

- The Officer of the District Land Office will process applications with status "Pending delivery of certification". He/she will prepare and send the Official Cadastral Plans and will change the status of the application to "Completed".

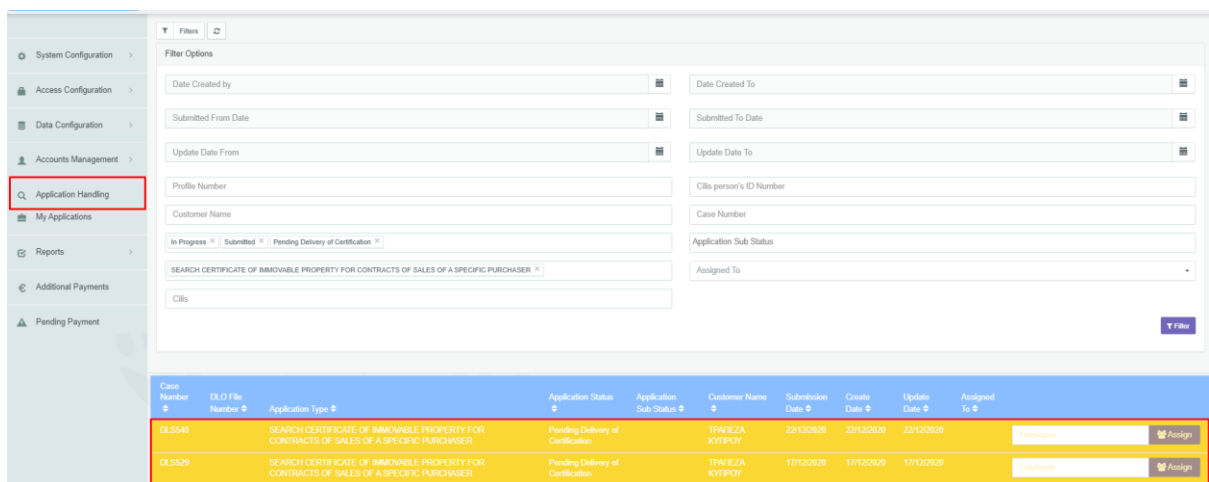


Image 25: Back-Office – Application Handling

SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR CONTRACTS OF SALES OF A SPECIFIC PURCHASER DLS540

System Configuration | Access Configuration | Data Configuration | Accounts Management | Application Handling | My Applications | Reports | Additional Payments | Pending Payment

General Information | Application Related Information | Messages | Data Downloads | Invoices | Notifications | Application History

Application General Information

Case Number: DLS540 | Application Origin: DLS Portal
 Create Date: 22/12/2020 | Application Status: Pending Delivery of Certification
 Submission Date: 22/12/2020 | Application Sub Status:
 Expire Date:

Customer General Information

Name: ΤΡΑΤΕΖΑ ΚΥΤΡΠΟΥ | Profile Type: Company
 Authorized Id Number: HE105 | City Id: 105310
 Email: skallitons@ds.moi.gov.cy | Profile Number: 000001557438306
 Phone Number: 22121212

Application Actions

Application State Actions: Application Status (highlighted), Application Sub Status, Comments, Change

Assignment Actions: Employee, Assign

Image 26: Back-Office – Application Handling – Application Selection

- "The applicant receives an email when:
 0. Submitted
 1. Pending Payment
 2. Payment problem
 3. A meeting is required
 4. Payment Successful
 5. Information from the customer is required
 6. Completed

- And SMS when:
 1. Completed
 2. Customer Information Required
 3. A meeting is required
 4. Pending Payment
 5. Payment Problem

All notifications of each e-application are also presented in the "Notifications" tab of each e-application (My Applications).

