

Search Certificate of Immovable Property for Personal Prohibitions

Purpose: The purpose is the submission of electronic applications by financial institutions, as well as by any Individual or Company/Organization, for the issuance of a Search Certificate of Immovable Property for Personal Prohibitions, without the physical presence of the applicants at the District Land Offices, saving time, money and staff.

The new application "**Search Certificate of Immovable Property for Personal Prohibitions**" is available to the following types of users:

1. **Individual** – An Individual has the ability to submit an application for the issuance of a search certificate of Immovable Property for Personal Prohibitions.
2. **Company/Organization** - A Company/Organization has the ability to submit an application for the issuance of a search certificate of Immovable Property for Personal Prohibitions for itself.
3. **Agent/Representative** - The Agent/Representative can be an Individual or a Company/Organization and has the ability to submit an application for the issuance of a search certificate of Immovable Property for Personal Prohibitions concerning a represented owner. A represented owner can be either an Individual or Company/Organization (companies registered in the Department of Registrar of Companies and Official Receiver).
4. **Financial Institution** - The Financial Institution must record the Owner's Identity Number (Identity Number / ARC for an Individual or Company's Registration Number for a Company), for whom will submit an application for the issuance of a search certificate of Immovable Property for Personal Prohibitions.
5. **Administrator** - The Administrator can be an Individual and has the ability to submit an application for the issuance of a search certificate of Immovable Property for Personal Prohibitions concerning a represented owner, for whom has been appointed as Administrator. A represented owner can **only** be an Individual.
6. **Liquidator** - The Liquidator can be an Individual or Company and has the ability to submit an application for the issuance of a search certificate of Immovable Property for Personal Prohibitions concerning a represented owner, for whom has been appointed as a Liquidator. A represented owner can **only** be a Company/Organization (companies registered in the Department of Registrar of Companies and Official Receiver).

Login to the System

The user, by using credentials, can log into the System. In case the communication with the external information systems is not successful, the following error message is displayed:



Your account can't be validated by the system, please try later. If the problem persists, please communicate with the administrator of the system.

Tel: +357 22608044, +357 22608033 or Email: DLS_Portal_Helpdesk@dls.moi.gov.cy

Figure 1: Error message in case it is not possible to contact the Department of Population and Immigration Archive / Companies Registrar and Official Receiver Department.

Subsequently, the system checks whether the applicant is a deceased person (in case the applicant is an Individual) or a company under liquidation / dissolved company (in case the applicant is a Company registered in the Department of Registrar of Companies and Official Receiver). The relevant information is obtained from the information systems of the Civil Registry and Migration Department (CRS) and the Department of Registrar of Companies and Official Receiver (RCOR) respectively. If one of the above cases is applied, the account of the applicant in the '**DLS Portal**' is deactivated and the following error message is displayed.

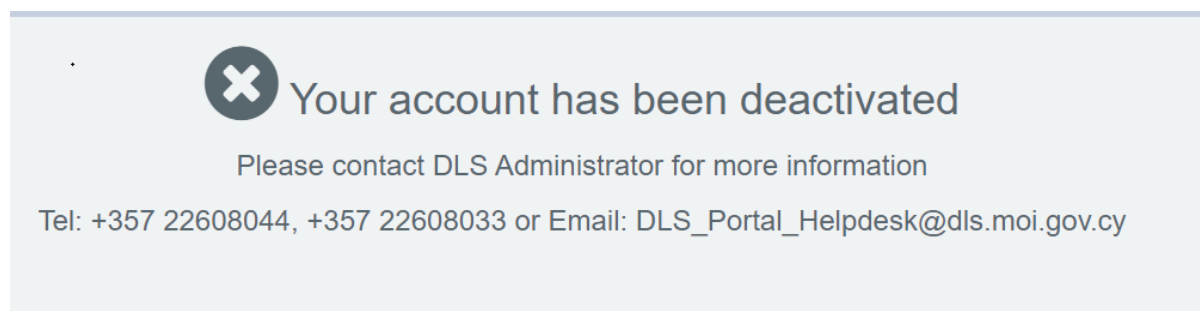


Figure 2: "Your account has been deactivated"

In case that none of the above conditions applies, the "Dashboard" screen is automatically displayed, in which a list of available electronic applications is shown and the user can select from the list the application "**Search Certificate of Immovable Property for Personal Prohibitions**".

⊕ SEARCH CERTIFICATE FOR A PROPERTY OF A SPECIFIC OWNER WITH (OR WITHOUT) ENCUMBRANCES	⊕ SEARCH CERTIFICATE OF PROPERTY ALIENATION BY AREA / PERSON / PERIOD
⊕ COPY OF OFFICIAL CADASTRAL PLAN	⊕ SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR CONTRACTS OF SALES OF A SPECIFIC PURCHASER
⊕ SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR A SPECIFIC OWNER WITH (OR WITHOUT) ENCUMBRANCES AND PROHIBITIONS	⊕ COPY OF CERTIFICATE OF REGISTRATION (TITLE) OF IMMOVABLE PROPERTY
⊕ SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR PROPERTY OWNERSHIP HISTORY	⊕ SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR PERSONAL PROHIBITIONS
	⊕ SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR A SPECIFIC PROPERTY TYPE
	⊕ SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR ADJACENT PROPERTIES

Figure 3: List of Applications - Search Certificate of Immovable Property for Personal Prohibitions.

By selecting the application, the system initially checks if there is any pending payment transaction for the specific application. If payment is pending, then an error warning message is displayed. Otherwise, the screen of **Figure 5** is presented.

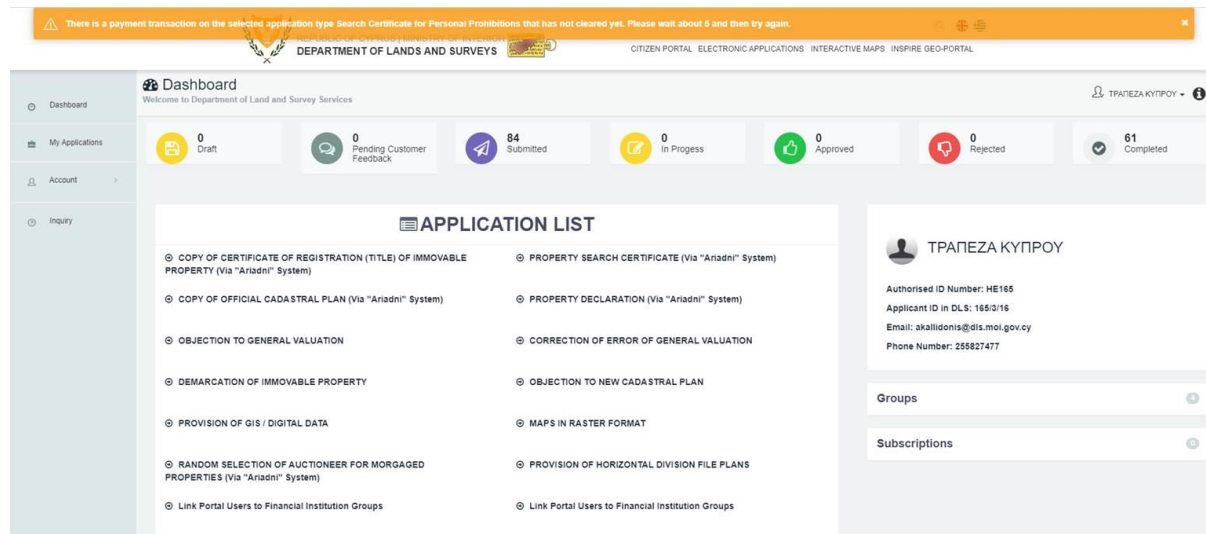


Figure 4: List of Applications - Search Certificate of Immovable Property for Personal Prohibitions.

As shown below, the application consists of the following sections:

1. **General Information** – This section shows general information about the current application.
2. **Application Details** - This section presents the details of the applicant / represented owner, List. The only criterion is the user type selection.
3. **Attachment Files** - In this section the applicant can optionally attach files related to this application. The applicant can proceed to the specific section only if the **"Continue"** button is selected in the section **"Application Details"**.

Delivery Methods - In this section the applicant chooses the delivery method of the document. The applicant can proceed to the specific section only if the **"Continue"** button in the **"Application Details"** section is selected.

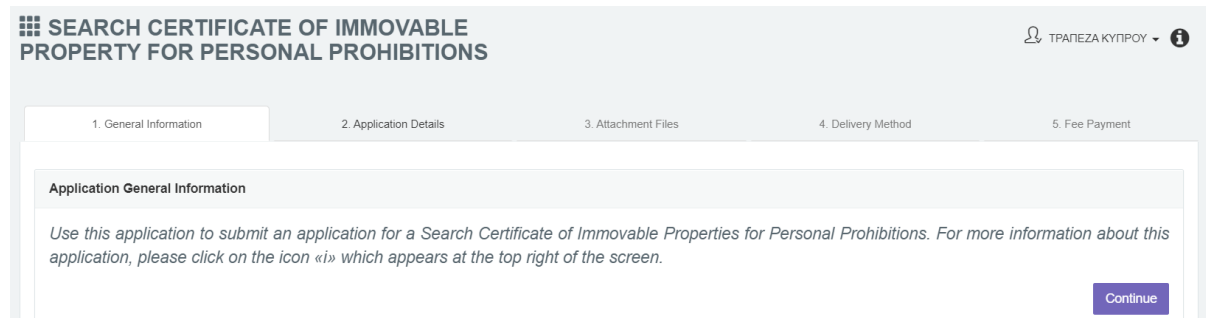
4. **Fee Payment** - In this section the applicant can proceed with the payment. Upon successful completion of the payment, the system automatically generates the search certificate in PDF format and the document is saved in the application, on the DLS Portal. The applicant can proceed to the specific section if the **"Continue"** button in the **"Delivery Methods"** section is selected.



Figure 5: Application "Search Certificate of Immovable Property for Personal Prohibitions" - Application Modules

Section "General Information"

By selecting the application, the specific section is displayed on the screen in which general information related to the selected application is presented.



The screenshot shows the 'SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR PERSONAL PROHIBITIONS' application interface. At the top, there is a navigation bar with five tabs: '1. General Information' (selected), '2. Application Details', '3. Attachment Files', '4. Delivery Method', and '5. Fee Payment'. Below the tabs, the 'Application General Information' section is displayed. It contains a text box with the following text: 'Use this application to submit an application for a Search Certificate of Immovable Properties for Personal Prohibitions. For more information about this application, please click on the icon «i» which appears at the top right of the screen.' A 'Continue' button is located at the bottom right of the section.

Figure 6: Application " Search Certificate of Immovable Property for Personal Prohibitions" - General Information Section

Section "Application Details"

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

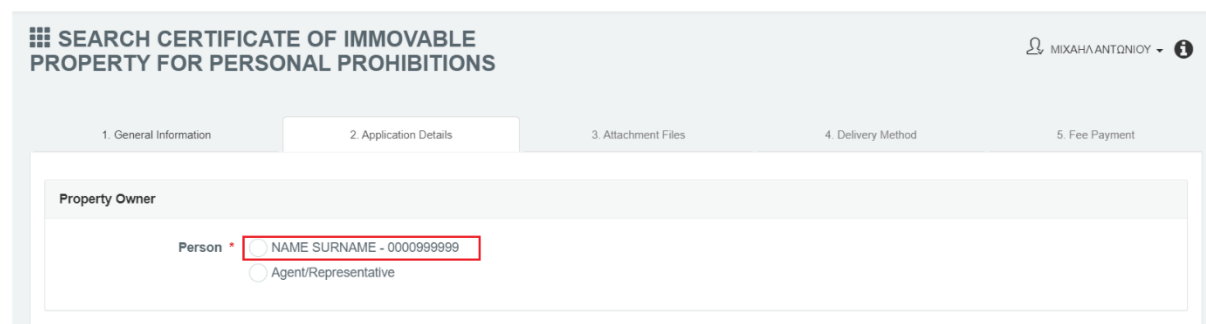
1. Individual or Company/Organization or acting as an Agent/Representative, Administrator or Liquidator.

An Individual or Company/Organization can apply for a search certificate of Immovable Property for Personal Prohibitions or acting for an Individual or Company/Organization for whom acts as an Agent/Representative, Administrator or Liquidator.

The applicant has the following four options:

Individual or Company/Organization for himself/herself

- By selecting at the "Person" option, the Individual's Name/Company's Name and by selecting the "Continue" button, the user is proceeded to the "Attachment Files" section (See Figure 7 and Figure 8).



The screenshot shows the 'SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR PERSONAL PROHIBITIONS' application interface. At the top, there is a navigation bar with five tabs: '1. General Information', '2. Application Details' (selected), '3. Attachment Files', '4. Delivery Method', and '5. Fee Payment'. Below the tabs, the 'Property Owner' section is displayed. It contains a form with two radio buttons: 'Person' (selected) and 'Agent/Representative'. The 'Person' radio button is followed by a text field containing 'NAME SURNAME - 0000999999'. A red box highlights the text field.

Figure 7: Application for " Search Certificate of Immovable Property for Personal Prohibitions" - Individual

SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR PERSONAL PROHIBITIONS

1. General Information | 2. Application Details | 3. Attachment Files | 4. Delivery Method | 5. Fee Payment

Property Owner

Person * ☐ COMPANY AA LTD- HE1767
☐ Agent/Representative
☐ Financial Institution
☐ Liquidator

Figure 8: Application for "Search Certificate of Immovable Property for Personal Prohibitions" – Company/Organization

Agent/Representative

- By selecting the "**Agent/Representative**" option the applicant must select from the drop-down list the Individual or Company/Organization. The list contains the property owners which the applicant represents based on a power of attorney document which has been already lodged a District Land Office (DLO).

Once all the required fields are filled, the system checks whether the Individual or Company/Organization for whom the request is submitted concerns a deceased person or a company under liquidation / a dissolved company, respectively. The relevant information is obtained from the Civil Registry and Migration Department (CRS) or from the Department of Registrar of Companies and Official Receiver (RCOR). If the communication with the external information systems is not possible, then the corresponding error message is displayed (see **Figure 1**). Otherwise, if an answer is received from the respective information system, the following error message:

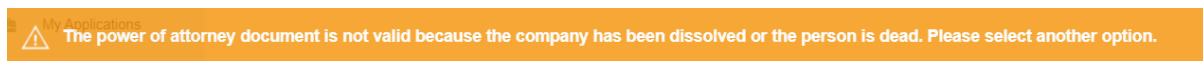


Figure 9: Application "Search Certificate for Personal Prohibitions" - Error message that power of attorney is not valid.

In other cases, , if none of the above applies, by selecting the "**Continue**" button the user is proceeded to the "**Attachment Files**" section.

SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR PERSONAL PROHIBITIONS

1. General Information | 2. Application Details | 3. Attachment Files | 4. Delivery Method | 5. Fee Payment

Property Owner

Person * ☐ COMPANY AA LTD- HE1767
☒ Agent/Representative
☐ Financial Institution
☐ Liquidator

Person to Represent * NAME SURNAME - 999999/1/1

Continue

Figure 10: Application "Search Certificate of Immovable Property for Personal Prohibitions" - Represented Person = Individual

SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR PERSONAL PROHIBITIONS

1. General Information | 2. Application Details | 3. Attachment Files | 4. Delivery Method | 5. Fee Payment

Property Owner

Person * ☐ COMPANY AA LTD- HE1767
☒ Agent/Representative
☐ Financial Institution
☐ Liquidator

Person to Represent *

[Continue](#)

Figure 11: Application "Search Certificate of Immovable Property for Personal Prohibitions" - Represented Person = Company/Organization

Administrator

- By selecting "**Administrator**" option the applicant must select the owner from the drop-down list, which contains only Individuals. In this case, the system does not check whether the Individual for whom the request is submitted concerns a deceased person. By pressing the "**Continue**" button, the user is proceeded to "**Attachment Files**" section.

SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR PERSONAL PROHIBITIONS

1. General Information | 2. Application Details | 3. Attachment Files | 4. Delivery Method | 5. Fee Payment

Property Owner

Person * ☐ TNAME TSURNAME - 0000999999
☒ Agent/Representative
☐ Financial Institution
☐ Liquidator

Person to Represent *

[Continue](#)

Figure 12: Application "Search Certificate of Immovable Property for Personal Prohibitions" – Administrator

Liquidator

- By selecting the "**Liquidator**" option the applicant must select the owner from the drop-down list, which contains only Companies/Organizations (companies registered in the Department of Registrar of Companies and Official Receiver). In this case, the system does not check whether the Company/Organization for which the request is submitted concerns a company under liquidation / a dissolved company. By pressing the "**Continue**" button the user is proceeded to '**Attachment Files**' section.

SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR PERSONAL PROHIBITIONS

1. General Information | **2. Application Details** | 3. Attachment Files | 4. Delivery Method | 5. Fee Payment

Property Owner

Person * ☐ COMPANY AA LTD- HE1767
☐ Agent/Representative
☐ Financial Institution
☒ Liquidator

Liquidator for *

Figure 13: Application " Search Certificate of Immovable Property for Personal Prohibitions" – Liquidator

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

A Financial Institution can apply for a Search Certificate of Immovable Property for Personal Prohibitions that concern the institution itself or a specific Individual or Company/Organization and acts as an Agent/Representative, Liquidator or Bank Organization.

The financial institution has four options:

A Financial Institution for itself

- By selecting the "**Person**" option, the Financial Institution itself and by pressing the "**Continue**" button, user is proceeded to the "**Attachment Files**" section.

SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR PERSONAL PROHIBITIONS

1. General Information | **2. Application Details** | 3. Attachment Files | 4. Delivery Method | 5. Fee Payment

Property Owner

Person * ☒ COMPANY AA LTD- HE1767
☐ Agent/Representative
☐ Financial Institution
☐ Liquidator

[Continue](#)

Figure 14: Application "Search Certificate of Immovable Property for Personal Prohibitions" - Financial Institution

Agent/Representative

- By selecting the **"Agent/Representative"** option the applicant must select from the drop-down list the Individual or Company/Organization. The list contains the property owners which the applicant represents based on a power of attorney document which has been already lodged to a District Land Office. By pressing the **"Continue"** button, the user proceeded to the **"Attachment Files"** section.

SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR PERSONAL PROHIBITIONS

1. General Information | 2. Application Details | 3. Attachment Files | 4. Delivery Method | 5. Fee Payment

Property Owner

Person * ☐ COMPANY AA LTD- HE1767
☒ Agent/Representative
☐ Financial Institution
☐ Liquidator

Person to Represent *

Figure 15: Application "Search Certificate of Immovable Property for Personal Prohibitions" – Agent/Representative

Liquidator

- By selecting the **"Liquidator"** option the applicant must select the owner from the drop-down list, which contains only Companies/Organizations (companies registered in the Department of Registrar of Companies and Official Receiver). By pressing the **"Continue"** button, the user proceeds to the **"Attachment Data"** section.

SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR PERSONAL PROHIBITIONS

1. General Information | 2. Application Details | 3. Attachment Files | 4. Delivery Method | 5. Fee Payment

Property Owner

Person * ☐ COMPANY AA LTD- HE1767
☐ Agent/Representative
☐ Financial Institution
☒ Liquidator

Liquidator for *

Figure 16: Application for "Search Certificate of Immovable Property for Personal Prohibitions" - Liquidator

Financial Institution

- By selecting the **"Financial Institution"** option, the following additional fields are displayed on the screen:
- Represented Person (Owner) Status-** The available values are:1)Individual and 2)Company.

- **Category / Type of Owner** - The field is visible and mandatory if in the field **"Represented Person (Owner) Status"** the value **"Individual"** is selected and the available values are: 1) Cypriot, 2) Alien with type "05" and 3) Alien with type "03"
- **Preselected Category / Type – Owner ID/ARC** - The field is visible if the value **"Individual"** is selected in the field **"Represented Person (Owner) Status"**. The field is inactive and is automatically filled in with the value "03" or "05" depending on the value selected in the field **"Category / Type of Owner"**
- **Owner ID/ARC** - If it concerns an Individual, a string with 8 characters must be entered and if it concerns a Company/Organization, a string must be entered which must start with one of the prefixes: 1) HE, 2) Σ, 3) BN ή 4) AE and to be followed by digit (s) if it is a company registered in the Department of Registrar of Companies and Official Receiver.
- **Represented Person (Owner) Name** - The field is automatically filled by the system with the owner's name and the information is obtained from the Department of Land and Surveys.
- **Submission Reason** - The available values are the following: 1) Power of Attorney, 2) Court Decision, 3) Appeal and 4) Other Reasons. If the value "Other Reasons" is selected, then a new field is displayed on the screen in which the applicant is required to enter text stating the reasons for inquiring the specific certification.

By selecting the **"Continue"** button the system executes the following checks:

1. If all required fields have been completed. If not, then the error message **"Complete all required fields in order to proceed with the application"** is displayed.
2. If field "Owner ID/ARC" is filled in correctly. In case in the field "Represented Person (Owner) Status" the value "Individual" is selected, the system checks if the applicant has entered a string with a maximum of 8 characters. If the above condition is not true, then the error message "The identification number should be 8 characters" is displayed. In case in the field "Represented Person (Owner) Status" the value "Company" is selected, the system checks if the applicant has entered a string which starts with one of the prefixes 1) HE, 2) Σ, 3) BN ή 4) AE and be followed by digit(s). If the above condition is not true, then the error message "The registration number should be start with 1) HE, 2) Σ, 3) BN or 4) AE and followed by digit(s)".

3. If the value "Other Reasons" is selected in the field "Submission Reason" and the field is not filled, then the system displays the error message "Complete submission reason in order to proceed with the application".

Property Owner

Person * ☐ COMPANY AA LTD- HE1767
☐ Agent/Representative
☒ Financial Institution
☐ Liquidator

Represented Person * (Owner) Status

Category / Type of Owner *

Preselected Category / * Type - Owner ID/ARC -

Represented Person * (Owner) Name

Submission Reason *

[Continue](#)

Figure 17: Application for "Search Certificate of Immovable Property for Personal Prohibitions" – Financial Institution / Owner = Individual and Cypriot

The Identification Number should be 8 characters

Property Owner

Person * ☐ COMPANY AA LTD - HE1767
☐ Agent/Representative
☒ Financial Institution
☐ Liquidator

Represented Person * (Owner) Status

Category / Type of Owner *

Preselected Category / * Type - Owner ID/ARC -

Represented Person * (Owner) Name

Property District * ☐ Nicosia ☐ Kyrenia ☐ Famagusta ☐ Larnaca ☐ Limassol ☐ Paphos ☐ PANCYPRIAN

Submission Reason *

[Continue](#)

Figure 18: Application "Search Certificate of Immovable Property for Personal Prohibitions" – Error message when entering a wrong Identity Card Number

Property Owner

Person *

☐ COMPANY AA LTD- HE1767
☐ Agent/Representative
☒ Financial Institution
☐ Liquidator

Represented Person (Owner) Status *

Individual

Category / Type of Owner *

Alien with type "05"

Preselected Category / Type - Owner ID/ARC *

05

-

Represented Person (Owner) ID/Registration No

Represented Person (Owner) Name *

Represented Person (Owner) Name

Submission Reason *

Please select Submission Reason

Continue

Figure 19: Application "Search Certificate of Immovable Property for Personal Prohibitions" - Financial Institution / Owner = Individual and Foreigner with type "05"

Property Owner

Person *

☐ COMPANY AA LTD- HE1767
☐ Agent/Representative
☒ Financial Institution
☐ Liquidator

Represented Person (Owner) Status *

Individual

Category / Type of Owner *

Alien with type "03"

Preselected Category / Type - Owner ID/ARC *

03

-

Represented Person (Owner) ID/Registration No

Represented Person (Owner) Name *

Represented Person (Owner) Name

Submission Reason *

Please select Submission Reason

Continue

Figure 20: Application "Search Certificate of Immovable Property for Personal Prohibitions" - Financial Institution / Owner = Legal Entity

The registration number should be start with 1) HE, 2) T, 3) BN ή 4) AE and followed by digit(s)

Dashboard

My Applications

Mortgage Cancellations For Approval

Account

Inquiry

1. General Information

2. Application Details

3. Attachment Files

4. Delivery Method

5. Fee Payment

Property Owner

Person *

☐ COMPANY AA LTD- HE1767

☐ Agent/Representative

☒ Financial Institution

☐ Liquidator

Represented Person (Owner) Status *

Company

Represented Person (Owner) ID/Registration *

KK

No

Represented Person (Owner) Name *

Represented Person (Owner) Name

Submission Reason *

Please select Submission Reason

Continue

Figure 21: Application "Search Certificate of Immovable Property for Personal Prohibitions" – Error message when entering a wrong Company Number

Complete submission reason in order to proceed with the application

1. General Information

2. Application Details

3. Attachment Files

4. Delivery Method

5. Fee Payment

Mortgage Cancellations For Approval

Account

Inquiry

Property Owner

Person *

☐ COMPANY AA LTD- HE1767

☐ Agent/Representative

☒ Financial Institution

☐ Liquidator

Represented Person (Owner) Status *

Individual

Category / Type of Owner *

Cypriot

Preselected Category / Type - Owner ID/ARC *

00 - 00999999

Represented Person (Owner) Name *

NAME SURNAME

Submission Reason *

Other Reasons

Submission Reason

Continue

Figure 22: Application "Search Certificate of Immovable Property with (or without) Encumbrances for a Specific District or Pancyprrian" – Error message when leaving empty the field 'Submission Reason'

Section "Attachment Files"

In this section, the applicant has the option to attach files related to the application and it is possible to proceed to this section only if the **"Continue"** button in the **"Application Details"** section is selected.

Figure 23: Application "Search Certificate of Immovable Property for Personal Prohibitions" - Attached Files

Section "Delivery Method"

The applicant can receive the certificate as an official document in printed form, by post.

By ticking the checkbox as shown in figure below, two options are displayed on the screen:

1. Postal Address and 2. PO Box

1. By selecting "**Postal Address**" section "**Delivery Address**" is displayed on the screen and the applicant must select one of the following options:

- Send to the address which is recorded in the Department of Lands and Surveys.
- Send to the address where I will provide. By selecting the specific value, the fields of the Address are presented and the applicant is obliged to fill them in.
- The applicant has the opportunity to enter an address abroad

The screenshot shows a web form titled "Choose Delivery Method" with a progress bar at the top indicating steps 1 through 6. Step 5, "Delivery Method", is the active step. The form contains a checkbox labeled "I wish to send me an official document in printed form" which is checked. Below this, there are two radio buttons: "Postal Address" (selected) and "PO Box". Under the "Postal Address" section, there is a "Delivery Address" dropdown menu with the selected option "Send to the address, which is recorded in the Department of Lands and Surveys". Below this dropdown is an "Address" text field containing the text "301 KALLIPOLEOS DIMOS LEFKOSIAS 1071 Nicosia CYPRUS". A "Continue" button is located at the bottom right of the form.

Figure 24: Application "Search Certificate of Immovable Property for Personal Prohibitions" - Methods of Delivery - Sending an official document to the address of the applicant registered in the Department of Lands and Surveys

The screenshot shows the same "Choose Delivery Method" form, but with the "Postal Address" radio button selected. The "Delivery Address" dropdown menu is set to "Send to the address where I will provide". Below this, there are several dropdown menus for "Country" (Cyprus), "District" (Please select District), "Municipality / Community" (Please select Municipality / Community), "Quarter" (Please select Quarter), and "Address" (Please select Address). Below these dropdowns, there are text fields for "House No.", "House Suppl. No.", "House Suppl. No.", "Flat No.", and "Flat No.". At the bottom, there is a "Postal Code" text field. A "Continue" button is located at the bottom right of the form.

Figure 25: Application "Search Certificate of Immovable Property for Personal Prohibitions " - Methods of Delivery - Sending an official document to a new address in Cyprus

1. General Information 2. Application Type Selection 3. Application Details 4. Attachment Files 5. Delivery Method 6. Fee Payment

Choose Delivery Method

☒ I wish to send me an official document in printed form

☒ Postal Address
☐ PO Box

Delivery Address

Delivery Address *

Country *

Address *

Postal Code *

[Continue](#)

Figure 26: Application "Search Certificate of Immovable Property for Personal Prohibitions "
- Delivery Methods - Sending an official document to a new address outside Cyprus

2. By selecting "**PO Box**" the following fields are displayed and the applicant is obliged to fill them in:

- PO Box
- Postal Code
- District
- Municipality/Community

SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR A SPECIFIC OWNER WITH (OR WITHOUT) ENCUMBRANCES AND PROHIBITIONS

1. General Information 2. Application Type Selection 3. Application Details 4. Attachment Files 5. Delivery Method 6. Fee Payment

Choose Delivery Method

☒ I wish to send me an official document in printed form

☐ Postal Address
☒ PO Box

PO Box

PO Box *

Postal Code *

District *

Municipality / Community *

[Continue](#)

Additionally, the applicant can record a 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.

The screenshot shows a section titled "Contact Details" with a light blue header. Below the header, there is a text prompt: "For a greater service you can optionally register a contact phone number". Underneath this, the label "Phone Number" is followed by an empty text input field. At the bottom of the section, there is a checkbox followed by the text "Please update my account profile (settings) with the phone number I entered".

Figure 27: Application "Search Certificate of Immovable Property for Personal Prohibitions" - Contact Telephone

Section "Fee Payment"

By selecting the method of delivery of the search certificate and selecting the **"Continue"** button in the **"Delivery Methods"** section, the applicant proceeds to the section **"Fee Payment"**.

The screenshot displays the "Fee Payment" section of the application. At the top, the title "SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR PERSONAL PROHIBITIONS" is shown on the left, and the user "ΤΡΑΠΕΖΑ ΚΥΠΡΟΥ" is on the right. Below the title is a progress bar with five steps: "1. General Information", "2. Application Details", "3. Attachment Files", "4. Delivery Method", and "5. Fee Payment", with the fifth step being the active one. The main content area is titled "Payment Details" and contains an information icon. Below this, there are two columns of application data. The left column lists: "Application Type: SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR PERSONAL PROHIBITIONS", "Create Date: 22/04/2021", and "Status: New" (with "New" in a blue box). The right column lists: "Submitted By: ΤΡΑΠΕΖΑ ΚΥΠΡΟΥ", "Authorised ID Number: HE165", "Applicant ID in DLS: 165/3/16", "Telephone Number: 21212121", and "Email: akallidonis@dls.moi.gov.cy". At the bottom of the section, a light blue box displays "SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR PERSONAL PROHIBITIONS Base Fee: 10,00 €". A "Pay" button with a credit card icon is located at the bottom right of the section.

Figure 28: Application "Search Certificate of Immovable Property for Personal Prohibitions" - Payment Information

The basic data of the application are presented at the top and at the bottom is shown the total cost which is automatically calculated by the system.

The cost of this search certificate is € 10.

By pressing **"Pay" button** a confirmation message is displayed as to whether the applicant wishes to proceed with payment. By pressing the **"Yes" button**, the system 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

Figure 29: Application "Search Certificate of Immovable Property for Personal Prohibition" – Payment confirmation message

JCC gateway

If the transaction is approved, a purchase for 4.00 EUR will appear in your bank statement under the name DEPT OF LANDS & SURVEYS

VISA



Card Number : 0

Expiry Date (Month / Year) :

CVV2/CSC : 

SUBMIT

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

JCC PAYMENT SYSTEMS

Session Timeout
04:48

Figure 30: Application "Search Certificate of Immovable Property for Personal Prohibitions" – Payment

Upon successful payment

The application is submitted and the user is transferred to the **"Submission Details"** screen. This screen presents the basic information of the application (e-application number, Submission Date, Application Status, basic data of the Applicant) and basic information of the payment (Transaction Number, Payment Date and Total Cost of the search certificate). Upon successful completion of the payment, the system automatically generates the search certificate in PDF format and saves it in the application itself on the Web Portal (DLS Portal).

Submission Details

Application

DLS1322

Application Type: SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR PERSONAL PROHIBITIONS

Submission Date: 22/04/2021

Status: Submitted, Pending Answer By CILIS

Submitted By

ΤΡΑΠΕΖΑ ΚΥΠΡΟΥ

Authorised ID Number: HE165

Applicant ID in DLS: 165/3/16

Telephone Number: 21212121

Email: akallidonis@dls.moi.gov.cy

#	Receipt No	Transaction No	Payment Date	Total
1		T023455-3c097933766445b8840278009ce8	22/04/2021	10,00 €

Figure 31: Submission details after payment

From this screen, 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 Details, 3) Attachment Files, 4) Messages, 5) Data Downloads, 6) Invoices, 7) Notifications and 8) Application History.

SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR PERSONAL PROHIBITIONS DLS1322

General Information

Application Details

Attachment Files

Messages

Data Downloads

Invoices

Notifications

Application History

Application General Information

Case Number

DLS1322

Application Origin

DLS Portal

Create Date

22/04/2021

Application Status

Submitted

Submission Date

22/04/2021

Application Sub Status

Expire Date

Comment

Automatically system generated status

Assigned To

Figure 32: Specific Application Selection – Application Details

The applicant can review the submitted application, by selecting from the menu the option **"My Applications"**. From the application list, the user can proceed to the specific application with a left-click. The applicant can also review, save and/or print the specific certificate document by selecting the **"Data Downloads"** section.

Submitted at	Case Number Type	Application Type	Status	Create Date	Submission Date	DLO File Number	DLS Department
DLS Portal	DLS1322	SEARCH CERTIFICATE OF IMMOVABLE PROPERTY FOR PERSONAL PROHIBITIONS	Pending Delivery of Certification	22/04/2021	22/04/2021		

Figure 33: Select "My Applications" and select a specific application

File Name	Upload Date	Expire Date
DLS1322.pdf	22/04/2021	12/05/2021

Figure 34: Select "My Requests", select a specific request and go to the "Data Downloads" section

Upon submission of application, if the applicant has not requested an official document, the status of the application is set to **"Completed"**, provided that the Certificate has been prepared in PDF format. Otherwise, the status of the e-application is set to **"Pending Delivery of Certification"**. Once the responsible officer of the District Land Office has prepared, printed, sealed, signed and mailed the official document, the status of the application is changed to **"Completed"**.

The applicant is informed via email and/or SMS about the status of the e-application.

- The applicant receives an email when:
 0. Application is submitted
 1. There is a pending payment
 2. A payment problem occurs
 3. A meeting is required
 4. Payment process is completed successfully
 5. Information from the customer is required
 6. The status of the application is 'Completed'
- And SMS when:
 1. The status of the application is 'Completed '

2. Customer information is required
3. A meeting is required
4. There is a pending payment
5. A payment problem occurs

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