**DIRECTIONS FOR REGISTERING IN THE TRUSTS REGISTRY AND ADDING TRUSTS**

1. Go to the Cyprus Bar Association website at [http://www.cyprusbarassociation.org](http://www.cyprusbarassociation.org/)
2. Click on the banner “Trusts Registry” on the left side
3. You will be asked to login.
4. If you have already registered for the Bankruptcy Register, then use the same access codes (username and password).
	1. After you login, you will need to click the checkbox to request Signup to the Trusts section.
	2. You will receive an email of acceptance within 24-48 hours
5. **If you are an Advocate and have not registered**, then you need to create an account (click on Create an Account) first.
6. Complete the form to registerΣυμπληρώστε τα στοιχεία σας για να μπορέσετε να εγγραφείτε και να δείτε τα Αρχεία:

Name, Username, Password, Email, Telephone, ID, and Law Office Name (as it’s registered in the Department of Registrar of Companies)

1. Once you register you will receive an automatic email with your details and a message to confirm your account.
2. Once you confirm your account, an administrator will be contacted to activate your account.
3. Onceyour account is activated, you will be able to login into the <http://cyprusbarassociation.org> website using the username and password that you selected.
4. You will need to follow the step 3.a to continue.
5. Once you login, you will go to New Trust and fill in the following fields:
	1. Name of the trust
	2. The name and full address of every trustee at all relevant times.
	3. The date of establishment of the trust
	4. Contact Lawyer Name
	5. Contact Email
	6. Contact Phone
6. Once you submit the trust, you can pay by clicking on Checkout, unless you want to add more trusts.
7. If yes, then click on the “New Trust” and follow the same procedure.
8. If you want to pay, go to Payment Pending and click on Checkout. It will redirect you to PayPal where you can pay using wither your PayPal account or credit card via PayPal.
9. To print out your invoice go to Transactions and select your specific transaction for printing the invoice/receipt.
10. Editing a Trust:
11. Go to the menu itm “My Trusts”
12. Make any necessary changes.
13. Other than the fields mentioned in point 4, we also have.
14. The date of any change in the law governing the trust to or from Cyprus law).
15. The date of termination of the trust
16. For the trust to be verified, you will need to pay by clicking on Checkout after submitting