

## INSTRUCTIONS

### 1.

You can search at the Register of Names by giving as your search criteria the name or part of the name that you are searching for at the field of "Name for Search". All the names, that are precisely the same or they include the criteria, will be presented on the screen.

### 2.

The search criteria should be given in capital letters and without accents. If the name that you are searching for is registered in Greek, then the search criteria should be given in Greek letters. For example, if the word "ΑΝΔΡΕΑΣ" has been given as criterion then on the screen all the names that include the word "ΑΝΔΡΕΑΣ" will be presented, but not the ones with the word "ANDREAS". For this reason, when you type your search criteria, you should be sure that you are using the right set of characters.

**(Note:** If on your screen, you do not see the Greek set of characters, then select the right encoding from the Internet Explorer by selecting "View", "Encoding" "UTF8").

### 3.

To construct your search criterion you may use the special character "\_" which is used to substitute 1 letter and the special character "%" to substitute 1 or more letters.

For example by using the criterion "AN\_REAS" your search will find all the names that include the string "ANTREAS" or "ANDREAS" and the criterion "M\_B\_C\_" will find all the names that include the string "M.B.C.", "M B C", etc.

The criterion "CHARALAM%" will find all the names that include the string

"CHARALAMPOS",  
"CHARALAMBOS",  
"CHARALAMPOUS",  
"CHARALAMBOUS",  
"CHARALAMPIDES",  
"CHARALAMBIDOU",  
"CHARALAM" etc

### 4.

As a result, all the names of the registered organisations and all the names applied for examination, that satisfy the search criteria, will be presented in alphabetical order on the screen. Apart from the name it will be shown the type (C,P,N,B,O) and the registration number of each organisation, the status of the name (current, previous), the status of the organisation as described below, the registration date and the organization status date.

The organisation status can be:

- Registered (Active)
- SE Formed by Merge
- Under Receivership
- Under Liquidation
- Dissolved
- Dissolved due to merger

The organisation status date, where it is presented, is the date at which the organisation status has become Under Receivership, Under Liquidation, Dissolved, SE Formed by Merge or Dissolved due to merger.

If only an organisation name is presented, then the name is an application for organisation name and not a registered organisation.

**5.**

The Organisation type codes shown correspond to:

- C = Limited Company (HE)
- P = Partnership (Σ)
- N = Old Partnership (BN)
- B = Business Name (EE)
- O = Overseas Company (AE)

**6.**

**IMPORTANT:** If your search is for submission of an application for a name, then you should keep in mind that the system does not apply automatically any rules of examination, but you should carry out your search in such a way that you cover as many as possible cases. The rules of examination of a name are attached in the **Appendix "General Instructions for Examination and Approval of Names"** which you are requested to consult. It is noted that the result of your own search is only indicative and that each name that is submitted officially for examination will be examined by the competent sector of the Department of Registrar of Companies and Official Receiver. The result of the official examination by the Department can be different from that of your own examination.

## **APPENDIX**

### **GENERAL INSTRUCTIONS FOR EXAMINATION AND APPROVAL OF NAMES**

#### **REASONS FOR REJECTION OF NAMES**

- Identical or similar.
- General names (without any distinctive characteristic).
- Names that offend the country, religion.
- Geographical and place-name (as distinctive sign and not as an indication of a place of work).
- A well known international name in any cycle of works i.e. Coca-Cola, Hilton, ....
- Certain words can be given under certain conditions e.g. EURO, INTERNATIONAL GROUP, CORPORATION, and finally it is in the discretion of the Registrar to accept or reject a name.

## RULES OF EXAMINATION OF NAMES

- Same phonetically e.g.  
K, C, G e.g. KOSMOS, COSMOS  
T, D e.g. PANTA, PANDA  
Y, E, I e.g. FEGA, FIGA, FYGA  
AI, E e.g. AIOLOS, EOLOS  
B, P, V e.g. VAMIKO, BAMIKO, PAMIKO
- Words written in the Greek language or in Latin characters  
ΚΟΣΜΟΣ, COSMOS, KOZMOS.
- Same distinctive sign or mark with same cycle of works.  
  
KOSMOS Hotel  
KOSMOS Apartment  
SUNRISE Tavern  
SUNRISE Restaurant  
SUNRISE Fast Food
- Exact translation of names of the same cycle of works.
- Composite words written either continuously or separated.
- Same initials written with different ways or with full stops, or without full stops, with the word AND or with the symbol  
e.g. K.A.  
KA  
K&A  
K And A