

To obtain a tax identification number (TIN/AFM in Greece) and a Key Code as a foreigner from a third country, you can use the [online service](#) provided by the Independent Authority for Public Revenue.

Follow the steps below:

1. You have to appoint a Greek citizen as your tax representative by filling out the [attached form](#).
2. You have to provide your tax representative with the following documents in one .pdf file:
  1. A copy of your **passport**
  2. A copy of your **visa D**
  3. A copy of your **stamp** of entrance in Greece (on your passport)
  4. The [attached form](#) filled out and with your original signature certified by a KEP (Citizen Service Center)

**The instructions for the Tax representative are as follows:**

1. Visit the [online service](#) of the Independent Authority for Public Revenue.

ΑΑΔΕ  
Ανεξάρτητη Αρχή  
Δημοσίων Εσόδων

myAADE

Καλώς ήλθατε  
στην ψηφιακή πύλη myAADE

Το myAADE είναι η νέα ψηφιακή πύλη της ΑΑΔΕ, για όλες τις υπηρεσίες που παρέχονται προς τους πολίτες και τις επιχειρήσεις. Μέσα από το ανανεωμένο ψηφιακό περιβάλλον της πύλης, μπορείτε εύκολα:

- να έχετε πρόσβαση σε όλες τις ψηφιακές εφαρμογές της ΑΑΔΕ, βρίσκοντας γρήγορα την υπηρεσία που σας ενδιαφέρει
- να διαχειριστείτε τα στοιχεία επικοινωνίας σας, ή/και να μεταβάλλετε στοιχεία της επιχείρησής σας
- να δείτε στον Λογαριασμό σας τις οφειλές, πληρωμές και τις επιστροφές σας και να πληρώσετε ή να ρυθμίσετε τις οφειλές σας
- να αποκτήσετε ΑΦΜ και κλειδάριθμο
- να υποβάλλετε τα αιτήματά σας ψηφιακά προς την αρμόδια υπηρεσία της ΑΑΔΕ
- να κλείσετε ψηφιακά ραντεβού με υπάλληλο της αρμόδιας υπηρεσίας της ΑΑΔΕ

ΑΦΜ & Κλειδάριθμος  
Press here

Τα Αιτήματά μου

Τα Ραντεβού μου

2.

ΑΑΔΕ  
Ανεξάρτητη Αρχή  
Δημοσίων Εσόδων

Απόκτηση ΑΦΜ και Κλειδαριθμού

Καλώς ήλθατε  
στην εφαρμογή ΑΦΜ & Κλειδάριθμος

- Επιλέξτε **Ενεργώ για τον εαυτό μου** στην περίπτωση που είστε Φυσικό Πρόσωπο και θέλετε να αποκτήσετε ΑΦΜ και Κλειδάριθμο.
- Επιλέξτε **Ενεργώ ως εκπρόσωπος** στην περίπτωση που εκπροσωπείτε κάποιον τρίτο με τον οποίο είτε σας συνδέει έννομη σχέση αντιπροσωπείας που στηρίζεται είτε ευθέως σε διάταξη του νόμου ή δικαστική απόφαση (Ασκών Γονική Μέριμνα, Δικαστικός Συμπαραστάτης, Επίτροπος κ.λπ.), είτε σε πληρεξουσιότητα (με εξουσιοδότηση ή συμβολαιογραφικό πληρεξούσιο).
- Στην ηλεκτρονική αίτηση που θα συμπληρώσετε στο επόμενο βήμα, τα αιτούμενα στοιχεία αναφέρονται στο άτομο που εκπροσωπείτε ενώ τα στοιχεία σας ως εκπροσώπου συμπληρώνονται στην καρτέλα «Στοιχεία Εκπροσώπου». Στην αίτηση επισυνάπτονται τα απαιτούμενα δικαιολογητικά.

Στην περίπτωση της απλής εξουσιοδότησης το κείμενο του έγγραφου που θα επισυνάψετε είναι συγκεκριμένο (βρείτε το κείμενο **εδώ**).

Ενεργώ για τον εαυτό μου

Ενεργώ ως νόμιμος  
Press here to apply as a tax representative for a foreigner residing outside Greece

Ενεργώ ως εξουσιοδοτημένος

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3. Fill out the personal details of the student (right click to translate to English).

The screenshot shows the 'Personal Information' tab of the 'Obtaining AFM (TIN)' form. The form includes the following fields:

- Sex:  Male  Female
- Surname:
- Second Surname:
- First Name:
- Father's Surname:
- Father's Name:
- Mother's Surname:
- Mother's Name:
- Date of Birth:
- Country of Birth:  Greece  Abroad
- Place of Birth in Greece:  Choose Municipality  Place of Birth in Greece

4. Fill out the Passport information of the student (right click to translate to English).

The screenshot shows the 'Identification Information' tab of the 'Obtaining AFM (TIN)' form. The form includes the following fields:

- Type of ID Card:  Select Type of ID Card
- ID Card No.:  ID Card No. **Passport Number**
- Date of Issue:  Date of Issue
- Date of Expiry:  Date of Expiry
- Issuing Authority:  Choose Issuing Authority **The Country of Issue of the Passport**
- Uniform Residence Permit:  Select Uniform Residence Permit
- Residence Permit Nr.:  Residence Permit Nr. **Not to be filled out**
- Date of Issue:  Date of Issue **Not to be filled out**
- Date of Expiry:  Date of Expiry **Not to be filled out**
- Issuing Authority:  Choose Issuing Authority  Issuing Authority

Navigation buttons:

5. Fill out the contact details and the address of the country of residency of the student (right click to translate to English).

The screenshot shows the 'Obtaining AFM (TIN)' form in the AΑΔΕ system. The 'Contact Information' tab is active. The form includes the following fields:

- Country of Residence: Radio buttons for 'Greece' and 'Abroad' (selected).
- Residence Country Abroad: A dropdown menu labeled 'Select Country'.
- TIN/VAT: A text input field labeled 'TIN/VATNumber'.
- Address Street: A text input field containing 'YOUR ADDRESS ABROAD'.
- Address Number: A text input field labeled 'Address Number'.
- Telephone Number: A text input field labeled 'Telephone Number'.
- E-mail: A text input field labeled 'E-mail'.

6. Fill out some additional information (right click to translate to English).

The screenshot shows the 'Acquisition of VAT number and Key' form in the AΑΔΕ system. The 'General information' tab is active. The form includes the following fields:

- Marital status: A dropdown menu labeled 'Marital status'.
- Guardianship: Radio buttons for 'Yes' and 'No' (selected).
- Citizenship: A dropdown menu labeled 'citizenship'.

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## 7. The information of the Tax Representative (Greek citizen) will be partly filled out.

Obtaining AFM (TIN)

Personal Information Identification Information Contact Information General Information **Related Tax Identification Number** Attachments / Statement of Agreement

Tax Identification Number Related: Tax Identification Number Related

Name Surname Father's Name/Company's Name: Name Surname Father's Name/Company's Name

Relation Start Date: Relation Start Date

Type of Relation: Type of Relation

Proof Relation Document: Proof Relation Document

Proof of Relation Document Number: Proof of Relation Document Number

Proof of Relation Document Date: Proof of Relation Document Date

Proof of Relation Issuing Authority: Proof of Relation Issuing Authority

ΦΟΡΟΛΟΓΙΚΟΣ ΕΚΠΡΟΣΩΠΟΣ- TAX REPRESENTATIVE

ΥΠΕΥΘΥΝΗ ΔΗΛΩΣΗ (SOLEMN DECLARATION)

THE NUMBER OF THE SOLEMN DECLARATION

## 8. Attach the following documents in one .pdf file (right click to translate to English).

Acquisition of VAT number and Key

Personal information Identification Information Contact info General information **Attachments / Agreement Statement**

Attaching Files / Application Documents

**Required documents**

Attach the required supporting documents

You can attach it types you can attach

Select File

Attach in **one .pdf file** your

1. **passport**
2. **visa**
3. **stamp of entrance in Greece**
4. the **solemn declaration** of the tax representative
5. **form of authorization** to apply for TIN number and Key Code

Key number performance

Fill in the desired username below. The username can contain from 8-20 Latin or numeric characters or one of the special characters '.,\_@'. The first and last character must be alphanumeric.

fferred username

STATEMENT OF AGREEMENT

With this application, which constitutes a responsible declaration of Article 8 of Law 1599/1986, I declare that the information stated in it, as well as the attached documents, are true.

NEXT STEPS:

- After submitting the application, you must be identified by an AADE employee, either through a video call or by your physical presence at a DOU. Please follow the instructions on the screen that will appear after submission and in any case keep the application number.
- If any of the details of the application changes, you have the possibility to retrieve it, update its details and resubmit it. In this case, the relevant supporting documents must be attached again in their entirety.
- If for some reason you are unable to schedule your identification by an AADE employee on the next screen, you can do so at a second time, by retrieving the application for viewing and selecting your identification method from there. In this case the application remains exactly as it was and you do not need to fill in/attach anything.

E: the AADE may check the accuracy of the details of the application and the supporting documents that accompany it, after cross-checking with the files of other services.

se fill in the characters shown

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As soon as your tax representative submits the application, you will receive an **application number** (Αρ. Αίτησης).

Keep this number because you will need it, to **open the "UserData.pdf"** that you will receive, when you are being approved to get a TIN number and a Key Code.

The information included in this file consists of the **TIN number** provided, the **username**, the **temporary password** stated during the application (which you will change for security reasons when activating the account), and the **Key Code**, necessary to activate the account.

To activate your account and create your username and password, please follow the following instructions.

## HOW TO ACTIVATE YOUR KEY CODE

1. The path to the application is: [www.aade.gr](http://www.aade.gr) → myAADE section → AFM number & Key Code module → Key Code option

The screenshot shows the myAADE website interface. At the top, there is a navigation bar with the AADE logo and the myAADE logo. Below the navigation bar, there is a main heading in Greek: "Καλώς ήλθατε στην εφαρμογή ΑΦΜ & Κλειδάριθμος". Underneath the heading, there is a paragraph of text explaining the purpose of the application and the types of users who can use it. At the bottom of the page, there are two buttons: "ΑΦΜ & Κλειδάριθμος" and "Κλειδάριθμος". An arrow points to the "Κλειδάριθμος" button with a callout box that says "Press here".

2. The user is directed to the home page of the Key Code application and is asked to choose which action he wants to proceed.

The screenshot shows the registration page of the Keycode app. The page has a heading "Welcome to the Keycode app". Below the heading, there are five options for registration: "Initial registration", "Rewrite", "account activation", "I forgot my password", and "Retrieval of pending application". Each option has a brief description. At the bottom of the page, there are five buttons corresponding to these options. An arrow points to the "account activation" button with a callout box that says "Press here".

### 3. Fill out with the information received in the attached encrypted file “UserData.pdf”

Please fill in the fields marked with an asterisk \*

Please enter the username and password you chose in the registration form

Username \*

Password \*

Please enter your VAT number

VAT number \*

Please enter your Password

Key number \*

Enter the characters \*

seain1

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After the completion of the procedure, the student/taxpayer can immediately use the new password and username to connect to the AAE electronic services or all the Services of the Public Administration (gov.gr).

### IN CASE YOU LOST OR FORGOT YOUR PASSWORD

#### Password recovery ("Forgot my password")

From the option "**Forgot my password**", the password of an account can be changed, provided that the username and the Key Code that was assigned during the initial registration of the taxpayer are known. The process can be carried out by the taxpayer or anyone who has the requested information, as the form is free, which means that no login with codes is required.

The required information for the completion of the process is:

- Username
- Key Code
- New password and its confirmation
- Security characters

After the completion of the procedure, the student/taxpayer will be notified by email and he/she can immediately use the new password to connect to the AAE electronic services or the services of the Public Administration, without requiring any other action.