

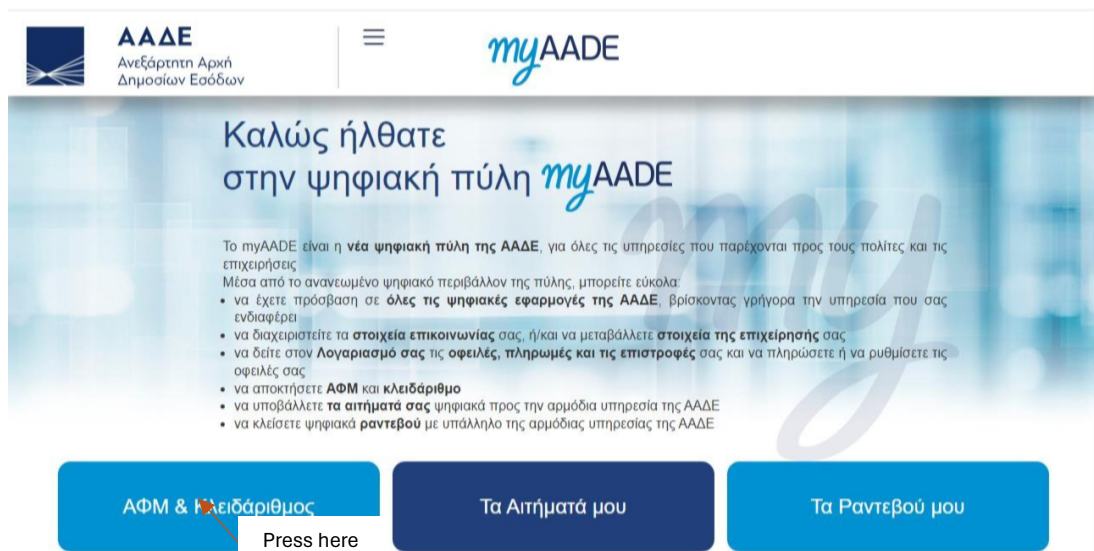
To obtain a tax identification number (TIN/AFM in Greece) and a Key Code as a foreigner from a third country, you can use the [online service](#) provided by the Independent Authority for Public Revenue.

Follow the steps below:

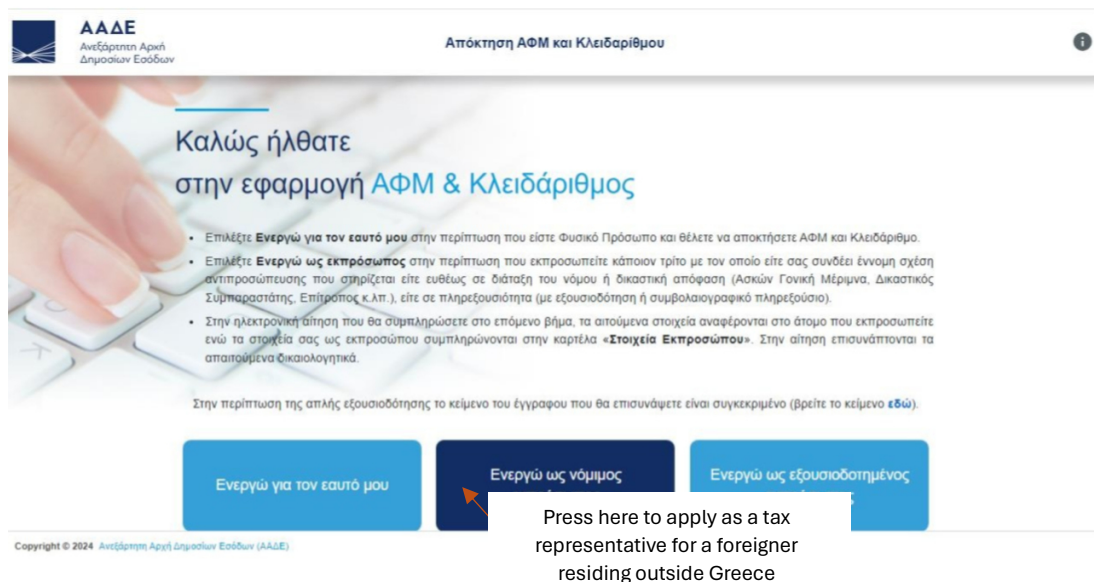
1. You have to appoint a Greek citizen as your tax representative by filling out the [attached form](#).
2. You have to provide your tax representative with the following documents in one .pdf file:
 1. A copy of your **passport**
 2. A copy of your **visa D**
 3. A copy of your **stamp** of entrance 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.



2.



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

The screenshot shows the 'Obtaining AFM (TIN)' form, Step 3: Personal Information. The form is titled 'Obtaining AFM (TIN)' and has a logo for 'ΑΑΔΕ' (Ανεξάρτητη Αρχή Δημοσίων Εσόδων) in the top left. The form is divided into several tabs: 'Personal Information', 'Identification Information', 'Contact Information', 'General Information', 'Related Tax Identification Number', and 'Attachments / Statement of Agreement'. The 'Personal Information' tab is selected. The form contains 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:

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

The screenshot shows the 'Obtaining AFM (TIN)' form, Step 4: Identification Information. The form is titled 'Obtaining AFM (TIN)' and has a logo for 'ΑΑΔΕ' (Ανεξάρτητη Αρχή Δημοσίων Εσόδων) in the top left. The form is divided into several tabs: 'Personal Information', 'Identification Information', 'Contact Information', 'General Information', 'Related Tax Identification Number', and 'Attachments / Statement of Agreement'. The 'Identification Information' tab is selected. The form contains the following fields:

- Type of ID Card:
- ID Card No.:
- Date of Issue:
- Date of Expiry:
- Issuing Authority:
- Uniform Residence Permit:
- Residence Permit Nr.:
- Date of Issue:
- Date of Expiry:
- Issuing Authority:

Annotations on the form:

- An arrow points from the 'ID Card No.' field to a box labeled 'Passport Number'.
- An arrow points from the 'Issuing Authority' field to a box labeled 'The Country of Issue of the Passport'.
- An arrow points from the 'Residence Permit Nr.' field to a box labeled 'Not to be filled out'.
- An arrow points from the 'Date of Issue' field to the 'Not to be filled out' box.
- An arrow points from the 'Date of Expiry' field to the 'Not to be filled out' box.

Buttons at the bottom: Previous, Next, Retrieve.

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

ΑΑΔΕ
Ανεξάρτητη Αρχή
Δημοσίων Εσόδων

Obtaining AFM (TIN)

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

Country of Residence: ☐ Greece ☒ Abroad

Residence Country Abroad:

TIN/VAT:

Address Street:

Address Number:

Telephone Number:

E-mail:

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

ΑΑΔΕ
Ανεξάρτητη Αρχή
Δημοσίων Εσόδων

Acquisition of VAT number and Key
I act for myself

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

Marital status :

Guardianship : ☒ Yes ☐ No

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 all 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.

Preferred 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.

Use fill in the characters shown

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

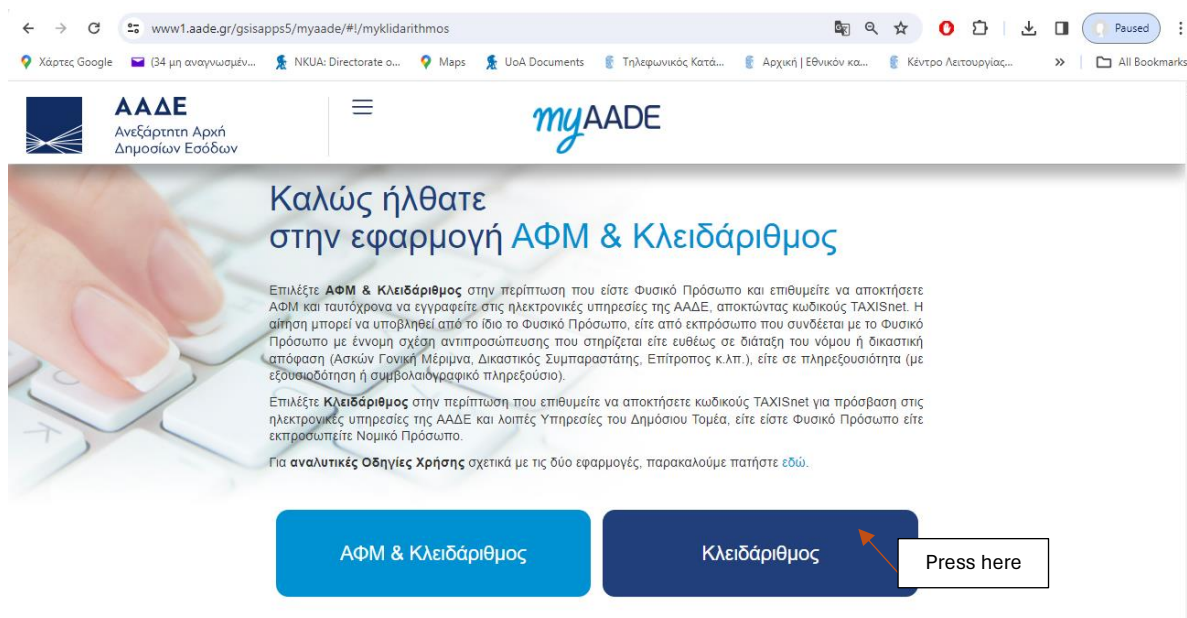
Keep this number because you will need it, to **open the "UserData.pdf"** that you will receive, when you are being approved to get a TIN number and a Key Code.

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.

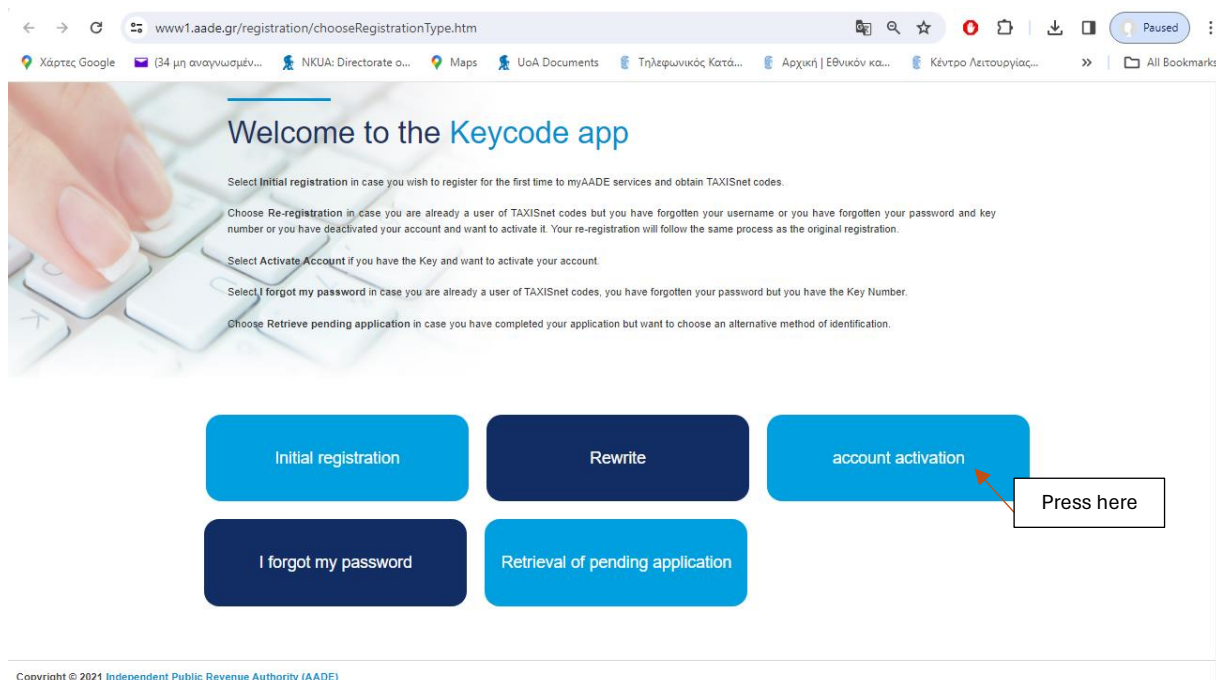
To activate your account and create your username and password, please follow the following instructions.

HOW TO ACTIVATE YOUR KEY CODE

1. The path to the application is: www.aade.gr → myAADE section → AFM number & Key Code module → Key Code option



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.



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

The screenshot shows the 'account activation' page of the AAE (Independent Public Revenue Authority) website. The page has a dark blue header with the text 'account activation' and an information icon. Below the header, there is a light blue banner with the text 'Please fill in the fields marked with an asterisk *'. The main form area is white and contains several input fields with red asterisks indicating required fields. The fields are: 'Username *', 'Password *', 'VAT number *', 'Key number *', and 'Enter the characters *'. There are also labels for 'Please enter the username and password you chose in the registration form', 'Please enter your VAT number', and 'Please enter your Password'. Annotations with arrows point to specific fields: 'Username stated during the application (in the "UserData.pdf" file)' points to the Username field; 'Password stated during the application (in the "UserData.pdf" file)' points to the Password field; 'TIN number received in the "UserData.pdf" file' points to the VAT number field; and 'Key code received in the "UserData.pdf" file' points to the Key number field. The bottom of the page has a copyright notice: 'Copyright © 2021 Independent Public Revenue Authority (AAE)'.

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.