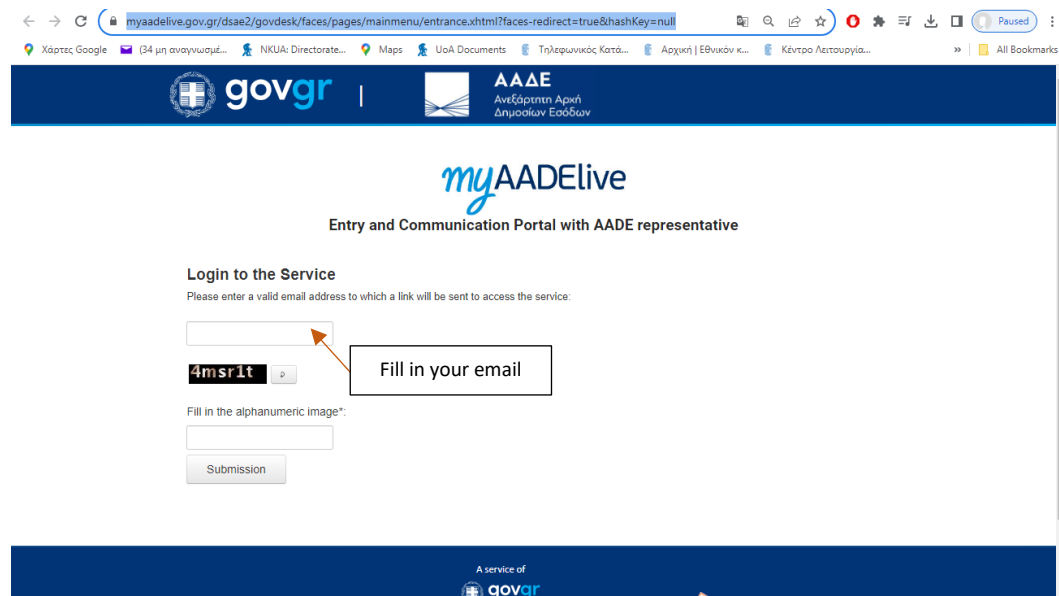


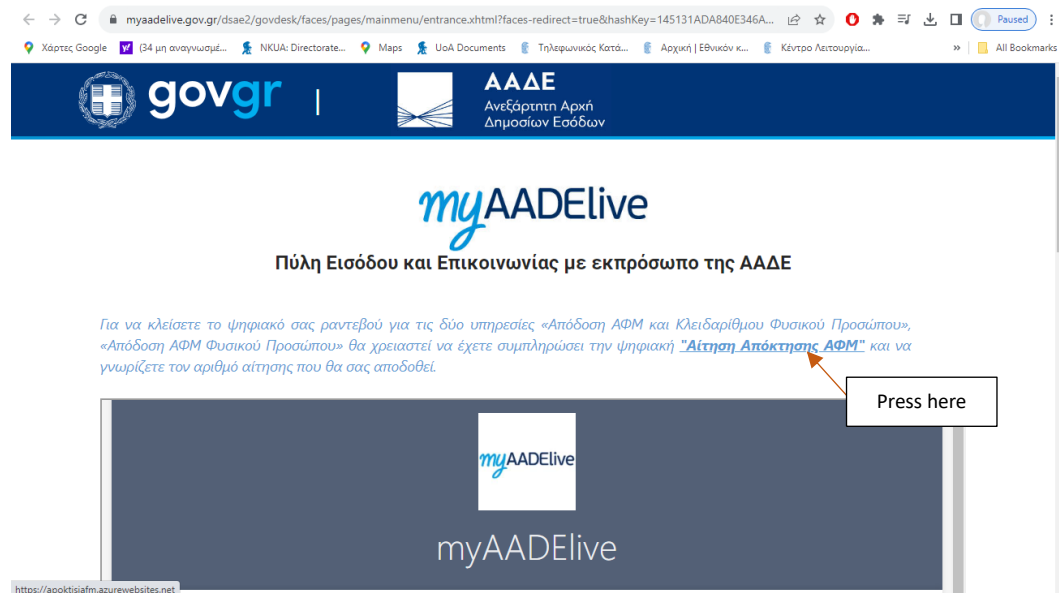
To obtain a tax identification number (TIN/AFM in greek) as a foreigner from a third country, you can use the [online service](#) provided by the Independent Authority for Public Revenue.

Follow the steps below:

1.



2. You will receive an email from the AADE service. Open the link you will find in the email.



### 3. Fill out your personal details

The screenshot shows the 'Obtaining AFM (TIN)' form on the website [apoktisiafm.azurewebsites.net/en-US](http://apoktisiafm.azurewebsites.net/en-US). The form is titled 'Obtaining AFM (TIN)' and is currently on the 'Personal Information' tab. The form fields are as follows:

- 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 your Passport information.

The screenshot shows the 'Obtaining AFM (TIN)' form on the website [apoktisiafm.azurewebsites.net/en-US](http://apoktisiafm.azurewebsites.net/en-US). The form is titled 'Obtaining AFM (TIN)' and is currently on the 'Identification Information' tab. The form fields are as follows:

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

At the bottom of the form, there are three buttons: **Previous**, **Next**, and **Retrieve**.

## 5. Fill out your contact details and your address at your homecountry.

The screenshot shows the 'Obtaining AFM (TIN)' form on the website [apoktisiafm.azurewebsites.net/en-US](http://apoktisiafm.azurewebsites.net/en-US). The form is titled 'Obtaining AFM (TIN)' and has a navigation bar with tabs: Personal Information, Identification Information, Contact Information (selected), General Information, Related Tax Identification Number, and Attachments / Statement of Agreement. The 'Contact Information' section contains the following fields:

- Country of Residence:  Greece  Abroad
- Residence Country Abroad: Select Country (dropdown menu)
- TIN/VAT: TIN/VAT Number (text input)
- Address Street: YOUR ADDRESS ABROAD (text input)
- Address Number: Address Number (text input)
- Telephone Number: Telephone Number (text input)
- E-mail: E-mail (text input)

## 6. Fill out some additional information.

The screenshot shows the 'Obtaining AFM (TIN)' form on the website [apoktisiafm.azurewebsites.net/en-US](http://apoktisiafm.azurewebsites.net/en-US). The form is titled 'Obtaining AFM (TIN)' and has a navigation bar with tabs: Personal Information, Identification Information, Contact Information, General Information (selected), Related Tax Identification Number, and Attachments / Statement of Agreement. The 'General Information' section contains the following fields:

- Marital Status: Marital Status (dropdown menu)
- Incapacity Mandate:  Yes  No
- Citizenship: Citizenship (dropdown menu) and Citizenship (text input)

## 7. Fill out the information for your Tax Representative (Greek citizen)

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.

Obtaining AFM (TIN)

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

File Attachments

Choose File

Attach in one .pdf file your

1. **passport**
2. **visa**
3. **stamp of entrance** in Greece
4. **the solemn declaration** of your tax representative and
5. A simple written **authorisation** for the appointment of your tax representative with your certified signature.

STATEMENT OF AGREEMENT

Concerning the present request and the attached documents, I hereby declare that the information provided is true and complete and I am aware of the provisions of art. 8 L. 1599/1986.

NEXT STEPS:

- Once you submitted the request, please return to the appointment's page and reference the number of your request in order to book immediately an appointment with a representative of Independent Authority for Public Revenue.
- In case you do not book an appointment, your request will remain pending for one month.

1. If during this period any information of the submitted request has been altered, you are given the ability to retrieve, update and resubmit the request.

2. If the given deadline lapses without booking an appointment, your request is automatically deleted and you must resubmit your request.

NOTE:

IAPR may inspect the validity of the provided information and the co-submitted documents by cross-checking them with other public services' records.

P B K H e

As soon as you submit the application, you will receive a submission number (Αρ. Παραλαβής). Keep this number because you will need it to make your appointment.

9. Choose “Απόδοση ΑΦΜ και Κλειδαρίθμου” in order to apply for a TIN number (AFM) and a Key code.

The screenshot shows the myAADElive website interface. At the top, there is a navigation bar with the govgr logo and the AADE logo (Ανεξάρτητη Αρχή Δημοσίων Εσόδων). Below the navigation bar, the myAADElive logo is displayed, followed by the text 'Πύλη Εισόδου και Επικοινωνίας με εκπρόσωπο της ΑΑΔΕ'. A paragraph of text explains that users should click on the digital appointment for the 'Απόδοση ΑΦΜ και Κλειδαρίθμου Φυσικού Προσώπου' service. Below this, a list of services is shown, with 'Απόδοση ΑΦΜ και Κλειδαρίθμου Φυ...' and 'Απόδοση ΑΦΜ Φυσικού Προσώπου' both marked as 30 minutes long.

10. Choose date and time of appointment.

The screenshot shows a calendar for October 2023. The date '19' is selected. A box labeled 'Choose date and time.' has arrows pointing to the date '19' and the time slots '1:00 μμ' and '1:30 μμ'.

11. Add your personal information and the Number of Submission.

The screenshot shows a form titled 'Προσθέστε τα στοιχεία σας' (Add your details). It contains several input fields with arrows pointing to them from external text boxes:
 

- 'Όνομα \*' (Name) - Add your name and surname
- 'Ηλεκτρονικό ταχυδρομείο \*' (Email) - Add your email
- 'Αριθμός τηλεφώνου \*' (Phone number) - Add your Greek mobile phone
- 'Αριθμός Ταυτότητας (Υποχρεωτικό)/Identification Number (required)' - Add your passport number
- 'Πατρώνυμο' (Father's name) - Add your father's name
- 'Συμπληρώστε τον κωδικό που λαμβάνετε από την ηλεκτρονική υποβολή της ψηφιακής "Αίτησης Απόκτησης ΑΦΜ" (https://apoktisi.afm.azurewebsites.net/)' - Add your submission number ("Αρ. υποβολής")

 At the bottom of the form is a 'Κράτηση' (Reservation) button.

You will receive a confirmation email with a **link** that will open the application of the online meeting with a tax representative.