



**Offer Form for the Purchase of a Property**

**Date:** ...../...../.....

**To:** Bank of Cyprus Public Company Ltd  
97 Kyrenias Ave., Aglantzia, 2114 Nicosia, Cyprus  
Telephone: 00357 22129332

**OFFER NO./PROPERTY ID:**

1. DETAILS OF APPLICANT / OFFEROR	
Name/Company/Entity Name	
Identity Card/Passport no. (for individuals)/ Reg. no. (for legal entity)	
Telephone no.	
Residence Address/Registered Office Correspondence address	
Fax No.	
Email	

2. DETAILS OF PROPERTY (the "Property")	
Reg.No.	
Description	

3. AMOUNT	
Amount (€)	
Amount written in full	



**4. DETAILS AND AUTHORISATION OF REAL ESTATE AGENT**  
*(to be filled in where applicable)*

I/We..... (I.D/Reg.no ..... ) hereby authorise ..... (Reg. no ..... , L.N ..... ) to act on my/our behalf in relation to any acts and/or negotiations and/or actions required for the purchase of the abovementioned Property.

The present authorisation shall be valid solely for the abovementioned Property and for a period of 90 days from the date of the present authorisation or, if an agreement for the purchase of the Property by myself / ourselves is entered into within the said period of 90 days, until conclusion of the purchase, unless (in either case) you previously receive written notice by me / us of the revocation of the present authorisation.

The offeror(s)  
Name .....

Seal (where applicable) .....

Signature (s) .....

.....  
[names / ID Nos. of representatives where the offer is a legal entity]

Date: ...../...../.....

**5. DECLARATION BY REAL ESTATE AGENT**  
*(to be filled in where applicable)*

I/We ..... shall be entitled to a commission, as this will be accepted and approved by the Bank, provided that all necessary procedures and terms of the present Offer Form have been duly followed and adhered to, and provided that I/we have complied at all times with all relevant regulations and legislation. Furthermore I/we shall only be entitled to a commission as mentioned below provided that the offeror/buyer was introduced to the Bank by myself/ourself.

I/We hereby confirm that I/we am/are a duly licensed estate agent registered under Cyprus legislation.

**Signature:** .....

**Name:** .....

**Date:** .....



## **PERSONAL DATA**

In order to be informed about the processing of your personal data, your rights and other important information regarding the security and use of your data at the Real Estate Management Unit of the Bank ('REMU'), please read **REMU's Privacy Statement** which is available on REMU's website [remuproperties.com](http://remuproperties.com) or at its offices at 154 Limassol Avenue, 2025 Nicosia.

Where the offeror is a legal entity, the offeror undertakes to inform its directors, officers, shareholders, ultimate beneficial owners and its authorised representatives who are natural persons, that they can learn about the processing of their personal data, their rights as well as other important information regarding the security and use of their data at the Real Estate Management Unit of the Bank ('REMU'), by referring them to **REMU's Privacy Statement** which is available on REMU's website [remuproperties.com](http://remuproperties.com) or at its offices at 154 Limassol Avenue, 2025 Nicosia.

### **Offer Form for the Purchase of a Property**

GENERAL TERMS AND CONDITIONS FOR THE SUBMISSION OF AN OFFER WITH TENDER NUMBER/PROPERTY ID: .....



1. This form is completed and submitted only for the purchase of the immovable Property described above which is owned by Bank of Cyprus Public Company Ltd, with reg. no. H165 (the "Bank") and/or any of its subsidiary companies.
2. In order for the Offer to be successfully submitted and taken into consideration by the Bank, this document must be completed in full and all its pages must be signed.
3. In the event that the offeror is a legal entity, this document must be signed by the entity's legal representative(s) and the legal entity's name must be completed in full. The offeror's incorporation documents must be submitted together with this document.
4. This Offer Form is submitted in relation to a property labeled "Asset of the Month" which must be sent via email to email [info@remuproperties.com](mailto:info@remuproperties.com).
5. The Bank shall not be held liable towards any offeror in the event where for any reason whatsoever the Offer is not received or is received with a delay by the Bank. The Bank reserves the right not to review an offer submitted, in its absolute discretion, without providing any reason. Therefore no sale agreement will be entered into at all.
6. In the event where an Offer is not reviewed or in the event where the property is no longer available for sale, the Bank may inform the offeror accordingly, without however being obligated to mention the reasons for the rejection of the Offer.
7. Review of the Offer by the Bank shall not in any case be binding for the Bank and/or its relevant subsidiary company to ultimately proceed with the sale of the Property without the prior signing of the relevant sale agreement. Until the signing of a sale agreement, if the Bank considers that the transaction is no longer desirable and/or for any other reason in its absolute discretion, the Bank may opt not to proceed with the sale at no cost and without any liability for compensation or damages.
8. In the event of a sale of a property, the sale will be completed upon fulfilment of any specific terms and conditions of the sale agreement following its signing between the Bank or its relevant subsidiary company that owns the Property as the case may be (the "Seller") and the offeror whose Offer was reviewed, hereinafter called the "Buyer". The terms and conditions of the sale agreement will be agreed between the parties. Such agreement however shall, except if the Bank so wishes, include, amongst others the following provisions (the "minimum provisions"):
  - i. Unless agreed otherwise between the parties, the purchase price shall be paid as follows: 15% of the offered purchase price shall be paid by the Buyer upon signing of the sale agreement through a banker's draft or electronic transfer to the Seller, within 5 working days from offer.
  - ii. The remaining 85% of the purchase price shall be paid by the Buyer within fifteen (15) working days from the date of the signing of the sale agreement. Upon the expiration of the twenty (20) days, the Seller reserves the right to terminate the sales agreement due to the Buyers' fault and to claim damages, without the Buyers being entitled to any further claim regarding this agreement, including any claim concerning the first payment as stated above.
  - iii. Until full payment of the purchase price by the Buyer and the transfer of the full ownership to the Buyer, the Seller shall retain the ownership and possession of the property.
  - iv. The process for the stamping of the sale agreement shall be carried out by the Seller whilst the stamp duty fee shall be borne and paid exclusively by the Buyer, who will also pay the relevant Land Registry fees for the submission of the sale agreement.
  - v. The Buyer shall also pay the transfer fees and costs for the registration of the property to his/her/its name payable at the Land Registry Office.



- vi. The Buyer will be obliged to pay the purchase price as indicated above and accept the transfer of the property to his/her/its name. If the Buyer refuses, neglects or omits to do so, the Seller reserves the right to terminate and cancel the sale agreement and claim compensation and damages for any loss or damage suffered, as well as claim any interest, administrative costs or any other costs that the Seller has suffered due to the Buyer's breach of contract. The Buyer will also be obliged to withdraw immediately the sale agreement from the Land Registry Office if this has been submitted for registration at the Land Registry.
  - vii. The Buyer declares that he has visited and inspected the Property and reviewed the documents regarding the Property and found it to his/her/its full satisfaction as regards the Property's condition, both physically and from a legal point of view. The Bank shall not bear any liability in relation to any legal or physical defect of the property. The Buyer also declares that he/she/it purchases the property at its present state and condition irrespective of its description in the title deed, if any, and/or in any other relevant document such as architectural plans, valuations, technical due diligence reports etc.
  - viii. Any assignment full or partial, of the sale agreement shall take place following and subject to Seller's prior KYC ("Know Your Customer") background check and the relevant due diligence in relation to the potential assignee.
9. Where the sale of the property is subject to VAT, the Seller will issue an invoice of receipt including the relevant VAT to the Buyer. In the event that the total purchase price is not fully paid upon signature of the sale agreement, then the Seller will issue an invoice of receipt including the relevant VAT to the Buyer, indicating the VAT which corresponds to each one of the two (2) installments mentioned hereinabove (i.e. one invoice indicating the VAT regarding the payment of 15% of the purchase price, which is to be paid upon signature of the sale agreement and one invoice indicating VAT regarding the payment of 85% of the purchase price, which is to be paid within fifteen (15) days from the date of signature of the sale agreement).
  10. Review of any Offer by the Bank will be subject to all the necessary compliance and anti-money-laundering (AML) checks and reviews, and during this process the potential buyers and/or applicants must provide the Bank with any and all information and documentation requested in order to successfully carry out the aforementioned checks and reviews. Any potential buyer and/or applicant shall be obliged to provide the Bank with all documentation and/or information, as this will be requested, the latest within 15 days from the date of such request, otherwise the Bank and/or the seller reserves the right not to consider the relevant Offer and/or to withdraw any approval of such Offer. Any review of an Offer by the Bank will also be subject to verification of source of funds and to agreeing on the final terms of the relevant sale agreement.
  11. In order for any Offer submitted by a registered licensed estate agent to be reviewed by the Bank for evaluation purposes only, it must state the name and details of the offeror and the authorisation contained in the present Offer Form (Box 4) must be duly completed and signed by the offeror. In no event is the Bank bound towards the estate agent prior to the signing of a sale agreement. Therefore, the Bank does not accept any liability or obligation whatsoever for the payment of any commission, remuneration, compensation or costs to the estate agent.
  12. In the event that the offeror / potential buyer has authorised a real estate agent to act on his/her/its behalf in relation to the purchase of the Property, the Bank should be provided with all relevant documentation and/or information in relation to the said real estate agent, including details of the bank account in which commission (if any) shall be paid in the event that the purchase of the Property is concluded. For the avoidance of any doubt, any commission payable to the real estate agent upon the conclusion of the purchase of the Property, shall be paid in a bank account held with Bank of Cyprus Public Company Ltd.
  13. If an Offer is made by the offeror via an estate agent, the Seller undertakes to pay to the registered licensed estate agent an agreed commission after the completion of the sale agreement and the full payment to the Bank of the purchase price, as per the below Commission Scheme which has been



calculated on a regressive basis (based on the value of the asset):

- up to €500.000 - 4% + VAT
- from €500.001 up to €1.000.000 – 3,5% + VAT
- from €1.000.001 up to €2.000.000 – 3,0% + VAT
- over €2,0million – commission to be evaluated and approved on a case by case basis prior to signing of a sales agreement

The payment of the agreed commission to the estate agent will be made only after the Seller receives full payment of the purchase price for the Property by the Buyer.

Neither the Bank nor any of its subsidiaries accept or undertake any liability or obligation whatsoever under any circumstances to pay any commission, fee or costs to any estate agent for the sale of any property unless the estate agent follows the abovementioned procedure required by the Bank/Seller, and fulfils all the abovementioned requirements of the Bank/Seller.

By signing this form, I/we declare and acknowledge that I/we have read and fully understood the contents of this document and that I/we fully accept the above stated terms and conditions.

The offeror(s)

Name .....

Seal (where applicable) .....

Signature (s) .....

.....  
[names / ID Nos. of representatives where the offeror is a legal entity]

Date: ...../...../.....