

NATO UNCLASSIFIED

**NRDC-GR  
GRF (L) HQ  
HQ SUPPORT**



**NEWCOMERS GUIDE**

**MAY 2020**

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## **FOREWORD**

This guide contains useful information concerning your arrival and residence in Greece and especially in Thessaloniki and may serve as a valuable aid in personal and family planning during your stay of duty at NRDC - GR HQ.

All the information presented herein can also be found on the HQ Web Site (<http://nrdc.gr>) and on Sharepoint of NRDC - GR HQ / Support Division / HQ Support / Staff & Personnel.

Thank you !

***This present guide was drafted by HQ SUPPORT / STAFF & PERSONNEL  
SUPPORT / FAMILY SUPPORT CELL.***

***Any suggestions or tips for improvements are welcome.***



**STARTING YOUR LIFE IN**  
**GREECE AND THESSALONIKI**





## INTRODUCTION TO GREECE

**1. Greece, or Hellenic Republic** which is its official name, is located in southern Europe, occupying the southernmost part of the Balkan Peninsula and has more than 2.000 islands. Population is approximately 10,955 million as of 2015. Athens is the nation's capital and largest city, followed by Thessaloniki.



### **2. Living Conditions**

The Hellenic Statistical Authority provides significant data reflecting living conditions in Greece (population, labour, tourism, etc), concentrated in one publication, which can be found in the following website: [www.statistics.gr/en/living-conditions-in-greece](http://www.statistics.gr/en/living-conditions-in-greece)

### **3. Culture**

The Hellenic Ministry of Culture and Tourism provides many links to different fields of the contemporary culture of Greece in the following website: [www.culture.gr](http://www.culture.gr)

Also the Odysseus portal provides with rich information on the Museums, Monuments, and the archaeological sites of Greece: [http://odysseus.culture.gr/index\\_en.html](http://odysseus.culture.gr/index_en.html)

The official website of the Institute for Balkan Studies offering foreign students and scholars the opportunity to cultivate knowledge of the Greek language, and to learn more about Greek history and culture: [https://www.imxa.gr/profile\\_en.htm](https://www.imxa.gr/profile_en.htm)

This is the official portal of the Greek National Tourism Organisation with useful info on '*where to go*', '*how to get there*', '*what to do*', and '*what to see*': [www.visitgreece.gr](http://www.visitgreece.gr)



## THE CITY OF THESSALONIKI

Thessaloniki is the second largest city in Greece concerning population and size. It is also referred as “co - capital” city. The municipality of Thessaloniki, has a website with several updated information about the city and its every - day life.  
<http://www.thessaloniki.gr/portal/page/portal/EnglishPage>

### 1. History of the Area

a. The ancient King of Macedonia, Kassandros, married the stepsister of Alexander the Great, Thessaloniki, and named the city after her, uniting 26 small settlements that pre - existed around Thermaikos Gulf. The archaeological monuments of the city are an indisputable proof of the brilliant and glorious past of Hellenism extending back to about 2.500 years. Thessaloniki became an important gateway of the Roman Empire, an early springboard for the expansion of Christianity in Europe and a vital centre of the Byzantine Empire. Hellenic Army units liberated Thessaloniki and the wider Macedonia region from the Ottoman Empire domination during the Balkan Wars of 1912 - 1913.



*THE WHITE TOWER*

b. Thessaloniki is a modern metropolis, the second major city of Greece and the Administrative, Educational and Cultural Centre of Northern Greece. It is also a major commercial and industrial centre of vital importance for the economies of Greece and other countries in southeast Europe. Moreover, Thessaloniki houses the International Exposition Centre where many countries from all over the world display their industrial products and present their technological achievements.

### 2. Cultural Life

Cultural life in Thessaloniki is very rich. A variety of cultural events organized by a number of cultural institutions and the Municipality of Thessaloniki are keeping the Galleries and the Theatres crowded all year round. It is worth mentioning the Cinema, Book and Song festivals, the International Film festival and “Dimitria” - a big festival of musical and theatrical events.



*THE CONCERT HALL*

### 3. Museums

Thessaloniki with its famous museums revives its very rich and multi - coloured past in a charming manner. These museums are the Archaeological Museum with exhibits from pre - historic, classic and roman times, the Museum of Byzantine Culture, the White Tower Museum, the War Museum, the Folkloric and Ethnologic Museum, the Museum of Ancient Greek Byzantine Instruments, the Museum of Macedonian Struggle, the Municipal Art and the Gallery of Macedonian Studies, the Museum of Cinema and the Museum of Photography that organize events and exhibitions on topics relevant to the content of their activities.



THE ARCHEOLOGICAL MUSEUM

### 4. Archaeological Sites

a. Thessaloniki with its long and diverse history has many important archaeological sites. The Arch of Galerius (305 AD) signifies Thessaloniki' s Hellenistic and Roman past. The Rotonda church of St. George with its 4<sup>th</sup> century AD mosaics, the Church of Agia Sofia with its 8<sup>th</sup> century AD Byzantine art and the restored church of St. Dimitrios, protector saint of the city, are some of the sites that connote Thessaloniki' s rich Byzantine heritage. The White Tower, constructed in the 15<sup>th</sup> century, is the historic landmark of the city, while the OTE tower in the area of the annual International Exhibition links the city with the modern industrial and information age.

b. Archaeological sites of great historical value are located within a very short distance from the city, namely: Aiges, where modern Vergina is situated, was the first capital of Macedonia. Pella, was also capital of Macedonia during the reign of King Philippos the 2<sup>nd</sup> and the birthplace of his son, Alexander the Great. It is from here that Alexander the Great launched the great military and civilizing expedition to the East. Dion, where the Macedonians had built sanctuaries for Olympian Zeus, Dionysus, Asclepius, Orpheas and Pierides Muses. There are also the ancient towns of Amphipolis, Filippoi and Stagira - the birthplace of Aristotle, founder of Philosophical Thinking and teacher of Alexander the Great.

c. Agio Oros (Holly Mountain) constitutes a unique monastic state in Europe with a self - administrated monastic democracy, consisted of 20 active monasteries with 1.700 monks. It is also the cradle of Orthodox Christianity and a living museum of priceless Byzantine Art.

### 5. Environmental Tourism

The environmental tourism in the wider area of Thessaloniki is very interesting and the landscape the visitor can see includes the very beautiful,

Mountain Hortiatis, the lakes Koronia (Agios Vasilios) and Volvi, as well as the deltas of Axios and Loudias rivers. The Aliakmon river areas are protected by the Ramsar International Convention and include wetlands of an extremely interesting biodiversity as well as a habitat for hundreds of bird species. The lakes and rivers are ideal places for fishing and sport activities, such as bicycling, paddling and rowing.

## **6. Summer and Winter Sports**

**a.** Thessaloniki is also the starting point for an hour drive to Litohoro, on the foothills of Mountain Olympos. There the mountaineer will find steep slopes to climb while walkers can cross the National Park following the international pedestrian pathway E4, in an environment of unspeakable beauty and a unique landscape with a diverse ecosystem of fauna and flora, rare predatory animals, endemic plants and wild flowers.

**b.** Thessaloniki is also the starting point for the most famous ski resorts of Northern Greece: Seli in Mt. Vermio (1 - hour drive), Tria Pente Pigadia near Naoussa (2 - hour drive) and Voras (3 - hour drive).

**c.** There are many beaches near Thessaloniki: Perea, Nei Epivates, Agia Triada, Stavros, Asprovalta and the whole of Chalkidiki peninsula which can be reached in a 30 minutes to a 2 - hours drive from Thessaloniki. These beaches have been awarded the blue flag of the European Union that guarantees their quality and their cleanliness. Here, apart from landscapes of unique beauty, there are also all kinds of installations for summer sports, luxurious hotels, marinas, tennis courts, scuba diving facilities, camping grounds and picturesque traditional fish taverns by the sea. Aretsou is the best organized and equipped marina.

## **7. Climate**

**a.** Thessaloniki enjoys a varied climate. The summers are usually warm with July being the warmest month. The average daily temperature range from 25 to 35 degrees Celsius. Extreme maximum temperatures rarely reach 40 degrees. During midsummer, thunderstorms occur in very few occasions (less than one fifth of the days).

**b.** Fog can be a problem in winter and is most often seen in the early morning hours.

**c.** During the winter months, it rains frequently and you can expect light snowfalls, with an occasional heavy snowfall. February is the coldest month. The average daily temperature range from 10 to 20 degrees.

**d.** All in all, the area offers different scenery at each of the four seasons for you to enjoy.

## **8. Picnicking and Camping**

**a.** Vast selections of picnic sites are available throughout the Thessaloniki surrounding area. Campsites, that are mostly located in Chalkidiki

area, include electrical outlets, picnic tables, grills and fire rings. The seafront sites add to the very relaxing camping atmosphere. Unimproved sites for wilderness type camping are also available for the pioneer camper. These areas can also be used for tents and pop - up trailers.



CAMPING

**b.** Campsites are rented by civilian agents. All campers must check - in and register at the main office. Most of the campgrounds are located in the Chalkidiki area and are open all year - round.

**c.** In addition, public recreational facilities features unlimited points of interest in the surrounding area which can make your stay in Thessaloniki a pleasant and memorable one.

## 9. Transportation Means

**a.** The city of Thessaloniki is covered by a wide net of public transportation means (buses). The cost of the bus ticket differs according to the destination, the age of the passenger and the time of use.

**b.** For information about itineraries of buses, around the city of Thessaloniki, contact with the link: [www.oasth.gr](http://www.oasth.gr)

**c.** Military buses are providing daily transportation from and to the Camp following specific routes in the city. For more information about the routes, times of departures... you can address HQ SPT / Real Life Support Section.

## 10. Miscellaneous

### a. Post office

There is a Military Post Office inside the barracks which can be used for all kinds of post services. Additionally, the Central Registry of NRDC - GR (Building "A") can also provide this kind of services. Civilian post offices are located in the Town of Thessaloniki. Hours of operation: 07:30 - 14:00 except from the department in Aristotelous Square, which is open Monday through Friday from: 07:30 - 20:00. All post offices are closed on Sundays and holidays. Official link: <https://www.elta.gr/en-us/home.aspx>



### b. Pets

All pets entering Greece must be registered according the EU regulations. Veterinary services, including pet products sales, testing and treatment for parasites and clinic appointments, are available in the local Vet clinics.

**INDICATIVE PRIVATE VETERINARIAN CLINICS (24 HOUR SERVICE)**

<b>NAME</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>
Ktiniatriko Kentro Thessalonikis <a href="http://www.animalhospital.gr">www.animalhospital.gr</a>	D. Foka & Sofouli 27, Pylaia, 55535	2310 - 300600
Agios Modestos <a href="http://www.agiosmodestos.gr">www.agiosmodestos.gr</a>	Aerodromiou 59A, Amfithea, Oraiokastro, 57103	2310 - 683908
Urban Veterinary Care <a href="http://www.vetmenow.gr">www.vetmenow.gr</a>	Vasilisis Olgas 94, Thessaloniki, 54643	2310 - 886887 (appointment needed)

Other veterinarians have their centres throughout the City.





## **IMPORTANT FIRST STEPS TO SETTLE IN GREECE**

### **1. Getting a Tax ID Number (TIN)**

The first step (and necessary for all your transactions) for someone beginning his stay in Greece is getting a Tax ID Number (TIN) after visiting the respective Public Economy Service(ΔΟΥ Δ), at Leoforos Herakliou avenue 38. In order to get a TIN number, a valid Passport and ID are necessary. For the procedure to be completed or any other accounting obligations, the assistance of an accountant might be necessary as well. A list of suggestions regarding the accountants is included in the last Part of this guide.

### **2. Getting a residence**

After the completion of the procedure mentioned above someone may proceed with renting a residence by signing a contract through the electronic platform of TAXISNET (<https://www.gsis.gr/>). An accountant' s assistance is necessary in this case because this application appears in Greek language only. In your effort of searching for a residence we provide a list of real - estate agencies at the end of the guide for your convenience.

### **3. Tax exemptions**

All allied personnel is entitled to the following exemptions from VAT (Value Added Tax):

**a. Electricity:** You have to provide our office with a copy of your bill or the contract with the electricity company (public or private provider) and we will issue a certificate signed by the COS / NRDC - GR HQ to verify that you are eligible to the privilege. You will present this document to your provider and enjoy tax exemption on your bills.

**Keep in mind that in Greece the used electrical voltage is 220V.**

**b. Natural Heating Gas:** Same as above, you have to provide our office with a copy of your bill or the contract with the natural gas company (ΔΕΠΑ or any other provider) and you will sign a statement that the heating is for your private and exclusive use. We will also provide you with a certificate that you are a member of our HQ. Present both documents to the gas company and enjoy tax exemption on your gas bills

**c. Water:** Our office will provide you with a certificate that you are a member of our HQ, which you can present to the Water Company (ΕΥΑΘ) and enjoy tax exemption on your water bills as well.

**NOTE 1:** In order for the procedures mentioned above to be completed the help of the Sponsor will be useful. For the convenience of the allied personnel a list of suggested lawyers, accounting offices, real - estate agents and translation centres is provided in the last Part of this guide.

**NOTE 2:** The payment of the bills of the above benefits could also be done in a Post office or even to an authorized store or via e-banking using the

Electronic Payment Code that appears on your bill, except from the competent store.

#### **4. Banks**

All allied personnel of NRDC - GR HQ has the possibility to create a Greek bank account (TIN and a valid Passport are necessary) in a Greek bank (with the benefits of each bank), either to keep the bank account, that already exists from his/her home country.

Pay attention to fees which may exist for money withdrawal or money transfer and could be different, than others EU or not countries.

The banks in Greece are: National Bank of Greece, Piraeus Bank, Alpha Bank and Eurobank.

Furthermore, Piraeus Bank has an ATM located near the PX Building, just outside the fence of the barracks.

## SCHOOL FACILITIES

1. Students may attend International schools (English, French, German), ranging from basic skills training through graduate level studies, located in the city just a few Km from the Camp.
2. Paperwork necessary for registration includes verification of residency, a birth certificate, and a proof of vaccination.
3. Parents should request a copy of their transferring student's records from the previous school to present during registration.
4. Call the individual school for a registration appointment.
5. Two tuition - free pre-school programs are available for children between 2.5 - 5 years old. The programs are offered at the two following nurseries:
  - a. 1<sup>st</sup> Nursery School at "Ntalipi" Military Camp, tel: 2310-025165.
  - b. 2<sup>nd</sup> Nursery School at 424 General Military Hospital of Thessaloniki, tel: 2310-381083.
6. There are two public Universities and a number of private third level educational organisations in Thessaloniki providing programs in every area, in Greek.
7. A School of Modern Greek Language is in function in Aristotle University of Thessaloniki. The school organizes different kind of courses during the whole year. Useful information: <https://www.auth.gr/en/units/8165>

<b>USEFUL INFORMATION</b>	<b>INTERNATIONAL SCHOOLS</b>		
	<b>FRENCH INSTITUTE</b>	<b>PINEWOOD</b>	<b>GERMAN SCHOOL</b>
ADDRESS	L. STRATOU 2 THESSALONIKI	14 <sup>th</sup> km THESSALONIKI- MOUDANION ROAD	PYLAIA - HORTIATIS
TELEPHONE	2310 - 821321	2310 - 301221	2310 - 475900 2310 - 476232
WEB PAGE	<a href="https://www.ift.gr/">https://www.ift.gr/</a>	<a href="http://www.pinewood.gr">www.pinewood.gr</a>	<a href="http://www.dst.gr">www.dst.gr</a>



## DRIVING

### 1. Jurisdiction

a. While you and your family are residents in Greece you are subject to Hellenic Law. The Hellenic authorities are considerate and helpful. You should, however, familiarize yourself with the most important regulations concerning road traffic and make every effort to observe them, in the interest of yourself and others on the road.

b. The documents that you need to carry with your vehicle while driving are:

- Driving licence
- Vehicle registration
- Insurance contract
- Technical inspection document

c. If you are get involved in an infraction of Hellenic Law, you should cooperate fully with civil authorities, always remembering that servicing at NRDC - GR HQ gives no immunity or diplomatic status. On serious occasions the Provost Marshal' s Office ( tel. no. :2310 882461 ) or the Hellenic Police Stations at Thessaloniki are always available to give you advice and assistance. Make sure that you and your family are aware of the emergency procedures, and never hesitate to use them properly.

### 2. Traffic and Vehicles

Hellenic traffic regulations shall apply to the official vehicles of the Headquarters and to private vehicles of its members.

### 3. Speed Limits

a. The speed limits in the Hellenic road network are as described at the Article 20 of the Hellenic Traffic Code and compatible with the European ones.

(1) The maximum permitted speed limit for Personally Owned Motor Vehicles (POMV) in inhabited areas is 50 km/h or 31 miles/h.

(2) In non - inhabited areas for POMV the maximum permitted speed limit is:

(a) **Highways: 130 km/h** (80 mph). (in A1 is 120 km/h)

(b) **Motorways: 110 km/h** (68 mph).

(c) **Rest road network: 90 km/h** (56 mph).

b. The speed limit inside the Camp is 15 Km/h unless otherwise posted.

c. Please abide by all speed limits, traffic laws and signs. You can get some useful tips to the following link:  
[http://www.orangesmile.com/carrental/greece/traffic\\_rules\\_habits.htm](http://www.orangesmile.com/carrental/greece/traffic_rules_habits.htm)

#### 4. Drinking and Driving

a. Driving under the influence of alcohol or any toxic substances or medicines, which, according to their instructions, may affect driver's ability is prohibited, as described at Article 42 of the Hellenic Traffic Code as revision by Law 2963/2001.

b. The limit for concentration of alcohol in the blood of a driver is **0,50%0** (according to blood testing) and **0,25 %0** (according to breath testing).

c. Under Joint Decisions by Ministries of Health and Welfare, Public Order and Transportation and Communications, lesser limits may be imposed to certain categories of drivers.

## RELIGIOUS SERVICES

1. According to Article 3 of “The Constitution Of Greece”, the “*prevailing religion in Greece is that of the Eastern Orthodox Church of Christ*”.

Also in Article 18 of the same document it is mentioned that: “*All known religions shall be free and their rites of worship shall be performed unhindered and under the protection of the law*”.

Although there are no official data, around 95% of the population is considered to be Orthodox Christians, with the rest 5% belonging to other religions.

2. An orthodox military church, of the Saints Konstantinos and Hellen, is located just outside the Camp. A complete schedule of all worship services in the Camp is published monthly.

3. For other religions, there are some churches located in the city of Thessaloniki, as below:

<b>DOGMA</b>	<b>ADRRESS</b>	<b>TELEPHONE</b>
CATHOLICS	FRAGON 19	2310 - 541096
EVANGELISTS	P. P. GERMANOU 13	2310 - 264119
PROTESTANTS	PALAIOLOGOU 6	2310 - 273380
ISRAELITE SYNAGOGUE "JANT LESIKARON"	V. HERAKLIOU 26	2310 - 223231
MUSLIMS	NO SERVICES	-





## USEFUL TELEPHONE NUMBERS

<b>INTERNATIONAL TEL. CODE : 0030</b>	
<b>NRDC - GR HQ</b>	
Telephone Centre	<b>2310 - 882400</b>
Duty Officer	<b>2310 - 882802</b>
<b>POLICE</b>	
Police Flying squad	<b>100</b>
General Police Inspector of Northern Greece	<b>2310 - 388000</b>
General Police Inspector of Central Greece Macedonia	<b>2310 - 388000</b>
Thessaloniki Traffic Police	<b>2310 - 388000</b>
Thessaloniki Traffic Police/Accident Department	<b>2310 - 388000</b>
Military Police	<b>2310 - 837500</b>
<b>EMERGENCY SERVICES</b>	
International Emergency Number	<b>112</b>
Fire Department	<b>199</b>
Ambulance	<b>166</b>
Military Ambulance	<b>2310 - 38186999</b>
Emergency Military Help Centre	<b>2310 - 202202</b>
<b>TOURIST POLICE</b>	
Thessaloniki	<b>2310 - 548710</b>
<b>ROAD FRONTIERS POSTS</b>	
Exochi (Drama) for Bulgaria	<b>25230 - 25311</b>
Promahonas (Serres) for Bulgaria	<b>23230 - 41222</b>
Kipi (Evrou) for Turkey	<b>25550 - 31224</b>
Evzoni (Kilkis) for North Macedonia	<b>23433 - 51324</b>
Igoumenitsa (Thesprotia) for Italy	<b>26650 - 22311</b>
<b>CUSTOMS</b>	
Port of Thessaloniki Customs Office	<b>2310 - 593596</b>
Railway Customs Office	<b>2310 - 524259</b>
Airport Customs Office	<b>2310 - 476462</b>
<b>TRANSPORT</b>	
"MACEDONIA" Airport	<b>2310 - 473979</b>
Departures/Arrivals	<b>2310 - 260121</b>
Railways Station	<b>14511</b>
Bus Station	<b>2310 - 595400</b>
<b>INTERNATIONAL SCHOOLS</b>	
"PINWOOD" Schools (English language)	<b>2310 - 301221</b>
German School (German language)	<b>2310 - 475900</b>
French Institute (French language)	<b>2310 - 821231</b>
<b>PUBLIC UTILITIES</b>	
Water Company	<b>2310 - 207345</b>
Public Electricity (DEH) Eastern. Thessaloniki	<b>2310 - 928243</b>
(DEH) Central Thessaloniki	<b>2310 - 526921</b>
(DEH)Western Thessaloniki	<b>2310 - 520012</b>
Postal Office (Postal Code Information)	<b>2310 - 681973</b>
<b>CONSULATES (LOCATED IN THESSALONIKI)</b>	
Albania	<b>2310 - 257598</b>
Australia	<b>2310 - 545235</b>
Austria	<b>2310 - 478144</b>

Belgium	2310 - 538137
Bulgaria	2310 - 854004
Canada	2310 - 256350
Denmark	2310 - 284065
France	2310 - 244030
Germany	2310 - 251120
Hungary	2310 - 555049
Italy	2310 - 914045
Lithuania	2310 - 478737
Luxemburg	2310 - 240208
Netherlands	2310 - 568764
Norway	2310 - 284065
Poland	2310 - 288205
Portugal	2310 - 228138
Romania	2310 - 340089
Spain	2310 - 277874
Turkey	2310 - 965070
USA	2310 - 242905
<b>CITIZENS SERVICE CENTERS</b>	
CSM of 1 <sup>st</sup> Primary Community (Aggelaki street 4)	2313 - 306000
CSM of 2 <sup>nd</sup> Primary Community (Monastiriou street 26A)	2313 - 501040
CSM of 3 <sup>rd</sup> Primary Community (Theofilou street 25)	2313 - 318392
CSM of 4 <sup>rd</sup> Primary Community (Doryleiou 72)	2310 - 954371
<b>UNIVERSITIES</b>	
“ARISTOTLE” University	2310 - 996000
“MACEDONIA” University	2310 - 891022
International Hellenic University	2310 - 807520
<b>N.T.O</b>	
National Tourist Organization (office of Thessaloniki)	2310 - 252171
<b>N.T.O BEACHES</b>	
Agia Triada Thessaloniki	23920 - 51360
Asprovalta	23970 - 22249
<b>MUSEUMS</b>	
Archeological Museum of Thessaloniki	2310 - 830538
Museum of Byzantine Culture	2310 - 868570
Historical and Art Museum (White Tower)	2310 - 267832
War Museum	2310 - 893731
Museum of the Macedonian Struggle	2310 - 229778
<b>HOTELS (Indicative List – More info on the Internet)</b>	
ASTORIA	2310 - 505500
DAIOS LUXURY LIVING	2310 - 250200
ELECTRA PALACE	2310 - 235947
MACEDONIA PALACE	2310 - 861400
MEDITERRANEAN PALACE	2310 - 541130
METROPOLITAN	2310 - 824221
QUEEN OLGA	2310 - 824621
THE MET HOTEL	2310 - 017000

## **USEFUL WEBSITES**

### **TOURISM - VARIOUS INFO**

[www.thessaloniki.gr](http://www.thessaloniki.gr) (official site of the Municipality)  
[www.visitgreece.gr](http://www.visitgreece.gr)  
[www.saloniki.org](http://www.saloniki.org)

### **CULTURAL EVENTS**

[www.ipolistonkosmo.gr](http://www.ipolistonkosmo.gr) (Theatres, Cinemas, Festivals etc.)  
[www.greeka.com](http://www.greeka.com) (Various Information)  
[www.filmfestival.gr](http://www.filmfestival.gr) (International Film Festival)  
[www.inthessaloniki.com](http://www.inthessaloniki.com) (Various Events)  
[www.tch.gr](http://www.tch.gr) (Thessaloniki Concert Hall)

### **EDUCATION**

[www.auth.gr](http://www.auth.gr) (Aristotle University of Thessaloniki)  
[www.uom.gr](http://www.uom.gr) (University of Macedonia)  
[www.imxa.gr](http://www.imxa.gr) (Institute for Balkan Studies - Foreign Languages)  
[www.anatolia.edu.gr](http://www.anatolia.edu.gr) (International School)  
[www.britishcouncil.gr](http://www.britishcouncil.gr) (English Studies Centre)  
[www.ift.gr](http://www.ift.gr) (Institut Francais de Thessalonique - French School)  
[www.goethe.de](http://www.goethe.de) (Goethe Institut - German Studies)  
[www.dst.gr](http://www.dst.gr) (Deutsche Schule Thessaloniki - German School)  
[www.pinewood.gr](http://www.pinewood.gr) (American International School of Thessaloniki)  
[www.ihu.edu.gr](http://www.ihu.edu.gr) (International Hellenic University)

### **NEWS (GREEK AND ENGLISH)**

[www.amna.gr/english](http://www.amna.gr/english) (A variety of Hellenic news agencies and newspapers maintain English web sites.)

### **PUBLIC HOSPITALS**

[www.papageorgiou-hospital.gr](http://www.papageorgiou-hospital.gr) ("Papageorgiou" General Hospital)  
[www.gpapanikolaou.gr](http://www.gpapanikolaou.gr) ("G. Papanikolaou" General Hospital)  
[www.ippokratio.gr](http://www.ippokratio.gr) ("Ippokratio" General Hospital)  
[www.ahepahosp.gr](http://www.ahepahosp.gr) ("AHEPA" General Hospital)

### **PRIVATE CLINICS**

[www.genikikliniki.gr](http://www.genikikliniki.gr) ("Euromedica" General Clinic)  
[www.genesishospital.gr](http://www.genesishospital.gr) ("Genesis" Maternity Hospital)  
[www.iatrikodiavalkaniko.gr](http://www.iatrikodiavalkaniko.gr) (European Interbalkan Medical Center)  
[www.sarafianos.gr](http://www.sarafianos.gr) ("Sarafianos" Private Hospital)  
[www.klinikiagiosloukas.gr](http://www.klinikiagiosloukas.gr) ("Agios Loukas" Private Clinic)



## LIST OF SUGGESTIONS

<b><u>LAWYERS OFFICES - TRANSLATIONS</u></b>			
<b>NAME</b>	<b>ADDRESS</b>	<b>TELEPHONE NUMBER</b>	<b>WEBSITE</b>
KARAGIANNIS & PARTNERS	POLITEHNIΟΥ 21	2310 - 525720	<a href="http://www.karagiannislawfirm.gr">www.karagiannislawfirm.gr</a>
MAIRY KREKI	KARAOLI & DIMITRIOU 255	2310 - 600959	<a href="http://www.kreki.gr">www.kreki.gr</a>
ZIDIANAKIS MICHAIL	ANTHEON 36, PERAIA	23921 - 81200	<a href="http://www.e-nomika.gr">www.e-nomika.gr</a>
IMETAFRASI	DODEKANISOU 10A	2310 - 527936	<a href="http://www.imetafrasi.gr">www.imetafrasi.gr</a>

<b><u>INSURANCE AGENTS</u></b>		
<b>NAME</b>	<b>ADDRESS</b>	<b>TELEPHONE NUMBER</b>
ZOUBOULIDIS VASILIOS	DANAIDON 9	2310 - 940151 6936940151
DRAKOS THEOFANIS	-	6936657422
HALEMI INSURANCE PRO	KARAKASI 100	2310 - 252475 6944620504
ZAIRIS PETROS	AGGELAKI 17	2310 - 251051 6946669410
TRIFONIDOU - TZITZILI	PETROU SINDIKA 57	2310 - 836323 6944265986

<b><u>TRANSLATION CENTERS</u></b>			
<b>NAME</b>	<b>ADDRESS</b>	<b>TELEPHONE NUMBER</b>	<b>WEBSITE</b>
EUROLOGOS	IONOS DRAGOUMI 4	2315 - 511000	<a href="http://www.eurologos-thessaloniki.com">www.eurologos-thessaloniki.com</a>
DESKNET	IONOS DRAGOUMI 43	2310 - 525535	<a href="http://www.desknet.gr">www.desknet.gr</a>
ALPHA ERMIS	HALKEON 11	2310 - 232301	<a href="http://www.alphaermis.gr">www.alphaermis.gr</a>
LITERATUS	ODDISEOS 6	2310 - 516251	<a href="http://www.literatus.gr">www.literatus.gr</a>
ALPHAVITOS	VAS. OLGAS 38	2310 - 273300	<a href="http://www.alphavitos.gr">www.alphavitos.gr</a>

<b>ACCOUNTING OFFICES</b>				
<b>NAME</b>	<b>ADDRESS</b>	<b>TELEPHONE NUMBER</b>	<b>E-MAIL</b>	<b>WEB SITE</b>
PAPADOPOULOU SEVASTI	MILOU 18 / AIGINIS	2310 - 249448	<a href="mailto:iosifidou@tax-info.gr">iosifidou@tax-info.gr</a>	tax-info.gr
MOUSTAKA KIKI	PASSALIDI 37 KALAMARIA	23160 - 07715	<a href="mailto:moustaka.kiki@gmail.com">moustaka.kiki@gmail.com</a>	
MOUSTAKA KIKI	ELLISPONTOU & AG. IOANNOU 5 KALAMARIA	2310 - 434551	<a href="mailto:moustaka.kiki@gmail.com">moustaka.kiki@gmail.com</a>	
CHATZITHEODOROU ANGELOS	KONSTANTINOUP OLEOS 26 KALAMARIA	2310 - 445545 6948626545	<a href="mailto:angeloschat@gmail.com">angeloschat@gmail.com</a>	logistisgr.eu
KARAKOTA ANNA	ALEXANDROU PAPANASTASIOU 90	2310 - 947582		logistikografio.gr

<b>TECHNICAL CONTROL CENTERS</b>			
<b>NAME</b>	<b>ADDRESS</b>	<b>TELEPHONE NUMBER</b>	<b>WEBSITE</b>
AUTOVISION	AREA OF 424 GSNE	2310 - 680200	<a href="http://www.kteothessaloniki.gr">www.kteothessaloniki.gr</a>
AUTOVISION	CONNECTION ROAD CHALKIDIKIS-PERAIA	2310 - 487500	<a href="http://www.kteothessaloniki.gr">www.kteothessaloniki.gr</a>
MR. KTEO	TRITSI ANTONI 4	2310 - 476300	<a href="http://www.mrkteo.gr">www.mrkteo.gr</a>
AUTECO	AGIAS ANASTASIAS 13, PILAIA	210 - 3407941	<a href="http://www.auteco.gr">www.auteco.gr</a>

<b>REAL ESTATE AGENTS</b>					
<b>COMPANY</b>	<b>RESPONSIBLE</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>	<b>KNOWLEDGE OF LANGUAGES</b>	<b>E-ADDRESS</b>
OIKODIEXODOS	FRAGKIOUDAKIS MARKOS	L. STRATOU 29	2310 - 888655 6945757110	ENGLISH - ITALIAN - SPANISH - GERMAN	<a href="http://www.tospitimou.gr/mesitiko/Oikodiek&lt;br/&gt;sodos/7454">www.tospitimou.gr/mesitiko/Oikodiek sodos/7454</a>
OIKOMESITIKI KAMAKAS	SKRIMPA-KAMAKA CHAIDO	GR. LAMPRAKI 29	2310 - 900086 6972429023 6976808281	ENGLISH	<a href="http://www.oikomesitikh.gr">www.oikomesitikh.gr</a>
HOUSELAND	TRIANTAFILLIDIS MAKIS	AG. DIMITRIOU 97	2310 - 223823 693680676	ENGLISH	<a href="http://www.houseland-estate.gr">www.houseland-estate.gr</a>
2310 REAL ESTATE	IERISSIOTIS THEMIS	MITROPOLEOS 110	2310 - 231043	ENGLISH	<a href="http://www.2310realestate.gr">www.2310realestate.gr</a>
KOSMOPOLIS HOUSE	ALEXIADOU EVI	PL. IPPODROMIOU 22	2310 - 222393 6937117267	ENGLISH	<a href="http://www.kosmopolis-house.gr">www.kosmopolis-house.gr</a>
RE/MAX ANADOMO	BALASI EFI- ADAM XARALAMPOS	AG. SOFIAS 18	2311 - 242119 6984994936	ENGLISH	<a href="http://www.remax-anadomo.gr">www.remax-anadomo.gr</a>
MEGA REAL ESTATE	MEGA ASPASIA	VOSPOROU 104	2310 - 918188 6955181888	ENGLISH - ITALIAN - SPANISH	<a href="http://www.mega-realestate.gr">www.mega-realestate.gr</a>
BEE PANORAMIC	DAVETI STELLA	L. KOMNINOY 6	2310 - 340034 6936666510	ENGLISH - ITALIAN	<a href="http://www.s.daveti@bee-panoramic.gr">www.s.daveti@bee-panoramic.gr</a>
CLASSIC	TSAKIRIS LAZAROS	MAKEDONOMACHOU D. KIORPE 2	2310 - 989028 6944417354	ENGLISH	<a href="http://www.classic.com.gr">www.classic.com.gr</a>
FIRST CLASS REAL ESTATE	NIKOLAOU THOMAS	TH. SOFOULI 52	6982646264	ENGLISH	<a href="http://www.Thomasnikolaou@hotmail.gr">www.Thomasnikolaou@hotmail.gr</a>

<b><u>BROKERS</u></b>					
<b>COMPANY</b>	<b>RESPONSIBLE</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>	<b>KNOWLEDGE OF LANGUAGES</b>	<b>E-ADDRESS</b>
PANTAZIS & ASSOCIATES	PANTAZIS PAVLOS	6,5 KM KALOHORI-THESSALONIKI	2310 - 514001	ENGLISH	<a href="https://www.pantazis.co/">https://www.pantazis.co/</a>
NIKOLAOU CUSTOMS AGENCY	NIKOLAOU NIKOS	KALAPOTHAKI 4	2310 - 235569-6948378573	ENGLISH	<a href="http://www.nikolaou-ca.gr/index.php/en/">http://www.nikolaou-ca.gr/index.php/en/</a>
TSIGARAS CUSTOM AGENCY	TSIGARAS IOANNIS	DODEKANISOU 27	2310 - 264052	ENGLISH	<a href="http://www.tsigarasioannis.gr/">http://www.tsigarasioannis.gr/</a>
VLAHOS CUSTOM AGENCY	VLAHOS IOANNIS	N.KOUNTOURIOTOU 13	2310 - 508016	ENGLISH	<a href="https://www.ectelonistis.gr/">https://www.ectelonistis.gr/</a>
BITSIS CUSTOM BROKERS	BITSIS CHRISTOS	KATOUNI 4	6938493848	ENGLISH	<a href="https://bitsiscustoms.com/">https://bitsiscustoms.com/</a>
TSANTA CUSTOM AGENCY	TSANTA HELEN	STAVROUPOLI STRATIGOU MAKRIGIANNI 28	6975909606	ENGLISH	<a href="https://ektelonistis-thessaloniki.gr/">https://ektelonistis-thessaloniki.gr/</a>
BOUDOULIS CUSTOM AGENCY	BOUDOULIS VASILIS	POLITECHNIOU 45	2310 - 527213	ENGLISH	<a href="http://www.boudoulis.gr/">http://www.boudoulis.gr/</a>
VOULGARAKI CUSTOM AGENCY	VOULGARAKI EYTHYMIA	KOUNTOURIOTOU PAULOU 19	2310 - 531617 6977613312	ENGLISH FRENCH	-
XOUTOURI SUSTOM AGENCY	XOUTOURI NOPI	ORFANIDOU 1	2310 - 520379 6944328359	ENGLISH	<a href="mailto:nopihout@gmail.com">nopihout@gmail.com</a>
HERMES AGENCIES S.A	MAKRIDIS ALEXANDROS	5 <sup>th</sup> km THESSALONIKI- KALOHORI	2310 - 778825 6948087070	ENGLISH	<a href="http://www.hermestrans.gr/">http://www.hermestrans.gr/</a>
TSIRKINIDIS CUSTOM BROKER	TSIRKINIDIS NIKOLAOS	KARATASOU 7	2310 - 551490	ENGLISH GERMAN	<a href="mailto:tsirkinn@otenet.gr">tsirkinn@otenet.gr</a>
KRITIKOPOULOS CUSTOM AGENCY	KRITIKOPOULOS DIMITRIOS	IONOS DRAGOUMI 4	2310 - 268951 6947503063	ENGLISH	<a href="mailto:dimitkritikop@gmail.com">dimitkritikop@gmail.com</a>



**USEFUL TIPS TO START YOUR**  
**MILITARY LIFE IN NRDC - GR**



## **NRDC - GR HQ AT A GLANCE**

**1.** The C' Corps is a historic Hellenic Army formation. It was established in August 1913 in the city of Ioannina and in December of the same year moved its HQ to Thessaloniki. Since then it has successfully participated in all national campaigns, including WW I, WW II, etc. C' Corps formations and units have participated in all peace operations in the Balkans.

The HQ is now located in the "PEDION AREOS" camp, in the centre of city of Thessaloniki.

**2.** Following the NATO Military Committee (MC) in November 2000, the Hellenic National Defence General Staff (HNDGS) decided to transform and offer the C' Corps NATO as a candidate Deployable Land HQ at Lower Readiness (NDC - GR HQ).

**3.** By the decision of the North Atlantic Council on 30 August 2004, NDC-GR HQ was activated as an International Military Headquarters and granted international status effective on 31 August 2004.

**4.** During 2012 NDC - GR HQ successfully fulfilled its commitment of being the Land Component Command of NRF 2012.

**5.** On the 8<sup>th</sup> of November 2012, the Hellenic Republic offered NDC-GR HQ as a High Readiness Force Headquarters (NRDC - GR HQ), an offer that was accepted by SAUCER on the 28<sup>th</sup> of November 2012.

**6.** In June 2015 as a result of intense NATO Combat Readiness Evaluation, NRDC - GREECE HQ was declared as a High Readiness Force Headquarters.

**7.** During 2019 NRDC - GR HQ successfully fulfilled its commitment of being the Joint Task Forces Headquarters.



## USEFUL INFORMATION FOR IN-PROCESSING

### 1. The Camp

a. “PEDION AREOS” Camp, where the NRDC - GR HQ is located, is in the centre of Thessaloniki and is easily accessible by plane, train or car.

- Address : Leoforos Stratou Avenue 1
- Useful tel. : Telephone Centre : 2310-882400  
Duty Officer : 2310-882802  
DOS/PROTOCOL : 2310-882441  
G1 BRANCH : 2310-882615



TOP VIEW OF THE CAMP

### 2. Directions to the Camp



THE NRDC-GR

a. In case of travelling by airplane, the “MACEDONIA” International Airport is the closest airport, located 15 km east of the Camp. The airport receives, daily, flights from all over the world’s major cities. There is a taxi station outside the airport and several buses start their route from there (Recommended bus route to reach the Camp: Bus No 01X, Town Hall station). For more information visit:

<http://oasth.gr/>.

b. A railway station is located just 5 km west from the Camp, (Address : Monastiriou avenue 87). Taxi station is located outside the railway station and several buses start their tour from there. (Recommended bus route to reach the Camp: Bus No 10, HQ - Byzantium Culture Museum station).

Visit: <http://www.trainose.gr/en/> to find details about train routes, tickets etc.

c. If you're travelling by car, move towards the centre of the city heading to “Leoforos Stratou” avenue which is close to the famous “ White Tower “ and the overwhelming Tower of the EXPO site . Having covered a few hundred meters on “Leoforos Stratou” avenue, you will notice on the left side the signs to the Camp’s main gate.

d. Taxi ranks are located nearby the Airport, the Port and the railway station. You can also be served by “Call a Taxi” services with some extra charge. (For more information visit: <https://www.xo.gr/search/?what=taxi&where=Thessaloniki&loclD=B3&lang=en>)

### 3. Military Guesthouses

All NATO members have the possibility to settle in the Military Guesthouses for a few days upon request, and depending the availability. The

Guesthouses are located in "PEDION AREOS" Camp and if you need to book before your arrival, you should get in touch with the Family Support Cell: tel: 0030-2310-882696 or e-mail: [privilegecenter2011@yahoo.com](mailto:privilegecenter2011@yahoo.com), in order to assist you and facilitate the process.

#### **4. In - Processing**

**a.** Upon arrival at the NRDC-GR Entrance you need first to touch base with your NSE / SNR in order to initiate the process in close coordination with the G-1 branch. You need to carry all the necessary documents to start the in-processing procedures as follow:

- NATO Travel Order or/and National Travel Order (according to each Nation's policy).
- Valid Passport
- National ID
- NATO Security Clearance

The personnel in the entrance will assist you in touching base with your NSE/SNR or G1 so as to start the in-process.

**b.** You can find an attached in-processing flow chart at the end of this Chapter.

#### **5. Sponsorship**

**a.** The HQ will help you in making a smooth transition through a well-established 30-days sponsorship programme. Having a sponsor enables you to take some of the worry out of moving. Your sponsor will be your predecessor in NRDC - GR HQ for as long as both of you are assigned at the same post (no more than a month). If you are assigned to a vacant post, your Branch will assign you a sponsor, close to your marital status and rank as possible.

**b.** Good communication with your sponsor is the key to a successful transition to the HQ. With advance notice and pre-planning, your sponsor can make arrangements for your lodging and general delivery postal arrangements. Additionally, he or she will be available to greet you when you arrive and give you a tour of the base and local area.

**c.** However, concerning the rest of your tour, in case of a need you can ask from your Branch a Greek Escort Officer to facilitate you.

#### **6. Alien Identification Cards**

**a.** During the period that you will be positioned in the HQ, you and your family members [ spouse and kids (regardless of age) ] are entitled to obtain on Alien (foreign personnel) ID card according to the national applicable legal framework.

**b.** In order for these IDs to be issued you will have to provide your SNR with a copy of your NATO travel order and/or your national travel order (if any), as well as with a national certificate of family status, with your

dependent member's data. After that and following formal notification, G-1 / Manning & Augmentation Section will initiate the procedures to issue the ID cards.

## 7. Commissary

a. The Commissary inside the " PEDION AREOS " camp offers a wide variety of grocery and Seafood items, an in - store bakery and delicatessen.

b. Hours of operation :

(1) Tuesday, Thursday, Friday, Saturday from: 08:30 - 14:00 and

(2) Wednesday from: 14:00 - 20:00.

(3) On Mondays and holidays it is closed. During July - August the Commissary is closed on Saturdays and open on Mondays from: 14:00 - 20:00.



THE COMMISSARY

## 8. Officers Club

The Officers club is located in the centre of Thessaloniki, ( Address : Ethnikis Aminis Street 1), and is regarded as one of the masterpieces of the city.



OFFICERS CLUB

Operating hours :

a. For lunch from: 13:00 - 16:00 and

b. For dinner from: 19:00 - 23:00.

c. In addition you can visit the café - bar from: 08:00 - 23:00.

d. The daily menu, translated in English, is easily accessible in the SharePoint of the HQ in your PC.

e. Furthermore, in the Officers Club operates a Playground for kids up to the age of 10 years old, with their parents responsibility. It can also support events for children (party, etc).

Operating hours: Monday - Friday: 17:00 - 22:00 and Saturday - Sunday: 10:00 - 22:00.



THE PLAYGROUND

f. You have to show your NATO ID Card (or Allien ID Cards for dependents) to the Officers Club staff to get the permission of entrance.

g. Decent Dress Code is applicable for your entrance (note that athletic uniforms, slippers, distressed jeans, short pants for males or miniskirts for females are not permitted).

## **9. Army Recreation Areas (KAAY)**

**a.** HQ provides the opportunity to all allied personnel and their families to visit or organize family holidays in two Army Recreation Areas located in Agia Triada, Thessaloniki and in Fokaia, Chalkidiki.

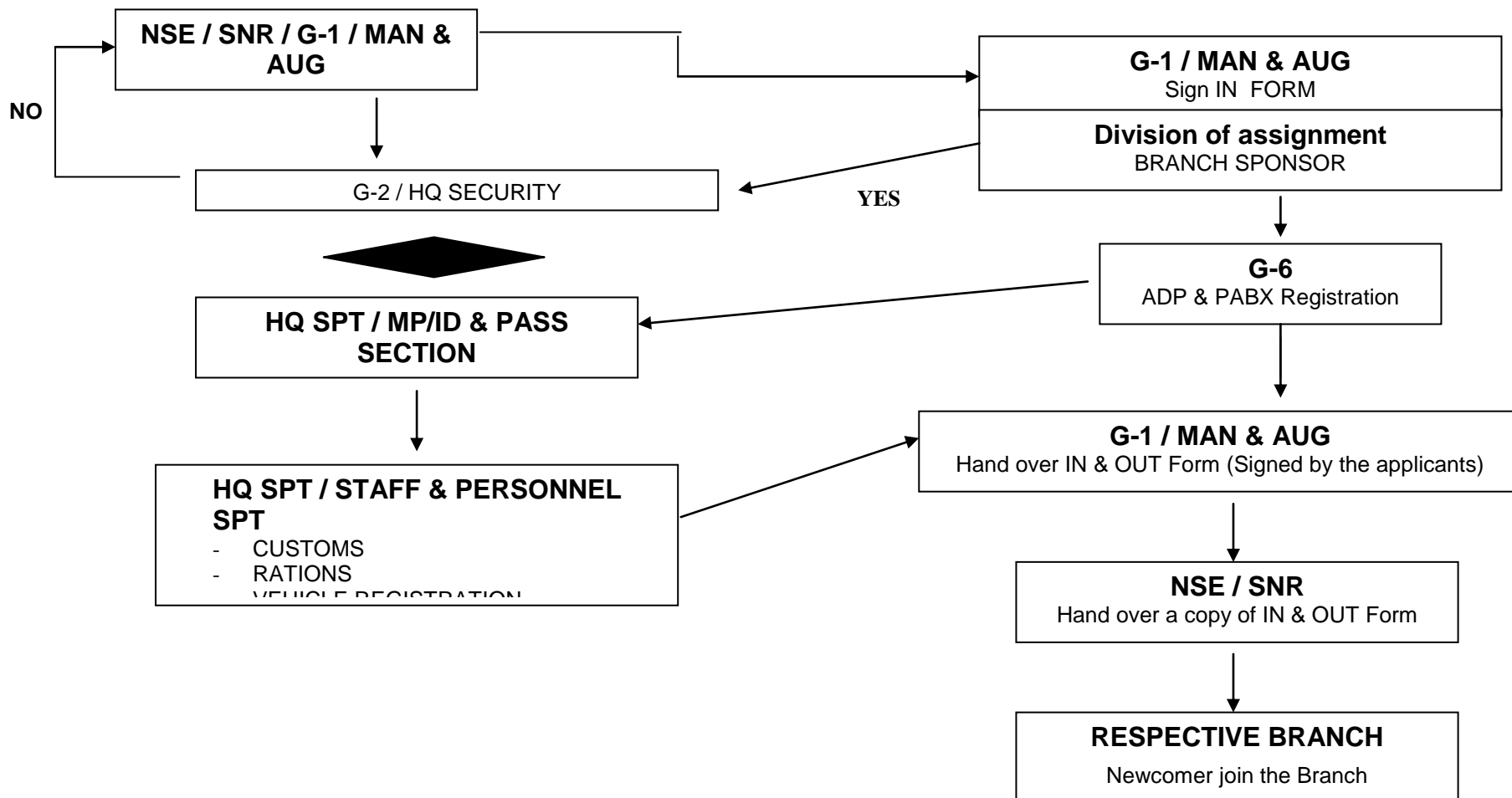
**b.** More information and procedural facilitation can be given through the HQ SPT / Staff & Personnel Section.

## **10. Greek – English Lessons**

HQ provides to all allied personnel and their dependents the ability to attend Greek (all allied) and English lessons (dependents only), during working hours in room “ATHINA” in Building “F”, through the HQ SPT / Staff & Personnel Section and as respective advertisement (usually lessons start on September and last until May)



## IN – PROCESSING FLOW CHART





## PRIVILEGE AND IMMUNITIES

### 1. Tax - free purchases

All allied personnel is entitled to purchase tax free household furnishing and appliances when the price exceeds \$200 (approximately 190€) USD (tax included) or equivalent in Euros. In this case the beneficiary has to follow this procedure:

a. The beneficiary member has to obtain from the merchant Company a written offer for the products he/she likes to purchase. This offer must indicate the full name, TIN, address of the Company and the description of the item, the pieces (units) of the item, the unit cost, the subtotal and the total cost in Euros. Afterwards he/she has to present the fore mentioned offer with a "Request for Exemption from VAT" (ANNEX A in Post Regulation 20-1) to the NSE Commander or the SNR Officer.



b. Finally, the beneficiary member should provide the written offer and the Request signed and stamped by the NSE Commander or the SNR to the Privilege & Immunities (P & I) Office.

c. The Commander of C' ARMY CORPS/NRDC-GR or the officially assigned officer on his behalf, after corroborating the accuracy of the request according to the reference limitations concerning the type of items and the cost, endorses it and returns it to the P & I Office.

d. The beneficiary, after presenting his/her ID card in order to prove his/her status and giving the original copy of the Request to the commercial enterprise, purchases the item, paying the price of it with VAT exempted.

**e. The beneficiary, during his permanent departure from Greece, is responsible for presenting to the Customs Office or to the respective employees of the Ministry of Finance all the items that have been purchased having VAT exemption and all the respective invoices, if it is requested.**

**NOTE:** The beneficiary can buy the products including VAT and afterwards he/she can follow the above procedure and ask to receive the VAT amount back from the merchant Company providing the Request for exemption from VAT. (Not recommended)

### 2. Tobacco and alcohol

Every NATO member is entitled to order specific quantities of tax - free tobacco and alcohol products per month.

#### a. Ration Limits

**(1) Tobacco:**

One thousand and two hundred (1.200) cigarettes per entitled member over the age of 18 per month. Other tobacco products may be substituted for all or part of this allocation on the following scales:

(a) One cigar (or similar) weighing less than 3 grams = 3 cigarettes.

(b) One cigar (or similar) weighing more than 3 grams = 6 cigarettes.

(c) Fifty (50) grams of tobacco = 100 cigarettes.

**(2) Alcohol:**

(a) Six bottles of distilled spirits, liqueurs and fortified wines per family (and not per individual), per month.

(b) Entitled personnel may purchase tax and duty free wine and beer for their own use, without limits, in reasonable quantities.

**b. Ordering Procedure:**

(1) Once per month, the entitled member is informed via his NS account, about the upcoming order (prices and products), he fills the "Request for duty - free alcohol and tobacco products" and the "Solemn Declaration" he finds attached and follows the given instructions. Afterwards he delivers these documents to P & I Office and he keeps a copy of the Request. The members can put an order on behalf of their dependents.

(2) When the products arrive, the beneficiary brings the copy of the Request to the P & I Office, pays the price and receives the products.

## **PRIVATE OWNED MOTOR VEHICLE**

### **1. Start of the stay**

#### **a. General Instructions:**

##### **(1) Non EU countries**

When a vehicle enters or is shipped into the Hellenic Territory from a non EU country, it is required to clear customs at the point of entry. A temporary customs certificate (Free Passage Card) should be issued at this point to allow continued driving within Greece until the vehicle can be cleared through the Thessaloniki A' Customs Office.

##### **(2) EU countries**

Those vehicles that enter or are shipped into the Hellenic Territory from an EU country are required to clear at the Thessaloniki A' Customs Office as soon as possible. As referred in the par. 15-2 b. of Law 2826/2000 and the par. 3.b. of ANNEX of Law 2826/2000, non - Greek personnel assigned to NRDC-GR HQ may own at any time (import or purchase on the Greek domestic market) one Private Owned Motor Vehicle (POMV), if unaccompanied, or two POMVs, if accompanied by dependents, free of duties and taxes. In addition to that they can import or/and purchase one motorbike, one caravan/trailer and one pleasure boat. They can also, either keep their national plates or obtain special registration plates from NRDC - GR HQ. These POMVs may be replaced when:

**(a)** Owned for at least one year and sold to another member of the Headquarters or any other privileged person, who is authorized for duty free privileges.

**(b)** Owned for at least one year and sold with Greek taxes and duties paid.

**(c)** Certified by the proper authorities as destroyed or stolen. (abandoned at Thessaloniki A' customs with no requirements). If the owner wishes to keep his national plates she/he has to request for a free passage card from Thessaloniki's A' Custom Office. This document has to be delivered at the end of the stay to the relevant Custom Office of the country's exit point. It is recommended you to get, through P & I Office, a certification about the end of your stay before your departure and give it to Thessaloniki's A' Custom Office because the relevant Custom Office of the country's exit point is not directly connected with them and you might have problems with the deletion of your plates from customs system.

#### **b. Greek Plates:**

If the owner decides to replace his national plates with Greek ones, she/he has to: Optionally (but recommended), authorize a broker via the Greek ICIS net (Customs Electronic Transactions), in order to escape Customs' Service bureaucracy. Otherwise, she/he goes directly to the employee of Thessaloniki A' Customs. Then, P & I Office will provide you all the necessary

documents in order to confirm your status and use your privilege to import your vehicle without Custom Clearance cost. The necessary documents are:

(1) Duty - free Control Restrictions Acknowledgment Form (Annex H) - P & I.

(2) Duty - free Privilege Status Certificate (Annex G) - P & I.

(3) NATO ID, Driving license, vehicle registration, vehicle insurance, certification of VAT number.

(4) The broker (private or employee) after receiving the aforementioned documents from you, will provide you with a Custom Clearance for your vehicle, with a cost of approximately 150€ - 220€ for his service if he is a private broker.

(5) After taking the Custom Clearance, the owner has to bring it to P&I in order to have the temporary vehicle registration unofficially.

(6) After taking the unofficial temporary vehicle registration, the owner has to make a vehicle insurance for his vehicle, with the number of its new Greek plates.

(7) Then, he has to deliver the Custom Clearance and the vehicles insurance to P & I Office which will provide him with the plates and the Vehicle Registration.

All these documents need to be stamped for their authenticity by the C' CORPS – DIDSE (B3-Department of Staff)

**c. National Plates:**

If the owner decides to keep his national plates he is obliged to deliver to the Customs Service all the necessary documents in order to prove the eligibility of tax free import and to request for a free passage card from Thessaloniki's A' Custom Office. The card is valid throughout the members service in Greece and has to be returned to the relevant Custom office, when the member leaves the country for good.

By experience, we recommend you to get from the P & I Office a certification about the end of your stay before your departure and give it to Thessaloniki's A' Custom Office because the relevant Custom Office of the country's exit point is not directly connected with them and you might have problems with the deletion of your plates from customs system. The necessary documents are:

(1) Duty - free Control Restrictions Acknowledgment Form - P & I.

(2) Duty - free Privilege Status Certificate - P & I.

(3) Application Form For the Thessaloniki Custom House - P & I.

(4) NATO ID, Driving license, vehicle registration, vehicle

insurance, certification of TID number.

All these documents need to be stamped for their authenticity by the C' CORPS – DIDSE(B3), (Department of Staff) and then you go directly to Thessaloniki A' customs without an appointment and without paying any fees.

#### **d. Annual Road Taxes**

Allied personnel of NRDC - GR HQ are exempted from annual road taxes on one POMV (car or bike). Members who register second POMV or bike at NRDC - GR HQ must pay the annual road taxes, according to the engine capacity if the POMV is first registered before 31/10/2010 or to the pollutant emission if it is registered after 01/11/2010, to Thessaloniki A' Customs Office every year.

The Financial year for Greece is considered from 01/01 of each year and ends at 31/12 of the same year.

Those who choose to have Greek vehicle plates are obliged to pay annual road taxes. As mentioned before they will be charged for the whole financial year no matter the duration of being in Greece.

Those who choose to keep their National vehicle plates will be charged according to the duration of being in Greece.

This information is applicable at the moment of the edition of the Newcomers Package and keep in mind that these conditions may change year by year.

In addition, the payment of the annual road taxes is a personal obligation and the P & I Office does not get involved in financial matters between Thessaloniki A' customs and the obligators.

#### **e. Technical Inspection**

According to the Law 2826/2000 the imported cars need to pass through technical inspection in order for a new vehicle registration to be provided by P & I Office. You can find a list of Technical Control Centres in the last part of this guide.

#### **f. Buying a car in Greece**

When a new vehicle is bought from the Greek domestic market, a Custom Clearance Certificate will be issued by the Athens Customs Office. The cost of the transaction is included in the price of the vehicle.

In order to buy a car FROM the Greek domestic market the necessary documents are:

- (1)** Duty - free Control Restrictions Acknowledgment Form - P & I.
- (2)** Duty - free Privilege Status Certificate - P & I.

(3) A statement to assign the importation to the custom brokers in Athens customs office - P & I.

(4) An application to the Athens custom office for the importation of the new car - P & I.

(5) An application to PAEGAE (Institution of General Warehouses) in Athens - P & I.

(6) A solemn declaration that it is your 1<sup>st</sup> car purchase in Greece (if it is), otherwise if it is your 2<sup>nd</sup> car purchase in Greece, will also be needed a solemn declaration from the dependent.

(7) Photocopies (2) of NATO ID - Driving License - Passport (if it is the 2<sup>nd</sup> car purchase then the dependent's documents photocopies are also necessary).

All these documents need to be stamped for their authenticity by the C' CORPS - DPSS (department of staff).

#### **g. Selling your car during your stay in Greece**

If the allied personnel decides to sell his/her POMV - either bought from his homeland or bought in Greece and was in his/her possession for at least 1 year, in order to retain the tax free privilege he/she has the following options:

(1) Selling to a Greek citizen, after all the Greek taxes are paid.

(2) Selling to an allied member - staff or a person who has the same tax free privilege (the allied buyer is deprived of the ability to hold another tax free car).

#### **h. Miscellaneous**

When a POMV is exiting or being shipped out of Greece due to completion of the stay, or it is permanently transferred back to the home country during the period of service, the corresponding Free Passage Card must be turned into the Customs Office at the exit point. In the case of permanent transfer back to the home country, it is highly recommended, but not mandatory, for the beneficiary to retain a copy of the validated Free Passage Card as proof that the vehicle was permanently exported.

When a vehicle is bought from another member of the HQ's eligible to tax-free privileges, the parties concerned must present to the Thessaloniki A' Customs Office the selling contract along with the vehicles documents. Then the Free Passage Card of the vendor will be voided (sealed) and a new one will be issued to the purchaser of the vehicle.

For further details please read Post Regulation 10 - 1 (Motor Vehicle Registration).



## **2. End of the stay**

### **a. Greek Plates**

If the owner of a vehicle with Greek National plates decides to keep the plates for the period of the procedure of having home national plates, he/she should complete a Solemn Declaration provided by P & I Office that he/she undertakes the obligation to turn back the Greek National plates and the temporary vehicle registration until 30 days from the departure.

This Solemn Declaration allows the allied personnel to keep the Greek National plates and the temporary vehicle registration for 30 days after his/her departure in order the previous member of NRDC - GR HQ to complete the legally procedures of having plates of their own country. After that she/he is obliged to send the Greek National plates back to P & I Office with his/her own responsibility.

The owner should also pass through the Thessaloniki A' Customs in order to take a certification that has no debts concerning the Annual Road taxes or any other issues before his/her departure and give a copy to P & I Office.

The Fuel booklet of the vehicle is being returned back to P & I Office before the members departure.

### **b. National Plates:**

The owner of a vehicle with National plates should also pass through the Thessaloniki A' Customs in order to take a certification that has no debts concerning the Annual Road taxes or any other issues before his/her departure and give a copy to P & I Office.

The Fuel booklet of the vehicle is being returned back to P & I Office before the members departure.

After those procedures the member needs just to stamp his/her Free Passage Card at the relevant Custom Office of the country' s exit point and keep it as a record for future need.



## FUELS

### 1. General Instructions :

The Allied Personnel of NRDC - GR HQ is entitled to fuel up their POMVs tank without paying taxes and special consuming taxes as Greek Personnel does. This exemption is restricted to the highest taxable horsepower of the vehicles that the member has in possession according to the table below:

<b>Taxable Horsepower / c.c.</b>	<b>Monthly Allowances Gasoline/Diesel</b>	<b>Monthly Allowance Motor Oil</b>
Motorcycles	100 litres	4 litres
Cars Under 5 CV/ 0 - 785cc	100 Litres	4 Litres
Cars between 5 CV and including 9 CV/ 786 - 1357 cc	200 Litres	7 Litres
Car of 10 CV and above /1358cc	400 Litres	10 Litres

In order P & I Office to provide Fuel booklet to the entitled personnel the member needs to complete an application for P & I Office and request it.

The vehicle that is provided with the Fuel booklet needs to be in Greece according to the legal ways.

As a result, the member can have Fuel booklet for the vehicle as above:

- a. with National plates if it is imported.
- b. with Greek National plates if it is bought from Greek domestic market.
- c. with Greek National plates provided by P & I Office.

The Fuel booklet is attached to the vehicle plates and all together with the VAT number of the member.

### 2. Fuel Coupons

Follow the instructions below:

- a. Fill up the tank
- b. Fill in the booklet (by petrol station personnel) and sign it.
- c. Hand over the white (first) sheet to the petrol station
- d. Ask for invoice stating minimum:

- (1) invoice number
- (2) delivered quantity of fuel
- (3) unit' s price, exclusive duties and taxes
- (4) stamp indicating that the unit's price is tax and duty free.

At office: take out the second sheet, (pink) and give together with the invoice to the P & I Office, the latest by the second working day of the next month.

The third sheet stays always in the booklet.

**NOTE 1:** Do not exceed the monthly amount of fuel and lubricants. (there are consequences)

**NOTE 2:** Do not exceed the limit of your tank. The privilege is only for it' s vehicle.

**NOTE 3:** The use of plastic tanks is not permitted.

In order to purchase lubricants the procedure is the same with the tax - free purchases. Do not make use of the Fuel booklet to purchase lubricants.

## **MEDICAL SERVICES**

### **1. Medical Facilities / Services**

**a.** All NATO members, in order to schedule an exam to the outpatient clinics of 424 Military Hospital, should first visit the Support Battalion doctor's office, located in the Camp, during working hours (Monday - Friday: 07:00 - 15:00). A primary exam will take place there and afterwards, if needed, the NATO member will be addressed to the responsible outpatient clinic of 424 Military Hospital.

**b.** The dependents from EU countries, will have to use the European Health Card, which is equally accepted and functional. The card operates with payment by the individual for any medical act, in any public hospital (424 Military Hospital included) or private clinic and the individual is reimbursed by his/her home – country. Keep in mind that, in case you want to visit the 424 Military Hospital, you have to get an appointment to the following tel. : 2310-381702 / 2310-381044 / 2310-382073 / 2310-382078.

**c.** For the dependents from non - EU countries, there might or might not be bilateral agreements in place for medical support.

**d.** For any emergency incidents, both military and their dependents can address directly to the emergency department of 424 Military Hospital, without an appointment or any other public or private clinic.

### **2. Helpful numbers:**

**a.** Ambulance (Off Camp): 166 (national number)

**b.** European Emergency Help : 112 (international)

**c.** Military Ambulance (On Camp): 2310 - 882474

**d.** Military Hospital (Information): 2310 - 381000

**e.** Military Pharmacy(Off Camp): 2310 - 229171

**3.** For more information or assistance, don't hesitate to contact with JMED.

On the table below you can see the list of the hospitals of Thessaloniki area including their address and Information Desk number.

<b>NAME</b>	<b>ADDRESS</b>	<b>TELEPHONE</b>
Agios Dimitrios	2 EL. ZOGRAFOU St.	2310 - 203122
Agios Pavlos (A' Group)	161 ETHNIKIS ANTISTASEOS St.	2310 - 811913
Agios Pavlos (B' Group)	17 Frangon St.	2310 - 538008

AHEPA	1 KYRIAKIDI St., UNIVERSITY AREA	2310 - 993310
Dermatological and Venereal Diseases Hospital	124 DELFON St.	2313 - 308804
Genimatas Georgios	41 ETHNIKIS AMYNIS St.	2310 - 211221
Idrima Agios Panteleimon	7 <sup>th</sup> KLM THESSALONIKI- LANGADA AVENUE	2313 - 320001
Ippokratio	50 AL. PAPANASTASIOU St.	2310 - 837921
Medical Balcan Center	THERMI	2310 - 400000
Papageorgiou	EFKARPIA (RING ROAD)	2313 - 323000
Papanikolaou	EXOCHI	2310 - 357602
Theagenio	2 AL. SYMEONIDI St.	2310 - 829212
424 Military Hospital	EFKARPIA (RING ROAD)	2310 - 381000

## **PRIVATELY OWNED WEAPONS IN GREECE**

### **1. Initial importation**

**a.** It is **forbidden** to import into Greece prohibited weapons (throwing knives, swordsticks, gun sticks, any kind of bombs and grenades, catapults etc.).

**b.** The import of defensive weapons, assault weapons, and hunting or sporting weapons is allowed by the Greek authorities if they are registered on the household goods descriptive inventory on the departure from the original or abode country. The same holds true for ammunition and component parts.

**c.** Prior to your arrival at NRDC - GR HQ, get in touch with Family Support and inform them about your intention to import weapons. The Family Support and LEGAD Cell will provide you with information concerning the customs procedures.

**d.** Normally the appropriate documents that you must have for registering your weapon are:

**(1)** Weapon owner' s papers (provided by the gun shop that you purchased your weapon).

**(2)** Passport and Foreigner' s Identity card or residence permit.

**(3)** Medical certificate

### **2. Purchasing / Carrying / Transporting / Depositing**

Information on these subjects can be obtained from the Military Police Registration Section in the HQ facilities or the Hellenic Security Police Branch at Thessaloniki (Valaoritou street 8, Thessaloniki).

