

Services we provide

Cyprus Company formation	
1.	Cyprus Company formation one off fees including share capital up to €5,000. For share capital over €5,000 additional stamp duty of 0.6% is payable. One set of original Company's official certificates – Incorporation, Directors and Secretary, Registered office and Shareholders is included
Representation Fees	
2.	<ul style="list-style-type: none"> – Nominee directors (One nominee director) – Nominee shareholders (One nominee shareholder) – Registered office. – Company secretary <p><u>Important note</u> These services are required by Cyprus Income Tax Law, which provides that a company is considered as a Cyprus Tax Resident if its management and control and registered address reside in Cyprus.</p>
Obtaining from the Cyprus Registrar of Companies	
3.	Certificates (each)
4.	Change of Company name
5.	Company Memorandum and Articles of Association in Greek from the Registrar of Companies
6.	Company Memorandum and Articles of Association in English from the Registrar of Companies
Other Companies changes	
7.	Filing of English Memorandum and Articles of Association to the Registrar of Companies
8.	Obtaining Certificate of Tax Residency from the Inland Revenue Department
9.	Obtaining Bank Reference Letter
10.	Changing the Company Name
11.	Conversion of Share Capital of the Company
12.	Subdivision the Share Capital of the Company
13.	Taking Over the Administration of the Company
14.	Transferring out the Administration of the Company
15.	Formal Strike Off of the Company
16.	Voluntary Dissolution of the Company (minimum fee)
17.	Changing Registered office
18.	Changing the Secretary
19.	Changing the Directors
20.	Changing the Shareholders
21.	Changing the Beneficial Owner
22.	Amendments in the Articles of Association
23.	Increasing the Share Capital
Document preparation	

24.	Review and execution of Document
25.	Company Search
26.	Affidavit for English Memorandum and Articles of Association
27.	True Copy of Memorandum and Articles of Association (English)
28.	True Copy of Audited Financial Statements
29.	True Copy of Passport Data Pages
30.	Other true Copy of Documentation
31.	Review and Execution of Board Resolution
32.	Review and Execution of Board minutes
33.	True copied Extract of Company Register of Members
34.	True copied Extract of Company Register of Directors/Officers
35.	True copied Extract of Company Register of Mortgages and Charges
36.	Review and Execution of Specific Power of Attorney
37.	Specimen Signature Card
38.	Confirmation Letter
39.	Drafting of Contract (minimum fee)
40.	Certificate of Company Secretary (Incumbency)
41.	Visa Invitation to Cyprus
42.	Cyprus Visa
43.	Cyprus work permit
44.	Cyprus Citizenship (Cyprus passport)
45.	Filing of the Annual Return (HE32)
46.	Full Company's Shareholder's, Director's, Secretary, Registered office Register
Banking	
47.	Preparation and filing of application for the opening of a Bank Account for the Company
48.	Bank Account Opening Documentation (min fee i.e. no of persons involved)
49.	Preparation and filing of application for the provision of New Credit Card
50.	Preparation and filing of application for Token Device
51.	Renewing of Credit Card
52.	Establishing Express Banking Facility
53.	Changing the Signatory(ies) of a Bank Account
54.	Execution of bank transaction
Translations / Authentications / Other similar	
55.	Translation of Documents (per page)
56.	Certification by Certifying Office
57.	Apostille
Related expenses	
58.	International Courier (up to 1Kg) - TNT

59.	International Courier (up to 1Kg) - TNT - Additional Charge for Special Delivery
60.	International Courier (up to 1 Kg) - DHL
61.	International Courier (up to 1Kg) - DHL - Additional Charge for Special Delivery
62.	Approval of Company Name by the Registrar of Companies (per name)
63.	Renewal of Approved Company Name by the Registrar of Companies for 6 months (per name)
64.	Company Seal
65.	Company Stamp
66.	Internal (Cyprus) Courier
67.	Hand Delivery (Internal)
Accounting fees	
68.	Preparation, execution and submission of the Company's Audited Financial Statements to the local authorities including filing of the required Tax Returns (Minimum Fee)
69.	Preparation and filing of VAT Return for the specific period (Minimum Fee)
70.	Preparation and filing of Temporary Tax Assessment (IR6) with the Tax Authorities (min fee)
71.	preparation of Tax Opinion (min fee)
72.	Management Accounts
73.	Registration with the Cyprus VAT Authorities
74.	De-Registration with the Cyprus VAT Authorities
75.	Audit of Financial Statements (min fee)
76.	Preparation and filing of Social Insurance Contribution Form
77.	Preparation and filing of Annual Return (HE32)
78.	Out of pocket expenses related to Annual Return (HE32)
79.	Filing of Income Tax Return (IR4) with the Tax Authorities
80.	Filing of Self-Assessment Return (IR 158) with the Tax Authorities
81.	Execution of Income Tax Return for individuals (IR 1)
82.	Tax Clearance Certificate (IR 25)
83.	Review and execution of Employer's Return (IR 7) (Min fee – per employee)
84.	Review and execution of Declaration of Deemed Distribution of Dividends Return (IR 623)
85.	Execution and submission of Amendment of Taxpayer's Data or Registration of Taxpayer's Form (IR162)
86.	Preparation and filing of P.A.Y.E. Return (Min fee)
87.	Application for obtaining Tax identification Number – first time
88.	Translation of Audited Financial Statements to Greek including Court Affidavit
89.	Penalties imposed for late submission of return
90.	Book Keeping/Accounting services for the above period (Min fee)
Other special services	
91.	Redomiciliation of a Company to Cyprus
92.	advisory services, regular tax advisory issues
93.	Tax opinion report

94.	Alternative Investment Fund set up
95.	Alternative Investment Fund and fund administration services, including reporting required by various Cyprus government authorities and overall administration of such funds, i.e. processing of applications and redemptions for investors, net asset value determination, maintaining share registers, etc. (up to 10 investors)
96.	Set-up of a Trust
97.	Reorganizations – Cross border mergers
98.	Provision of part-time staff employed by the Company, provision of offices and office facilities shared with two or three companies (office with office equipment, meeting room, telephone service, internet, etc.)
99.	Provision of part-time staff employed by the Company, provision of offices and office facilities exclusively belonging to the company (office with office equipment, meeting room, telephone service, internet, etc.)
Arrangements for the purchase of property in Cyprus including relevant / related services	
100	Arrangements for finding adequate property i.e. satisfying VAT and transfer fees requirement exemptions etc
101	Due diligence on past, present and future related property cost i.e. transfer fees, VAT applicable, immovable property taxes, municipality taxes, new regulations etc
102	Property independent due diligence i.e. Independent Land Registry search, mortgages search etc.
103	Recent property valuation by independent valuer. <ul style="list-style-type: none"> • Note A) Additional cost of the independent valuer is not included. • Note B) Independent valuer will be chosen by us
104	Arrangements for advance payments for property reservations. Advances should be in writing stating the conditions of possible refund etc.
105	Ensure adequate purchase / sale agreement with adequate relevant clauses i.e. taking into account, payment of taxes, retention fees, no legal claims against the property, possible charges on property, possible reimbursement clauses etc.
106	Purchase / sale agreement preparation
107	Stamp of Contract
108	Land Registry contract deposit including all relevant arrangements
109	VAT application exemption and obtaining a certified confirmation from the VAT Commissioner. And where applicable <ol style="list-style-type: none"> i. Considering adequacy of property square meters in order to apply for VAT exemption. ii. Meeting the relevant deadlines for obtaining the certified confirmation iii. Arrange for adequate evidence required by VAT commissioner
110	Assessment of transfer fees adequacy exemption. <ol style="list-style-type: none"> i. Transfers that take place before the 31st December 2016 If VAT was paid on the property, no Property Transfer Fees are payable ii. IF VAT was not paid on the property, the Property Transfer Fees are reduced by 50%
111	Maintenance agreement (Where applicable)
Procedures for obtaining a Tax Identification Number in Cyprus and demonstrating Cyprus Tax residency for individuals	
112	Procedures and application for obtaining a Tax Identification Number in Cyprus
113	Assistance in demonstrating Cyprus Tax residency for High Net Worth Individuals
114	Possible consultation on communication between Cyprus Tax authorities and relevant authorities of the High Net Worth Individual's Country of Residence
115	Other relevant / related consultation

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