

Information required establishing a company

If you need assistance completing this form, please do not hesitate to contact our main office at +357 22 452600

For more information about our services, please visit our website, www.llpolawfirm.com

1. About Proposed Company

1. Describe type of business activities to be pursued by prospective company. Please provide very detailed description:

2. Please enter 1-3 names **in order of preference**. The word "Limited" or Ltd" must be part of the name. Availability of the name needs to be checked with the Registrar of Companies. (*avoid common names, and words such as "Royal", "King", "Queen", "Crown" "International", "National"*)

i). _____

ii). _____

iii). _____

2. Capital

1. Unless otherwise instructed below, the company will be incorporated with standard share capital of 1,000 of €1.00 each.

Authorized Share Capital:

Issued Share Capital:

3. Shareholder

1. The shareholders who do not wish to be presented as *registered shareholders* can name trustee which will act for them as registered shareholders. The real property will always remain in the beneficiary shareholder. The trustees can be Cypriot or foreigners. In that case the information regarding the beneficiary shareholder is confidential and only disclosed to the local bank, if the company opens a bank account, which treats it as strictly confidential.

The Beneficial Owner/s require/s **LLPO Trustee Shareholder**

OR

Shareholder/s in his/her/their **own name**



LAW FIRM

2 Kleomenous Str., 1061 Nicosia

Tel. No.: +357 22 452600, Fax.: +357 22 452611, email: info@llpolawfirm.com

***If an Individual**

1.

Name:

Profession:

Home Address:

Number or % of Shares:

2.

Name:

Profession:

Home Address:

Number or % of Shares:

3.

Name:

Profession:

Home Address:

Number or % of Shares:

***If a Company**

1.

Name:

Registration Number:

Date of Registration:

Registered office address:

Place of Registration:

Number or % of Shares:



2 Kleomenous Str., 1061 Nicosia

Tel. No.: +357 22 452600, Fax.: +357 22 452611, email: info@llpolawfirm.com

2.

Name: _____ **Registration Number:** _____

Date of Registration: _____

Registered office address: _____

Place of Registration: _____

Number or % of Shares: _____

4. Director/s

1. There is no requirement by law that a Private Company will have more than one director or that the Company should have local Directors. However in order for a company to be considered Cyprus tax resident is proposed to have local directors. Local directors are also recommended for purposes of administrative convenience.

The Beneficial Owner/s require/s **LLPO Nominee Director**

OR

The Beneficial Owner/s will provide own **Director/s**

*If an Individual

1.

Name: _____

Profession: _____

Home Address: _____

Nationality: _____

2.

Name: _____

Profession: _____

Home Address: _____

Nationality: _____

3.

Name: _____

Profession: _____

Home Address: _____

Nationality: _____

***If a Company**

1.

Name: _____ **Registration Number:** _____

Date of Registration: _____

Registered office address: _____

Place of Registration: _____

2.

Name: _____ **Registration Number:** _____

Date of Registration: _____

Registered office address: _____

Place of Registration: _____

5. Secretary

1. The Company must have a Secretary. The Secretary acts under the control and the directives of Directors, keeps under control the established documents of the company and executes administrative work which does not have executive character. *We suggest the use of our secretarial company for this purpose.*

The Beneficial Owner/s require/s **LLPO Company Secretary**

OR

The Beneficial Owner/s will provide own **Secretary**

***If an Individual**

1.

Name: _____

Profession: _____

Home Address: _____

Nationality: _____



LAW FIRM

2 Kleomenous Str., 1061 Nicosia

Tel. No.: +357 22 452600, Fax.: +357 22 452611, email: info@llpolawfirm.com

*If a Company

1.

Name: _____ **Registration Number:** _____

Date of Registration: _____

Registered office address: _____

Place of Registration: _____

6. Registered Office Address

1. Each Company must have a Registered Office Address in Cyprus. We suggest the use of our office address for this purpose.

Registered office address: _____

Further services related with the Cyprus Company

7. Accounting / Auditing Services

In terms of Cyprus law, companies are required to maintain accounting records & to prepare audited annual financial statements for filing to the Registrar of Companies.

Accounting

The company's day-to-day book keeping may be carried out by any person/s engaged for this purpose by the company or, alternatively, may be carried out by LLPO or one of our associates. Should you wish to use our in-house book-keeping service, please tick the appropriate box below:

The Beneficial Owner/s require LLPO **accounting services**

OR

The Beneficial Owner/s will provide own account

Auditing

The company's annual auditing may be carried out by any person/s engaged for this purpose by the company or, alternatively, may be carried out by LLPO associates. Should you wish to use LLPO associates, please tick the appropriate box below:

The Beneficial Owner/s require LLPO **associates services**

OR

The Beneficial Owner/s will provide own auditor

8. VAT number (where applicable)

If the company requires VAT number in Cyprus must be registered to the VAT Authorities.

For this purpose, we will need you to provide:

Invoice or Agreement in English or Greek showing the specific service that the company will carry out. (Example: if the activity of the company is providing doors, the invoice must show that they will sell 2 doors.)

Furthermore, we will require answering the following questions:

Expected Annual turnover of the Company:

Estimated EU member states with which the company will have relation:

9. Information

How did you find out about LLPO Law Firm?

- Referral from a friend, colleague or family member
- Internet search/ website (please state portal of referral)
- Advertisement (state medium &, where relevant, name of publication e.g. internet, mail shot, magazine, newspaper, directory)
- Conference
- LLPO Law Firm Marketing Department contact me
- Other (please state)

10. Other Services

Do you require any other service? Please tick the appropriate box below to indicate your requirements. If you need further information about our "other services", our personnel can assist you.

- Bank account in Cyprus**
- Bank account in other Jurisdiction:** (please ask for the available jurisdictions)
- Business address:** Provides the company with the right to use the address on all letterheads and correspondence of the company.
- Mail Forwarding:** This service includes the forwarding of all correspondence of the Company, by post, to a nominated address.
- Mail Digitization:** This service includes the digitization and forwarding of all correspondence of the Company, by email, to a nominated email address.
- Telephone Redirecting:** This service includes the nomination of an individual telephone line (number) and the redirection of all phone calls to nominated telephone number.
- Telephone Automated Answering:** This service includes the nomination of an individual telephone line (number) and a prerecorded answering service with recording and forwarding of individual messages to a nominated email or forwarding of the phonecall to an nominated telephone number.
- Fax Forwarding:** This service include the nomination of an individual telephone line (fax number) and an automated forwarding of all faxes to a nominated email address.
- Fully Serviced Office:** At least 30 sq. meters. Including office furniture, Internet, Telephone Number (including redirecting), Electricity, Water, Common Secretary for basic tasks (further options offered in requested), Parking, Conference Space (2 meetings per month), Simple Catering Service, Right to use space as server room. A real phone operator, individualised, answering service with recording and forwarding of individual messages to a nominated email or forwarding of the phonecall to a nominated telephone number or offices.



2 Kleomenous Str., 1061 Nicosia

Tel. No.: +357 22 452600, Fax.: +357 22 452611, email: info@llpolawfirm.com

11. Details of Authorized Representatives

The Beneficial Owner may appoint authorized representatives to give instructions in relation to all affairs of the Company.

1.

Name: _____ Passport number: _____

Address: _____

Telephone: _____ Fax Number: _____

E-mail: _____

Company: _____

Position in the company: _____

2.

Name: _____ Passport number: _____

Address: _____

Telephone: _____ Fax Number: _____

E-mail: _____

Company: _____

Position in the company: _____

12. Details of Authorized Contact Person

1.

Name: _____ Passport number: _____

Address: _____

Telephone: _____ Fax Number: _____

E-mail: _____

Company: _____

Position in the company: _____

Date: _____ Signature: _____

Due Diligence Requirements

The following documents must be enclosed for each shareholder and/ or director:

1. Certified copy passport

This must be valid and the copy should show the signature of the applicant and the photograph must be clearly recognizable as the applicant.

It must be certified by the embassy or a lawyer.

The certification should read, '*Having seen the individual and the identification at the same time, I certify that this is a true copy of original and that the photograph is a reasonable likeness*'. The individual certifying must then sign, date and print in capital letters their full name, profession, company and position.

2. An original professional reference

A reference letter from a bank confirming that the length of relationship is greater than one year, confirming that the relationship has been conducted satisfactorily and confirming the applicant's address.

3. An original utility bill

This must not be more than three months old and must confirm the name and address of the applicant (mobile utility bills are not acceptable)

4. Legal documents of the company (if the shareholder and/ or director is a legal person)

The required legal documents of the company are the following:

- a) A true copy of the Memorandum and Article of Associations
- b) A true copy of the Certificate of Registration
- c) A true copy of the Certificate of Shareholders
- d) A true copy of the Certificate of Directors and Secretary
- e) A true copy of the Certificate of Registered Office Address
- f) A true copy of the Certificate of Good Standing
- g) A true copy of Trust, if there is a nominee shareholder

5. Final Accounts

The final accounts of the company for the last accounting year.