

# Cyprus



## Schedule of Fees

Registration and administration of companies

Cost, €  
The prices exclude VAT

### ◆ Registration

1	<ul style="list-style-type: none"> <li>• Company name approval</li> <li>• Preparation of documents for company incorporation, drafting of M&amp;AA</li> <li>• Filling out of the registration forms</li> <li>• Affidavit at the court</li> <li>• Registration of company in the Registrar of Companies</li> <li>• Receipt of incorporation documents, apostille of documents</li> <li>• Issue of Corporate Register and Share Certificate, preparation of Trust Deed Payment of fees and duties related to the registration</li> </ul>	1299
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### ◆ Nominee and related services

2	Nominee Shareholder (legal entity)	
	Per month .....	39
	Per year .....	394
3	Director (legal entity)	
	Per month .....	79
	Per year .....	797
4	Nominee Shareholder (physical person)	
	Per month .....	79
	Per year .....	797
5	Director (physical person)	
	Per month .....	129
	Per year .....	1299
6	Secretary service:	
	<ul style="list-style-type: none"> <li>• Registered Office</li> <li>• Issue of Incumbency Certificate, Share Certificate, Corporate Register</li> <li>• Assistance in communication with the courts, tax authorities, banks</li> <li>• Signing and archiving of the documents, receipt of correspondence</li> <li>• Compliance, KYC and AML monitoring</li> <li>• Filing of Beneficial owner information</li> </ul>	
	Per month .....	129
	Per year .....	1299

7	Company seal .....	59
8	Power of Attorney (excluding notary certification / certified true copy and Apostille) .....	99
9	Power of Attorney (including notary certification / certified true copy and Apostille) .....	149
10	Support with TIC obtaining and registration on Ariadni portal .....	249

## ◆ Certificates and incorporation documents

11	Certificate of Good Standing .....	149
12	Tax Residence Certificate .....	249
13	Tax Clearance Certificate .....	149
14	Additional set of Incorporation documents under Apostille .....	699
15	Additional Memorandum & Article of Associations:	
	Under Apostille .....	229
	No Apostille .....	199
16	Additional Incorporation certificates / per certificate:	
	Under Apostille .....	119
	No Apostille .....	99
17	Notary certification / certified true copy per document .....	25
18	Apostille per document .....	25

## ◆ Change in company structure

19	Change of company name .....	999
20	Change of company address .....	249
21	Change of Director .....	249
22	Change of Shareholder: sale-purchase of shares inside the group with an instrument of transfer .....	249
23	Change of Beneficial owner .....	990
24	Amendments to the Memorandum & Articles of Association .....	449
25	Additional Issue of shares (excluding government fees) .....	249
26	Reduction of share capital (excluding government fees and court costs) .....	249
27	Company liquidation (excluding liquidator's and government fees) .....	2990
28	Company strike off .....	499
29	Company restoration (excluding government fees and court costs) .....	449
30	Company transfer to another service provider .....	199
31	Change of company details or client in bank's records .....	249

## ◆ Other registration procedures

32	Company search at the Registrar of Companies	
	Under Apostille .....	99
	No Apostille .....	49
33	VAT Registration + Certificate .....	799
34	VIES Registration + Certificate .....	599
35	Receiving LEI code (including registration fee) .....	399
36	Annual maintenance / renewal of the LEI code (including fee) .....	249

## ◆ Other services

37	Support in opening of a bank account .....	1490
38	Office rent	
	Per month .....	329
	Per year .....	3320
39	Bank reference letter from the director .....	50
40	Documents delivery / per delivery .....	from 50
41	Legal consulting (1 hour) .....	250

## ◆ Bookkeeping

42	Bookkeeping (up to 10 transactions per month)	
	Per month .....	99
43	Support with VAT return submission .....	100
44	Support of audit .....	30% of the audit expenses

## ◆ Penalties for late payment

45	1 month (% of invoice amount) .....	10%
	2 months (% of invoice amount) .....	20%
	3 months (% of invoice amount) .....	30%
	Over 3 months .....	termination of service

Ready to start? Contact us: