



**CYPRUS LIMITED COMPANY FORMATION**

**INSTRUCTING PARTY: THE UNDERSIGNED PARTY/IES / BENEFICIARIES**  
**SERVICE PROVIDER: FOCUS BUSINESS SERVICES INTERNATIONAL LIMITED**  
**SALES SUPPORT CENTRE: UAE CENTRAL OFFICES (FBS KOTSOMITIS CORPORATE AND MANAGEMENT SERVICES FZE)**

1. **COMPANY NAME** – FROM OUR PRE APPROVED NAME LIST: .....  
 or NEW APPLICATION (Please inform us with 3 choices - + 4 WORKING DAYS)  
 A) ..... B) ..... F) .....
2. **COMPANY OBJECTS** – c/o FBSI LTD: BASED ON OUR DISCUSSIONS AND A1 FORM- GENERAL COMMERCIAL (&HOLDING) COMPANY ARTICLES CONTAINING A VERY BROAD SPECTRUM OF OBJECTS (ACTIVITIES)
3. **SHARE CAPITAL (EURO)**  
 A. Total: 5,000  
 B. Class: Ordinary  
 F. Nominal value: 1 EURO
4. **DIRECTORS**  
 A.  INDEPENDENT CYPRIOT DIRECTORS ARE APPOINTED  
 B.  Please complete: Name : .....  
 Address : .....  
 Nationality:..... / Profession :.....  
 Politically expose person\*: YES  NO
5. **COMPANY REGISTERED OFFICE**  
 A.  (C/O FOCUS BUSINESS SERVICES INTERNATIONAL LIMITED)  
 41 PROPYLAION STREET, RITA COURT 50, 4<sup>TH</sup> FL, OFF. 401, 1048 NICOSIA, CYPRUS,  
 P.O. BOX 22784, 1524 NICOSIA, CYPRUS  
 B.  Virtual office services: Registered office (to a business center) and dedicated telephone line and fax (absolute minimum form of substance for the company)
6. **COMPANY SECRETARY**  
 A.  INDEPENDENT SECRETARY IS APPOINTED  
 B.  Please complete: Name : .....  
 Address : .....  
 Nationality:..... / Profession :.....  
 Politically expose person\*: YES  NO
7. **SHAREHOLDERS**  
 A.  DO YOU WISH TO BE PROVIDED WITH NOMINEE SHAREHOLDERS (ANONYMITY): YES  NO   
 C/O FOCUS BUSINESS SERVICES INTERNATIONAL LIMITED  
 B.  Please complete: Name : .....  
 Address : .....  
 Nationality:..... / Profession :.....  
 Politically expose person\*: YES  NO

**APPLICATION & ANTI - MONEY LAUNDERING DECLARATION**

WE THE UNDERSIGNED BENEFICIARIES HEREBY REQUEST AND INSTRUCT YOU, FOCUS BUSINESS SERVICES INTERNATIONAL LIMITED [HEREINAFTER CALLED "FBSI"] TO PROCEED WITH THE FORMATION AND ADMINISTRATION OF A CYPRIOT COMPANY AND PROVIDE ALL RELATED SERVICES, BOTH THOSE SPECIFIED BY US IN THIS FORM AND ALL AND ANY SERVICES REQUESTED BY US FROM TIME TO TIME BASED ON THE DETAILS AND UNDER THE TERMS AND CONDITIONS CONTAINED IN THIS FORM AND WE HEREBY PERSONALLY GUARANTEE AND UNDERTAKE TO PAY ALL FINANCIAL OBLIGATIONS ARISING OUT OF THE PROVISION OF THE ABOVE SERVICES AND SETTLE ANY INVOICES OR REQUESTS FOR PAYMENT ISSUED BY FOCUS BUSINESS SERVICES INTERNATIONAL LTD.

TERMS & CONDITIONS - SUBJECT TO PERIODIC CHANGES BY FBSI:

THE BENEFICIARIES HEREBY CERTIFY AND CONFIRM THAT THE INFORMATION PROVIDED HEREIN IS TRUE AND CORRECT AND CONFIRM THAT THE COMPANY WILL NOT BE USED FOR ANY ILLEGAL PURPOSE.

THE BENEFICIARIES HEREBY DECLARE AND CONFIRM THAT THEY HAVE CLEAR CRIMINAL AND CREDIT RECORDS AND THAT ALL THEIR INSTRUCTIONS AND REQUESTS ARE LEGAL AND IN ACCORDANCE WITH CYPRUS LAW AND THE LAW OF THEIR COUNTRY AND OF ANY COUNTRY IN WHICH THE COMPANY WILL CONDUCT BUSINESS AND THAT THEY HAVE RECEIVED AND WILL CONTINUE TO RECEIVE PROFESSIONAL ADVICE FROM THEIR LAWYERS AND FINANCIAL ADVISORS REGARDING THE FORMATION AND OPERATION OF THE COMPANY TO BE FORMED IN PURSUANCE TO THE PRESENT WRITTEN INSTRUCTIONS.

\*A politically exposed person is a person who is or have been entrusted with prominent public functions within the last 12 months, and immediate family member, or person known to be close associate of such a person.

ACCEPTANCE OF INSTRUCTIONS

DUE DILIGENCE /COMPLIANCE DEPARTMENT

Date: .....

Date: .....



THE BENEFICIARIES UNDERSTAND AND ACCEPT THAT ALL FEES AND COSTS AND TERMS OF BUSINESS RELATING TO ALL SERVICES TO BE PROVIDED BY FBSI ARE AS PER FORM A1 ALREADY RECEIVED BY US AND THE OFFICIAL FBSI FEE SCHEDULE WHICH HAS BEEN FORWARDED TO THEM BY FBSI AND/OR IS PUBLISHED ON THEIR CYPRUS WEBSITE OF FBSI AT [WWW.FBSCYPRUS.COM](http://WWW.FBSCYPRUS.COM) AND WHICH THEY HAVE STUDIED AND WITH WHICH THEY FULLY AGREE.

IN THE EVENT OF THE COMPANY OR ITS BENEFICIARIES FAILING TO PAY ANY REQUESTS FOR PAYMENT OR INVOICES ISSUED BY FOCUS BUSINESS SERVICES INTERNATIONAL LTD OR ANY OF ITS GROUP COMPANIES OR FAILING TO COMPLY WITH MONEY LAUNDERING REGULATIONS, FBSI SHALL HAVE THE RIGHT TO TERMINATE THE PROVISIONS OF ALL OF ITS SERVICES FORTHWITH AND CHARGE THE COMPANY AND ITS BENEFICIARIES FOR THE COST INHERENT IN SUCH A TERMINATION OR OF ANY SERVICES THAT HAVE TO BE RENDERED.

ADDITIONALLY WE ACCEPT AT THE SOLE AND UNFETTERED DISCRETION OF FBSI (I) THE RESIGNATION OF FOCUS BUSINESS SERVICES INTERNATIONAL LIMITED, FROM THE POSITION OF DIRECTOR, SECRETARY AND NOMINEE SHAREHOLDER OF THE COMPANY AND THE APPOINTMENT OF OURSELVES TO THE ABOVE POSITIONS; AND/OR (II) THE DEREGISTRATION OF THE COMPANY OF ITS VAT / VIES / EORI NUMBER AND SIMILAR REGISTRATION WITH ANY FISCAL AND/OR LICENSING AUTHORITY OR BOARD, IN ADDITION TO ANY NOTIFICATION TO THE CREDIT INSTITUTIONS, NOTIFYING THEM OF THE TERMINATION OF OUR CONTRACTUAL RELATIONSHIP, AND WE HEREBY ACCEPT THAT THE ABOVE MENTIONED AGREEMENT REPRESENTS A VALID, IRREVOCABLE AND UNCONDITIONAL INSTRUCTION TO FBSI TO EXECUTE THE ABOVE RESIGNATIONS AND APPOINTMENTS

FOLLOWING THAT TERMINATION THE FEES OF FBSI IN SUCH CIRCUMSTANCES SHALL NOT BE GOVERNED BY THE PRESENT AGREEMENT AND SHALL BE COMMUNICATED TO THE BENEFICIARIES AT A TIME THAT FBSI DEEMS APPROPRIATE AND THAT ALLOWS THE BENEFICIARIES REASONABLE TIME TO AVOID INCURRING THE RELEVANT FEES AND CHARGES.

WE ACCEPT THAT ANY MONIES PAID TO FBSI BY THE BENEFICIARY FOR THE INCORPORATION OF THE COMPANY AND /OR ANNUAL FEES ARE UNDER NO CIRCUMSTANCES REFUNDABLE.

THE BENEFICIARIES HEREBY UNDERTAKE TO FULLY INDEMNIFY FBSI AND ANY NOMINEE SHAREHOLDERS, DIRECTORS AND OTHER OFFICERS PROVIDED BY FBSI AGAINST ANY LOSSES, DAMAGE OR EXPENSES ARISING OUT OF OR DUE TO THEIR OFFICE OR CAPACITY IN THE COMPANY.

ADDITIONAL DUE DILIGENCE ("KNOW YOUR CLIENT & KNOW YOUR CLIENT BUSINESS" & ANTI-MONEY LAUNDERING PROCEDURES) FOR BENEFICIARIES MAY BE REQUIRED AND FBSI RETAINS THE RIGHT TO REQUEST FURTHER RELEVANT PROOF AND DOCUMENTATION.

THE BENEFICIARIES MAY TERMINATE THE AGREEMENT ARISING OUT OF THE PRESENT INSTRUCTIONS UPON WRITTEN NOTICE OF TERMINATION THREE MONTHS PRIOR TO THE INTENDED TERMINATION DATE.

FOR THE PURPOSES OF THESE INSTRUCTIONS AND RESULTING AGREEMENT, "FBSI" MEANS FOCUS BUSINESS SERVICES INTERNATIONAL LTD AND ALL THE COMPANIES MANAGED OR CONTROLLED BY IT OR AFFILIATED WITH IT IN RELATION TO THE PROVISION OF SERVICES TO THE COMPANY TO BE ESTABLISHED AND/OR THE BENEFICIARIES WHEREAS "BENEFICIARIES" MEAN THE PERSONS OR ENTITIES WHO SIGN THE PRESENT INSTRUCTIONS AND WHO WILL BE DIRECTLY OR INDIRECTLY THE SHAREHOLDERS OF THE COMPANY TO BE ESTABLISHED SUBJECT TO THESE INSTRUCTIONS.

WE AGREE AND ACCEPT THAT FBSI RESERVES THE RIGHT TO AMEND FROM TIME TO TIME THE TERMS AND CONDITIONS OF THE INSTRUCTION FORM

THE COURTS OF CYPRUS SHALL HAVE EXCLUSIVE JURISDICTION OVER ANY MATTER OR DISPUTE OVER OR IN RELATION TO THESE INSTRUCTIONS OR ARISING AGREEMENT OR CO-OPERATION AND THE APPLICABLE LAW SHALL BE CYPRUS LAW.

<b>NAME: SURNAME:</b>						
<b>ADDRESS:</b>						
<b>PASSPORT NUMBER:</b>						
<b>POLITICALLY EXPOSE PERSON*:</b>	YES	NO	YES	NO	YES	NO
<b>% OF PARTICIPATION IN THE COMPANY</b>		%		%		%

SIGNATURES & DATE:

X..... X..... X.....  
 Date:..... Date:..... Date:.....

NOTE: COPY THIS PAGE AS MANY TIMES AS NECESSARY IF THERE ARE MORE THAN 3 BENEFICIARIES.

\*A politically exposed person is a person who is or have been entrusted with prominent public functions within the last 12 months, and immediate family member, or person known to be close associate of such a person.

ACCEPTANCE OF INSTRUCTIONS

DUE DILIGENCE /COMPLIANCE DEPARTMENT

.....  
 Date: .....

.....  
 Date: .....



**INITIAL DOCUMENTS REQUIRED FROM EACH BENEFICIARY, DIRECTOR AND APPOINTED CONTACT PERSON TO BE EMAILED/ FAXED AND COURIERED TO FBSI**

- A. COMPLETED & PROPERLY SIGNED REGISTRATION FORM OF A CYPRUS COMPANY (THIS DOCUMENT)**
- B. ORIGINAL CERTIFIED PASSPORT COPY (OR COPY OF EU I.D. CARD - IF EU RESIDENT)**
- C. ORIGINAL UTILITY BILL (a copy of water bill, electricity, telephone or tax statement confirming the address where they live – please note that the bill must not be over a 3 month period and must not be a bank statement).**
- D. ORIGINAL BANK REFERENCE LETTER**
- E. POWER OF ATTORNEY FOR CONTACT PERSON (Appendix A)**

**ANNUAL FEE NOTIFICATION**  
**(FORM A1)**

**A SEPARATE DOCUMENT (FEE PROPOSAL FORM - FORM A1) MUST BE COMPLETED BY YOURSELVES & SENT TO US**

**TO GET A COPY OF FORM A1 PLEASE CONTACT:**

**UAE Headquarters:**

P. O. BOX – 31291

AL Jazeera Al Hamra

Ras Al Khaimah,

United Arab Emirates

Tell. (Back Office): +357 22268300

Fax (Back Office): +357 22586900

[enquiries@fbsemirates.com](mailto:enquiries@fbsemirates.com)

ACCEPTANCE OF INSTRUCTIONS

DUE DILIGENCE /COMPLIANCE DEPARTMENT

.....  
Date: .....

.....  
Date: .....



**CONTACT DETAILS - ONLY FOR USE BY FBSI IN ITS  
 COMMUNICATION WITH YOURSELVES**

<b>NAME OF BENEFICIARY/ APPOINTED CONTACT PERSON*:</b>			
<b>COMPANY NAME:</b>			
<b>TELEPHONE NUMBER:</b>			
<b>MOBILE NUMBER:</b>			
<b>FAX NUMBER:</b>			
<b>EMAIL:</b>			
<b>CORRESPONDENCE ADDRESS:</b>			

\*APPENDIX A NEEDS TO BE COMPLETED AND SIGNED BY ALL BENEFICIAL OWNERS IN CASE OF APPOINTMENT OF A CONTACT PERSON

***SPECIAL INSTRUCTIONS REGARDING THE MODE OF COMMUNICATION:***

.....  
 .....  
 .....

*NOTE: COPY THIS PAGE AS MANY TIMES AS NECESSARY IF THERE ARE MORE THAN 3 BENEFICIARIES.*

**SIGNATURES OF BENEFICIAL OWNERS:**

Name: ..... Signature: .....X

Name: ..... Signature: .....X

Name: ..... Signature: .....X

**ACCEPTANCE OF INSTRUCTIONS**

**DUE DILIGENCE /COMPLIANCE DEPARTMENT**

.....  
 Date: .....

.....  
 Date: .....