



CYPRUS LIMITED COMPANY REGISTRATION

[CONTACT US](#) if you need help completing this form. We will be glad to assist.

COMPLETE IN BLOCK CAPITALS and fax / e-mail the form back to us.

On receipt, we will then inform you of additional due diligence documentation / procedures will be required for beneficiaries, directors etc. (reflecting current Cyprus & EU legal or regulatory requirements).

Fees must be received in full before instructions are executed - please request our banking details from Ms Natasa Parouti (full contact details are found at the end of this document).

Fees / Services will be as per our current Fee Schedule / Terms of Service.

ORIGIN

Please indicate the source of your initial contact with our Firm

CONTACT DETAILS OF INSTRUCTING PARTY *

* CAN BE BENEFICIARY/ AGENT OR AN FBS AUTHORIZED INTERMEDIARY

Title: (Mr., Mrs., Ms., Dr.)	<input type="text"/>	First / Middle Names	<input type="text"/>
Last/Surname	<input type="text"/>	Date of Birth (DD/MM/YY)	<input type="text"/>
Place of Birth	<input type="text"/>	Nationality	<input type="text"/>
Occupation	<input type="text"/>	E-mail	<input type="text"/>
Passport Number	<input type="text"/>	Telephone	<input type="text"/>
Company Name (for Corporations)	<input type="text"/>		

Proof of Identity (enclosed are copies of):

Passport

Corporation - Legal Documents

Address

Country

Post/Zip Code



CONTACT PERSON

Will **the above person** be our contact in case of queries regarding this formation?

Yes, proceed

No, fill out below section

Last/Surname	<input type="text"/>	Title: (Mr., Mrs., Ms., Dr.)	<input type="text"/>
Telephone	<input type="text"/>	First and Middle Names	<input type="text"/>
Facsimile	<input type="text"/>	Mobile (optional)	<input type="text"/>
Email	<input type="text"/>		

PROPOSED COMPANY INFORMATION

Company Name:

[feel free to request a pre-approved company name (saves 3-5 working days) OR shelf company list]

Choice 1	<input type="text"/>
Choice 2	<input type="text"/>
Choice 3	<input type="text"/>

Have you selected this company name from our Pre-approved Company Name Lists? YES NO

Have you selected this company name from our Pre-approved or Shelf Company Lists? YES NO

Address for delivery of official Company's Documents: **FBS Cyprus** **FBS Greece**

Other:

Hague Apostille Certification required for official Company's documents? YES NO

Special Instructions:



COMPANY OBJECTIVES

Kindly list the business activities of the company and source of funds to finance the company.

We need detailed information about what this Company will be used for and how the Company will be funded. This information is required so we may assess your application and ensure that our services are not used for criminal purposes, money laundering or the financing of terrorist activities.

[General Commercial Company Articles are normally used, which contain a very broad spectrum of objects covering almost any legal activity]

GEOGRAPHY OF PROPOSED BUSINESS

Provide detailed information about where the Company will trade. Please list both regions and countries:

EXPECTED TURNOVER OF THE COMPANY

Estimated annual turnover

How much start up capital will be invested into the business?

Estimated number of transfers INTO the Company's bank account per month

Estimated value of transfer INTO the Company's bank account per month

Estimated number of transfers OUT OF the Company's bank account per month

Estimated value of transfer OUT OF the Company's bank account per month

Please indicate the currency quoted in full



BENEFICIARIES, SHAREHOLDERS AND DIRECTORS

Would you wish to be provided with Professional Director Services? YES NO

Would you wish to be provided with Nominee Shareholders (Anonymity)? YES NO

Please tick **YES** or **NO** in the appropriated options below:

Date: ____ / ____ / ____

Names (e.g. Mary Black)

Director YES NO YES NO YES NO

Beneficiary YES NO YES NO YES NO

Nominee Services YES NO YES NO YES NO

Other

% of Shares

I/We declare that the finance of the company and our instructions to FBS are and will continue to be legal according to the law of the Republic of Cyprus and the law of all countries the company will operate in.

Signatures

Would you wish FBS to establish a Trust to own this company? YES NO

SHARE CAPITAL

EURO 5.000 YES NO

[5000 ordinary shares in denomination of 1 EURO each, unless otherwise instructed]

Other:

COMPANY SECRETARY

C/O Focus Business Services (Cyprus) Limited

Other:

COMPANY REGISTERED ADDRESS

Libra House, 21 Pantelli St., P. O. Box 22784, 1524 Nicosia, Cyprus - a Focus Business Services office address.

Other:



OTHER SERVICES REQUIRED

a) Management Services (we will contact you to discuss your specific requirements) YES NO

This is an FBS Service for clients who require us to provide real management and control to their Cyprus company, fully evidenced by supporting minutes and other appropriate documentation and facts (such as rented office space, staff, "active" BOD, invoicing, bank management etc., subject to requirements).

It is increasingly important, especially for high levels of profits, to establish substance in Cyprus in order to "reinforce" the tax residence criterion (tax residence in Cyprus means the management and control of the company should be exercised from Cyprus). Tax residence is of paramount importance in order to avail of Cyprus's low tax regime and/or to access Cyprus's double tax treaty network.

b) Virtual office services (provision of address, mail forwarding, telephone and fax handling) YES NO

c) Corporate Banking (Do you wish to open a bank account in Cyprus?) YES NO

Currency of Bank Account:

Bank of Choice:

(Bank of Cyprus PLC, unless otherwise instructed)

Internet Banking Services required?

YES NO

Personal Bank Account required?

YES NO

Credit Card facilities required?

YES NO

Bank Signatories:

d) Trading Services (Letter of Credit, Bill of Exchange for import/export) YES NO

e) Ongoing bookkeeping, tax compliance & accounting YES NO
(required by law + c/o FBS if we provide directors)

f) End of Year Financial Accounts Preparation (required by law) YES NO
(required by law + c/o FBS if we provide directors)

g) Independent Auditing (required by law) YES NO
(required by law + c/o FBS if we provide directors)

h) Is EC VAT Registration required? YES NO

i) Is EC VAT Administration - Compliance required? YES NO
(c/o FBS if we provide directors)

j) Invoicing services YES NO

Please state any other services required not listed above:



MANAGING AGENT (OPTIONAL)

We will only proceed with instructions provided signed by ALL Beneficiaries and/or Directors or Managers, unless a Managing Agent is appointed by all Beneficiaries to provide instructions to Focus Business Services. Please provide full contact details of the appointed person you wish be providing us the instructions.

If you wish to appoint a managing agent please chose one of the following two options:

The Managing Agent is either a Beneficiary or Director:

Managing Agent's Full Name & Details	<input type="text"/>
Signature	<input type="text"/>

The Managing Agent is the below:

Title: (Mr., Mrs., Ms., Dr.)	<input type="text"/>	First and Middle Names	<input type="text"/>
Last/Surname	<input type="text"/>	Date of Birth (DD/MM/YY)	<input type="text"/>
Occupation	<input type="text"/>	Nationality	<input type="text"/>
Place of Birth	<input type="text"/>	Mobile/ Tel.	<input type="text"/>
Passport Number	<input type="text"/>	E-mail:	<input type="text"/>
Signature	<input type="text"/>		

SIGNATURES (INSTRUCTING PARTY)*

* CAN BE BENEFICIARY / AGENT OR AN FBS AUTHORIZED INTERMEDIARY

	1	2	3
Signature:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Name:	<input type="text"/>	<input type="text"/>	<input type="text"/>
Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>

CONTACT US

Cyprus Head Office. Severis House, 9 Archbishop Makarios III Ave. P. O. Box 22784, CY-1524. Nicosia. Cyprus

Tel. + (357) 22 456363

Contact:

Georgia Christophidou - georgia.christophidou@fbscyprus.com (For Instructions)

Fax + (357) 22 668180

Natasa Parouti - natasa.parouti@fbscyprus.com (Accounts Dept.)