



# FORM A1

## ANNUAL FEE QUOTE FORM

### **PART A - PLEASE COMPLETE THIS PART AND SEND IT TO FBS**

Date: .....

Client name: .....

Shelf company name: .....

OR

Proposed NEW company names:

1.....

2.....

3.....

**Detailed description of projected / proposed activities - nature of activities, geographic split, volume and monetary value of transactions {Important note: we will base our fee proposal solely on this information and to apply only to these activities so please provide as many details as possible to help us estimate volume of work}**

Value of Assets, Annual Profits and Sales - Revenue (in EURO):

Annual Profits: .....

Annual Revenue - Sales .....

Assets:.....

No. of subsidiaries (for holding companies):.....

Items. of real estate (for real estate companies):.....

No. of sales invoices: .....

No. of purchase / expense invoices: .....

No. of bank transactions: .....

**Number of clients and currency of transactions:** .....

**Number of suppliers and currency of transactions:** .....

**Description of activities: nature of activities, geographic split, and other details:**

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

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## PART - B

(DO NOT COMPLETE THIS PART)

### **FEE NOTIFICATION (IN EURO NET OF 15% VAT) relating to your proposed activities as set out above**

1. Formation fees - see A below\*\*\* - **750 EURO**
2. Disbursements to the Cyprus State / 3<sup>rd</sup> parties for the incorporation (no VAT applies) – **718,89 EURO (see calculation / analysis on the last page)**
3. Annual fees to cover the services set out in B. below [...] EURO - **payable [in advance / in 2 half-yearly installments]**
4. Other Services - see C. below: [...] EURO
5. Advance payment needed at the beginning: [...] EURO

**N.B. YOU WILL RECEIVE A PROFORMA INVOICE FOR SETTLEMENT BEFORE WORK COMMENCES**

\*\*\* **No charge** for "transfer in" from other Cypriot corporate service providers / accountants / lawyers.

#### **Services covered:**

##### A. Initial services

Formation of Company & full post-incorporation structuring (including one corporate bank account application with a local bank, tax & vat registration, full set of corporate documents).

##### B. Annual services covered are as below:

- Accounting and audit (as required by law)
- Income Tax Law compliance work (& submission of tax returns)
- Preparation of annual financial statements
- Legal representation - appointment of directors, company secretary, registered office, nominee shareholders (as required)
- Routine corporate services work of small duration (correspondence, filing, bank transfers etc.)
- Maintenance of Statutory books & submission of annual return



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## C. OTHER SERVICES

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

**A. & B. ABOVE ESSENTIALLY INCLUDE ALL ROUTINE WORK REQUIRED BY COMPANY AND TAX LAW FOR NORMAL OPERATION**

**SERVICES NOT INCLUDED IN OUR PROPOSAL - ADDITIONAL SERVICES - SPECIFIC TRANSACTION - RELATED SERVICES**

All other services not specifically mentioned above (VAT and other taxes, payment of all government fees, disbursements, POAs, certifications, legal work, VAT related work tax planning, transaction related work etc.) are to be billed on a proposal basis to be requested beforehand for such work or on an hourly charge basis, as appropriate.

Signatures:

.....  
Aris Kotsomitis  
For FOCUS BUSINESS SERVICES (CYPRUS) LIMITED

FOR INTERNAL USE

AKLTD% : ..... / AMOUNT:..... A: YES / NO

CS%: ..... / AMOUNT:.....

ANNUAL%: ..... / AMOUNT:.....

AKTAX%: ..... / AMOUNT:.....

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## FORMATION FEE: ANALYSIS

FEE PAYABLE = 1. + 2. BELOW = **1.468,89 EURO**

**1. FULL FORMATION FEE: 750 EURO, WHICH COVERS:** FEE FOR ALL FORMATION INCLUDING SECRETARIAL AND LEGAL INCORPORATION WORK, COMPLETING REGISTRAR APPLICATION FORMS, APPOINTING DIRECTORS AND CORPORATE SECRETARY, REGISTERING SHAREHOLDERS AND REGISTERED OFFICE, APPOINTING ACCOUNTANTS/AUDITORS, ATTENDANCE AT COURT, DRAFTING ARTICLES AND MEMORANDUM OF ASSOCIATION, DISCUSSING AND ASSISTING IN CORPORATE STRUCTURE, ISSUE OF ALL COMPANY REGISTRAR CERTIFICATES IN ENGLISH, ALL POST-INCORPORATION STRUCTURING WORK (ISSUING SHARE CERTIFICATES, PREPARING SHARE REGISTERS, FIRST MINUTES, PROFORMA INVOICES ETC.) INCOME TAX REGISTRATION, VAT REGISTRATION AND OPENING OF A CORPORATE BANK ACCOUNT IN CYPRUS, FILING COSTS - IN SIMPLE TERMS ALL BASIC WORK NECESSARY TO BEGIN OPERATIONS.

**2. DISBURSEMENTS TO 3RD PARTIES - NO 15% VAT APPLIES ON THESE**

*(A LEGAL RECEIPT / INVOICE IS ISSUED BY THE 3RD PARTIES CONCERNED FOR ALL THE BELOW)*

LAW SOCIETY STAMP DUTY FEE, LAWYERS FEE, COURT COSTS - **100 EURO**

COURIER COSTS - **25 EURO**

INCORPORATION CAPITAL DUTY PAYABLE TO THE STATE (REGISTRAR) - REGISTRAR FEES

**239,22 EURO + SH. CAPITAL VALUE X 0.6% = .....**

FEE PAID TO REGISTRAR FOR ISSUING INCORPORATION CERTIFICATES IN GREEK - **187.98**

**EURO / IF IN ENGLISH THEN 324.67 EURO**

*(AOI/MOI, CERTIFICATE OF INCORPORATION, CERTIFICATE OF REG. OFFICE, CERTIFICATE OF DIRECTORS & SECRETARY, CERTIFICATE OF SHAREHOLDERS)*

SUMMARY (FORMATION - WITH ENGLISH CERTIFICATES ISSUED BY THE REGISTRAR)

**DISBURSEMENTS** FOR A STANDARD, 5000 EURO SHARE CAPITAL COMPANY: **718.89 EURO**

IF SH. CAPITAL > 5.000 EURO: ADD 0.6% OF THE EXTRA CAPITAL (THE PART THAT IS > 5.000) TO THE ABOVE

TOTAL PAYABLE IN YOUR CASE: **1.468,89 EURO (FEE 750 + DISBURSEMENTS 718.89)**