

APPENDIX 1

Certificates and Supporting Documents required in respect of Companies

(all documents must be either the originals or certified copies)

- Certificate of Registration
- Memorandum and Articles of Association
- Certificate of Directors and Shareholders

In the event of another company being the shareholder and if the company in question is a Cypriot company, then a certificate of Directors and Shareholders is required by the Registrar of Companies. If the said company is Registrar of registered abroad, then a Certificate of Directors and Shareholders Companies is required from the relevant Authority of the country where the company is registered. In the case of Public Companies registered in any Stock Exchange, a certificate of their registration at the Stock Exchange is only required.

- Certificate of a registered office
- Profile describing the nature of the company's business and details of its operations.
- List of the company's personnel (applicants and employees)
- List with the names, full addresses, passport numbers and nationality of the initial shareholders of the applying company. This is not required by the companies that are exempted by legislation. International companies (ex IBCs), which were operating before the change of regime and for which the Central Bank of Cyprus possesses all the necessary data.
- For new companies, domicile deed title or lease agreement or contract of sale and purchase of their offices in Cyprus. If these documents are not available when the application is submitted, then they should be brought to the Civil Registry and Migration Department within three (3) months from the day of the application.