



CYPRUS LIMITED COMPANY FORMATION

INSTRUCTING PARTY: THE UNDERSIGNED PARTY/IES / BENEFICIARIES
SERVICE PROVIDER: FBS KOTSOMITIS GROUP
SALES CENTRE: UAE HEAD OFFICE

1. **COMPANY NAME**

- A. FROM OUR PRE APPROVED NAME LIST:
- B. NEW APPLICATION (Please provide 3 choices - + 4 WORKING DAYS)

A) B) C)

2. **COMPANY OBJECTS** – c/o FBS KOTSOMITIS GROUP: BASED ON OUR DISCUSSIONS, A1 & A2 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
C. Nominal value: 1 EURO

4. **DIRECTORS**

- A. INDEPENDENT CYPRIOT DIRECTORS ARE APPOINTED

B. Please complete: Name :

Address :

Nationality:..... Profession :

Politically exposed person*: YES NO

5. **COMPANY REGISTERED OFFICE**

- A (C/O FBS KOTSOMITIS GROUP)
41 PROPYLAION STREET, RITA COURT 50, 4TH 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 exposed person*: YES NO

7. **SHAREHOLDERS**

- A. DO YOU WISH TO BE PROVIDED WITH NOMINEE SHAREHOLDERS (ANONYMITY): YES NO
C/O FBS KOTSOMITIS GROUP

B. Please complete: Name :

Address :

Nationality:..... Profession :

Politically exposed person*: YES NO

*A politically exposed person is a person who is or has 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
(to be signed by all beneficial owners)

DUE DILIGENCE /COMPLIANCE DEPARTMENT

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Date:.....

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Date:.....



APPLICATION & ANTI - MONEY LAUNDERING DECLARATION

WE THE UNDERSIGNED BENEFICIARIES HEREBY REQUEST AND INSTRUCT YOU, KOTSOMITIS CORPORATE AND MANAGEMENT SERVICES FZE (UAE) [HEREINAFTER CALLED “FBS”] 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 FBS.

TERMS & CONDITIONS - SUBJECT TO PERIODIC CHANGES BY FBS:

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.

THE BENEFICIARIES UNDERSTAND AND ACCEPT THAT ALL FEES AND COSTS AND TERMS OF BUSINESS RELATING TO ALL SERVICES TO BE PROVIDED BY FBS ARE AS PER FORM A1 ALREADY RECEIVED BY US AND THE OFFICIAL FBS FEE SCHEDULE WHICH HAS BEEN FORWARDED TO THEM BY FBS AND/OR IS PUBLISHED ON THEIR CYPRUS WEBSITE OF FBS AT 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 FBS’S GROUP COMPANIES OR FAILING TO COMPLY WITH MONEY LAUNDERING REGULATIONS, FBS 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 AND CONSENT AT THE SOLE AND UNFETTERED DISCRETION OF FBS (I) THE RESIGNATION OF FBS, 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 FBS TO EXECUTE THE ABOVE RESIGNATIONS AND APOINTMENTS

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

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

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

**A politically exposed person is a person who is or has 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.*

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ADDITIONAL DUE DILIGENCE (“KNOW YOUR CLIENT & KNOW YOUR CLIENT BUSINESS” & ANTI-MONEY LAUNDERING PROCEDURES) FOR BENEFICIARIES MAY BE REQUIRED AND FBS 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, “FBS” MEANS KOTSOMITIS CORPORATE AND MANAGEMENT SERVICES FZE (UAE) 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 FBS 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.

WE CONFIRM THAT WE RECEIVED NO CONSULTATION WHATSOEVER OF ANY FORM RELATING TO ANY MATTER FROM ANY OF THE COMPANIES MANAGED OR CONTROLLED BY FBS OR ANY ASSOCIATED ENTITIES OR AFFILIATED ENTITIES OF FBS, THEIR MANAGERS, DIRECTORS, OFFICERS OR EMPLOYEES RELATING TO THIS ESTABLISHMENT OR ITS PLANNING AND WE DECLARE THAT WE INTEND TO SERIOUSLY INVEST IN THIS CYPRUS ESTABLISHMENT WITH THE MAIN BENEFIT BEING A COMMERCIAL BENEFIT WITH ANY INCIDENTAL TAX BENEFIT NOT BEING THE MAIN BENEFIT AND MERELY A COLLATERAL BENEFIT, IF ANY ACCRUES. WE ARE AWARE AND WE COMMIT TO REMAIN AWARE AND UPDATED AND TAKE INDEPENDENT ADVICE ON A CONTINUOUS BASIS ON INTERNATIONAL AND LOCAL COMPLIANCE, EXCHANGE OF INFORMATION AND AML RULES, LAWS AND REGULATIONS INCLUDING BUT NOT LIMITED TO ALL AND ANY OECD & EU DIRECTIVES RELATED TO THIS ESTABLISHMENT AND ITS PLANNING AND UNDERSTAND THAT DUE TO CONFIDENTIALITY RULES AND OBLIGATION BY THE T&CS PROVIDER (FBS) WE ARE SOLELY RESPONSIBLE AS TAXPAYERS FOR ANY REPORTING RELATED TO THESE DIRECTIVES AND WAIVE ANY AND ALL CLAIMS AGAINST FBS AND ITS OFFICERS AND STAFF TO THIS EFFECT AND RECOGNISE AND ACCEPT THEIR OBLIGATIONS DERIVING FROM THESE DIRECTIVES AND HEREBY PROVIDE AND CONSENT TO FULL FINANCIAL INDEMNITY AND WAIVE ANY RIGHT OF OBJECTION, DISCUSSION OR CHALLENGE ON ANY CLAIMS, ACTIONS FROM FBS, RELATED TO ANY DAMAGES OR COSTS SUFFERED BY FBS RELATED TO THIS ESTABLISHMENT AND THEIR ROLE/WORK.

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Date:.....

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Date:.....



PRIVACY NOTICE

ACCORDING TO “REGULATION (EU) 2016/679 OF THE EUROPEAN PARLIAMENT AND OF THE COUNCIL OF 27 APRIL 2016, ON THE PROTECTION OF NATURAL PERSONS WITH REGARD TO THE PROCESSING OF PERSONAL DATA AND ON THE FREE MOVEMENT OF SUCH DATA” WITH EFFECT ON 28 MAY 2018, **IT IS HEREBY NOTIFIED THAT:**

- FBS KOTSOMITIS GROUP IS REQUIRED TO PROCESS AND KEEP UPDATED RECORDS OF EVIDENTIAL MATERIAL INCLUDING CUSTOMER IDENTITY, BUSINESS RELATIONS AND TRANSACTIONS LEGAL OBLIGATIONS TO WHICH IT IS SUBJECT DURING THE PROVISION OF THE SERVICES FOR THE DAY TO DAY OPERATIONS OF YOUR COMPANY ACCORDING TO THE APPLICABLE LAWS;
- SUCH RECORDS SHALL BE KEPT BY FBS KOTSOMITIS GROUP FOR A PERIOD OF 6 YEARS AFTER TERMINATION OF THE BUSINESS RELATIONSHIP OR SUCH LONGER PERIOD WHERE EXPRESSLY STATED BY THE APPLICABLE LAWS;
- IN CASE FBS KOTSOMITIS GROUP IS INSTRUCTED TO UNDERTAKE THE PROCESS OF A BANK ACCOUNT OPENING OR WHERE AN AUDITOR MUST BE APPOINTED ACCORDING TO LAW, THE CUSTOMER IDENTITY DATA RETAINED BY FBS KOTSOMITIS GROUP SHALL BE TRANSMITTED TO THE BANK OR AUDITOR FOR THESE PURPOSES;
- FBS KOTSOMITIS GROUP DOES NOT OTHERWISE DISCLOSE PERSONAL DATA UNLESS APPROVED BY YOU IN WRITING OR EXCEPT TO ITS AFFILIATES OR IN CASES WHERE A REQUEST FOR DISCLOSURE IS MADE BY A COURT ORDER OR TO THE COMPETENT AUTHORITIES AS REQUIRED BY THE APPLICABLE LAWS
- UNDER “REGULATION (EU) 2016/679”, YOU RESERVE THE RIGHT TO ACCESS, RECTIFY, ERASE OR RESTRICT, AT ANY TIME, THE PROCESSING OF ANY PERSONAL DATA SUBMITTED TO FBS KOTSOMITIS GROUP, PROVIDED THAT SUCH ACTIONS ARE NOT PROHIBITED BY LAWS IN FORCE AT THE TIME REGULATING AUDIT, TAX, THE PREVENTION AND SUPPRESSION OF MONEY LAUNDERING OR OTHER SIMILAR MATTERS.
- THE FBS KOTSOMITIS GROUP INCLUDES: FOCUS BUSINESS SERVICES INTERNATIONAL LIMITED (SEYCHELLES); KOTSOMITIS CORPORATE LLC (UAE); FBS KOTSOMITIS CORPORATE AND MANAGEMENT SERVICES FZE (UAE); KOTSOMITIS REAL ESTATE LLC; ILCOM LIMITED (CYPRUS); FOCUS BUSINESS SERVICES (MALTA) LTD; FBS TRUST LTD (MALTA). EACH COMPANY IS DATA CONTROLLER FOR SERVICES PROVIDED WITHIN THE RESPECTIVE JURISDICTION. FOR THE PURPOSES OF GDPR THE CYPRUS OFFICE IS THE APPOINTED REPRESENTATIVE FOR OFFICES OF THE NETWORK LOCATED OUTSIDE THE EUROPEAN UNION.
- REQUESTS RELATED TO THE PROCESSING OF YOUR PERSONAL DATA MAY BE FORWARDED TO:
ilcom.ltd@ilcom-managementservices.com
- CYPRUS: COMMISSIONER FOR THE PROTECTION OF PERSONA DATA (<http://www.dataprotection.gov.cy/>)

FBS KOTSOMITIS GROUP WOULD ALSO LIKE TO INFORM YOU ABOUT OFFERS, SERVICES AND/OR ANY UPDATES INCLUDING BUT NOT LIMITED TO LEGAL, TAX AND VAT UPDATES, THAT MAY BE OF INTEREST TO YOU.

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Date:.....

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IF YOU WISH FOR FBS TO CONTACT YOU BY ANY OR BOTH OF THE BELOW MEANS, IN REGARDS TO PROMOTIONAL MATERIAL AND/OR ANY LEGAL, TAX, VAT OR OTHER UPDATES PLEASE TICK THE RELEVANT BOX(ES) BELOW:

POST

EMAIL

YOU MAY REVOKE SUCH CONSENT AT ANY TIME BY FORWARDING YOUR REQUEST TO: unsubscribe@fbsemirates.com

IF YOU DO NOT WISH TO HEAR FROM FBS KOTSOMITIS GROUP BY ANY OF THESE MEANS PLEASE TICK THIS BOX

FBS KOTSOMITIS GROUP MAY ON OCCASION STILL NEED TO SEND YOU IMPORTANT MATERIAL RELATED TO SERVICES YOU REQUESTED.

IN THAT REGARD, I/WE HERBY DECLARE THAT THE DETAILS PROVIDED HEREIN ARE TRUE AND CORRECT TO THE BEST OF MY/OUR KNOWLEDGE AND BELIEF AND I/WE UNDERTAKE TO INFORM YOU OF ANY CHANGES THEREIN, IMMEDIATELY. IN CASE ANY OF THE ABOVE INFORMATION IS FOUND FALSE OR UNTRUE OR MISLEADING OR MISREPRESENTING, I/WE AM/ARE AWARE THAT I/WE MAY BE LIABLE FOR IT AND HEREBY AGREE TO KEEP FBS KOTSOMITIS GROUP HARMLESS AGAINST ALL AND ANY CLAIMS, LOSSES, LIABILITIES, DEMANDS, COSTS OR EXPENSES THAT FBS KOTSOMITIS GROUP MIGHT SUFFER IN THE SHORT-TERM AND/OR LONG-TERM PERIOD IN PARTICULAR BUT WITHOUT LIMITATION IN RELATION TO THE IMPLEMENTATION OF LAWS REGULATING AUDIT, TAX, THE PREVENTION AND SUPPRESSION OF MONEY LAUNDERING OR OTHER SIMILAR MATTERS .

NAME: SURNAME:						
ADDRESS:						
PASSPORT NUMBER:						
POLITICALLY EXPOSED PERSON*:	YES	NO	YES	NO	YES	NO
% OF PARTICIPATION IN THE COMPANY		%		%		%

I/WE HEREBY ACKNOWLEDGE THAT I/WE HAVE READ AND UNDERSTOOD THE TERMS AND CONDITIONS PROVIDED AND BY SIGNING HEREIN BELOW I/WE VERIFY THE INFORMATION PROVIDED IN THE TABLE ABOVE AND AGREE TO THE TERMS & CONDITIONS ON ANTI-MONEY LAUNDERING AND GENERAL DATA PROTECTION REGULATION (GDPR).

SIGNATURES & DATE: X..... X..... X.....
 Date:..... Date:..... Date:.....

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

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INITIAL DOCUMENTS REQUIRED FROM EACH BENEFICIARY, DIRECTOR AND APPOINTED CONTACT PERSON TO BE EMAILED / FAXED AND COURIERED TO FBS KOTSOMITIS GROUP

- 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

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Date:.....

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Date:.....



CONTACT DETAILS - ONLY FOR USE BY FBS KOTSOMITIS GROUP IN ITS COMMUNICATION WITH YOURSELVES

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

*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:

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SIGNATURES OF BENEFICIAL OWNERS:

Name: Signature:X

Name: Signature:X

Name: Signature:X

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