

Korpus Prava

LAW & TAX

CYPRUS

Registration
and administration
of companies

Schedule of Fees



Service description

Cost, €

The prices exclude VAT

| Registration | |
|--|--|
| 1 | Company name approval Preparation of documents for company incorporation, drafting of Memorandum & Articles of Association Filling out of the registration forms Affidavit at the court Registration of company in the Registrar of Companies in Cyprus, receipt of the set of Incorporation documents (Memorandum & Articles of Association and 4 Certificates) Apostille of documents Issue of Corporate Register and Share Certificate Preparation of Administrative Agreement and Trust Deed Registration with Tax Authority Payment of fees and duties related to the registration |
| | 2 000 |
| Nominee and related services | |
| 2 | Nominee shareholder (legal entity) / annual |
| | 500 |
| 3 | Director (legal entity) / annual |
| | 1 200 |
| 4 | Nominee shareholder (physical person) / annual |
| | 1 200 |
| 5 | Director (physical person) / annual |
| | 1 800 |
| 6 | Secretary service / annual: |
| | 1 780 |
| | <ul style="list-style-type: none"> • Registered office • Incumbency Certificate • Share Certificate • Corporate Register • Assistance in communication with the courts, tax authorities, banks • Signing of documents • Filing of documents • Receipt and archiving of correspondence |
| 7 | Virtual office |
| | 800 |
| 8 | Support in opening of a bank account |
| | 3 000 |
| 9 | Receiving LEI code (including registration fee) |
| | 400 |
| 10 | Annual maintenance / renewal of the LEI code (including fee) |
| | 250 |
| 11 | Power of Attorney (including notary certification / certified true copy and apostille) |
| | 500 |
| 12 | Compliance, KYC and AML monitoring / annual |
| | 850 |
| Certificates and Incorporation documents | |
| 13 | Certificate of Good Standing |
| | 500 |
| 14 | Tax Residence Certificate |
| | 700 |
| 15 | VAT Certificate |
| | 700 |
| 16 | Tax Clearance Certificate |
| | 500 |
| 17 | VIES Registration |
| | 700 |
| 18 | Additional set of Incorporation documents under apostille |
| | 1 000 |
| 19 | Additional Memorandum & Articles of Association: |
| | under apostille |
| | 500 |
| | no apostille |
| | 230 |
| 20 | Additional Incorporation certificates / per certificate: |
| | under apostille |
| | 150 |
| | no apostille |
| | 80 |
| 21 | Notary certification / certified true copy per document |
| | 100 |
| 22 | Apostille per document |
| | 100 |

| # | Service description | Cost, € |
|---|---|------------------------|
| | | The prices exclude VAT |
| Changes in company structure | | |
| 23 | Change of company name | 1 000 |
| 24 | Change of company registered office | 1 000 |
| 25 | Change of director | 1 000 |
| 26 | Change of shareholder: transfer of shares within to the same group (belonging to the same client) via an instrument of transfer | 1 000 |
| | Change of shareholder: transfer of shares including a transfer to third party (is charged on an hourly basis) | from 5 000 |
| 27 | Change of beneficial owner | 1 000 |
| 28 | Amendments to the Memorandum & Articles of Association | from 500 |
| 29 | Additional share issue (excluding government fees) | 1 000 |
| 30 | Reduction of share capital (excluding government fees and court costs) | 1 000 |
| 31 | Company liquidation | 6 000 |
| 32 | Company strike off | 1 000 |
| 33 | Company restoration (excluding government fees and court costs) | 500 |
| 34 | Company transfer from another service provider | 2 000 |
| 35 | Change of company details / client in bank's records | 500 |
| Other registration procedures | | |
| 36 | Registration of pledge | 1 000 |
| 37 | Registration of pledge with expired registration date (excluding fines and court costs) | 5 000 |
| 38 | Registration of a trademark | 2 500 |
| 39 | Representative office of a foreign company in Cyprus | 2 000 |
| 40 | Company search at the Registrar of Companies | 150 |
| Other services (including consulting and representation services) | | |
| 41 | Documents delivery / per delivery | from 50 |
| 42 | Escrow agent services – 2% of the transaction cost (minimum 1 000 Euro, maximum 10 000 Euro) | 2% (from 1 000) |
| 43 | Overseas business trip of an employee at the client's request / per day per person (including arrival and departure dates). Extra costs for accommodation and flight expenses are applied | 1 200 |
| 44 | Expert opinion on tax and legal issues (person/hour) | from 150 to 450 |
| 45 | Drafting of agreements (is charged on an hourly basis, minimum 1 person/hour of lawyer's work) | from 150 |
| 46 | Shareholders Agreement drafting per hour (is charged on an hourly basis, minimum 1 000 Euro, maximum 10 000 Euro) | from 1 000 |
| Audit and Book-keeping | | |
| 47 | Audit and Book-keeping (depends on the company's activities) | from 1 500 |
| Penalties for late payment | | |
| 48 | Penalties for late payment of annual fees: | |
| | 1 month (% of invoice amount) | 10% |
| | 2 months (% of invoice amount) | 20% |
| | 3 months (% of invoice amount) | 30% |
| | over 3 months | termination of service |



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