



CosmoSERVE

Company
Formation
In Cyprus

2010

Information and documentation required for the formation/acquisition
of a company in Cyprus.

REF CS01

Contact Details		
SECTION 1	Name: _____ Telephone: _____	
	Address: _____ Mobile: _____	
	_____ Fax: _____	
	_____ Country: _____	
	Email: _____	
	Skype: _____	
	MSN: _____	
	Website: _____	
	Please tick your preferred method of communication with us:	
	<input type="checkbox"/> Telephone <input type="checkbox"/> Fax <input type="checkbox"/> Email <input type="checkbox"/> Skype <input type="checkbox"/> Post <input type="checkbox"/> Courier <input type="checkbox"/> Windows Live Messenger	
Please specify any confidentiality requirements you wish us to adhere to:		

Name of Company	
SECTION 2	Please enter 4 names in order of preference, although avoid using common names and words such as "International", "Royal", "National", etc.
	1 _____ 2 _____
	3 _____ 4 _____

Note: In order to save time (for the completion of a company registration), we have acquired a list of registered names. Contact us and we'll be happy to assist you selecting a company name from the list.

SECTION 3	Main Activities
	Please indicate the relevant activities by ticking the below boxes or filling in the "other" section.
	<input type="checkbox"/> Trading Company <input type="checkbox"/> Consultancy <input type="checkbox"/> Holding Company If you would like information on another type of business, please specify your requirements below <div style="border: 1px solid black; height: 30px; width: 100%;"></div>

SECTION 4	Share Capital	
	Please select your preferred option by ticking the relevant box:	
	Please use the standard share capital of €1,000.00 <input type="checkbox"/> If you wish to specify another amount, tick this box and specify the amount. <input type="checkbox"/> <table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="padding: 2px 5px;">€</td> <td style="width: 100px; height: 20px;"></td> </tr> </table>	€
€		

SECTION 5	Beneficial Shareholders
	1 Name: _____
	2 Number of Shares: _____
	3 Nationality: _____
	4 Profession: _____
	5 Residential/Registered Address: _____ _____
<p>The same information to be supplied in respect of every physical or legal person who is proposed to be a beneficial shareholder. It is recommended that, where confidentiality is of importance, nominee shareholders are used. Subject to legal provisions currently in force, the information regarding beneficial shareholders is not disclosed to third parties, except only with the shareholders' written permission.</p>	
Do you require nominee shareholders? <input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION 6	Identification & References
	<p>We require to be supplied with full identification details for all shareholders and directors (normally a certified true copy of the passport and an original document, such as a utility bill that is not older than 3 months, providing a residential address). This information is kept by us in the strictest confidence. In cases where the shareholders are not known to us, we will require references from acceptable sources such as bankers, lawyers, accountants or other persons known to us. As an example, the following wording could be used for the references:</p> <p>"TO WHOM IT MAY CONCERN</p> <p>We hereby confirm that (name of the shareholder / director) is well known to us and is our client / associate*. We consider him / her / the company* financially sound, creditworthy and reputable and has always responded promptly to all financial obligations".</p> <p>* Delete where appropriate</p>

SECTION 7	Additional Information
	<p>As part of our ongoing service, we can provide a full range of services that will enable your company to run smoother. Please tick the subjects that you would like to know more about and a CosmoServe representative will contact you to discuss these services with you.</p> <p><input type="checkbox"/> Domain Name (e.g. www.YourBusinessName.com)</p> <p><input type="checkbox"/> Domain Name with an Email address (e.g. YourName@YourBusinessName.com)</p> <p><input type="checkbox"/> Domain Name with an 256-bit Secure Email address (e.g. YourName@YourBusinessName.com)</p> <p><input type="checkbox"/> Company Logo</p> <p><input type="checkbox"/> Virtual Telephone Number & Fax Number</p> <p><input type="checkbox"/> Virtual Remote PC</p> <p><input type="checkbox"/> Creation of your company website and/or company stationery (e.g. Letter-headed paper, etc.)</p>

Directors & Secretary

Any person may be appointed as a director / secretary of the company. The names of the director(s) / secretary are filed with the Registrar of Companies and are therefore made public. Where confidentiality is of importance, it is advisable to appoint "nominee" director(s) / secretary. CosmoServe provide directors who will act upon receiving authorisation from the beneficial shareholders. Nominee director(s) / secretary are also recommended for purposes of administrative convenience. Furthermore, they are necessary if it is desired to show that 'management & control' of the company is exercised from Cyprus (or from outside Cyprus for taxation purposes). Other directors may be appointed in addition to nominees. If you require nominee directors, please specify a location.

Do you require a company secretary? Yes No

Do you require nominee directors? Yes No

Please state where you would like your new company to be registered

Cyprus Yes No

Tax Free Location Yes No

Other (Please Specify) Yes No _____

If you will provide the director(s) / secretary, please provide the following information for each director / secretary, together with the items described in section 5:

SECTION 8

Director 1

Name: _____ Nationality: _____
Address: _____ Profession: _____
_____ Country: _____

Director 2

Name: _____ Nationality: _____
Address: _____ Profession: _____
_____ Country: _____

Director 3

Name: _____ Nationality: _____
Address: _____ Profession: _____
_____ Country: _____

Final Action		
SECTION 9	<p>Please fax this form, duly completed, accompanied by the following documents (to save time, please fax or email copies initially, but post the original certification documents as soon as possible).</p> <p>Accompanied with this application should be the following (please tick the boxes if you have sent them with this form via fax);</p>	
	<p>1 PHOTOCOPY OF PASSPORT of each shareholder / director / secretary (or Certificate of Incorporation of a company), certified as a true copy, either by a notary or by a lawyer associated with A.K. CosmoServe Ltd.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>2 Document providing an address for each shareholder / director / secretary.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No
	<p>3 REFERENCES for each shareholder / director / secretary (see section 6)</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No

For any further details or assistance in filling in the above form, please call us on +357 22 379 210 and a CosmoServe representative will be standing by to take your call.