



Exclusive Guide to Formation of a Cyprus Company

From our business experts



CONTENTS

01

KYC & DD

Business Name

Business Structure

02

Nominees

Registered Address

Cyprus Tax Number

03

Annual Reports

04

Incorporation Documents Set

05

About Us



GETTING STARTED

What are the key decisions that you need to make?



STEP 1 - Collection of KYC and DD documents

These documents are required for businesses to Know Your Customer (KYC) and Due Diligence (DD).

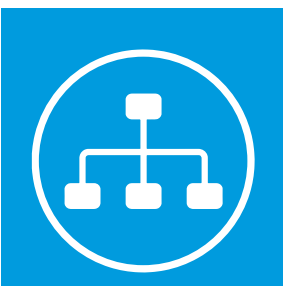
How we can help: ConnectedSky team will assist you in collecting the details relevant within the identity verification industry in Cyprus.



STEP 2 - Choose a Business Name

Choose a business name of your choice for approval or pick from a list of pre-approved names provided by your corporate team.

Expert Tip: Have two alternative names to save time, in case your preferred business name is unavailable, you will have another option ready.



STEP 3 - Choose a Business Structure

Decide whether there will be a direct holding of company shares by the physical Shareholder(s)/ legal entity or via Nominee(s).

Nominee Shareholder(s): will be holding the Company's shares for the benefit and under the instructions of the client.



STEP 4 - Appoint Nominees:

Cyprus resident Director(s) and Secretary (physical person or legal entity)

For the Company to be considered a Cyprus tax resident, it is vital for the board of directors to meet and take its management decisions in Cyprus.

Company Secretary is an obligatory requirement for all Cyprus companies. Secretary ensures a timely submission of necessary documentation to the Registrar of Cyprus Companies and implementation of the Directors' decisions.

How we can help: ConnectedSky team stay on track with the latest requirements. We expedite all state filings and provide updates every step of the way, ensuring your business' overall efficiency.



STEP 5 - Choose a Registered Address in Cyprus or request for provision of an address

A registered address is a legal requirement for all Cyprus companies to which statutory letters and legal notices will be delivered by the Governmental authorities.

How we can help: ConnectedSky team of experts can provide real business substance in the key financial cities of the Island. We bring swift solutions and comprehensive services from setting up fully equipped offices to recruiting employees. For more information on full-service portfolio please visit our Cyprus Substance website here.



STEP 6 - Register at the Cyprus Tax Department

Registration of the company with Cyprus Tax Department is necessary to obtain a Cyprus tax number.

How we can help: ConnectedSky team will assist you with registration at the tax department, by submitting form T.D. 2001 (Application for obtaining tax number) and, if needed, form T.D. 1101 (Additional application for VAT registration).



COMPANY MAINTENANCE

What are the next steps to be taken?



STEP 7 - Ensuring Annual Reports compliance

Once your business entity is established, you will have to maintain and manage it through business filings like annual reports. The Annual Report can be used to evaluate your company's taxes, so it is crucial that your report is submitted with accuracy.

The Annual Reports include:

- Filing of Ultimate Beneficiary/ies Report
- Settlement of a Municipal Tax
- Submission of Annual Returns
- Submission of Audited Financial Statements
- Annual Government Levy

How we can help: ConnectedSky team save you time and resources in preparing and filing annual reports within the deadlines. Ensure diligence and avoid filling mishaps by outsourcing your annual report needs to our experts.



STEP 8 - Incorporation Documents Set

Upon incorporation you will receive the following documents set:

- Memorandum and Articles of Association
- Certificate of Incorporation
- Certificate of Director(s) and Secretary
- Certificate of Shareholder(s)
- Certificate of Registered Address
- Appointment of First Director(s)
- Share Certificate(s)
- Company Corporate Register
- Company Seal

How we can help: ConnectedSky will undertake the whole process of incorporation based on the information provided. Incorporation time on average is up to 7-8 working days and up to 3-4 working days with expedited service.



Helping Business owners since 2011.

We are an international business service provider, offering a wide range of solutions and support to corporations, private clients, governmental and non-governmental bodies.

Since its foundation in 2011, ConnectedSky quickly became a reliable partner in conducting fiduciary, trust and other business administration services.

ConnectedSky is regulated by the Cyprus Bar Association under License Number 524 and is approved by the Cyprus Securities and Exchange Commission.

We honor our customers with trust, attentiveness, diligence, transparency, and compliance while providing customized, timely and cost-effective solutions.

From the first step of incorporation to expansion into additional territories, we assist businesses to reach the next step of their journey.

Unlimited Support

Our teams are readily available to answer your questions. Get in touch with us here.