

## The Ultimate Cyprus Company Formation guide.....

Learn how to incorporate a company in Cyprus, in a few easy steps! In order to help our clients to easily navigate through the steps required to register a Cyprus company, we have developed this guide, it quickly explains the different options one has as well as a brief description.

### Step 1

When considering a Cyprus Company, you will first need to decide if you want to register a new company in Cyprus or if you are for any reason in a hurry and want to buy a Ready-Made Company.

- **Why should I buy a Ready-Made / Shelf company?**
  - o Some of the reasons for why many clients buy a Ready-Made company are, they can get an aged company, they are in a hurry and can't wait the 14 days it takes to register a new company.
  - o CCLOGIC Ltd has always about 10 Ready-Made companies available registered in the years 2007/2008/2009/2010
  - o All Ready-Made companies bought from CCLOGIC Ltd are clean companies, which have no liabilities, what so ever and registered as trading companies.
  - o There are additional fees to buy a Ready-Made company, beginning from EUR 400.00
- **Why should I register a new company in Cyprus?**
  - o If you have the time (about 14 business days) to wait for the registration to take place, one can save the money and simply register a new Cyprus company.

### Step 2

Once you figured out how you want to proceed, you will need to complete the CCLOGIC Ltd application and send it to us together with a Utility Bill and Passport copy.

- **Where can I find the application?**
  - o Please follow the below link to place your order, as soon as we receive your order we will forward you our application - <http://www.cclogic.com/register-offshore-company-online/Cyprus-Company/New-Cyprus-Company/flypage.tpl.html>
- **How do I get help to complete my order and the application?**
  - o A) you can always submit a ticket, follow this link: [https://www.cclogic.com/support/index.php?\\_m=tickets&\\_a=submit](https://www.cclogic.com/support/index.php?_m=tickets&_a=submit) we will answer within 24 hours, the ticket system is the most secure to use since it is protected with an SSL certificate to guarantee your privacy.
  - o B) You can contact us by Live Chat which can be found at the very TOP RIGHT on this page, <https://www.cclogic.com/support/> click on "Chat with our sales Team"
  - o C) You can contact us by Skype, our Skype contact is CCLOGIC

- **What if I don't want to complete an order online but want to place my order with the final application?**
  - o You are always welcome to simply request our application which has to be completed, just contact us and we will be more than happy to send it to you.
- **Do I need to visit Cyprus to register or buy a company?**
  - o No you don't need to visit Cyprus, everything is handled online!

### Step 3

Please find a utility bill not older than 3 months and a passport copy both are required in order to register a Cyprus company, the documents are only kept in a safe place in our office and not shown public anywhere.

- **Now I completed the application which I received by CCLOGIC Ltd, what do I have to do now?**
  - o Please send the application together with the utility bill and passport copy to your account manager at CCLOGIC Ltd.
- **What is a utility bill?**
  - o It is a phone, electricity bill but we can also use a Bank or Credit Card statements if available, please ensure that your name and address is printed on.

### Step 4

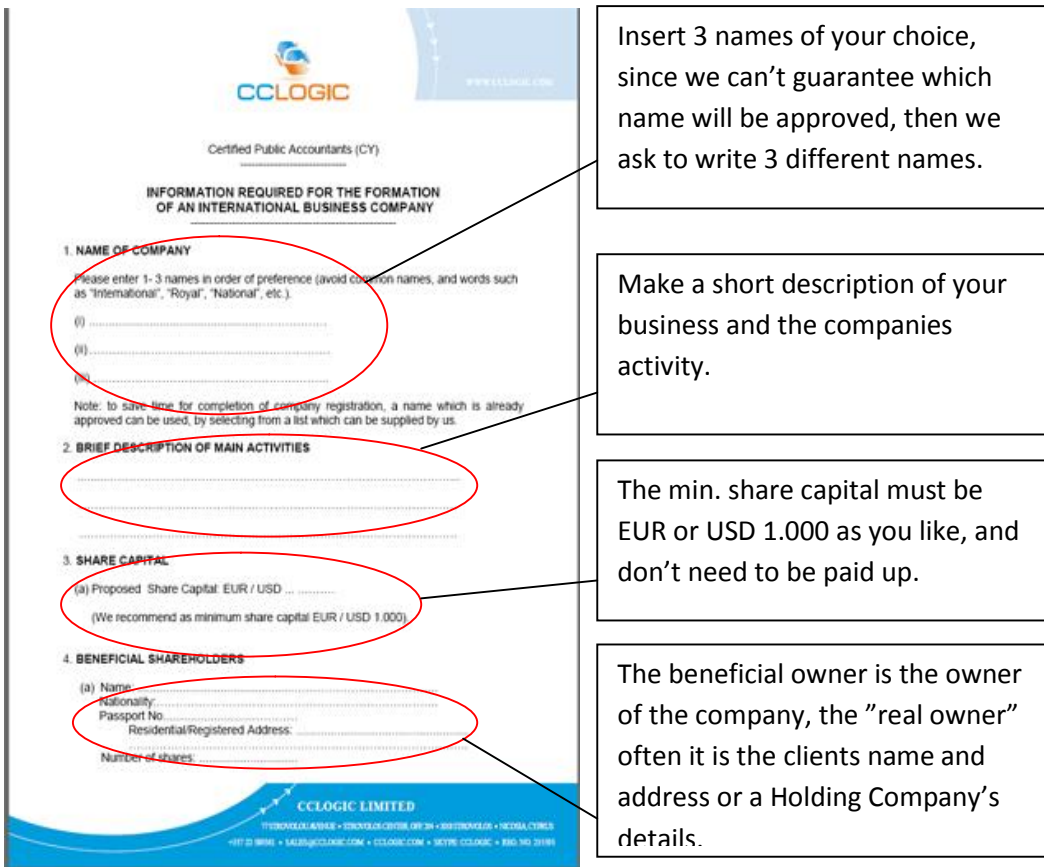
As soon as we have received the required documents as described in Step 1 – 3 we will generate an Invoice which has to be paid before we proceed with the company registration.

That's it! We hope enjoy this guide and to hear from you, please feel free to contact us at any time, we are more than happy to serve you.

Also note, we can open a Cyprus Bank Account for your company, please contact us for more information.

**APPENDIX .1**

We will now work you through the entire application which needs to be completed as the following; this applies for New Registration of Cyprus Companies and Ready-Made / Shelf Cyprus Companies, if you would like to order a Ready-Made company, please leave this fields blank and request our list of companies.

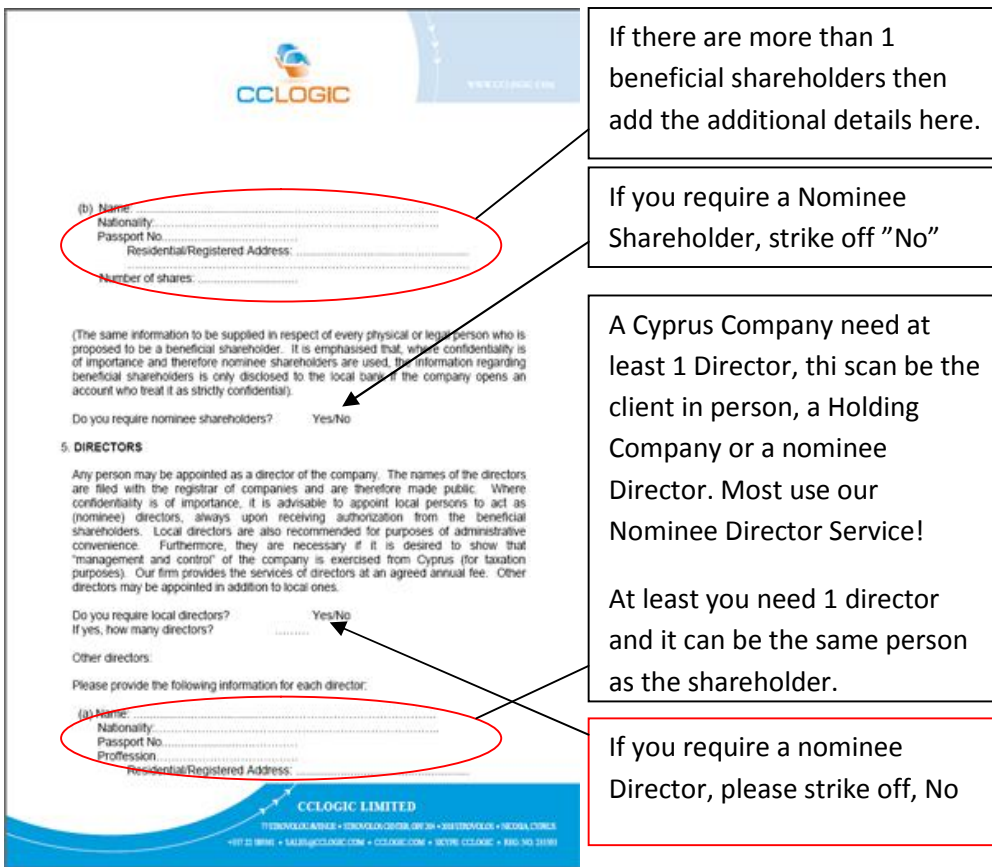


The image shows a form titled "INFORMATION REQUIRED FOR THE FORMATION OF AN INTERNATIONAL BUSINESS COMPANY" from CCLOGIC. The form is divided into four main sections, each with a callout box explaining its requirements:

- 1. NAME OF COMPANY:** The callout box states, "Insert 3 names of your choice, since we can't guarantee which name will be approved, then we ask to write 3 different names." The form asks for 1-3 names in order of preference, avoiding common names and words like "International", "Royal", or "National".
- 2. BRIEF DESCRIPTION OF MAIN ACTIVITIES:** The callout box says, "Make a short description of your business and the companies activity." The form has a dotted line for the description.
- 3. SHARE CAPITAL:** The callout box explains, "The min. share capital must be EUR or USD 1.000 as you like, and don't need to be paid up." The form asks for the proposed share capital in EUR or USD, with a note recommending a minimum of EUR / USD 1,000.
- 4. BENEFICIAL SHAREHOLDERS:** The callout box notes, "The beneficial owner is the owner of the company, the 'real owner' often it is the clients name and address or a Holding Company's details." The form asks for the name, nationality, passport number, residential/registered address, and number of shares.

At the bottom of the form, the contact information for CCLOGIC LIMITED is provided: 77 STROVOLOU AVENUE • STROVOLOS CENTER, OFF. 204 • 2018 STROVOLOS • NICOSIA, CYPRUS. Contact details include phone (+357 22 589361), email (SALES@CCLOGIC.COM), website (CCLOGIC.COM), and Skype (CCLOGIC). The registration number is REG. NO. 235593.

**APPENDIX .1**



**(b) Name:** .....  
**Nationality:** .....  
**Passport No.:** .....  
**Residential/Registered Address:** .....  
**Number of shares:** .....

(The same information to be supplied in respect of every physical or legal person who is proposed to be a beneficial shareholder. It is emphasised that, where confidentiality is of importance and therefore nominee shareholders are used, the information regarding beneficial shareholders is only disclosed to the local bank if the company opens an account who treat it as strictly confidential).

Do you require nominee shareholders?  Yes/No

**5. DIRECTORS**

Any person may be appointed as a director of the company. The names of the directors are filed with the registrar of companies and are therefore made public. Where confidentiality is of importance, it is advisable to appoint local persons to act as (nominee) directors, always upon receiving authorization from the beneficial shareholders. Local directors are also recommended for purposes of administrative convenience. Furthermore, they are necessary if it is desired to show that "management and control" of the company is exercised from Cyprus (for taxation purposes). Our firm provides the services of directors at an agreed annual fee. Other directors may be appointed in addition to local ones.

Do you require local directors?  Yes/No   
 If yes, how many directors? .....

Other directors: .....

Please provide the following information for each director:

**(a) Name:** .....  
**Nationality:** .....  
**Passport No.:** .....  
**Profession:** .....  
**Residential/Registered Address:** .....

**CCLOGIC LIMITED**  
 77 STROVOLOU AVENUE • STROVOLOS CENTER, OFF. 204 • 2018 STROVOLOS • NICOSIA, CYPRUS  
 +357 22 589361 • SALES@CCLOGIC.COM • CCLOGIC.COM • SKYPE: CCLOGIC • REG. NO. 235593

If there are more than 1 beneficial shareholders then add the additional details here.

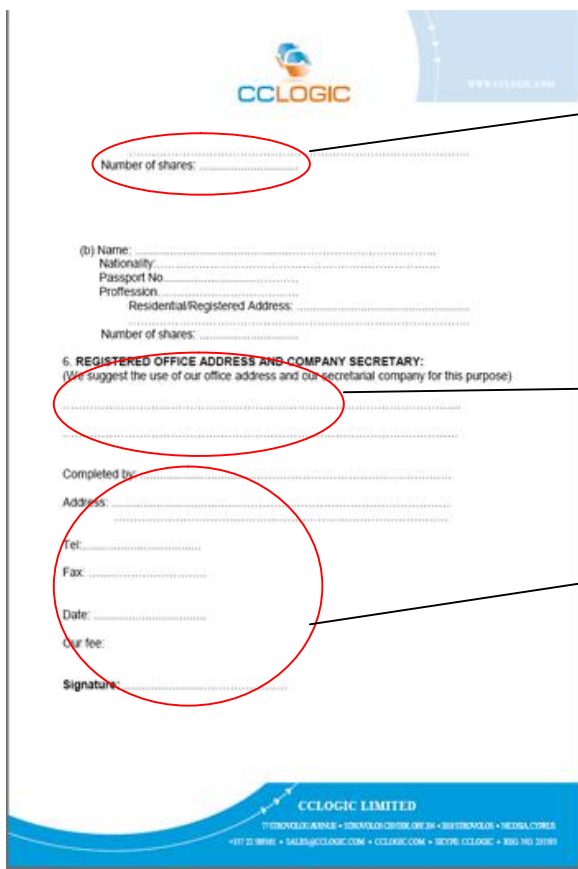
If you require a Nominee Shareholder, strike off "No"

A Cyprus Company need at least 1 Director, thi scan be the client in person, a Holding Company or a nominee Director. Most use our Nominee Director Service!

At least you need 1 director and it can be the same person as the shareholder.

If you require a nominee Director, please strike off, No

**APPENDIX .1**



The number of shares need min. to be 100, most often it is set to 1.000, so 1 share is worth EUR/USD 1.00

A Cyprus Company will need to have a registered office address in Cyprus, please enter : Use CCLOGIC address to make use of our address. If you have a office or other address in Cyprus you can use this one.

Please complete the next few lines and sign with your real signature. We don't accept any scan or digital signature.

## APPENDIX .2

**Name of the company:** Please find 3 names which are acceptable for you to name the company.

**Brief Description of the activities:** Please make sure the description is what the companies activity will be.

**Share Capital:** The minimum required share capital is EUR / USD 1.000 and don't need to be paid up, if you want a share capital above EUR / USD 5.000 a 1,5% duty stamp fee applies.

**Beneficial shareholder:** This is the real owner of the company, most often it is the client or the client's Holding company, this need to be completed in any way also if you want a nominee shareholder.

**Directors:** It is mandatory to have at least 1 Director for the company, if you want to use a nominee director provided by CCLOGIC Ltd, please leave it blank otherwise complete this field. The director can be the same as the shareholder if the shareholder is not a nominee!

**Foreign Directors:** If you choice to insert a Foreign nominee Director, there is a good chance your company can be exempted from any tax, this requires also to have a foreign shareholder and no activity what so ever in Cyprus.

**Registered Office Address:** It is mandatory to have a registered address in Cyprus, we provide this service, however, if you have a office or house in Cyprus or any other Cyprus address this can be used.

## APPENDIX .3

**Corporate Tax rate in Cyprus:** The corporate tax rate in Cyprus is 10% of net profits, there is no tax on dividends or interest further to earnings on Royalties or if the company earn money on some license it holds.

**VAT rate:** The VAT rate is 15% in Cyprus, we can register a Cyprus company for VAT, please contact your account manager at CCLOGIC Ltd.

**CCLOGIC Fees:** You can find our fees and a overview of our services at the following link:

<http://www.cclogic.com/Pricing-and-Fees/Cyprus-Company-Formation-Pricing-and-Fees.html>

**Ready-Made Company:** A Ready Made Cyprus company is a already registered company by CCLOGIC Ltd we guarantee that this company has no liabilities what so ever (is 100% Clean).

**Nominee Director and Shareholder:** CCLOGIC Ltd provides nominee services, means we appoint our shareholders and directors to your company, it is important to know that our nominees not will have access to any bank accounts or will have the power to make any decisions on behalf of the company without your written instruction and acceptance.