

COMPANIES / FEE SCHEDULE

INFORMATION FEES

Incorporation	€450
Filing of a name approval application for the company. Instructing, legal counsel to draft and prepare Memorandum and Articles of Association, confirming incorporation, preparing register of members, filing of register of Directors and Shareholders, general correspondence and communication with instructing party in respect of the above.	
Government Incorporation & Full Set of Corporate Certificates Fee	€420
For a company with authorised share capital of up to €2,000	
Disbursements	€50
Corporate seal, photocopying, post charges	
Total	€920

ANNUAL FEES (payable in advance)

Registered Office	€180
To act as the Registered Office of the Company in order to receive any official correspondence and notifications.	
Companies Secretary	€390
Carrying out the necessary secretarial duties to ensure the company remains in good-standing with the Registrar of Companies, including preparation and filing of the Annual Return and ensuring relevant minutes are prepared for all Annual statutory meetings	

GOVERNMENT FEES	€170
A stamp duty of €34.18 is payable for filing the annual return with the Companies Registrar.	

ANNUAL LEVY	€350
<i>(payable by the 30th of June to the Registrar of Companies every year subsequent to the incorporation year)</i>	
All companies registered in Cyprus are required to pay an annual fixed levy to the Registrar of Companies – except for dormant companies. Any delay in payment will result to financial penalties whereas in case of further delay, the Registrar will deregister the company. This Fee will be charged every year with your annual invoice.	

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FURTHER SERVICES

	Fees (€)	Expenses (€)
Corporate Director (per year) ¹	390	
Physical Director (per year) ¹	950	
Executive Director (per year) ²	1,300	
Nominee Shareholder (per year) ³	450	
Corporate individual nominee Shareholder (per year)	950	
Obtaining Certificate of Good Standing from Registrar of Companies (apostilled)	250	95
Preparing and submitting documentation for opening a bank account (minimum)	350	
Filing application for residence and employment permits	350	
Certification by Public Officer of one set of corporate documents	200	85
Government certification of corporate documents including M&A under Hague Convention (Apostille)	300	210
Issuance of a specific Power of Attorney and resolution (apostilled) (minimum)	300	95
Issuance of Certificate of Incumbency (apostilled)	250	60
Obtaining Certificate of Shareholders Registrar of Companies (apostilled)	100	80
Obtaining Certificate of Directors and Secretary from Registrar of Companies (apostilled)	100	80
Obtaining Certificate of Registered Office from Registrar of Companies (apostilled)	100	80
Obtaining Memorandum & Articles from Registrar of Companies	100	90
Apostille of any other non-government document (per document)	50	60
Application for International Financial Services Company (charged on an hourly basis)		
Re-domiciliation fees and expenses from foreign jurisdiction to Cyprus ⁴		
Voluntary Liquidation ⁵	2,000	
Strike-Off of company		800
20		
Change of Name (minimum)	250	450
Exit Fee	500	10
Basic company search	130	
Detailed company search	250	
Bank Administration (per year)	200	
<i>Receiving, forwarding and filing of account statements</i>		
Bank Authorised Signatory (per year) ⁶	450	
Accounting and VAT Services (charged on an hourly basis – €150) ⁷		
Review and execution of financial statements	100	

¹This charge covers one appointment only. Time and attention charges will apply for the review and execution of documents.

²Executive Directorship refers to the appointment of Servco's Managing Director only.

³Subject to execution of standard indemnity agreement.

⁴Quotation on request.

⁵This charge covers up to two appointments.

⁶On request.

⁷Quotation on request.

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GENERAL FEE INFORMATION

- Company fees are billed in advance upon formation and annually thereafter.
- Fees and expenses are quoted and payable in EURO (€).
- Due to the nature of the service provided fees are generally not refundable.
- Work performed in addition to the services described above will be charged at our standard rates applicable to the personnel performing the work. Such time will be billed in arrear either monthly, semi-annually or annually depending upon the volume of work performed.
- Hourly rates for additional services:
 - Senior Personnel €250
 - Junior Personnel €150
- Special transaction fees may be levied for work of high value, or of a particularly onerous, time critical or otherwise exceptional nature.
- Fees are subject to annual review.
- All fees are subject to payment of 17% VAT.

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Please contact Servco office for further information.
Office contact details are included.