

COMPANY INCORPORATION IN CYPRUS

Registration

The cost of incorporation/acquisition of a ready-made company is **3300 EUR**;

The package includes: registered office address, nominee services, apostilled constitution documents, apostilled Power of Attorney issued in favour of the Ultimate Beneficial Owner.

The company may be incorporated either under a name of your choice or acquired as a ready-made (shelf) company. The processing time for a ready-made company is 2-3 business days upon receipt of all required documents. Incorporation under your preferred company name takes approximately three weeks.

Annual Corporate Maintenance

In order to ensure that the Cyprus company remains in good standing and fully compliant with applicable corporate regulations, it must be maintained and renewed on an annual basis. The renewal date corresponds to the original date of incorporation.

Our annual corporate maintenance package includes the following:

- Payment of the annual government levy to the Cyprus Registrar of Companies in order to maintain the company's active status;
- Renewal of nominee director and/or shareholder services (where applicable);
- Renewal of the registered office address for one year;
- Issuance a new Apostilled Power of Attorney in favour of the Ultimate Beneficial Owner;
- Ongoing corporate administration and regulatory support, ensuring continued compliance with Cyprus corporate requirements.

Annual Renewal Fee: 2300 EUR.

Audit and Reporting Requirements

It should be noted that a Cyprus company is an EU-registered entity and cannot be considered a traditional offshore structure. Cyprus companies are subject to corporate income tax at the rate of 12.5% on net taxable profits. In addition, under Cyprus law, companies are required to prepare and file annual financial statements accompanied by an independent audit report.

The standard financial year in Cyprus runs from 1 January to 31 December. Companies are granted six months from the end of the financial year to prepare and submit their audited financial statements. For companies incorporated during the second half of the year, it is possible to file the first set of financial statements for an extended reporting period of up to 18 months.

Cyprus office

CFA INTELLIGENCE AG LTD
Registration Nr.: C398451

Floor 2, Office 201, Kypranoros 13,
1061 Nicosia, Cyprus

Latvia branch office

CFA INTELLIGENCE AG LTD filiāle Latvijā
Registration Nr.: 40203220588

11 Sporta street,
Riga, Latvia

Contacts

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Audit for Dormant Companies

In cases where the company does not conduct any business activity and does not maintain bank accounts or hold any assets, it may qualify for filing dormant financial statements. Please note that even dormant (zero-activity) financial statements must be prepared and submitted together with an independent audit report, in accordance with Cyprus regulatory requirements.

Dormant Audit Fee: from EUR 850

Audit for Active Companies:

Where the company conducts business activities and maintains bank accounts, full active financial statements must be prepared. For the preparation of the audited financial statements, the following documentation is required:

- Bank statements for all accounts and all currencies covering the entire reporting period;
- Supporting documentation for each transaction (agreements, contracts, invoices, service agreements, etc.).

All documentation must be provided in English or accompanied by a certified English translation.

The cost of preparing active audited financial statements depends on the volume of transactions and the overall workload involved. The final fee will be confirmed upon review of the complete set of required documents.

Required Documentation (KYC)

For the incorporation of the company, the following documents will be required for each Ultimate Beneficial Owner:

1. **Notarised copy of passport**
If the beneficial owner holds two passports, the international passport should preferably be notarised, while the domestic passport may be provided as a scanned copy.
2. **Notarised copy of a utility bill** (not older than three months) confirming residential address, with an English translation.
3. **Bank reference letter** issued in English.
4. **Proof of source of funds / source of wealth**, which may include:
 - a. Employment confirmation letter indicating salary;
 - b. Evidence of shareholding in companies;
 - c. Tax declarations;
 - d. Bank statements reflecting regular income;
 - e. Other relevant supporting documentation.
5. **Curriculum Vitae (CV)** in English, outlining educational background and professional experience.
6. **Detailed description of the planned business activities** of the company, including information on intended counterparties and business partners.

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Physical Presence (Substance) Support

In line with substance and economic presence requirements applicable in Cyprus, we can assist with establishing the necessary local infrastructure for the company.

Office Premises

If you do not have specific requirements regarding the size or facilities of the office, we can source cost-efficient options that meet minimum substance criteria.

As a general guideline, monthly rental costs typically range between EUR 450-500 (including VAT).

Please note that final pricing may vary depending on market availability and specific property features.

Local Employee

We can also assist with sourcing a local employee, if required.

The total estimated monthly cost per employee is approximately EUR 400-450, including:

- Gross salary
- Employer's social contributions
- Mandatory taxes and statutory payments

Final costs may vary depending on role, experience level and agreed compensation structure.

One-Time Assistance Fees

- Office sourcing and coordination: EUR 200
- Employee search and onboarding assistance: EUR 200

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