

# Cyprus Companies Preliminary Instruction Questionnaire



This preliminary questionnaire is designed to take your instructions for the incorporation of a new Cyprus company. Completion of this form will enable us to:

- a) Advise you on the persons whose identity we must verify in relation to this transaction.  
We will specify clearly what verification evidence we require, which all trust and corporate services providers are obliged to obtain under the terms of the latest EC Money Laundering Directive;
- b) Advise you of our fee for this particular assignment;

## Company Name

Please provide three choices of company name, in order of preference:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

## Authorised Share Capital

Unless otherwise specified, all companies will be incorporate with an authorised share capital of €10,000 Euros divided into 10,000 shares of €1.00 Euro each. The Cyprus government's fees are slightly higher where the authorised share capital exceeds €10,000. If an alternative authorised share capital is required please give details below:

	dividend into		shares of		each
Amount		Number		Amount	

## Director(s)

Jordans Trust Company Limited may be able to arrange the appointment of a suitable offshore director in order to ensure the management and control of the company's business is conducted in an appropriate territory. This is essential in offshore tax planning with offshore companies and we can advise the optimum location for a director service once you have completed this preliminary questionnaire.

Please provide director services:

Please provide full details of your reasons for requiring the director service:

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Or, if you wish to appoint your own directors, please complete the details below:

### Proposed Director 1

Title	
Forename(s)	
Surname	
Address	
Postcode	
Date of Birth	
Occupation	
Nationality	

### Proposed Director 2

Title	
Forename(s)	
Surname	
Address	
Postcode	
Date of Birth	
Occupation	
Nationality	

If there are to be more than 2 directors, please provide the details of the extra directors on separate sheets.

Please indicate the number of additional directors

### Company Secretary/Statutory Administration

Services listed below are mandatory under the terms of Cyprus Law Cap 113.

- Provision of a company secretary to the company, including the preparation of all documents of transfer, including the First Board Minutes appointing the directors and issuing shares, and documents of title.
- Provision of a registered office address in Cyprus
- Manufacture of a company seal.
- Preparation of a share register in the form required by Cyprus Law.
- Operation of a reminder service with regard to annual taxes, Jordans will collect these from you and pay them on your behalf.

### Shareholder(s)

Jordans Trust Company Limited can provide a nominee shareholder service to hold shares on behalf of the beneficial owner(s) in order to preserve confidentiality. Please indicate below if you require the nominee shareholder service:

Please provide nominee shareholder service:

Please indicate in section 2 (page 3) of this questionnaire the name(s) and address(es) of the beneficial owner(s) we will be holding the shares on behalf of.

If you are providing your own shareholder(s), please complete the details below:

### Proposed Shareholder 1

Title	
Forename(s)	
Surname	
Address	
Postcode	
No of shares to be allotted	

### Proposed Shareholder 2

Title	
Forename(s)	
Surname	
Address	
Postcode	
No of shares to be allotted	

If there are to be more than 2 shareholders, please provide the details of the extra shareholders on separate sheets. Please indicate the number of additional shareholders.

### Section 2 - Beneficial ownership

Are the beneficial owners the same as the registered shareholders?

Yes  (go to section 3)

No

If the beneficial owners are different to the registered shareholders or if we are arranging a nominee shareholder service, please complete the details of the beneficial owners below:

### Beneficial owner 1

Title	
Forename(s)	
Surname	
Address	
Postcode	
No of shares to be owned	

### Beneficial owner 2

Title	
Forename(s)	
Surname	
Address	
Postcode	
No of shares to be owned	

If there are to be more than 2 beneficial owners, please provide the details of the extra beneficial owners on separate sheets. Please indicate the number of additional beneficial owners.

### Section 3 - Proposed activities

Please provide the information requested below. It is very important that you provide accurate and detailed information in this section as it will help us to provide accurate advice and at the same time enable us to meet our "Know Your Client" obligations under the Money Laundering Directive. Obtaining satisfactory information on this questionnaire will save time and costs.

1. Please provide a full and detailed explanation of the proposed business activities (please be as specific as possible, for example "Trading" or "Holding Company" will not be sufficient):

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2. Please provide details of the geographical location of the activities:

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3. Please provide details of the geographical location of the activities:

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4. The company will hold the following assets (please also confirm the value of the assets):

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### Section 4 - Financial information

Please complete the details below in relation to the financial projections of the company:

1. Anticipated annual turnover: £ \_\_\_\_\_

2. Anticipated annual profit: £ \_\_\_\_\_

3. The source of funds for the proposed structure/venture:

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## Section 5 - Source of Wealth

“Source of Wealth” is distinct from the source of funds and describes the activities which have generated the total worth of a person, i.e. those activities which have generated the owners funds and property.

Please provide a sufficiently detailed written statement setting out the economic activity which has generated the net wealth of the beneficial owner(s):-

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## Section 6 - Accounting/Financial Services

### Accounting Services

By law, Cyprus companies must file audited accounts. Jordans can arrange for this service on your behalf. The minimum (retainer) fee payable in advance represents the minimum accounting and audit fee for a dormant company, and will also enable us to arrange for the initial tax filing requirements.

Accounting and audit fees for trading companies will be higher than this minimum fee, and will depend on the nature and frequency of trading.

If you require Jordans to arrange for audited accounts to be prepared for your company, please tick the box above. Otherwise, please indicate who the Cyprus registered auditors of the company are so that Jordans can liaise with them.

Auditors:	
Address:	
Telephone:	

### Bank Account Services

In cases where we are to provide director services we can organise the opening of a new bank account where we are also designated as the account signatories.

If you require our assistance with a bank account opening application please tick here:

## Section 8 - Letter of Engagement & Invoice

It is our standard policy/procedure to engage and invoice the Company in respect of the services being provided.

## Section 9- Instructing Party & Data Protection

### 1. Instructing Party

Please indicate below the details of the ongoing instructing party we will be required to communicate with in relation to the new structure:

Name:	
Address:	
Tel:	
Email/fax:	

## Section 7 - Additional services

### a) Domain Name Protection and Business Email

Secure a domain name of any website you may create in the future. You can register the domain name to match your company and ensure no-one else can use that name.

If you would like more information on this service, please tick here

### b) Domain Name, Business Email and Website

The package includes domain and business email plus website hosting. You can choose from a variety of website designs, images and templates. The package also includes a sophisticated content management system allowing you to update your website.

If you would like more information on this service, please tick here

### Source of Introduction

Please indicate below the source of introduction to Jordans Trust Company for this assignment:-

Existing client

Referred by Jordans dept

Website

Telephone/email enquiry

Referred by \_\_\_\_\_

### Data Protection

For more information on our data protection policy see below. You may 'opt-out' of receiving promotional mailings or 'opt-in' to promotional emails by selecting the appropriate boxes below.

If you do not wish to receive mail from our UK office, tick here:

If you do not wish to receive mail from our overseas offices, tick here:

If you do wish to receive emails from our UK office, tick here:

If you do wish to receive email from our overseas offices, tick here:

### Customer satisfaction and quality assurance

Our aim is to ensure continuing customer satisfaction by offering a fast, friendly and professional service. We strive to provide comprehensive, high quality and cost effective solutions to our clients' needs, backed by helpful and efficient support services.

Jordans' accreditation under BS EN ISO 9002:1992 confirms our commitment of quality systems putting customers first and aiming to exceed their expectations.

### Our data protection policy

Your details are held for and on behalf of Jordans Trust Company Limited.

Apart from any use made in connection with our acting on your behalf – including credit control reasons – we would only use your details to send you occasional materials on our products, services and events that we think may be of interest to you. None of your details will be passed to third parties for any marketing purpose.

For further information on how your data may be used, please contact our Data Protection Officer:

Tel: +44 (0) 117 918 1431 email: [dataprotection@jordanstrustcompany.com](mailto:dataprotection@jordanstrustcompany.com)

## Section 10 - Sending your instructions

Please send this completed and signed preliminary instruction questionnaire to Jordans Trust Company Limited so your requirements can be reviewed and a full written list of any additional documentation and a formal fee quotation can be provided.

Jordans Trust Company Limited  
21 St Thomas Street, Bristol, BS1 6JS  
T: +44(0)117 918 1407  
E: info@jordanstrustcompany.com

Date: \_\_\_\_\_

I confirm that the fiscal consequences of establishing an Cyprus company have been considered and that appropriate advice has been taken in this regard.