

## INSTRUCTIONS FOR THE REGISTRATION OF A NEW LIMITED BY SHARES COMPANY IN CYPRUS

				<b>date:</b>	
<b>APPLICATION SUBMITTED BY:</b>					
ADVOCATE: <input type="checkbox"/>		AUDITOR: <input type="checkbox"/>		OTHER: <input type="checkbox"/>	
Name:					
Address:					
P.O.Box:					
Town:		Postal Code:			
Telephone:		Fax:			
e-mail:					
<b>NAME OF COMPANY: <sup>1</sup></b>					
<b>REGISTRATION NUMBER: <sup>2</sup></b>					
<b>REGISTERED ADDRESS: <sup>3</sup></b>					
Address:					
P.O.Box:					
Town:		Postal Code:			
<b>MAIN BUSINESS ACTIVITY: <sup>4</sup></b>					
<b>LOCAL PROFESSIONAL ADVISERS:</b>					
	<b>ADVOCATE</b>			<b>AUDITOR<sup>5</sup></b>	
Name:	Dinos Michaelides LLC				
Address:	Emmanuel Rhoide, Kirzis Center D.34				
P.O.Box:	54246				
Town:	Limassol				
Postal Code:	3722				
Telephone:	+357-25871111				
Fax:	+357-25347067				
e-mail:	info@dinoslaw.com				

<b>APPLICATION PURPOSES</b>	
Please enter the necessary information in order to enable us to process your application	
for subscription to the memorandum by and the issue of the original shares to:	
(Resident) Shareholders	<input type="checkbox"/>
(Non-Resident) Shareholders	<input type="checkbox"/>
Number of Shareholders: <sup>6</sup>	
Paid up Capital: <sup>7</sup>	
Number of Shares:	
Par Value per Share:	

This page should be completed as many times as necessary.

<b>Shareholder: 6</b>			
Name:			
Passport Number: 8		Country of Issue:	
Country of Origin (or Registration):		Occupation:	
Number of Shares:			
Residential or Registered Address:			
P.O.Box:			
Town:		Country:	
<b>Shareholder: 6</b>			
Name:			
Passport Number: 8		Country of Issue:	
Country of Origin (or Registration):		Occupation:	
Number of Shares:			
Residential or Registered Address:			
P.O.Box:			
Town:		Country:	
<b>director: 6</b>			
Name:			
Passport Number: 8		Country of Issue:	
Nationality:		Occupation:	
Residential or Registered Address:			
P.O.Box:			
Town:		Country:	
<b>director: 6</b>			
Name:			
Passport Number: 8		Country of Issue:	
Nationality:		Occupation:	
Residential or Registered Address:			
P.O.Box:			
Town:		Country:	

<b>DESCRIPTION OF LOCAL PRESENCE:</b>		
(a)	Will the company employ expatriates in Cyprus?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(b)	In which town will its business office be located?	
(c)	Will the company carry out any activities in Cyprus besides the management, control or administration of its overseas affairs?	YES <input type="checkbox"/> NO <input type="checkbox"/>
(d)	If the answer to (c) is YES, please describe the intended activities:	
(e)	Expatriates who will be employed in Cyprus during the first year and for whom applications for TRE permits will be submitted soon:	
	Name	Nationality
		Position <sup>9</sup>
(f)	How many local staff will be employed in Cyprus during the first year?	
(g)	Will the company apply for duty-free benefits?	YES <input type="checkbox"/> NO <input type="checkbox"/>
<b>OTHER RELEVANT INFORMATION:</b>		
Kindly indicate the names of authorized signatories if you wish to the company to operate a bank account with a local Bank:		
Local Banks' name (kindly indicate in case of preference): <sup>5</sup>		
<b>ATTACHMENTS:</b>		
	Memorandum of Association: <sup>10</sup>	<input type="checkbox"/>
	Bank references: <sup>11</sup>	<input type="checkbox"/>
	Passport copies: <sup>12</sup>	<input type="checkbox"/>
	Recent utility bill (i.e. electricity bill):	<input type="checkbox"/>
	I hereby confirm that:	
(a)	The company will not provide any financial or trustee services other than to its shareholders or bodies corporate in its group of companies and Will not assume directly or indirectly any obligations to the public, whether in the form of deposits, securities or other evidence of debt.	
(b)	Additional forms have been/will be submitted to obtain a permit to offer financial/trustee services to the public at large.	
(c)	I authorize you to appoint <b>CCS Company services Ltd</b> to act as the company's secretary. I hereby instruct you to proceed with the registration of a limited liability by shares company in Cyprus. To the best of our knowledge the above information is true and correct	
<b>Signature:</b>		

**NOTES REGARDING THE APPLICATION FOR THE REGISTRATION OF A NEW COMPANY UNDER THE EXCHANGE CONTROL LAW**

- 1 Give as many choices as possible, avoiding words such as «Royal» or «Trust» or «Management».
- 2 Please enter the registration number of the company if already registered
- 3 Our office address may be used as the registered address of the new company. Alternatively you may indicate an address of your choice in Cyprus.
- 4 Please enter the most appropriate **business activity** as described below and if necessary specify by giving additional details:
  - 01 - Trade, Marketing and Distribution
  - 02 - Ship management and Maritime Operations
  - 03 - Business and Professional Consultancy
  - 04 - Engineering and Construction Services
  - 05 - News agencies, Journalism and Publishing, Radio, Television
  - 06 - Life, General or Captive Insurance
  - 07 - Investment or Royalty Company (offering financial / trustee services to its own shareholders and / or group of companies only)
  - 08\* - Third-Party Financial / Trustee Services  
 Note: For the purposes of this application form, the term "Financial Services" means dealing in investments, managing investments, giving investment advice or establishing and operating collective investment schemes and the term "investment" means shares, debentures, government and public securities, warrants, certificates, representing securities, units in collective investment schemes, options, futures contracts for differences and long-term insurance contracts
  - 09\* - Commercial and Merchant Banking
  - 10 - Other (Please Specify)

\* If codes 08 and 09 are applicable, additional forms (available from our firm) must be submitted
- 5 Upon your request, our firm may assist by referring you to a local auditor and/or banker.
- 6 Minimum one shareholder and one director should be specified. Nominee shareholders and directors may be provided by our firm on request
- 7 Minimum requirement of share capital is €1,000. Such share capital need not be paid up on registration of the company and may be provided at a later stage of the first financial year.
- 8 Do not complete section Passport Number and section Country of Issue if the Shareholder is a resident
- 9 Please enter the appropriate **position** signifying the **capacity** under which the expatriate will be employed by the offshore enterprise:
  - 01 - Executive (Director, Partner or General Manager)
  - 02 - Managerial (Head of a Department)
  - 03 - Professional (Qualified Specialist in his Field)
  - 04 - Clerical (Administrative Assistant or Secretary)
  - 05 - Trainee (For a period less than a year)
  - 06 - Other (To be described in detail)
- 10 required only in case the shareholder(s) is (are) a company and not physical person(s)
- 11 Bank references required from all specified shareholders from a Bank in their country.
- 12 Copy of first three pages of passport of each non resident shareholder.
- 13 Our firm may provide the services for the first company's secretary. The company's secretary is appointed on the Annual General Meetings of shareholders and should be a resident in Cyprus.

<p>In case you have any questions regarding this application form please feel free to communicate with our firm on telephone number: +35725871111</p>
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