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COMMERCIAL OFFER

Transfer IN of a Cyprus company



DEAR CLIENT,

Thank you for your interest in Eltoma Corporate Services, a company with over 13 years of experience in the corporate services industry and real offices in Singapore, Cyprus and the UK.

Eltoma Corporate Services specialises in company incorporation and maintenance in more than 20 jurisdictions. We also offer accounting, bookkeeping and bank account opening services.

You are always encouraged to visit our website for a comprehensive list of our services: <https://www.eltoma-global.com/>

Thank you for choosing Eltoma Corporate Services, the service provider you may trust.

Eltoma Corporate Services takes into account individual requirements, requests and applies a personalised approach in its work.



Dmitry Kucheryuk, CEO

LLB, FCCA, FAIA, ICPAC, Singapore ATP (Income Tax), TEP

Worked for Pepsi, Gillette, Coopers & Lybrand, Shell

Compliance Review

To transfer IN a company, you should provide a full package of documents, namely:

1. Completed application form for transfer IN of a company;
2. KYC documents for the beneficiary, director of the company:
 - A foreign passport certified by a local notary;
 - The second identity document (driver's license, work/residence permit, etc.)
 - A document confirming the place of residence (utility bill, bank statement, etc.)
 - A signed CV in English;
 - The Certificate from the bank in English on the availability of a bank account.

After submitting the documents, **an online verification** will be scheduled.

The cost of compliance services is €220*

****The price includes the verification of one person in the structure; for each additional person, a fee of €100 will be charged.***

Transfer IN services include:

1. Preparation of documents for the company transfer IN and communication with the current service provider;
2. Submission of documents to the Registrar regarding the change of the service provider;
3. A set of certificates
4. The provision of Registered address & Secretarial services for one (1) year.

The procedure of transfer IN of a Cyprus company takes 1 - 2 weeks (from receiving all the necessary documents and information for transfer IN, information about the company's structure, beneficiaries, etc.)

The cost of a transfer IN is €500



The cost of the company's annual maintenance

The cost of the company's annual maintenance includes:

Company House Levy* (mandatory fee) – **€350**

Municipality Tax* – **€195**

Annual Compliance review – **€160**

Preparation and submission of HE32 – **€150****

Holding of the Annual General Meeting – **€170**

Extension of secretarial services and provision of registered address – **€600**

The cost of a company registration is €1,625

*Company House Levy - a mandatory duty paid by all companies without exception. The client can pay the duty on his own through the website <https://www.jccsmart.com/>. If the client wants us to make the payment on his behalf, the service cost will be €120.

*Municipality Tax - a mandatory tax paid by all companies without exception. The client can pay the tax independently through the website <https://www.jccsmart.com/>. If the client wants us to make the payment on his behalf, the service cost will be €70.

** The HE32 filing fee already includes all the registrar fees.

Mandatory compliance requirements in Cyprus

- ✓ The company is obliged to **keep records and store documents for 5 years**;
- ✓ The company is **required to be audited** even if it is not active during the year;
- ✓ If the taxable supplies of the company exceed **€15,600 within 12 months**, it is necessary to register for VAT;
- ✓ If the company issues an invoice for the company that **is registered in the EU and is subject to VAT**, the Cyprus company must **immediately register for VAT and VIES**;
- ✓ The register of beneficiaries has been in force since June 2022, all companies are required to **file data of beneficiary owners of any company**;
- ✓ Cyprus has adopted the provisions of **EU's DAC6 Directive**, which all companies must comply with.

Contact us

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*The final fees may differ from the indicated in the presentation