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**Instructions for the formation for a Cyprus Company of International Operations**

**To Stelios Ieronymides Law Office**

<b>1. Main activities of the Company and countries where business will be carried out</b>

<b>2. For a new company insert 3 proposed names OR insert shelf company's name</b>

<b>3. Attachment 1 must be completed for:</b>
<b>The beneficial owner</b>
<b>Any shareholders</b>
<b>Any directors</b>

<b>4. Attachment 1 must be accompanied by the following certified documents</b>	
<b>In the case of an individual</b>	<b>In the case of a corporate entity</b>
<ul style="list-style-type: none"><li>• <b>Passport copy</b></li></ul>	<ul style="list-style-type: none"><li>• <b>Corporate documents</b></li></ul>
<ul style="list-style-type: none"><li>• <b>Proof of address (utility bill only for the signatory of the account)</b></li></ul>	

**5. Will you require services of a nominee shareholder?** Yes  No

*(a nominee shareholder is the registered shareholder of the Company who holds in trust the shares of the Company for the real shareholder so that the real shareholder can keep his anonymity)*

**6. Will the client or a representative of the client be appointed** Yes  No

**on the Board of Directors? (if yes complete Attachment 1)**

**7. How many nominee directors will you require?** *(note that for a company to enjoy Cyprus tax benefits, the control of the Company must be shown to be from Cyprus. To achieve that, the majority of the Board must be Cypriot residents)*  
**Please state below how many and if you require individuals or corporate entities**  
*(no difference for Cyprus tax benefits)*

**8. If you already have accountants for the Company please state their name below.**

**9. If not, would you like us to recommend an accounting firm for your company?** Yes  No

## Attachment 1

The following form should be completed for each of the beneficial owners, shareholders  
(if different to the beneficial owners), directors and /or any other authorised contact person.

<b>Position in the Company (select where applicable)</b>	
<i>Beneficial Owner</i> <input type="checkbox"/>	<i>Registered Shareholder</i> <input checked="" type="checkbox"/>
<i>Director</i> <input type="checkbox"/>	<i>Authorised Contact Person</i> <input type="checkbox"/>
<b>Full name</b>	
<b>Residential / business address</b>	
<b>Passport / Registration number</b> <b>Country of issue</b>	
<b>Date of birth / incorporation</b>	
<b>Occupation</b>	
<b>Number of shares (if applicable)</b>	
<b>Signature Specimen</b>	

**Position in the Company (select where applicable)**

*Beneficial Owner*

*Registered Shareholder*

*Director*

*Authorised Contact Person*

**Full name**

**Residential / business address**

**Passport / Registration number**

**Country of issue**

**Date of birth / incorporation**

**Occupation**

**Number of shares (if applicable)**

**Signature Specimen**

## DECLARATION

I/We, the undersigned:

- Being the ultimate beneficial owner(s)
- Acting as agent for the ultimate beneficial owner(s)

of the proposed company, request that *Stelios Ieronymides Law Office* proceed with the formation of this company, and declare and affirm to you that:

- (a) the above particulars are true to the best of my/our knowledge and belief.
- (b) none of the beneficial owners, including the ultimate beneficial owners nor the settlor or named beneficiaries of any trust holding a beneficial interest, has, in any part of the world, been involved in any illegal activity, been declared bankrupt or has been a director or otherwise concerned in the management of any company which has been subject to an insolvent liquidation.
- (c) I/We are unaware of any activities in which the beneficial owners engage which lead me/us to suspect that the beneficial owners are involved in money laundering and I/We undertake to advise you immediately should I/we become aware of any such activities.
- (d) Any contributions that will be made into the company as share capital or otherwise as shareholders' funds or from external financing will not derive from unlawful or immoral sources either in their country of origin or in my/our country of ordinary residence or in the Republic of Cyprus.

Furthermore, I/we hereby authorise you to disclose the identity of the ultimate beneficial owners of the company to any commercial bank for the purpose of opening a bank account in the name of the company.

**Name**

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**Address**

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**Passport No.:**

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**Signature:**

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**Date:**

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