



# CYPRUS

Registration and administration  
of companies

Schedule  
of Fees

# Service description

Cost, €

The prices exclude VAT

### Registration

1	Company name approval Preparation of documents for company incorporation, drafting of M&AA Filling out of the registration forms Affidavit at the court Registration of company in the Registrar of Companies Receipt of incorporation documents, apostille of documents Issue of Corporate Register and Share Certificate, preparation of Trust Deed Payment of fees and duties related to the registration	999
---	---	-----

### Nominee and related services

2	Nominee Shareholder (legal entity)	
	Per month	39
	Per year	394
3	Director (legal entity)	
	Per month	49
	Per year	495
4	Nominee Shareholder (physical person)	
	Per month	79
	Per year	797
5	Director (physical person)	
	Per month	99
	Per year	999
6	Secretary service:	
	▪ Registered Office Issue of Incumbency Certificate, Share Certificate, Corporate Register	
	▪ Assistance in communication with the courts, tax authorities, banks	
	▪ Signing and archiving of the documents, receipt of correspondence	
	Per month	99
	Per year	999
7	Registered Office	
	Per month	29
	Per year	293
8	Power of Attorney (excluding notary certification / certified true copy and Apostille)	99
9	Power of Attorney (including notary certification / certified true copy and Apostille)	149
10	Filing of Beneficial owner information	79

### Certificates and incorporation documents

11	Certificate of Good Standing	149
12	Tax Residence Certificate	249
13	VAT Certificate	249
14	Tax Clearance Certificate	149
15	VIES Registration	199

#	Service description	Cost, €
		The prices exclude VAT
16	Additional set of Incorporation documents under Apostille	699
17	Additional Memorandum & Article of Associations:	
	Under Apostille	229
	No Apostille	199
18	Additional Incorporation certificates / per certificate:	
	Under Apostille	89
	No Apostille	59
19	Notary certification / certified true copy per document	25
20	Apostille per document	25
<b>Change in company structure</b>		
21	Change of company name	999
22	Change of company address	249
23	Change of Director	249
24	Change of Shareholder: sale-purchase of shares inside the group with an instrument of transfer	249
25	Change of Beneficial owner	990
26	Amendments to the Memorandum & Articles of Association	449
27	Additional Issue of shares (excluding government fees)	249
28	Reduction of share capital (excluding government fees and court costs)	249
29	Company liquidation	2990
30	Company strike off	499
31	Company restoration (excluding government fees and court costs)	249
32	Company transfer to another service provider	199
33	Change of company details or client in bank's records	249
<b>Other registration procedures</b>		
34	Company search at the Registrar of Companies	49
35	VAT Registration	599
36	Receiving LEI code (including registration fee)	399
37	Annual maintenance / renewal of the LEI code (including fee)	249
<b>Other services</b>		
38	Support in opening of a bank account	1490
39	Substance / per month	
	Per month	329
	Per year	3320
40	Documents delivery / per delivery	from 50
41	Overseas business trip of an employee at the client's request (per day, including arrival and departure dates). Extra costs for accommodation and flight expenses are applied	1200

# Service description

Cost, €

The prices exclude VAT

### Bookkeeping

42 Bookkeeping

Per month **99**

Per year **999**

### Penalties for late payment

43 1 month (% of invoice amount) **10%**

2 months (% of invoice amount) **20%**

3 months (% of invoice amount) **30%**

Over 3 months **termination  
of service**

YouReg gives you easy, fast and friendly way to incorporate or administrate your company with confidence and compliance to all updated legal requirements and local regulations.

Get your own company just in 25 minutes!

