

REMINDER!

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CYPRUS TRADING (ACTIVE) COMPANY

2022 FEE SCHEDULE

The Ultimate Beneficial Owner(s) of the future company shall tick the services they would like for EM Group to perform and initial every page of this Fee Schedule, as well as sign on the last page.

Please note that all fees quoted are exclusive of Cyprus VAT of 19% and office charges of 4%. Should there be a substantial increase of change in the scope of services from our initial assignment, we shall inform you immediately in order to revise our fees.

SET-UP / ONE-TIME FEES

The below are one-time fees in conjunction with the incorporation of the company:

SERVICE	DESCRIPTION	AMOUNT (€)	TICK AS APPLICABLE
Company set up package (in the case of a straight-forward structure*)	<ul style="list-style-type: none"> • Incorporation fee; • Initial meeting / correspondence; • Customer due diligence process; • Preparation of memorandum and articles of association and other corporate documentation (including corporate registers, share certificates, etc.); • First board resolution; • Deposit of share capital into local bank account; • Certificate of incorporation and M&A's; • Application for an income tax registration number; • One attempt for name reservation; • Application for the company's VAT number (excl. disbursement); • Application for company to VIES system (excl. disbursement); • Client acceptance memorandum and meeting thereto. <p><i>N.B. this fee excludes the Registry registration fee</i></p>	2,000 <i>(one-time fee)</i>	
Transfer of company from current CSP to EM Group	<ul style="list-style-type: none"> • Initial meetings / correspondence; • Customer due diligence process and collecting of documents from client; • Client Acceptance Meeting; • Liaising with current Service Provider to recover all current documentation of the company; • Coordinating changes in directorship (if necessary) and change of address; • Issuance of new certificates under EM Group. <p><i>N.B. this fee excludes any disbursement or courier fees.</i></p>	Time Spent	
Bank account	Assistance with the opening of company bank account (exclusive of bank's account opening fee). Such fixed fee is restricted to specific banks.	Time Spent	

ONGOING EM GROUP SERVICES – MONTHLY FEES

The recurring fees for the administration of the company can be taken as a fixed fee package as indicated below or, upon request, on a ‘time spent’ basis:

SERVICE	DESCRIPTION	AMOUNT (€)	TICK AS APPLICABLE
Option 1: FIXED FEE PACKAGE			
Monthly fixed Fee	Provision of services by EM Group Cyprus to offer the following: <ul style="list-style-type: none"> • Preparation of annual return (excluding disbursements); • Preparation of annual financial statements; • VAT filings (submitted quarterly); • Tax filing; • Maintaining, reviewing, and updating corporate records (up to 3 hours per year); • Correspondence with respect to financial administration (up to 1 hour per month); • Excl. time spent on audit process. <p><i>In addition to the above, you would need to choose a book-keeping package that best suits the activity of the company.</i></p>	350 <i>(per month)</i>	

Bookkeeping packages**

PACKAGE	MONTHLY FEE (€)	TICK AS APPLICABLE
Up to 50 transactions per year	65	
Up to 100 transactions per year	130	
Up to 200 transactions per year	240	
Up to 300 transactions per year	330	
Up to 400 transactions per year	400	
Up to 500 transactions per year	450	

ONGOING EM GROUP SERVICES – YEARLY FEES

The annual management fee package can be taken as a fixed fee package or as standalone services (to choose between option 1 or 2):

SERVICE	DESCRIPTION	AMOUNT (€)	TICK AS APPLICABLE
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Option 1: FIXED FEE PACKAGE

Management fee package offer	Provision of services by EM Group Cyprus to offer the following: <ul style="list-style-type: none"> • Corporate director; • Company secretary; • Annual compliance maintenance (KYC) – capped at 4 hours; • Registered address. 	2,950 <i>(per annum)</i>	
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Option 2: STANDALONE FEES

Directorship	Provision of local corporate directorship provided by EM Group Cyprus (incl. AGM).	1,200 <i>(per annum)</i>	
Company secretary	Provision of a local company secretary.	500 <i>(per annum)</i>	
Annual compliance maintenance (KYC)	On-going monitoring and compliance risk review (Such fixed fee is capped at 4 hours. Any further compliance work carried out such as any changes to the structure shall not be covered by this fee). <i>This fee is compulsory if standalone fees are opted for.</i>	550 <i>(per annum)</i>	
Registered address	Provision of a registered address at 30, Chytron Street, Office A22, 2nd Floor, 1075 Nicosia	900 <i>(per annum)</i>	

OTHER FEES AND SERVICES

Other administrative services required for the day-to-day operations of the company:

SERVICE	DESCRIPTION	AMOUNT (€)	TICK AS APPLICABLE
Audit	Obligated annual audit (external auditor), fee is an estimate as it depends on the level of activity of the company and the auditor chosen.	Min. 1,750 <i>(per annum)</i>	<input checked="" type="checkbox"/>
Audit assistance	Liaising with auditor.	Time Spent	<input checked="" type="checkbox"/>
Legal/financial administrative support	The legal and financial administrative services that are outside the scope of a fixed fee offering will be charged against the applicable hourly rates which may vary from € 95 to € 300 per hour, depending on the experience of the employee involved.	Time Spent	<input checked="" type="checkbox"/>
VAT / VIES – annual fee	Maintenance of annual fee for VAT / VIES purposes (third party fees).	360 <i>(per annum)</i>	<input checked="" type="checkbox"/>
Registrar fee	Yearly Cyprus registrar fee.	370 <i>(per annum)</i>	<input checked="" type="checkbox"/>
Termination fee (liquidation of the Company)	When a company closure is required, the owner has the responsibility to inform EM Group Cyprus. All bookkeeping and audit/s must be done up to date with relevant fees paid, as well as all outstanding invoices. Liquidation fees vary and can be provided upon request.	P.O.R.	
Other Services	Any other fees not listed above can be quoted for upon request.	P.O.R.	

Important Notes:

* Straightforward structure shall mean a proposed structure made up of 1 outside personal director, 2 direct corporate shareholders which are held directly by a maximum of 2 ultimate beneficial owners. Structures involving high risk jurisdictions, trusts, foundations, fiduciary shareholders and/ or listed entities do not fall within the scope of a straightforward structure. Should the structure not fall within the meaning of a straightforward structure defined above, an additional fee may be charged.

** 1 book-keeping transaction is equal to a bank payment / bank receipt / purchase invoice / sales invoice. Journal entries are reviewed on a case-by-case basis, depending on the workings involved.

All standalone items listed in this Fee Schedule which remain unticked will be charged on time spent and not at the fixed rate as stipulated. Any additional legal and financial administration services will be charged based on actual time spent against the applicable hourly rates which may vary from €95 to €300 per hour (subject to change), depending on the experience of the employee involved.

: The items marked with this symbol are obligatory services which are required to be carried out.

P.O.R. = Price on Request.

ACCEPTANCE OF PROPOSAL

This proposal is accepted today,
Owner(s) of the future company to be set-up by EM Group Cyprus:

by the Ultimate Beneficial

Name:

Ultimate Beneficial Owner Percentage:

Signature:

Name:

% Ultimate Beneficial Owner Percentage:

%

Signature:

Name:

Ultimate Beneficial Owner Percentage:

Signature:

Name:

% Ultimate Beneficial Owner Percentage:

%

Signature:
