

**Company Registrations** Preparation of all legal documentation and forms for the incorporation and issuing of the Company certificates and Memorandum and Articles of Association.

**Representation** We provide our clients with the following:

- Directors
- Nominee Shareholder
- Secretary
- Registered Office

**Legal and corporate documentation** We provide our clients with the following services:

- Preparation and submission of our clients' Annual Returns to the Company Registrar
- Completion and submission of the required documentation for making changes of Directors, Secretary, Shareholders and Registered Office.
- Preparation of Board Minutes
- Preparation of Resolutions and Power of Attorneys
- Certification, notarization and apostil of legal documents
- Drafting of agreements
- Any other relevant legal service
- Maintain the Company's Statutory records and register, including the safekeeping of share certificates.

**Opening of bank accounts** We provide our clients with the following

- services:
- Opening of bank accounts in Cyprus and abroad.
  - Provision of bank signatory
  - Transfers