
DETAILED MANAGEMENT AND LEGAL SERVICES

Company Formation
Physical Director
Corporate Director
Corporate Secretary
Provision of registered office
Nominee Shareholders for Domiciled Company
Nominee Shareholder for Non-Domiciled Company
Opening of Bank account
Preparation of minutes resolutions
Preparation and filing of forms e.g appointment/change of director, shareholder, reg.office
Issuance of power of attorney
Issuance of power of attorney with apostile
Issuance of corporate register
Issuance of Share certificate
Issuance of incumbency Certificate
Provision of full extract of all registrations re. Company
Provision of Certificate of Good Standing
Provision of Certificate of Good standing under apostile
Preparation and execution of director's resolution
Execution of Agreements and other documents (per document)
Legalisation of documents at foreign consulate
Apostile of each document
Notarization of document
Services rendered in connection with the change of name
Services rendered in connection with increase in share capital
Services rendered in connection with the filing of register of Mortgages and Charges
Proxy
Pledges
Company Secretary Certificate
Payment of Interim Dividend
Liquidation
Provision of dedicated telephone no./fax/email

Tax related Services

Obtaining a tax identification number
Preparation and filing of provisional tax return (subject to complexity)
Preparation and filing of corporate Income Tax Return
VAT Registration
Tax Residence Certificate

Audit and Bookkeeping

Annual Audit
Interim Audit
Bookkeeping Small
Bookkeeping Medium
Bookkeeping Trading/Portfolio Management co.

Hourly rates

Specialised consultation on Tax
Specialised consultation on Law
Specialised consultation on Operations