MERIDIAN TRUST LIMITED

Cyprus company registration checklist

For non-residents registering a Cyprus private company limited by shares. Use section 1 for individual shareholders, section 2 for corporate shareholders or both for mixed ownership. Everyone completes section 3.

1 If you will hold shares personally

- ☐ **Proof of identity.** Provide a valid passport or accepted national identity card. Use your full legal name as shown on the document.
- ☐ **Proof of home address.** A recent electricity bill or bank statement showing your name, home address and the date of issue.
- ☐ **Bank reference letter.** A short letter from your bank confirming you hold an account. Example wording: “We confirm that [full name] maintains an account with [bank name].”
- ☐ **Short CV.** Include your professional experience and educational background.
- ☐ **Shares you will hold.** State the number of shares and identify anyone else who will ultimately own or control them.

2 If an existing company will hold shares

- ☐ **Company documents.** The shareholder company’s certificate of incorporation or equivalent official record, plus its current constitution or articles of association.
- ☐ **Current registered details.** A recent registry extract or separate records showing the registered office, directors and shareholders. Provide evidence of good standing if requested.
- ☐ **Beneficial owners.** Provide identity and home address evidence for the individuals who ultimately own or control the company. For a group, include a chart showing ownership percentages and records supporting each link.
- ☐ **Signing authority.** Identify the signatory and their role. Provide evidence of authority, such as an official record, board resolution or power of attorney.

3 Details of the new Cyprus company

- ☐ **Name and shares.** Give the proposed company name, share capital and number of shares each shareholder will hold.
- ☐ **Directors, secretary and office.** Give the proposed directors, secretary and Cyprus registered office. Identify any services you would like Meridian to provide, including a Cyprus-resident director, nominee shareholder, secretary or registered office.
- ☐ **Other directors or signatories.** If different from the owner, give their names, roles and contact details. For each signatory, state what they may sign.
- ☐ **Business activities.** Describe what the company will sell, provide or hold, and where its customers or business partners will be based.
- ☐ **Funding.** Explain who will fund the company and where the money will come from. If requested, supply supporting evidence or details of how the owner built their overall wealth.

Sending your documents. Ordinary scans are enough to start the review. Meridian will confirm which originals or certified copies should follow and whether any document needs an apostille or translation. An electronic apostille is an option where the issuing authority offers one.

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