



*Global Knowledge;
Local Scope*





OUR AIM AND COMMITMENT

To treat our clients with courtesy and integrity.

Our consistent track record of uncompromising ethics instills confidence and trust.

We guarantee realistic, honest advice that achieves results.

We combine our notable expertise with the more personalized and accessible approach of a boutique firm.

Speedy, practical and cost effective solutions



To build a lifetime relationship.

Who are we?

TotalPro Services Ltd was established in 2008. In November 2013, TotalPro Services Ltd was granted a license by the Cyprus Securities and Exchange Commission (CySec) to act as an Administrative Services Provider (ASP) under license number 15/196.

Since our inception we managed to develop an excellent reputation for exceeding customer expectations through our steadfast pursuit of integrity, professionalism, value-based pricing and respect for client confidentiality. We provide a one-stop solution for incorporating and managing a business in Cyprus and other jurisdictions.

We are Licenced...

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Why Cyprus

Cyprus is a popular destination for people to relocate their business or their family to a country that offers wide range of benefits. A move to Cyprus could be just what your business needs to take it to the next level, boost profits, and improve your overall standard of living.

In brief:

Language: Greek and Turkish. Widely spoken: Greek and English in both commercial and governmental sectors.

Currency: Euro, since 1st January 2008, as a member of the European Monetary Union.

Fiscal Advantages: Cyprus has one of the lowest tax regimes in Europe and its role as an international financial center is greatly enhanced.

Cyprus Tax Advantages:

- Access to EU directives
- Extensive double tax treaty network with over 60 countries
- Dividend participation exemption (subject to conditions)
- Exemption from tax on gains from the disposal of securities
- National Interest Deduction on equity applies to all taxpayers and all business activities
- No withholding taxes on interest and dividends
- No taxation of capital gains (except for disposal of real estate in Cyprus or shares of company holding real estate in Cyprus)
- No succession taxes
- No Controlled Foreign Company (CFC) rules
- Attractive Intellectual Property regime in line with 'modified nexus approach'
- 50% exemption on employment income exceeding €100,000 per annum for non-residents taking up employment in Cyprus
- No tax on dividends, interest and rental income of non-domiciled individuals.

Advantages

- Strategic location
- Member of the EU
- Member of Eurozone
- Corporate Tax Incentives
- Personal Tax incentives
- Business Friendly
- Infrastructure
- Quality of Life
- Value for money Services.

Great quality of Life

- Secure and safe
- Multicultural
- Exceptional Educational Institutes
- Amazing history, culture and art
- Fabulous weather
- Famous for the hospitality
- Gastronomy
- Quality of air and sea.

Established wide network of Double Tax Treaties with over 50 Countries







Company formation and domiciliation services

TotalPro Services Ltd specializes in providing assistance and guidance relating to international company formation and related services in various locations worldwide.

There are various reasons for private individuals and businesses to incorporate or re-domicile their company in Cyprus.

Major advantages are:

- Corporate Tax Incentives
- Investment in the EU
- Business friendly environment

We, at TotalPro, are tailoring our services to meet each and everyone's requirements. Our professional services can be and are designed and tailored to meet client's needs and requirements for a Cyprus incorporation or worldwide, with complete confidentiality and privacy. Each client's goal is our personal mission.

Our services include:

- Registration of company
- Registered office and registered agent services (if applicable)
- Nominee Services
- Assisting with bank account opening
- Certification / Apostille of documents.
- Formation of international trusts

Offices/substance solutions

Having substance nowadays is a vital tax planning tip. The better substance you have the more solid your tax structure will be.

You can establish your business presence in Cyprus with either a real or a virtual office solution, depending on your specific requirements.

With our office solution, your business can have:

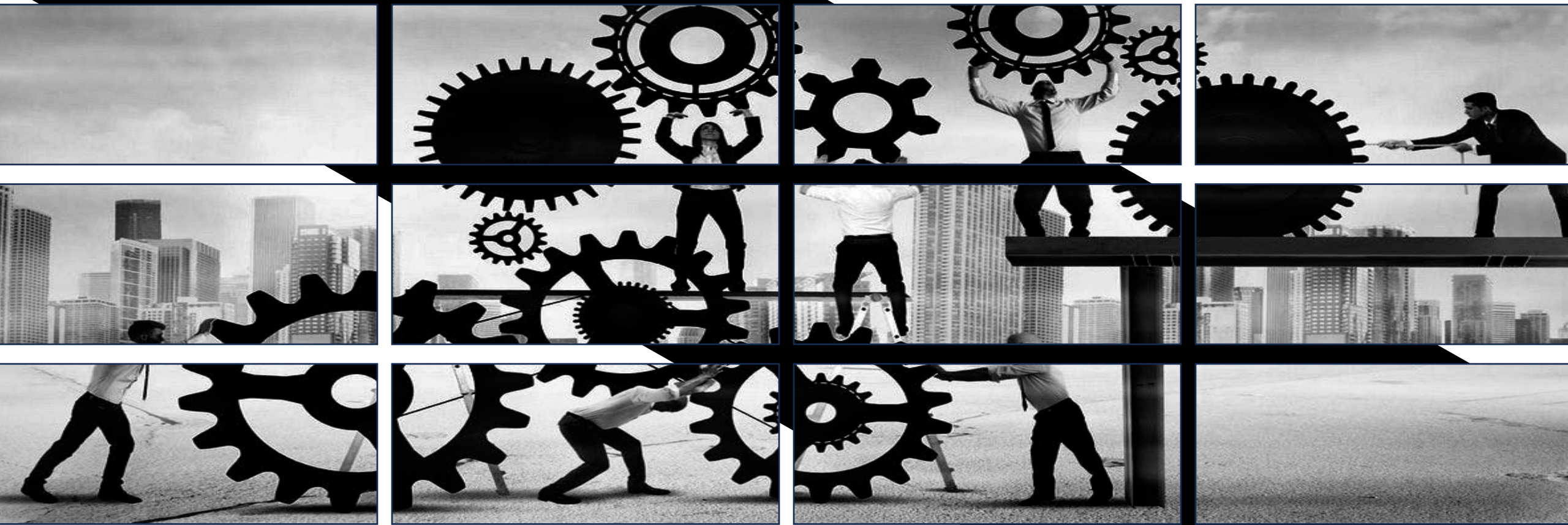
- A prestigious Cypriot business address for your correspondence, business cards, letterheads, corporate website, etc;
- Dedicated telephone line, personal telephone service in Cyprus, phone answering in your company name, call forwarding and voicemail;
- Mail collection and forwarding, dedicated fax line, copy, scanning and email services;
- Office space, meeting rooms;
- Your own branding and signs in your office.

We can facilitate with the selection of the right package according to your needs and offer high quality service, following your choice of selected services.

The packages offered by our firm are the following:

- Standard package – virtual office
- Premium package - enhanced substance elements
- Complete actual office solution – complete substance





Management and administration

Through our expertise we assist with the management and administration of companies, providing services that are designed to guide and support the daily running of your business. With communication and collaboration on client's needs, we offer:

- Business operational services, tailored based on clients' requirements. (i.e. Audit/Tax Advise, Legal Advise, Corporate / professional advise etc)
- Provision of full or partial nominee structure, including shareholders, directors, secretary and legal address
- Invoicing, payroll solutions and management
- Mail handling on behalf of the clients
- Additional company Substance (if required) i.e. local employees
- Social Insurance Registration and payments



Banking Services

This is our specialization – we have accomplished an excellent track record in bank account opening for high risk clients/activities. As a single point of contact for all your requests, we also offer banking services in various European, Middle East, Southeast Asia and Caribbean countries.

We assist clients with the bank account opening procedure from A to Z, i.e. advising the banks and payment institutions to choose from, arranging the bank account opening forms, up to activation of the account. We also provide certifications of documents, based on each institution's requirements.



To sum it up our banking services include:

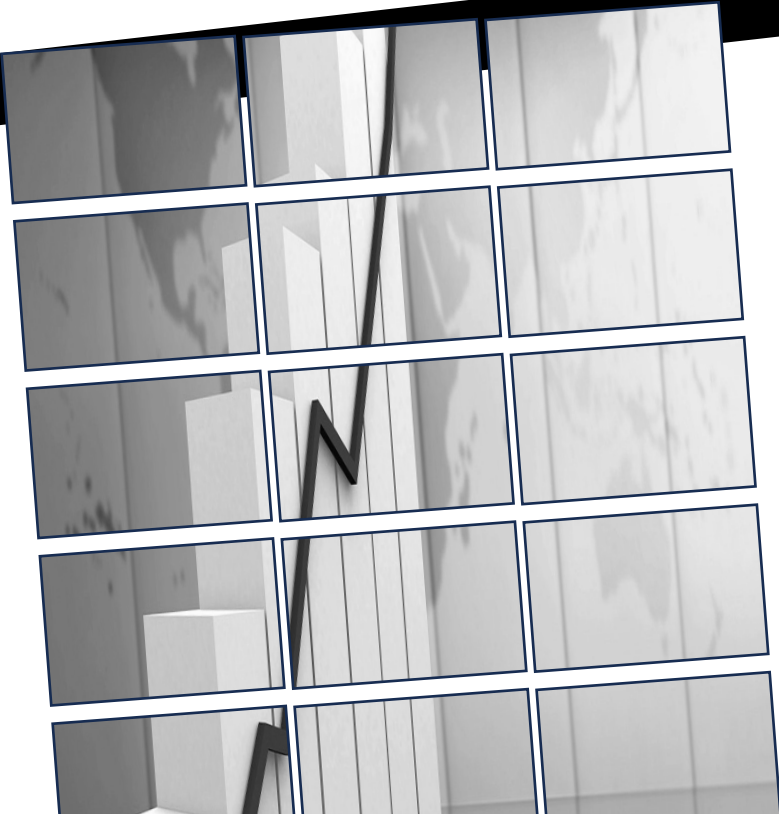
- Introductions to top ranked banks in various jurisdictions (EU and offshore jurisdictions)
- Opening of corporate and personal accounts
- Processing, coordinating and tracking money transfers and the follow up
- Assistance with arranging credit and debit cards and on-line banking services

Investment fund services

TotalPro Services Ltd is only a handful of providers in Cyprus with extensive knowledge of the laws and the necessary procedures for receiving a license from CySec.

Our team of professionals are well positioned to assist with:

- Licensing and administration of:
 - Alternative investment funds manager (AIFM)
 - Alternative investment funds (AIFS)
 - Cyprus investment firms (CIF)
- Provision of compliance officer
- Provision of internal Audit services
- Office set up (office space, personnel, facilities and human resource selection)





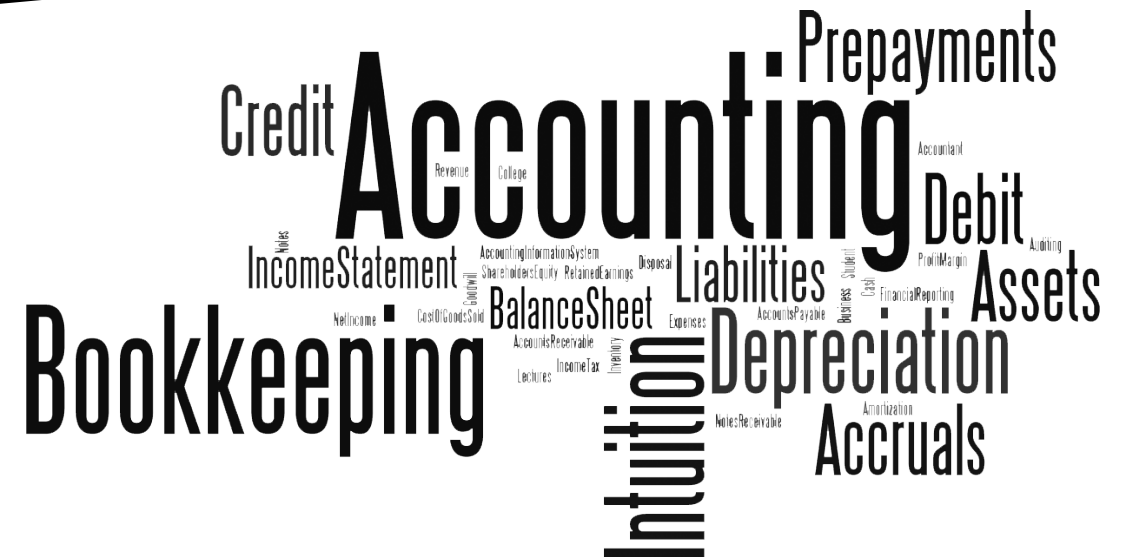
Audit and tax compliance services

- Registration within the Inland Revenue Department
- Statutory audit of annual financial statements
- Preparation and submission of annual tax returns
- Specific purpose audits and investigations
- Internal audit function, assessing the accounting and internal controls system of a business
- Prepare tax computations
- Preparation and submission of Annual Provisional tax declarations
- Tax residency certificates



Accounting and VAT services

- Maintain the accounting records of the company
- VAT Registration
- VAT returns preparation and submission
- Preparation of management accounts and the financial statements according to international standards
- Financial reporting standard
- VIES Registration and filling (if applicable)
- If your company is needed to be registered, our team of experts are at your disposal with information and guidance.





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