



**ALTUS  
CITADEL**  
Corporate Services Ltd.



# SUBSTANCE SOLUTIONS CYPRUS

Today securing the benefits of preferential tax regimes is much more complicated. Companies need to have a substantial presence in their country of registration and provide evidence that **effective management and control** are exercised from there, director(s) have a **relevant background** to the main activities of the company, fully operational **office is available** for a company and its employees to exercise their activity.

As one of our clients you can achieve this. Altus Citadel can provide you with the following support:

## Secretarial Support

- Reception and personalized telephone answering service
- Meetings and visitor management
- Physical mail collection, sorting, storage and forwarding
- Travel arrangement service
- Documents storage and management



## Administration Support

- Professional managers with relevant background
- Advising, sourcing, recruiting of relevant employees / representatives / managers
- Management consulting
- Arrangement of work permits for foreign staff and other immigration support



## In-house IT Services

- E-mail account(s) set-up and maintenance
- Web hosting
- Assistance with website design, development and maintenance
- Desktop support
- Secure file server
- Systems development and implementation
- IT administration
- Remote access administration

## Office space

- Up to date office premises of various sizes and requirements
- Various locations in the capital city, Nicosia
- Turnkey office service packages with relevant equipment and facilities
- High speed internet (100mbps)
- Conventional and video conferencing facilities
- Dedicated telephone line (-s)
- Utilities contract on the name of the tenant
- Cleaning services
- Utilities: electricity, water
- Shared kitchen/WC facilities

## Available offices located in Nicosia

	Office Option	Rental fee
1	Separate lockable office units renovated and fully equipped Square: ca 20-30 sqm	Monthly: €500-€600 + VAT
2	Fully equipped office desk in Altus open space Square: ca 6 sqm	Monthly: €250 + VAT
3	Virtual separate office *	Monthly: €350 + VAT
4	Virtual contract *	Annual: €2,500 + VAT
5	Virtual contract + secretarial support	Annual: €3,000 + VAT
6	Utility contract registration	Set-up: €350 Monthly: €150

\*For more information please contact us

## Additions

Available Additions	Price	Payment type
Conference area use (video conference calls, TV screen for presentations, white board)	€100	Per hour
Unique address use (only client can use the office complex - suitable for up to 10 persons)	€2,000	Per month (min)
Company name plaque production	€250	One-off
Company name plaque demonstration	€20	Per month
Telephone and answering services	€200	Per month (min)
Memberships to associations (i.e. Cyprus Chamber of Commerce)	€500	One-off
Memberships to associations (i.e. Cyprus Chamber of Commerce)	€300	Per annum
Secretarial / receptionist services	€80	Per hour (min)
Employee secondment – Depending on the level of employee.	€500	Per month (min)
Payroll services – for up to 3 employees	€150	Per month (min)
Other auxiliary services, at request	Price on request	



As you can see, whatever your company's specific needs, Altus Citadel has the "know-how" and can offer a range of services that will enable your company to achieve hassle free tax residency in Cyprus.