

“it is the set of the sails
and not the direction of the wind
that determines which way we will go!”

Jim Rohn



Christabel Corporate Services Ltd[®]

20 years
of Service
Excellence
1993-2013

Providing Exceptional Corporate Services
Since 1993



Christabel House, Limassol

Christabel is a multidisciplinary professional firm that offers International Business Clients and High Net Worth Individuals a complete range of Corporate Services.

Licensed by the Institute of Certified Public Accountants of Cyprus to provide administrative services
Licence No. E426/F/2013



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introduction

Founded in 1993, Christabel is a multidisciplinary Professional Firm that offers international business clients and high net worth individuals, the complete range of Corporate Services.

The management team consists of a multi-disciplined team of professionals including, bankers and accountants. Our strategic partners include international firms of lawyers, accountants, tax consultants, bankers and trust companies. The company therefore has access to a wide range of tax, legal and financial expertise.

Our clientele includes high net worth individuals to multinational companies in various industries including manufacturing, distribution and logistics, construction, shipping and financial institutions.





Our mission is to provide
a high quality Personal Service
to our clients to meet their needs,
beyond their expectations.



our values

Our values and working culture are based on principles of trust, team-work, honesty and respect. We are committed to a performance driven culture which is embedded in our service delivery by the recruitment, evaluation and development of our staff.

To maintain and strengthen our loyal relationships with our strategic partners and service providers.

our philosophy & approach in business

At Christabel, our philosophy and approach to the business is focused around three main aspects: our clients, our associates and our staff. Our main objective is to ensure that we provide a level of excellent service which is comparable to the highest international standards.

Our approach to new clients has always been to apply our strict acceptance criteria in order to ensure that we comply with legal and international standards. We spend a considerable amount of time understanding the prospective clients, their business, their current and future requirements, enabling us to develop the best possible solution.

Our retention approach has been based on developing a very close relationship with our clients, which entails regular visits to their existing operations, understanding their business and related industry, being easily accessible at all times and being committed to their success. These principles have ensured that working together we successfully develop a trusting and lasting business relationship.



Over the years we have established long term strategic partners and associates in the banking, accounting and legal professions. Our common objective has always been to provide the same level of excellent service, with enthusiasm, as offered to our clients. Further, we have also sourced high calibre professionals, who are specialists in their respective fields, to compliment and support our services. In this manner we are able to offer a complete basket of Corporate and Professional Services.

In order to ensure that we provide and maintain the highest levels of services offered to our clients and associates, we have created a working culture that is based on the principles of trust, team-work, honesty, and respect. Our aim is to ensure that our staff is highly motivated, energetic, dedicated and performance driven. We are continuously investing time and money in new operational systems, policies and procedures in order to assist the staff in achieving the highest service levels expected by our clients.

Our firm's policy is to enforce confidentiality in regard to the identity and affairs of our customers.

our services

Drawing from our rich experience in the services sector and our long-term ties with professional associates from around the globe, Christabel can offer the following services to its clients:



• Incorporation and Fiduciary Services

We are able to offer professional advice in regards to incorporation of companies, both in Cyprus and various other jurisdictions:

- Company formation in multiple jurisdictions;
- Provision of professional directors;
- Provision of nominee shareholders;
- Provision of Secretary & Secretarial Services;
- Provision of registered address;
- Maintaining and safekeeping the statutory records and registers of the company;
- Appointing auditors;
- Maintaining in safe custody the common seal of the company;
- Preparing the minutes of the directors' and shareholders' meetings;
- Calling Annual General Meetings and take Minutes of the AGMs;
- Preparing and filing the company's annual return;
- Issuing and safe keeping certificates;
- Arranging for legalisation and certification of documents;
- Arranging for any changes in the Company's share capital, shareholders and beneficial interest of the company;
- Arranging for any changes in the directorship/secretariat of the Company;
- Arranging for any changes in the Company's Articles of Association;
- Registering company pledges and any other charges;
- Undertaking company searches;
- Issuing of powers of attorney;
- Issuing any Directors' or Secretaries' certificates;
- Dissolution services.



• Bank Account Management Services

We offer to our clients the exclusive management of their bank accounts without them having to liaise with various persons in the bank.

Our services include the following:

- Opening of the bank account on behalf of clients in Cyprus and other jurisdictions;
- Provision of bank signatories;
- Processing and execution of client authorized payments;
- Electronic notification that payment has been executed;
- Handling applications for new services for clients i.e. internet banking, credit / debit cards;
- Placing of available funds on notice and fixed deposits;
- Arranging for local financing facilities, including trade and credit facilities.



• International and Cyprus Trusts

We are able to assist with the formation and establishment of trusts, ongoing trustee and administration services.

Our services include but are not limited to the following:

- Formation of a trust;
- Acting as the trustee;
- Provision of protectors;
- Advising on inheritance issues;
- Making distributions to the beneficiaries;
- Maintaining good title on property;
- Opening, administrating and monitoring bank accounts.

• Client Accounting

It is a statutory requirement (Companies Act), that all Cyprus companies must prepare audited financial statements on an annual basis in accordance with IFRS.

Our services include the following:

- Maintenance of the general ledger;
- Maintenance of proper books and records;
- Reconciliation and analysis of bank accounts;
- Preparation of management accounts for clients on quarterly and annual basis;
- Preparation of annual financial statements in accordance with IFRS;
- Preparation of VAT Records, completion of quarterly VAT Returns and submission of the returns to VAT authorities;
- Preparation of Vies forms (where applicable);
- Provision of support to the auditors for their annual audit.



• Legal Services

Together, with our associated Law firm, we are able to offer the following:

- Preparation of agreements;
- Escrow agency services;
- Advice on international financing structures through Cyprus companies and Joint Venture Companies;
- Mergers and Acquisitions;
- General Company advice;
- Incorporation of Trusts;
- Real Estate transactions;
- Court Applications in relation to companies.



Serviced Office

Our serviced office services (Exclusive and non-exclusive) are the perfect solution for international companies looking to establish a Cyprus presence.

- **Serviced office (Non-exclusive)**

Our services include:

- A shared office fully furnished, fully climate controlled specifically designated for your needs;
- A local, dedicated telephone line is provided. A professional receptionist answers incoming calls in the company's name and takes a message and forwards that message to you, according to your specific instructions;
- Dedicated fax line;
- An address to be assigned for collection of all your correspondence in our premises plus P.O. Box;
- Internet connection will be supported by a Wi-Fi facility on this floor;
- The office will be cleaned at regular intervals;
- Support will be provided when visiting the premises by our floor manager.

- **Serviced office (Exclusive)**

All the above of non-exclusive Office plus:

- A dedicated office fully furnished, fully climate controlled specifically designated for your needs;
- A space in the climate controlled server room of our premises;
- A parking space for a car to be reserved.



Other services

- Safe Custody services in boxes that are stored in our premises in concrete and locked storage room, which is equipped with sophisticated alarms, CCTV monitoring system and has restricted access;
- Domain applications and web-hosting;
- Web design;
- Ship registration;
- Cyprus Investment Firm registration.



Contact Us

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