



Europe Private Wealth

Multi - family office

Customized Solutions | Due Care
Adding Value | Building Relationships

CORPORATE COMPLIANCE Services

Cross-Border Compliance

Delivery of focused Corporate Statutory Compliance
to companies and groups of any size.



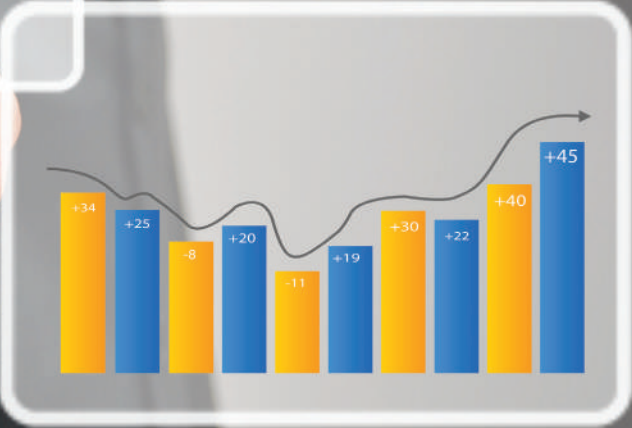
Europe Private Wealth & Multi-Family Office, based in Cyprus is a privately owned independent professional services boutique firm that supports multiple high net worth families and individuals in preserving and managing their entire wealth and legacy for future generations.



WE UNDERSTAND THAT THE ROLE OF THE CORPORATE COMPLIANCE FUNCTION CONSTITUTES A VITAL PART OF THE OPERATIONS OF ANY BUSINESS. WE DELIVER FOCUSED CORPORATE STATUTORY COMPLIANCE TO COMPANIES AND GROUPS OF ANY SIZE.

ACCOUNTING SERVICES

WE OFFER SUPPORT THROUGH OUR SPECIALIZED TEAM IN ORDER TO ACHIEVE GREATER CONTROL OVER OUR CLIENTS' STATUTORY OBLIGATIONS. THIS RESULTS IN PEACE OF MIND AND FREEDOM FOR OUR CLIENTS TO FOCUS ON HIGHER VALUE ISSUES FOR THEIR ORGANIZATIONS.



ACCOUNTING SERVICES:

- PERFORMING BANK RECONCILIATIONS OF ALL BANK ACCOUNTS •
- PREPARATION AND SUBMISSION OF VAT RETURNS AND VIES DECLARATIONS •
- PREPARATION OF PERIODIC MANAGEMENT ACCOUNTS •
- PAYMENT OF TAXES •
- MAINTENANCE OF THE GENERAL LEDGER •
- MAINTENANCE OF PROPER BOOKS AND RECORDS •
- PREPARATION OF ANNUAL FINANCIAL STATEMENTS •
- PREPARATION OF CONSOLIDATED FINANCIAL STATEMENTS FOR GROUPS OF COMPANIES •
- PREPARATION OF ANNUAL TAX COMPUTATIONS •
- PREPARATION AND SUBMISSION OF PROVISIONAL TAX DECLARATIONS AND PAYMENT OF TAXES •

ADMINISTRATION SERVICES

- **Opening and operating bank accounts**
 - Arranging for the issue of invoices, credit notes, purchase orders and other documents
 - Providing translation services for most of the european languages
- **Providing mail facilities** and handling correspondence with third parties
- Providing internet banking facilities
- Arranging and providing facilities for meetings
- Assisting clients on private banking information
- **Provision of bank signatories** and processing and execution of bank instructions
- Preparation, review and execution of agreements
- Monitoring local compliance with statutory requirements and filings
- Arranging for legal opinions or other legal work where necessary
- **Attending meetings** and carrying out negotiations on behalf of clients
 - Arranging for bank credit cards or applications for bank financing
 - Assistance in obtaining work permits for expatriate employees



PAYROLL SERVICES:

- PAYMENT OF EMPLOYEES BY BANK TRANSFER OR BY CHEQUE
- **PAYMENT TO THE PROPER GOVERNMENT AUTHORITIES OF PAYE TAXES, SOCIAL SECURITY CONTRIBUTIONS, MEDICAL FUND PREMIUMS AND PROVIDENT FUND**
- ASSISTING IN THE APPLICATION FOR OBTAINING WORK AND RESIDENCE PERMITS **FOR PRINCIPALS AND EXPATRIATE PERSONNEL**
- **PREPARING AND FILLING ANNUAL TAX RETURNS**
- REGISTRATION OF COMPANY AND STAFF WITH THE INCOME TAX OFFICE AND SOCIAL INSURANCE DEPARTMENT
- **PROCESSING THE COMPANY'S MONTHLY PAYROLL**
- **SUBMISSION OF RELEVANT REPORTS TO NECESSARY RECIPIENTS**
- **PREPARATION AND DISPATCH OF MONTHLY PAYSLEIPS**

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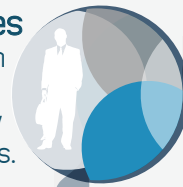
www.epw.com.cy

Confidentiality

We provide a written statement via the Firm's Letter of Engagement whereby it is officially confirmed that all of our clients' affairs are treated with utmost confidentiality via carefully designed procedures and methodologies.

Our values

We build customer relationships through **honesty and integrity**.
We endeavour to consistently deliver high quality service on pre-agreed and realistic timeframes.



Our People

The firm was founded by former **top executives** with experience in different service industries, all sharing a **passion** in providing customized, solution - oriented services that create value for our **high-profile clients**.



Our Mission

We aim to enhance the life of our clients by **organising** their finances, **protecting** their assets and providing **customised solutions** to deal with arising issues - being ourselves the single point of contact and coordination hub for all private wealth issues.



Yours faithfully,
EUROPE PRIVATE WEALTH