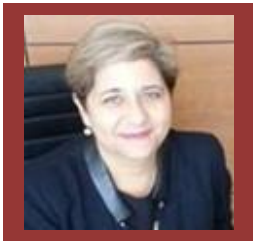


The Cyprus Fiduciary Association proudly presents:

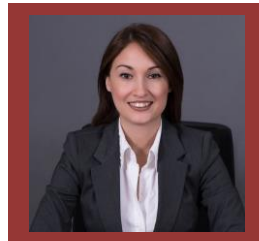
Seminar 4: Induction Course in Administrative Services

Wednesday, 04 May 2022 – Venue: Online

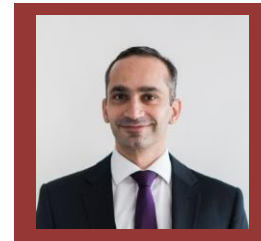
Featured Speakers



Athena Yiallourou



Stella Strati



Michalis Eleftheriou

#CYFAseminars2022

The Seminar will be conducted in the English Language

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Seminar Objectives

The Cyprus Fiduciary Association (www.cyfa.org.cy) is organising a full-day online seminar (7 hours), titled “**Induction Course in Administrative Services**”. CYFA aims to provide rigorous training to all junior employees of Administrative Services Providers (ASPs), as well as any other person that would like to gain an understanding of the overall operations and obligations of ASPs.

By the end of the seminar participants should acquire adequate knowledge regarding the legal, compliance, corporate and accounting principles and guidelines required for the operation of an ASP.

Programme

08:30 – 09:00	Registration	Speaker
09:00 – 11:00	<ul style="list-style-type: none"> ▪ Introduction ▪ General Principles of Cyprus Companies Law <ul style="list-style-type: none"> • General Principles and Main Concepts • Memorandum and Articles of Association • Share Capital and Variations thereof • Members of a Company • General Meetings and Resolutions • Directors: Role, Duties and Liabilities • Role of the Company Secretary • Winding up and Striking Off • Corporate Administration: Main Points 	Stella Strati
11:00 – 11:15	Break	
11:15 – 13:15	<ul style="list-style-type: none"> ▪ Accounting <ul style="list-style-type: none"> • Purpose of maintaining accounting records and preparing annual financial statements • Content of financial statements <ul style="list-style-type: none"> ○ Income Statement ○ Balance Sheet ○ Notes to the accounts 	Michalis Eleftheriou

	<ul style="list-style-type: none"> • Requirements for filing annual financial statements ▪ VAT <ul style="list-style-type: none"> • Introduction to VAT • VAT Registration and Deregistration • Application of VAT • Other – an overview of: <ul style="list-style-type: none"> ○ Intrastat ○ EORI ○ OSS ▪ Corporation Tax <ul style="list-style-type: none"> • Substance of a Cyprus Company • Tax rates • Filing requirements/ Provisional tax • Tax Exemptions and Non-Allowable deductions • Tax losses ▪ Special Defence Contribution (SDC) ▪ Stamp Duty Tax ▪ Immovable Property Tax 	
<p>13.15 – 14:15</p>	<p>Break</p>	
<p>14:15 – 17:25 <i>(Break at 15:30-15:40)</i></p>	<ul style="list-style-type: none"> ▪ AML & Compliance <ul style="list-style-type: none"> • Basic Requirements of the Cyprus AML Legal Framework • The Three Regulators • Latest Developments in AML Legal Framework i.e. UBO register, online KYC verification etc. ▪ Reporting Obligations and Suspicious Transactions ▪ AML & Compliance <ul style="list-style-type: none"> • Know Your Client (KYC)- Uploading and review of Client portfolio • Client Portfolio • Risk Assessment (FATF RBA Guidelines, PEPs, Sanctions etc.) • Sanctions ▪ AML & Compliance <ul style="list-style-type: none"> • Transaction Monitoring • Monetary and non-Monetary Transactions • Sanctions monitoring • Personal Data V Compliance 	<p>Athena Yiallourou</p>
<p>17:25-17:30</p>	<p>End of Seminar</p>	

The seminar is addressed to all employees of ASPs that would like to have an all-around induction course to ASP operations and obligations, as well as to employees of International Banking Units.

For registrations, please complete and sign the registration form and submit to info@cyfa.org.cy by Monday, May 2nd, 2022.

***Please note that an email will be sent to all participants 24 hours prior to the seminar date with access and login information to the online platform.**

Click [here](#) to review the *CYFA Payment & Refund policy*.

Bios

Mrs Athena Yiallourou

Director Risk & Compliance, Trident Trust Company (Cyprus) Ltd

Athena Yiallourou joined Trident Trust in 2013 and since 1st January 2020 has been appointed as Director Risk & Compliance. Her duties include the overall Management of the Risk & Compliance functions of Trident, including all aspects of Regulatory Compliance, Anti-Money Laundering, Anti-Terrorist Financing Compliance, Risk Management, Banking and GDPR and holds the responsibility for establishing a corporate culture of ethics throughout the Company.

Athena is a Member of the Chartered Institute of Bankers, is a Certified Anti- Money-Laundering Specialist through the acquisition of the ACAMS diploma and a member of the ACAMs Cyprus Chapter. Athena started her professional career in 1982 with Bank of Cyprus Plc and has over 30 years' experience in the International Banking Sector serving amongst other positions as an Assistant Manager of the International Business Unit and as a Branch Manager.

Mrs Stella Strati

Partner – Corporate Finance, Tax and Private Client, Patrikios Pavlou & Associates LLC

Deputy CEO – Pageserve Limited

Stella Strati is the Corporate Finance, Tax and Private Client Partner of Patrikios Pavlou & Associates LLC. She is also the Deputy CEO of Pagecorp Group, an approved administrative service provider.

Stella holds a law degree from the University of Athens and an LLM in European Union Commercial law from the University of Leicester.

She has extensive experience in corporate and commercial law, mergers and acquisitions, restructurings, tax law and banking and finance transactions, across a wide range of industries. She advises important local and international companies and financial organizations, as well as leading international banking institutions on all aspects of financial and commercial cross-border transactions and security matters. Stella has assisted some of the largest developers in Cyprus on landmark projects and she is also advising private clients on estate planning, asset protection and more specifically on Cyprus International Trusts Law matters. Stella is a member of the Cyprus Bar Association, STEP, IBA and a member of the Legal and Tax Committee of CYFA. She is also an International Tax Affiliate of the Chartered Institute of Taxation. Stella participates as speaker and panellist in seminars and conferences in Cyprus and abroad and she has authored several publications. Finally, she teaches Company Law at the Faculty of Management and Economics, at the Cyprus University of Technology.

Mr Michalis Eleftheriou

Michalis is an associate director at Nobel Trust with over 10 years of experience, specializing in IFRS accounting as well as local and international taxation. He offers accounting and tax compliance services to a diverse portfolio of clients. Michalis commenced his career in 2008, with a big four accounting firm where he qualified as a chartered accountant and spent more than four years providing assurance services to financial services clients. He also worked as an internal auditor for a multinational entity in Luxembourg. In 2014, Michael joined the Nobel Trust team

Michalis holds a B.Sc. in Economics from the University of Cyprus. He is a chartered accountant and holds the Advanced Diploma in International Taxation (ADIT) awarded by the Chartered Institute of Taxation (CIOT). He is an associate of the Institute of Chartered Accountants in England and Wales (ICAEW) and a member of the Institute of Certified Public Accountants (ICPAC) and a member of the Legal and Tax Committee of CYFA.