

The Cyprus Fiduciary Association proudly presents:

Seminar 4: Induction Course in Administrative Services

Wednesday, 10 May 2023 – Venue: Webinar

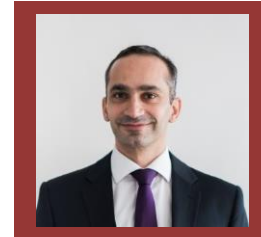
Featured Speakers



Xenia Neophytou
*Managing Director
Corporate & Financial
Services
C.X. Financia Ltd*



Stella Strati
*Partner Corporate
Finance, Tax, Private
Client Patrikios Pavlou &
Associates LLC*



Michalis Eleftheriou
*Associate Director
Nobel Trust Ltd*

#CYFAseminars2023

The Seminar will be conducted in the English Language

Sponsors

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 webinar 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 	
13.15 – 14:15	Break	
14:15 – 17:25 <i>(Break at 15:30-15:40)</i>	<ul style="list-style-type: none"> ▪ AML & Compliance <ul style="list-style-type: none"> • Cyprus AML Framework - Basic Requirements & Latest Developments • Reporting Requirements: Obligations and Suspicious Transactions • Know Your Client (KYC) • Risk Assessment Overview • Transaction Monitoring • Monetary and non-Monetary Transactions • Sanctions monitoring • Personal Data V Compliance 	Xenia Neophytou
17:25-17:30	End of Seminar	

The webinar is addressed to all employees of ASPs and other interested professionals that would like to have an all-around induction course to ASP operations and obligations.

For registrations, please complete and sign the registration form and submit to info@cyfa.org.cy by Monday, May 8th, 2023.

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

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

Bios

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 Trust 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.

Mr Michalis Eleftheriou

*associate director
Nobel Trust Limited*

Areas of focus: **Financial Management, Tax / VAT Compliance, Insolvency**

Michalis joined Nobel Trust in 2014 and is currently an Associate Director of the firm. He provides business solutions, financial and tax compliance services to clients operating in the sectors of finance,

trading, and investments. He is also a licensed insolvency practitioner. Prior to joining the firm, he worked in Luxembourg as an internal auditor for a multinational entity and as an auditor at a Big4 firm.

Michael holds a BSc in Economics from the University of Cyprus, he is a member of the Institute of Chartered Accountants in England & Wales, and a member of ICPAC. He holds the Advanced Certificate in Financial Services Legal Framework (CySec), and the Advanced Diploma in International Taxation from the Chartered Institute of Taxation (UK).

Mrs Xenia Neophytou

Managing Director

Corporate & Financial Services

C.X. Financia Ltd

Xenia is the founder of CX. Financia, a boutique advisory firm in Cyprus that specializes in financial services regulation and compliance. The firm offers services in licensing, regulatory compliance, and internal audits for Investment Firms, Crypto Providers (CASP), Investment Funds, and Payment Institutions.

Xenia has a diverse range of skills in corporate law, financial services regulation, and human resources development. She holds a B.Sc. (Hons) and FCCA designation and is an Advanced License Holder by the Cyprus Securities & Exchange Commission. Additionally, Xenia is a Registered Mediator in financial disputes, a Certified Trainer by the Human Resources Development Agency, and an active member of technical committees such as (CYFA) AML and Compliance Affairs, (CIFA) HR & Training, and (ICPAC) Administrative Services and International Business.

Xenia has previously served as CEO and a member of the Board of Directors and Risk Committees of several regulated Investment Firms in Cyprus. She is also a sought-after speaker at conferences, sharing her expertise on financial services and corporate governance. Xenia's experience and knowledge in licensing and regulatory compliance, mediation in financial disputes, and corporate governance have established her as a respected professional in the financial services industry. Her dedication to providing valuable advice and guidance to her clients has made her a go-to source for financial services advice.



CYPRUS FIDUCIARY ASSOCIATION

Cyprus Fiduciary Association

**Seminar 4 - "Induction Course in Administrative Services" | Wednesday 10th May 2023
Live Online - Zoom**

Registration Form

1. Name of Company Regulatory Authority CYFA Member Non-Member

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Postal Address Telephone no

.....

2. Please add below the details of the participants and the town they will attend the seminar:

S/N	Name/ Surname	Email Address

3. Fees

CYFA Members €70 + VAT

ICPAC, CyBAR, STEP Cyprus Members €105 + VAT

Non-Members/Others €140 + VAT

Total Fees €

4. Type of payment (all payments should be made prior to the event)

- Cheque Name of bank and cheque no.: _____
- Bank transfer

Bank	Account No.	Swift Code	IBAN
Bank of Cyprus	357003026375	BCYPCY2N	CY52002001950000357003026375
Hellenic Bank	240-01-579787-01	HEBACY2N	CY 73005002400002400157978701

Note: Please add the name of your company in the description of the transfer payment

.....
Name

.....
Signature

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