



Company Profile



We are a registered professional consultancy firm offering our services in various dimensions. Our diversified, competent and professional team is always willing to help our clients.

A & C CHRISTOFI LTD is a Certified Chartered Accountants and Registered Auditors firm, regulated by ICPAC, offering a range of financial and business services located in Limassol, Cyprus. The firm was established in 2008

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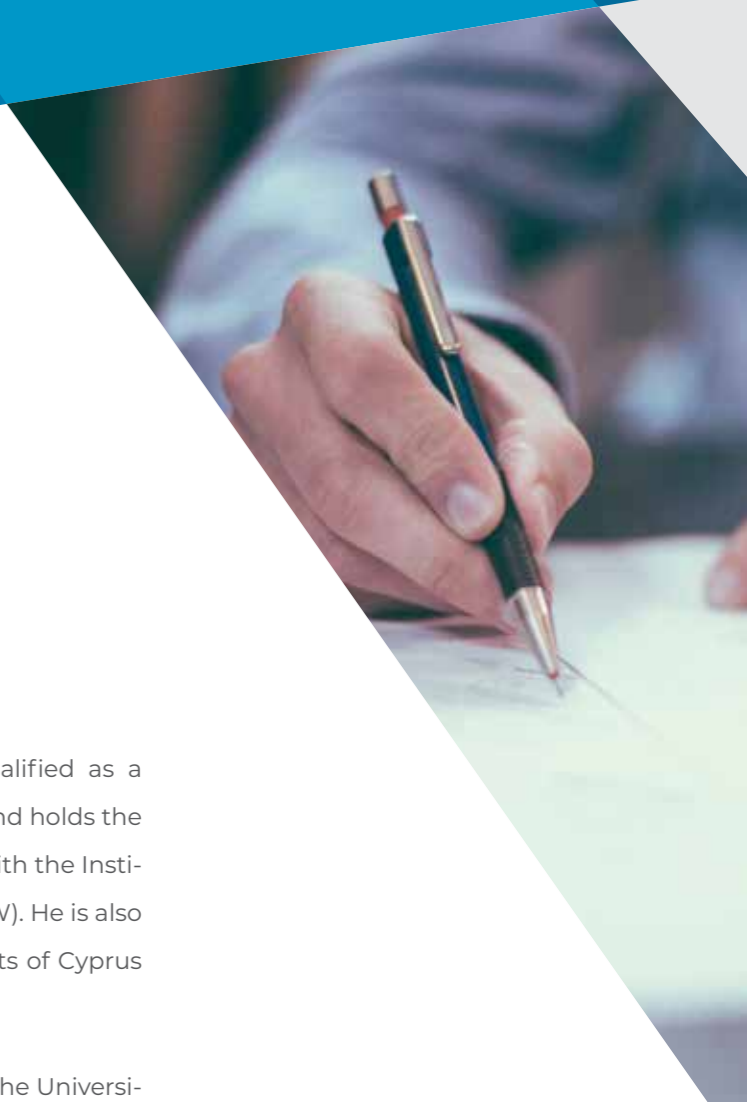
Board of Directors

APOSTOLOS CHRISTOFI has been trained and qualified as a Chartered Certified Accountant with one of the big international accounting firms, and holds the professional title of Fellow Chartered Certified Accountant (FCCA). He is also a member of the Institute of Certified Public Accountants of Cyprus (ICPAC).

He holds a BA in Accounting and Finance with Computing from the University of Kent, England.

His long experience is focused on Audit And assurance for clients in various industries and has extensive knowledge of local Income Tax and VAT legislation. Before the establishment of the A & C CHRISTOFI LTD, he worked as a financial controller/chief accountant in one of the companies of the largest Cypriot groups.

Our knowledgeable, experienced and professional people are working for you



CHRISTOFOROS CHRISTOFI has been trained and qualified as a Chartered Accountant with one of the “Big Four” firms, and holds the professional title of Fellow Chartered Accountant (FCA) with the Institute of Chartered Accountants in England & Wales (ICAEW). He is also a member of the Institute of Certified Public Accountants of Cyprus (ICPAC) and Cyprus Computing Society (CCS).

He holds a B.Sc in Computer and Business Studies from the University of Warwick, England and an M.Sc in Advanced Computer Science with ICT Management from the University of Manchester, England.

His long experience is focused on audit and assurance for clients in various industries and has extensive knowledge of local Income Tax and VAT legislation.

Our Vision

To become one of the leading professional organisations in Cyprus

Our Mission

To offer high quality professional services and to become part of your business

Welcome to A & C Christofi Ltd

*Our main
concern is your
business always*

A & C CHRISTOFI LTD is a fast growing professional services company based in Limassol, Cyprus. The company is a member of the Institute of Certified Public Accountants in Cyprus (ICPAC), holding the relevant practicing certificate of auditing in Cyprus. We offer a variety of professional services to our clients and we adapt to their requirements and needs. We become part of your business. Our main Concern is your Business always.

Our knowledgeable, experienced and professional people are working for you and their objective is to achieve the best for you. Through our close relationship and the high quality services offered, your objectives, strategy, mission and vision are achieved.



Our Core Values

At A & C Christofi Ltd ("ACC"), we believe that every business and individual has the potential to better manage, grow, and plan for their wealth. The key lies in knowledge. Our duties now see us taking an active role in helping to direct your business or finances in a direction which helps you grow and develop your wealth.

Our core values underpin how we work with our clients, our team and our suppliers. The core values we practice every day are:

▶ OBJECTIVE

ACC will not allow bias, conflict of interest or undue influence of others to override its professional or business judgments.

▶ PROFESSIONAL COMPETENCE AND DUE CARE

ACC maintains professional knowledge and skill at the level required to ensure that clients receive competent professional services.

Our core values underpin how we work with our clients, our team and our suppliers.

▶ INTEGRITY

ACC will be straightforward and honest in all professional and business relationships.

▶ CONFIDENTIALITY

ACC will respect the confidentiality of information acquired as a result of professional and business relationships and therefore, do not disclose any such information to third parties.

▶ PROFESSIONAL BEHAVIOR

ACC team behave professionally to comply with relevant laws and regulations and avoid any action that discredits the profession.



Awards and Accreditations



➤ ACCA- APPROVED EMPLOYER – TRAINEE DEVELOPMENT PLATINUM LEVEL



➤ ICAEW-APPROVED TRAINING PRACTICE



➤ THE INSTITUTE OF CERTIFIED PUBLIC ACCOUNTANTS OF CYPRUS

A high-angle photograph of three business professionals in a meeting. They are gathered around a table covered with various documents, including spreadsheets and charts. One person is pointing at a document while another looks on. The scene is overlaid with a semi-transparent blue filter. The background of the right page features a white and light blue geometric design.

Our Services

We focus on serving the unique needs of our clients on a one-to-one basis. We are accessible, flexible, and personal, and we make your business our business. We are dedicated to professionalism, integrity and clients' satisfaction.

Our Services Include:

- Accounting and Bookkeeping Services
- Audit and Assurance Services.
- Direct and Indirect Tax Services
- Payroll Services
- Outsourced CFO Services
- Business Advisory and Consulting Services
- Information Management Services
- Corporate and Administrative Services
- Human Resource & Recruitment Services
- Property Management Services
- Marketing Services



Accounting and Bookkeeping Services

Our objective is to leave you deal with the management and the day to day operations of your business. The accounting services we offer to you, will help you keep track of the performance and position of your business on a daily basis.

Our Accounting and Payroll services include the following:

- Maintenance of proper books and records by using computerised accounting systems
- Preparation and submission of VAT returns
- Payments of taxes
- Preparation of various reports for management purposes such as budgets, cash flow forecasts along with variance reports against actual results
- Preparation of debtors and creditors statements and ageing analysis
- Monthly bank reconciliations
- Monthly creditors reconciliations
- Preparation of financial statements and consolidated financial statements in accordance with International Financial Reporting Standards (IFRSs)
- Unaudited accounts preparation for banks
- Computerization of accounting departments
- Training in the use of computers, accounting packages and other techniques
- Advice on accounting systems selection

We will help you keep track of the performance and position of your business on a daily basis

Audit and Assurance Services

Our aim is to help you improve your financial reporting and provide you with the assurance that your financial and management systems which are in place to operate effectively and efficiently. Any problems that will be identified will be reported to you together with recommendations how your systems can be improved. This will improve your business performance. We will stand by your side on any decisions taken.

Our audit strategy is tailored to suit the size and nature of your business. Our industry knowledge and experience is a plus for the audit of your business. Our understanding of the Cyprus regulation and legislation and International Financial Reporting Standards (IFRSs) can also help you with complex financial reporting of your business.

Our Audit and Assurance services include the following:

- Statutory audit of Financial Statements
- Assistance with the preparation of financial statements and consolidated financial statements in accordance with International Financial Reporting Standards (IFRSs)
- Internal control reviews and design
- Internal audit
- Special Audit and Due Diligence Reports
- Listing on the Cyprus Stock exchange



Direct and Indirect Tax Services

Our Direct and Indirect Tax services aim to help our clients, both companies and individuals, identify key tax planning opportunities, and develop their tax strategies and to minimize their tax liabilities and obligations.

We keep track of the changes in Tax and VAT legislation in order to be aware of any direct and indirect Tax opportunities for our clients

Our Direct and Indirect Tax services include the following:

- Tax planning services for companies and individuals
- Preparation and submission of Tax Returns for companies and individuals
- Preparation and submission of Capital Statements
- Advice for Double Tax Avoidance
- Negotiation of Tax Cases with the Tax Authorities
- Request for Tax Clearance Certificates
- Payment of Taxes
- Capital gains tax services
- International tax planning
- Social insurance contribution services
- Preparation and filing VAT returns
- Help with the compliance with VAT regulations
- International VAT planning

Payroll Services

We have solid experience of working with the companies from various markets and solving complicated payroll calculation tasks

Our goal is to reduce our clients' payroll administration and to offer a fully managed payroll service always following the Inland Revenue and the Department of Social Security rules.

Our payroll Services include the following:

- Maintaining the details of a company's employees
- Calculating and making payments and deductions to the employees and the Authorities
- Preparing tax returns
- Keeping up-to-date with regulations and guidelines affecting expatriate employees
- Consulting on taxation issues regarding expatriate employees
- Assisting in obtaining work and residence permits
- Liaising with the income tax authorities and the Department of Social Security
- Preparation of the 'Statement of Emoluments and Contributions' and submission to the Social Insurance Department
- Preparation and submission 15 of P.A.Y.E. return



Outsourced CFO Services

With our outsourced CFO services we are committed to support the rapid growth of your business.

Our support will ensure the improvement of the accounting efficiencies, the refinery tax strategies, and conquest of the financial challenges in order to keep moving forward. We will help your business to implement strong accounting and tax practices that will streamline your finances and improve business performance.

Our Outsourced CFO Services include the following:

- Interim CFO or Controller
- Part-time CFO services
- Business improvement strategies
- Strategic business planning
- Financial analysis and reporting
- Cash flow management
- Tax planning to maximize profits
- Operations review
- Training for in-house accountants and bookkeepers
- Risk management
- Due diligence

We will help your business to implement strong accounting and tax practices that will streamline your finances and improve business performance.

Business Advisory and Consulting Services

At A & C CHRISTOFI LTD "Your Business is Our Concern". In our era, we live in a rapidly changing and very competitive business environment and if you do not manage to adapt to these changes then you have lost the game. Our aim is to help you keep being part of this game, feel secure and to manage to grow and win the game.

Our Business Advisory and Consulting services include the following:

- Mergers and acquisitions
- Restructuring of companies
- Company valuations
- Investigations
- Feasibility studies and business plans
- Qualitative and quantitative research
- Investment appraisals
- Review of internal audit systems
- Receiverships and Liquidations
- Due diligence reports
- Listing on the Cyprus Stock exchange
- Computerization of accounting department
- Advice on accounting systems selection
- Human resource services and management
- Management consulting
- Business recovery and monitoring the compliance of the strategic plan
- Forensic and Dispute Services
- Grants & Incentives

Information Management Services

Strategic Information Management (SIM) is IS/IT strategies which significantly improve information use and context in order to enhance performance and coordinate activities across functional and business unit lines, as well as the interactions with external entities, in pursuit of competitive advantage. Information Technology is bringing about a “paradigm shift” in the way we think about problems, markets, the economy, and social interactions. Information has become the fourth strategic resource for organizations (capital, labor, equipment) in this information society.

Organizations that manipulate and use IT as a part of their long-term thinking are achieving, maintaining competitive advantage in this global marketplace. Computer is just one component of an IS and it along with other related technologies has allowed us to obtain or collect data, process data, and deliver information (reports) more rapidly and reliably. We live in an era of constant change and, therefore, must prepare ourselves to cope with it.



Organizations that manipulate and use IT as a part of their long-term thinking have an advantage

ACC provides following general software solutions for its clients including;

- IT Audit
- Preparation of user requirement specifications and feasibility studies
- Defining computer hardware and software requirements
- Business process redesign and reengineering
- Systems analysis, evaluation and design
- Information systems strategies
- Computerization of accounting departments
- Training in the use of computers, accounting packages and other techniques



Corporate and Administrative Services

Our Corporate and Administrative services aim to save you some time from the administrative work that needs to be carried out and so have more time to deal with the management and future of your business.

Our Corporate and Administrative services include the following:

- Preparation and filing of Annual Returns and other records
- Maintaining Shareholders Registry
- Secretarial Services on an annual basis
- Services regarding the filing of corporate changes to the Registrar of Companies Department and issue of certificates
- Formation of companies and other forms of businesses
- Services relating to the registration of trade names and logos
- Preparation of minutes in relation to the meetings held by the Board of Directors and Shareholders
- Opening and operating bank accounts
- Provision of bank signatories and processing bank instruction
- Arranging for any bank related issues such as the issue of bank credit cards, bank transfers etc.
- Carrying out negotiations on behalf of our clients
- Applying for and obtaining various kinds of licenses from Government Authorities
- Assistance for the registration of an International Trust

We aim to save you some time from the administrative work...

- Assistance for the registration of a Shipping Company (Ship owning and ship management Co)
- Assistance for the registration of any vessel (ship, yacht, etc.) under Cyprus flag
- Migration services / Residence permits
- Re-domiciliation of companies.

In addition to the above services our Firm is able to provide Offshore Company Incorporation and any of the above services in more than 25 jurisdictions world-wide.

For more information on any of the jurisdictions we provide Corporate Services, please send us an email on info@accyp.com for any of the countries listed below:

EUROPE

- Cyprus
- Gibraltar
- Guernsey
- Isle of Man
- Malta
- Portugal
- Switzerland
- United Kingdom

CARIBBEAN

- Bahamas
- British Virgin Islands
- Turks & Caicos Islands

ASIA

- China
- Hong Kong
- Singapore

AFRICA

- Mauritius
- Seychelles

MIDDLE EAST

- Abu Dhabi
- Bahrain
- Dubai



Human Resource and Recruitment Service

As a trusted business partner, we offer a broad range of Human Resources solutions to Businesses such as:

HR Consulting

With the expansion of your company comes the need for adaptability and modifications to your infrastructure. We believe in the precision of fully customized HR solutions through monthly on-site visits to fit the specific needs of your business. The HR Consulting services include the following:

HR guidance and advice on: **Policies and Documentation**

- Employment Law
- Absence Management
- Disciplinary and Grievance
- Performance Management and creation of appraisal process
- Exit Interviews
- Employee Engagement
- Rewards Management
- Contract of Employment
- Employee Handbook
- Development, review, and implementation of HR policies and procedures
- Job descriptions and person specifications
- Organization design and structure
- Letters, forms, and reports



As a trusted business partner, we offer a broad range of Human Resources solutions to Businesses

Recruitment

If you are currently recruiting or are soon to start recruiting you can trust our team to find the best talent for you! We can manage every part of the selection and placement process and ensure that you have fit-for-purpose manpower and a successful business. We can assist you in the following ways:

- Job Advertisement in job platforms and social media
- Headhunting
- Initial telephone interviews on your behalf
- Attending face-to-face interview panels
- Follow-up documentation

Immigration

Our team can assist businesses and individuals regarding Immigration matters such as:

- Registration of companies to the Immigration
- Temporary residence permits for 3rd country nationals (Employees at International Companies/change of employer, family reunification, visitors, students, and researchers)
- Temporary residence permits for EU citizens and family members



Property Management Services

Property and business management services are tailored for the entrepreneurs and companies whose operations are so complex or business has expanded so large, that it is becoming burdensome for the business or persons to manage their business or properties efficiently.

We offer a wide range of services in Cyprus include the following:

- Common Expense management
- Statement of monthly expenses
- Collection of monthly common charges from owners / tenants
- Supervision of cleaning, repairs and maintenance of common areas
- Observing relevant regulations regarding the obligations of tenants and the administrative committee (6 (I) of 1993)
- Transparent bookkeeping for the building and residents' right to inspection of the books at any time
- Comprehensive financial reporting accessible by internet via password with daily updates



*We offer
tailormade
services for the
entrepreneurs
and companies*

Marketing Services

Our goal is to help your business flourish. We can develop a marketing strategy that's best suited for your business and create a buzz around your brand. With the help of our team of content creation and management professionals, your brand can impact and inspire people your own way.

Our skills include brand identity, web development, social media services, innovative, creative and effective advertising as well as outsourced print production.

Our Marketing services include the following:

- Creation of Brand Identity
- Brand Strategy and Implementation
- Website Design
- Social Media Development and Services
- Indoor and Outdoor Advertisements
- Print Production



Contact Us

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