

Checklist

Information rights of a shareholder of a Cypriot Limited Company

**based on Cyprus Companies Law, Cap. 113*

Shareholder information rights – the rights of a shareholder to receive information and documents related to the company's activities.

Use this checklist to ensure you are exercising all the information rights as a shareholder of a Cypriot Limited Company. Check which documents and data you are entitled to request.

I Access to Corporate Documents

Nº	Document	✓
1.1	Memorandum & Articles of Association <i>Founding documents of the company</i>	<input type="checkbox"/>
1.2	Register of Members <i>Names, addresses, class and number of shares, entry/exit dates</i>	<input type="checkbox"/>
1.3	Register of Charges <i>Objects, amounts, terms of charges, information about creditors</i>	<input type="checkbox"/>
1.4	Register of Directors & Secretaries <i>Names, addresses, dates of appointment and resignation</i>	<input type="checkbox"/>
1.5	Register of Debenture Holders <i>Terms of debt instruments, information about creditors</i>	<input type="checkbox"/>
<i>NB: Access to – documents and registers listed in sections 1.1–1.5 – is available not only to shareholders but also to third parties (provided that the request procedure set forth in the Cyprus Companies Law, Cap. 113 is followed).</i>		
1.6	Register of Directors' Shareholdings <i>Information about directors' shares and bonds in the company and its parent and subsidiary structures *register is available from 14 days before the Annual General Meeting and within 3 days after</i>	<input type="checkbox"/>
1.7	Minutes of General Meetings <i>Information on meetings, discussed issues, and adopted resolutions</i>	<input type="checkbox"/>

II Access to Financial Documents

Nº	Document	✓
2.1	Financial statements & Auditors' report <i>Documents are available 21 days before the General Shareholder Meeting</i>	<input type="checkbox"/>
2.2	Last Balance Sheet <i>Financial status of the company at a certain date (assets, liabilities, capital)</i>	<input type="checkbox"/>

How to obtain documents?

Send a written request to the company's secretary.