



Your business is built on trust



## CITY TRUST

### Philosophy

Companies can't be good at everything. Based on this philosophy, City Trust has built its business model on specialising in core support services. We assist companies across a multitude of industry sectors with their administrative and statutory functions in order that they can focus on their core business.

Few others in our industry have pursued such a niche service offering, and none have taken it nearly as far as us. We believe our disciplined focus on function-specific services has been the key to our success.

### Services

- Formation and Registration Services
- Company Management and Administration
- Company Secretarial Services
- Trustee Services
- Book-keeping and Accounting Services
- Tax Compliance
- Relocation and Company Start up Services
- Structure Finance Services

## Formations and Registrations

Our formation and registrations team can assist you with any of your formation or registration needs whatever the jurisdiction.

### **Company Formation Services:**

Formation of companies, trusts and branches in most jurisdictions worldwide.

Formation of special purpose vehicles for financing transactions.

Setting up of funds and other specialised entities.

Opening of bank accounts.

### **Registration Services:**

- Tax registration (direct taxes)
- VAT registration
- Trademark or patent registrations
- Yacht registration
- Aircraft registration
- Registration of charges, mortgages and debentures

## Company Management and Administration

Our client services team which is made up of people from multi-competence backgrounds including law, tax and accounting are able to facilitate and implement solutions ranging from the simplest single entity vehicle to the most complex cross border structures, both offshore and onshore.

### **Our services include:**

- Provision of executive and non-executive directors
- Provision of employees, managers and other officers
- Full administrative support services
- Assisting with bank accounts, the raising of invoices and preparation of contracts.
- Domain name registration, e-mail and website services.
- Translation services in all major languages.
- Applications for work/residence permits and renewals.









## Relocation and Company Start up Services

City Trust prides itself on being one of the premier providers of trading company start up services in Ireland. To assist clients in setting up an operation in Ireland, we are able to offer clients an opportunity to occupy fully serviced office space within our prestigious offices in Dublin city centre. Not only are our fees very competitive but you will also receive the added benefit of having all the expertise we bring “in-house”.

To ensure you are able to focus on developing your business and are not burdened down with administration, we offer the following support services to ensure your business administration is completed to the highest standards.

- Provision of an employee on a part-time or full time basis
- Provision of office space on an exclusive or licensed basis
- Provision of executive or non-executive directors
- General administration and secretarial services
- All statutory and tax registrations
- Payroll services
- Book-keeping and accountancy services
- Tax and VAT compliance

## Company Secretarial Services

We offer a full range of company secretarial and corporate administration services.

### **Our services include:**

- Provision of qualified and experienced company secretaries
- The recording of all minutes from directors and shareholders' meetings,
- Establishment and maintenance of statutory records
- Issuance of share certificates and other ownership instruments
- Preparation and filing of annual returns
- Preparation and filing of all company registration office forms
- Preparation and filing of licence applications
- Preparation, filing and payment of licence fees
- Notarisation and legalisation of corporate documents
- Corporate Governance and Company Law advisory services

## Trust Services

City Trust Trustees which is the specialist trust arm of City Trust provides specialist trust formation and management services to all types of clients including private individuals, corporations, financial institutions and professional advisors. We work closely with the clients and their professional advisors to ensure our services are in line with the clients overall wealth strategy.

The main categories of traditional trusts we deal with are:

- Discretionary trust: whereby the trustees have absolute discretion to manage the trust assets in accordance with the deed and as guided by a protector and /or a letter of wishes from the settlor; this is the most flexible of trusts.
- Purpose trust: there is a defined purpose for the trust assets.
- Fixed interest trust: in which there is a defined benefit for all or certain beneficiaries.
- Accumulation and maintenance trust: the typical intention is to ensure the needs of beneficiaries under the age of 25 are met by the Trustees from the trust assets.
- Orphan trust: this is typically used in commercial or structured finance transactions, where there may be combination of requirements ranging from asset security, off-balance sheet financing to creditor subordination to ring fencing of cash flows.

## Security Trustee and Note Trustee

A trust can also be used as a means of holding security over assets of a debtor for a number of creditors, for example, in a financing transaction, syndicated loan or securitisation transaction. Although in essence the trustee role in transactions is quite similar, the issuance documentation is sometimes drafted to draw a distinction between the roles of “security trustee” and “note trustee”

The roles of security trustee and note trustee are often combined in transactions and City Trust Trustees is able to act in either or both capacities.









## Accounting and Tax Services

To help clients and their advisors ensure their companies remain fully compliant with all financial reporting standards in Ireland, we are able to provide a full book-keeping, accounting and tax compliance service from source documents through to completed financial statements and tax returns.

Our team of book-keepers and accountants are conversant with Irish/UK GAAP and IFRS. Our services include:

- Book-keeping services from source documents
- Accounting, financial reporting and consolidation.
- The preparation of management and statutory accounts on a monthly, quarterly and annual basis.
- Arranging audits.

To ensure businesses and individuals comply with and manage their taxation obligations, and to make sure they have an effective planning strategy, we offer the following services:

## UK and Irish Corporate and Personal Tax Compliance & Advisory

- UK and Irish tax registrations
- Preparation and submission of corporate and personal tax returns
- Optimising use of tax incentives and exemptions
- Utilisation of tax losses

## Indirect Tax Services

- UK and Irish VAT registrations
- Preparation and submission of UK and Irish VAT returns
- Preparation of Intrastat and VIES returns

## Payroll Services

- UK and Irish payroll registration
- Preparation and submission of P30, P35's, P45's and P60's
- Monthly payroll (including production of payslip and money transfer)





City Trust and Corporate Services Ltd.

1<sup>st</sup> Floor, Riverview House  
21-23 City Quay  
Dublin 2  
Ireland

Tel +353 1 675 3140  
Fax +353 1 675 3150  
info@citytrust.ie  
www.citytrust.ie