



CYPRUS
INTERNATIONAL
INSTITUTE OF
MANAGEMENT

*Creating **value** for people and
organizations through **learning** and
continuous professional **development**.*



Corporate Administrators Programme

Facilitated by Mr. Demetris Savvides

Dates:	6, 13, 20, 27 October and 3, 10, 17 & 24 November
Time:	18:00 – 21:45
Location:	CIIM Limassol, 3-5 Chaidariou Str., 3020 Limassol
Language of Instruction:	English

Corporate Administrators Programme

Programme Overview

The recent financial upheavals in Cyprus have shaken the confidence of international investors in the sustainability of the economic outlook of the island as a rock-solid site of business in the financial and corporate world. There is now a greater demand for a need to retain the confidence of various stakeholders in the general business outlook of Cyprus.

The functional role of company administrators is increasingly emerging as one of key instrumental significance in revitalizing the status of Cyprus as a world-renowned centre for international financial and corporate business. Earlier, the traditional role of a company secretary was limited to providing support to the board of directors and managing administrative affairs of an organization. However, the horizon of their roles and responsibilities has expanded exponentially.

As the position of a company administrator has steadily developed into a critical role in the effective functioning of a corporate entity so has the demand for this job profile. In this role, administrators not only hold a high position in the management hierarchy but their job description and role is highly accountable both within and outside one's organization.

Designed for

- Corporate Administrators
- Company Secretaries
- Finance Directors
- Chief Accountants
- Financial Controllers
- Accountants
- Tax Consultants
- Auditors
- Lawyers
- Career changers who seek to pursue a position in the field

Programme Focus

- The company law in Cyprus
- Types of companies
- Registering, altering and filing charges
- Company management and administration
- Prevention of Oppression and Mismanagement
- Business reorganisation: reconstruction, mergers, acquisitions
- Liquidation process
- Dividends and profits
- Loans, investments and public deposits
- Memorandum of Association and Articles of Association

Benefits for you

- Learn how to register companies in the Registrar of Cyprus
- Act as a vital link between the Board of Directors and external entities such as shareholders, regulatory authorities and government bodies
- Prepare and present detailed reports regarding company policies

Trainer



Mr. Demetris Savvides is in the field of corporate administration and business development of Kesconsult & Management Ltd. He is

in the Company Secretarial field for the past 15 years and for the last 4 years he has been serving the industry as member of the law council of Cyprus heading the legal department of this firm. He has been in charge of regulatory and supervisory functions of the firm in order to manage prevailing statutory norms and secure the financial and legal standards applicable to business operations. Demetris Savvides has also extensive experience that covers the full spectrum from all aspects of implementation of complex national or transnational tax minimization strategies, and support in compliance matters. Finally, he serves as the journal correspondent of the International Public Private Partnership Law Review.

Programme Fees

Gross Fee (incl. VAT):	€500,00
HRDA Subsidy:	€0,00
Net fee (after subsidy):	€500,00

Fees include tuition, educational materials, lunch, coffee breaks and refreshments.

Special Discounts %

10% Discount

- **Early booking discount** for registrations submitted 2 months prior to commencement of the programme.

- **For 2 registered employees** attending from the same organisation.

15% Discount

- For **CIIM students** and **Alumni** after the subsidy or 25% discount on programmes which are not subsidized by the HRDA. Terms and Conditions apply.

- **For 3 or more** registered employees attending from the same organisation.

- **For unemployed individuals** on the fee before the subsidy and can remit their payment in instalments. Additionally, they will have the opportunity to liaise with CIIMs' Careers Consultant and register their details in the Executive Recruitment Database. Terms and Conditions apply.

Contact Us

For more information on our open programmes or on our customised learning solutions, please contact:

T: 77 77 24 46,

Email: execadmin@ciim.ac.cy

CIIM EXECUTIVE EDUCATION CENTRE

- ▶ CIIM Executive Education Centre provides a dynamic learning and scientifically inspired environment in which learners receive a transformational learning experience.
- ▶ Our training sessions are meticulously planned by our trainer and are designed in a manner geared toward the maximization of efficiency. Your time is valuable, and so is ours, so our goal is to best prepare you while taking up the least amount of your time possible.
- ▶ Our aim is always positively affecting performance through learning and development.

