

## Vistra Malta – Our Services

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### Our services

Vistra (Malta) Limited is authorised and licensed by the Malta Financial Services Authority to act as trustee/co-trustee, to hold assets in a fiduciary capacity on behalf of third parties and to act as an administrator of private foundations pursuant to the provisions of the Trusts and Trustees Act. We have been providing corporate, accounting, tax compliance and other related services to companies and other entities established by multinational clients for more than 15 years.

### Corporate, Legal & Compliance

At Vistra, we can take the responsibility for that legal paperwork by setting up and monitoring your Maltese entity, acting as directors, trustee, company secretary and fulfilling fiduciary roles. Our experienced team of lawyers, relationship managers and other support staff can assist you with all corporate legal and compliance requirements in Malta.

Corporate, legal and compliance services include:

- Company incorporation – incorporating holding and trading companies and ensuring high quality governance is achieved
- Corporate restructuring including company redomiciliation to and from Malta
- Mergers and acquisitions
- Transferring the place of effective management (i.e. tax residence) of companies to Malta
- Establishing trusts and providing trusteeship services
- Establishing private foundations and acting as the administrator
- Contact vetting and drafting
- Company secretarial and administration
- Company governance
- FATCA and CRS compliance

### Management & Administration

On an on-going basis, Vistra Malta would provide management and administration services required to administer the company, which include but are not limited to:

- Provision of individual and/or corporate directors
- Provision of individual company secretaries
- Provision of a registered office address in Malta
- Maintenance and administration of bank accounts
- Maintenance of appropriate minutes of meetings of directors and shareholders
- Provision of fiduciary shareholding services
- Provision of substance office space, shared desks and other substance services
- Liaising with the Malta Business Registry, auditors, lawyers, external advisors, investment managers and other intermediaries to ensure that the objectives of the structure are met
- Selection and monitoring of third-party service providers such as bankers, investment managers and employment agencies

### Finance, Accounting & Payroll

From basic or complex accounting to budgeting, reporting and cash management, Vistra's experienced finance and accounting teams take care of all your back office needs.

Our services include:

- Maintenance of accounting records up to trial balance stage
- Preparation of annual management accounts and liaising with Maltese auditors
- Financial reporting
- Budgeting
- Cash forecasts and management
- Payroll services
- Direct tax compliance
- Indirect tax compliance (VAT)
- Audit Support

### Citizenship, Residence & Immigration

At Vistra Malta, we can assist you and your family with the process for obtaining your Malta residence status, tax residence status or Malta citizenship by naturalisation for exceptional services. Our experienced team of lawyers, relationship managers and officers can assist you and your family with all your residence and immigration requirements in Malta.

Alistair Schembri, the Managing Director of Vistra (Malta) Limited, is authorised by Community Malta Agency to act as a licensed agent (AKM-VIST-21) and by the Malta Inland Revenue to act as Authorized Registered Mandatory ('ARM'). Vistra Malta can also assist clients in complying with all necessary recurrent requirements, including tax compliance, permit renewals and other services that may be requested or required.

Our services include:

- Assistance with the application for Maltese Citizenship by Naturalisation for Exceptional Services by Direct Investment
- Assistance with the Malta Permanent Residence Programme ('MPRP') application
- Assistance with other residence programmes applications
- Permit renewals and other general compliance services
- Bank account opening
- Direct tax compliance services
- Concierge services

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### Vistra Fees

We believe that a strong relationship is built on the foundation of trust and transparency. To help build this trust, our approach to fees is based on the following principles:

- Competitiveness – like for like services
- Transparency – costs which are easy to budget, monitor and control
- No surprises – a clearly defined scope and approval process for all fees

Our fixed-fee invoices are issued annually in advance whereas any time-spent invoices are issued on a two-month basis. Should there be any significant changes in the scope of our services, our fixed fees may need to be adjusted but only after agreement with the principal.

Any other work falling outside the scope of the activities described above are charged on an hourly basis between Euro 75 - Euro 250 (rates depending on type of services provided and the seniority of the person involved).

The hourly rates are subject to a 5% office charge on time-spent and may be subject to VAT. Any third-party costs and disbursements will be charged at cost.

<b>Get in touch</b>	<b>Vistra (Malta) Limited</b>	<b>Alistair Schembri</b>	<b>Charlotte Brun</b>
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