



FULLY SERVICED, MODERN OFFICES IN THE
CENTRE OF NICOSIA

LOCATION

The brand new **EuroServ Business Centre** is an exclusive, small and modern business centre in the modern office building Methonis Tower, in the very centre of Nicosia, located prestigiously on the main axis of Nicosia, on Makarios Avenue.

When driving into Nicosia on the highway from the airport of Larnaca or from Limassol, you will only drive straight for about 3,5 km and find your new Business Home in Nicosia on your right.

EuroServ Business Centre is in walking distance to the Hilton Hotel and many other hotels.

THE BUSINESS CENTRE

The **EuroServ Business Centre** covers one entire floor of the Methonis Tower and hosts only 9 individual, fully furnished and serviced offices of various sizes, 2 larger offices with furnished and serviced workstations, a small meeting room, the reception, an administrative office and facilities (kitchen and toilets).

The entire floor has been redesigned, refurbished and equipped during January and February 2016!



EQUIPMENT

EuroServ Business Centre is equipped with:

- Underfloor network cabling CAT6
- Floor connectors with 2 electricity sockets and 4 network sockets for each desk or workstation
- Brand new, modern and high-quality furniture
- Phone device on each desk or workstation
- Broadband Internet (network connection)
- Wireless Internet access
- Individual air condition units in the ceilings of the offices
- Smoke detectors

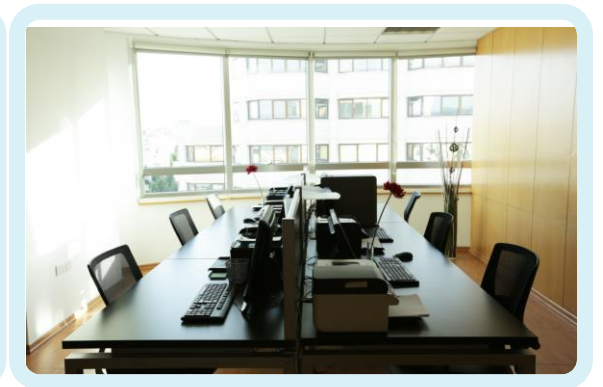
FURNITURE (brand new, high quality)

OFFICES

- 1-3 office desks in L-form with pedestal drawer unit (depending on office size)
- 1-3 office chairs (depending on office size)
- 1-2 high double cabinets with four lockable doors, an additional double cabinet can be provided if necessary telephone set on each desk
- Phone device
- 1-3 waste-paper baskets
- Company name sign next to office door, next to the entrance door of **EuroServ Business Centre** and at the entrance of the building (conditions apply)

WORKSTATIONS

- One workstation with divider screen for comfortable working
- One office chair
- One single cabinet with two lockable doors
- Phone device on each workstation
- One waste bin
- Company name sign next to office door, the entrance of **EuroServ Business Centre** (not in case of time-share)



RENT CATEGORIES

Dedicated Offices and Workstations

- Renting an own office
- Key handed out to the sole tenant
- Exclusively rented to one single tenant, who exclusively uses that particular office or workstation
- The minimum tenancy term is three months
- May serve as an appropriate infrastructure for permanent establishment (substance) of companies

Dedicated Offices shared by two

- Offices exclusively rented to two tenants who share an individual office but each having its own desk, cabinet etc.
- Keys are handed out to both tenants
- The minimum tenancy term is three months
- May serve as an appropriate infrastructure for permanent establishment (substance) of companies

Time-Share of Offices and Workstations

- The time-share option caters for the temporary need for office space or workstations
- Time-share options are available on a daily, weekly and monthly basis
- Important: Time-share Offices and Workstations are not an appropriate infrastructure for the permanent establishment (= substance) of companies

SERVICES

SERVICES INCLUDED IN THE MONTHLY RENTAL FEE

- 24/7 use of dedicated full or shared office or workstation rented
- Key to the business centre and to the office
- Use of common areas and conference room
- Use of high-speed internet connection (in case of “normal” Internet use; in case of heavy traffic, additional charges apply)
- Wireless internet access (in case of “normal” Internet use; in case of heavy traffic, additional charges apply)
- Telephone set and one personal phone number and fax number (conditions apply; call fees apply)
- Telephone answering service (limited, in case of heavy traffic additional charges apply)
- Company name next to office door (conditions apply)
- Permission to use the legal address of **EuroServ Business Centre** as business address, (in case of permanent subscription for min. 1 year rent of dedicated options)
- Mail collection and forwarding (scanned by email or physical forwarding, in case of physical forwarding postage fee apply)
- Photo copier and printing services (reasonable volume at no charge)
- Heating & cooling, lighting & electricity, water
- Common charges, maintenance & cleaning
- Fully equipped kitchen with coffee, tea, water
- CCTV security system

SERVICES

SERVICES AVAILABLE AT AN ADDITIONAL FEE

- Personal printer on desk, (lessee may pit its own printer; otherwise, monthly rent is EUR 10,00)
- Secretarial services, (charge depends of time & effort spent; hourly fee is EUR 60,00, charged in intervals of 5 minutes)
- Rented or employed personnel (part-time or fulltime), (depends on lessee's requirements)
- Human resource services (depends on lessee's requirements)
- Rental computer on desk (lessee may pit its own PC; otherwise, monthly rent is EUR 50,00)
- Technical support and ICT support, (charge depends of time & effort spent; hourly fee is EUR 80,00, charged in intervals of 5 minutes),
- Permission to use the legal address of **EuroServ Business Centre** as registered address of company (KYC, Due Diligence and Compliance applies in respect of the lessee and its beneficial owners)
- Domain name registration, web design, web and email hosting, (please contact us for details)
- Bookkeeping, accountancy and payroll services, (hourly fee is EUR 60,00, charged in intervals of 5 minutes)
- Underground parking in the office building, (subject to availability, monthly charge is EUR 50,00)

RENTAL FEES

Serviced office

- from EUR 330,00/month

Serviced Workstation

- EUR 280,00/month

Time-Share of office (up to 20 hrs./month)

- from EUR 200,00/month

Prices are subject to VAT (currently 19%)

PAYMENT CONDITIONS

ANNUAL CONTRACTS

- Pre-payment for each three months mandatory
- 2 % discount on 6-month
- 4 % discount on 12-month pre-payments

SEMI-ANNUAL CONTRACTS

- Pre-payment for each three months mandatory
- 2 % discount on 6-month pre-payments

SHORTER TERMS

- Pre-payment for the entire term of contract

DEPOSIT

- A deposit of one month's rent plus VAT is required

CONTACT

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