



**We are not just another software company,
we are business consultants, we are your partner!**

VELOS Corporate Administration

Corporate/entity management has become one of the most important functions for world professionals taking up most of their business time. Gain greater visibility of your corporate performance and boost your productivity by employing an automated software solution. Velos Corporate Administration solution is a highly sophisticated yet user friendly software that ensures corporate compliance across jurisdictions and constant visibility. VELOS Corporate Administration offers a full range of entity management, corporate governance and company secretarial services to users, giving them the edge to efficiently and securely handle all entity data - both legal and individual. Thanks to an industry-best centralized platform, maintaining accuracy of all entity data, becomes a simplified and automatic process. It is the fine-tuned solution that replaces expensive, ineffective and time consuming methods for managing and maintaining entity information.

FEATURES



Managing Entities and Contacts

Ability to register and seamlessly administer any legal entity



Banking Administration

Automated bank payments, automated payment instructions and managing incoming and outgoing transactions



Time and Expenses

Manage price lists, record timesheet entries and expenses



Billing

Invoice system that manages payments, credit notes and client statements



Set Tasks, Alerts and Reminders

Set reminders for important events such as contract renewals



Document Management

Ability to store documents directly on the software, to set up templates and to produce standard and customised reports



Specialised Communication Engine

Automatic generation of SMS and email alerts



Reporting Capabilities

Ability to produce client based reports and other custom based reports (Registrar forms)



File Export Capabilities



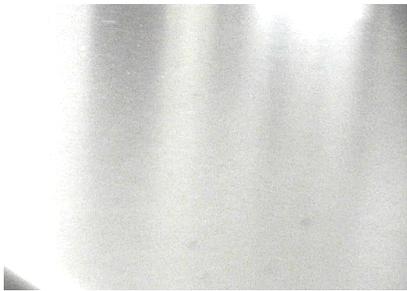
Work from Multiple Office Locations



Multilingual Content support



Integration with Velos AML/KYC Software



An effective administration of a company, requires, a multilevel coordination of various tasks

BENEFITS



Meeting ongoing compliance deadlines and regulations



Quick delivery of accurate and up-to-date documentation



Saves time, resources and money



Centralised and accurate



Encourages cooperation & teamwork through sharing information across departments



User friendly

Customers that have Trusted us

HARRIS KYRIAKIDES

 NOBEL TRUST

 C.Argyrou & Associates L.L.C.

 INVESTCOR

 C.D. Messios L.L.C.
Advocates - Δικηγόροι

 HLB Cyprus
Chartered Accountants

 S&V
AUDIT SERVICES LTD

 BYBLOSERVE
MANAGEMENT

 SOTERIS FLOURENTZOS
CORPORATE & FINANCIAL LAW FIRM

 P. N. KOURTELLOS & ASSOCIATES LLC
Advocates - Legal Consultants

 AIK
ANDREAS I. KARYDES & CO LLC
ADVOCATES

 COSTAS INDIANOS & CO
Advocates & Legal Consultants
Est. 1924