

**APPLICATION FORM FOR INCORPORATION OF A COMPANY**

1.	<b>Requested Company Name:</b>			
2.	<b>Jurisdiction</b>			
3.	<b>Brief description of the nature of the business</b>			
4.	<b>Directors</b>	Do you require provision of director services?	YES	NO

		If NO, kindly complete the details of the director to be appointed in <b>Schedule 1</b> attached hereto		
5.	<b>Secretary</b>	Do you require provision of secretary services?	YES	NO
6.	<b>Shareholder(s)</b>	Do you require provision of nominee shareholders services?  If NO, kindly complete the details of the physical person or legal entity (as appropriate) to be registered as shareholder in <b>Schedule 2</b> attached hereto.  If YES, kindly complete the details of the beneficial owner of the shares in <b>Schedule 3</b> attached hereto.	YES	NO
7.	<b>Registered Office</b>	Do you require provision of registered office?  If NO, kindly complete details of the registered office : _____ _____ _____	YES	NO
8.	<b>Contact person for this company</b>	Name:  Email:		



	<b>including dispatch of any Company documents to:</b>	Tel:	
9.	<b>Do you require assistance to open a bank account?</b>	YES	NO
10.	<b>Due Diligence documents</b>	Please see Schedule 4 attached hereto for our due diligence list which is a necessary requirement according to our code of practice.	

Signed beneficial owner(s): \_\_\_\_\_

Name (s): \_\_\_\_\_

Date: \_\_\_\_\_



**Schedule 1**

**DETAILS OF DIRECTOR(s) TO BE APPOINTED**

Name	
Nationality	
Date of Birth	
Passport Number	
Occupation	
Address	
Telephone	
Email	

**DETAILS OF PHYSICAL PERSON(S) TO BE REGISTERED AS SHAREHOLDER\***

Name	
Nationality	
Date of Birth	
Passport Number	
Occupation	
Address	
Telephone	
Email	
Number/Percentage of shares	

- **Note: If there are more than one directors, kindly add the rest in the continuance sheet at the end of the document**



**DETAILS OF LEGAL ENTITY TO BE REGISTERED AS SHAREHOLDER\***

Company Name	
Jurisdiction	
Registered address	
Incorporation Date	
Registration Number	
Number/Percentage of shares	

- **Note: If there are more than one shareholders, kindly add the rest in the continuance sheet at the end of the document**

## Schedule 3

**DETAILS OF BENEFICIAL OWNER IF NOMINEE SHAREHOLDER SERVICES WILL BE PROVIDED OR IF A LEGAL ENTITY WILL BE REGISTERED AS SHAREHOLDER\***

Name	
Nationality	
Date of Birth	
Passport Number	
Occupation	
Address	
Telephone	
Email	
Number/Percentage of shares	

\* **Note:** If there are more than one beneficial owners, kindly add the rest in the continuance sheet at the end of the document

Continuance Sheet/

As appropriate:



**Due Diligence documents necessary for Director/ Shareholder/ Beneficial owner****Due diligence requirements for physical person**

1. Certified copy of Passport of beneficial owner
2. Certified copy of the Utility bill reflecting the permanent address (if this appears on the internal passport, this is sufficient for our purposes)
3. Certified bank reference letter.

**Due Diligence requirements for a legal entity**

Certified copies of:

1. Certificate of incorporation
2. Certificate of Directors and Secretary (or equivalent thereof)
3. Certificate of Shareholders (or equivalent thereof)
4. Certificate of Address (or equivalent thereof)
5. Memorandum and Articles of Association
6. Share certificate
7. Declaration of Trust in case the shareholder is a nominee

In case the shareholder is a legal entity kindly note we require the above documents for all legal entities until the beneficial owner. In all cases we require the link with company to the ultimate beneficial owner.