

BVI Companies Preliminary Instruction Questionnaire



This preliminary questionnaire is designed to take your instructions for the incorporation of a new BVI company.

Completion of this form will enable us to:

- (a) advise you on the persons whose identity we must verify in relation to this transaction. We will specify clearly what verification evidence we require, which all trust and corporate services providers are obliged to obtain under the terms of the latest EC Money Laundering Directive;
- (b) advise you of our fee for this particular assignment.

Section 1 - Incorporation Details

Company Name

Please provide three choices of company name, in order of preference:

1. _____
2. _____
3. _____

Authorised Share Capital

Your company will be incorporated with an authorised share capital of 50,000 shares with a par value of US \$1.00 each.

If you require a different share capital please specify below:

_____ Shares with a par value of _____ each
Amount (e.g. 100,000) (e.g. US \$1.00)

Director(s)

Jordans Trust Company Limited can provide offshore professional services in order to ensure the management and control of the company's business is conducted in a tax neutral territory. This is essential in offshore tax planning with offshore companies. We can advise on optimum locations for offshore director services once you have completed this preliminary questionnaire.

Please tick if you require us to provide professional director services

Please provide full details of your reasons for requiring the director service:

Alternatively, if you wish to appoint your own director(s), please complete the details below:

Proposed Director 1

Title	
Forename(s)	
Surname	
Former name (if any) ¹	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Nationality	
Address for the service of documents	
Usual residential address (including postcode) ²	
Date of Birth	
Occupation	
Employers name and address (please include telephone and email address)	
Are you regulated or belong to a Professional body?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please provide the name of the regulating authority or professional body and a certified copy of the relevant updated documentation	Documentation enclosed: <input type="checkbox"/>

Proposed Director 2

Title	
Forename(s)	
Surname	
Former name (if any) ¹	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Nationality	
Address for the service of documents	
Usual residential address (including postcode) ²	
Date of Birth	
Occupation	
Employers name and address (please include telephone and email address)	
Are you regulated or belong to a Professional body?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please provide the name of the regulating authority or professional body and a certified copy of the relevant updated documentation	Documentation enclosed: <input type="checkbox"/>

¹ Not required where the former name was changed by deed poll or other legal means or disused for more than 10 years. Where a person is or was formerly known by more than one name, each name must be stated.

² Not required where that address is the same as the individual's address for the service of documents.

If there are to be more than 2 directors, please provide the details of the extra directors on separate sheets. Please indicate the number of additional directors.

Registered office and agent

Your company will be incorporated with our BVI address as its registered office and Jordans Trust Company (BVI) Limited as its registered agent. An annual fee is payable for this service.

Company secretary/Statutory administration

Jordans Trust Company Limited provides statutory secretarial services via our professional service company Jordans Cossec Limited, which will be appointed as the company secretary of your company in order to deal with essential organisational aspects of the company. This service includes a company seal and preparation of the first board resolutions:

A BVI business company must keep at the office of its registered agent a register of members and a register of directors. As Jordans are providing a secretarial service, the original registers will be held at the BVI registered address.

A BVI business company must keep minutes and resolutions of if members and directors. As Jordans are providing a secretarial service, the original minutes and resolutions will be held at 21 St Thomas Street, Bristol, BS1 6JS.

Shareholder(s)

Jordans Trust Company Limited can provide a nominee shareholder service to hold shares on behalf of the beneficial owner(s) in order to preserve confidentiality. Please indicate below if you require the nominee shareholder service:-

Please provide nominee shareholder service:

Please indicate in section 2 (pages 4&5) of this questionnaire the name(s) and address(es) of the beneficial owner(s) we will be holding the shares on behalf of.

If you are providing your own shareholder(s), please complete the details below:

Proposed Shareholder 1

Title	
Forename(s)	
Surname	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Principal Residential Address	
Postcode	
Date and place of Birth	
Occupation	
Employers name and address (please include telephone and email address)	
Nationality	
Are you regulated or belong to a Professional body?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please provide the name of the regulating authority or professional body and a certified copy of the relevant updated documentation	Documentation enclosed: <input type="checkbox"/>
No of shares to be allotted	

Proposed Shareholder 2

Title	
Forename(s)	
Surname	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Principal Residential Address	
Postcode	
Date and place of Birth	
Occupation	
Employers name and address (please include telephone and email address)	
Nationality	
Are you regulated or belong to a Professional body?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please provide the name of the regulating authority or professional body and a certified copy of the relevant updated documentation	Documentation enclosed: <input type="checkbox"/>
No of shares to be allotted	

If there are to be more than 2 shareholders, please provide the details of the extra shareholders on separate sheets. Please indicate the number of additional shareholders.

Section 2 - Beneficial ownership

Are the beneficial owners the same as the registered shareholders?

Yes (go to section 3)

No

If the beneficial owners are different to the registered shareholders, or if our nominee shareholder services have been requested, please complete the details of the beneficial owners below:

Beneficial owner 1

Title	
Forename(s)	
Surname	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Principal Residential Address (including postcode)	
Date and place of Birth	
Occupation	
Employers name and address (please include telephone and email address)	

Nationality	
Are you regulated or belong to a Professional body?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please provide the name of the regulating authority or professional body and a certified copy of the relevant updated documentation	Documentation enclosed: <input type="checkbox"/>
No of shares to be owned	

Beneficial owner 2

Title	
Forename(s)	
Surname	
Gender	Male <input type="checkbox"/> Female <input type="checkbox"/>
Principal Residential Address (including postcode)	
Date and place of Birth	
Occupation	
Employers name and address (please include telephone and email address)	
Nationality	
Are you regulated or belong to a Professional body?	Yes <input type="checkbox"/> No <input type="checkbox"/>
If YES, please provide the name of the regulating authority or professional body and a certified copy of the relevant updated documentation	Documentation enclosed: <input type="checkbox"/>
No of shares to be owned	

If there are to be more than 2 beneficial owners, please provide the details of the extra beneficial owners on separate sheets. Please indicate the number of additional beneficial owners.

Section 3 - Proposed activities

It is very important that you provide accurate and detailed information in this section as it will help us to provide accurate advice and at the same time enable us to meet our "Know Your Client" obligations under the Money Laundering Directive. Obtaining satisfactory information on this questionnaire will save time and costs.

1. Please provide a full and detailed explanation of the proposed business activities of the company. Please be as specific as possible, for example "Trading" or "Holding Company" will not be sufficient:

2. Please provide details of the geographical location of the activities of the company: (If trading in multiple jurisdictions, please list the countries and the approximate percentage of activity in each country).

3. Please provide a description of the structure and reason for creating the company:

4. Please provide full details of the assets, if any, which will be held by the company. Please also confirm the value of the assets:

5. Please confirm if Professional advice has been taken in respect of this proposed new structure:

- a) Yes, professional advice has been taken and a copy of the advice is enclosed
- b) Yes, professional advice has been taken in respect of this new case
- c) No, professional advice has not been taken, but I would like to proceed as per the instructions

Section 4 - Financial Information

Please complete the details below in relation to the first financial year of the company:

1. Anticipated annual turnover: £ _____
2. Anticipated annual profit:- £ _____
3. The source of the funds/wealth used to set up the proposed structure/venture:

Section 5 - Source of Wealth

“Source of Wealth” refers to the activities which have generated the total worth of a person, i.e. those activities which have generated the beneficial owner’s funds and property.

Please provide a sufficiently detailed written statement setting out the economic activity which has generated the net worth of the beneficial owner (s):-

Section 6 - Financial Services

Accounting Services

A BVI company is required to keep records and related underlying documentation that is sufficient to show and explain the company’s transactions, and will, at any time, enable the financial position of the company to be determined with reasonable accuracy.

If you would like Jordans Trust Company Limited to provide these services, please tick here:

Location of financial records

Please provide the name and address of the person who maintains and controls the original financial records and underlying documentation. Please notify us within 14 days of any change of this person:

Name	
Address	

Bank Account Services

In cases where we are to provide professional director services we can assist in organising the opening of a new bank account where we will be designated as the account signatories.

If you require our assistance with a bank account opening application please tick here:

Section 7 - Letter of Engagement & Invoice

It is our standard policy/procedure to engage and invoice the Company in respect of the services being provided.

Section 8 - Instructing Party & Data Protection

Instructing Party

Please indicate below the details of the ongoing instructing party we will be required to communicate with in relation to the new structure:

Name:	
Address:	
Tel:	
Email/fax:	

Source of Introduction

Please indicate below the source of introduction to Jordans Trust Company Limited for this assignment:

Existing client Referred by Jordans dept
 Website Telephone/email enquiry

Referred by _____

Data Protection

For more information on our data protection policy see below. You may 'opt-out' of receiving promotional mailings or 'opt-in' to promotional emails by selecting the appropriate boxes below.

If you do not wish to receive mail from our UK office, tick here:

If you do not wish to receive mail from our overseas offices, tick here:

If you do wish to receive emails from our UK office, tick here:

If you do wish to receive email from our overseas offices, tick here:

Customer satisfaction and quality assurance

Our aim is to ensure continuing customer satisfaction by offering a fast, friendly and professional service. We strive to provide comprehensive, high quality and cost effective solutions to our clients' needs, backed by helpful and efficient support services.

Jordans' accreditation under BS EN ISO 9002:1992 confirms our commitment of quality systems putting customers first and aiming to exceed their expectations.

Our data protection policy

Your details are held for and on behalf of Jordans Trust Company Limited.

Apart from any use made in connection with our acting on your behalf – including credit control reasons – we would only use your details to send you occasional materials on our products, services and events that we think may be of interest to you. None of your details will be passed to third parties for any marketing purpose.

For further information on how your data may be used, please contact our Data Protection Officer:

Tel: +44 (0) 117 918 1431 email: dataprotection@jordanstrustcompany.com

Section 9 - Sending your instructions

Please send this completed preliminary instruction questionnaire to Jordans Trust Company so your requirements can be reviewed and a full written list of any additional documentation and a formal fee quotation can be provided.

Jordans Trust Company Limited
 21 St Thomas Street, Bristol, BS1 6JS
 T: +44(0)117 918 1407
 E: corporateplanning@jordanstrustcompany.com

Please date this form and tick the box below to confirm that the fiscal consequences of establishing a BVI company have been considered and that appropriate advice has been taken in this regard.

Date: _____

I confirm that the fiscal consequences of establishing a BVI company have been considered and that appropriate advice has been taken in this regard.