

Seychelles Companies

Preliminary Instruction Questionnaire



This preliminary questionnaire is designed to take your instructions for the incorporation of a new Seychelles 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 relevant anti-money laundering legislation.
- 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 \$100,000 divided into 100,000 shares of \$1 each.

If you require a different share capital please specify below:

_____ divided into _____ shares of _____ each
Amount (e.g. \$5,000) Number (e.g. 5,000) Amount (e.g. \$1)

Director(s)

Jordans Trust Company Limited can provide professional offshore director 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	
Service address	
Postcode	
Residential address (if different from service address)	
Postcode	
Date of Birth	
Occupation	
Nationality	

Proposed director 2

Title	
Forename(s)	
Surname	
Service address	
Postcode	
Residential address (if different from service address)	
Postcode	
Date of Birth	
Occupation	
Nationality	

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 Seychelles address as its registered office and Jordans Trust Company 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 cosec Limited, which is appointed as the company secretary of your company in order to deal with the essential organisational aspects of the company. This service includes a company seal and preparation of the first board resolutions.

Shareholder(s)

Jordans Trust Company (Seychelles) 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 tick here if you would like Jordans to provide nominee shareholder service

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

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

Proposed shareholder 1

Title	
Forename(s)	
Surname	
Address	
Postcode	
Occupation	
No of shares to be allotted	

Proposed shareholder 2

Title	
Forename(s)	
Surname	
Address	
Postcode	
Occupation	
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 owners

Please complete details of the beneficial owner(s) below.

Under Seychelles law, the company is required to keep a register of beneficial owners. This register is not publicly filed. A beneficial owner is defined as someone who:

- (a) ultimately owns (directly or indirectly and whether alone or jointly with another person or entity) more than 25% of the shares in the company;
- (b) exercises (directly or indirectly and whether alone or jointly with another person or entity) ultimate control over more than 25% of the total voting rights of members in the company;
- (c) is entitled (directly or indirectly and whether alone or jointly with another person or entity) to appoint or remove a majority of the directors of the company; or
- (d) is otherwise entitled to exercise or actually exercises control over the company or its management.

Title	
Name	
Residential Address	
Date of Birth	
Nationality	
Occupation	
Particulars of interest and how it is held	

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 relevant money laundering legislation. Obtaining satisfactory information on this questionnaire will save time and costs.

1. Please provide a full and detailed explanation of the proposed business activities. 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:

3. Description of structure/reason for creating company:

4. The company will hold the following assets (please also confirm the value of the assets):

Section 4 - Financial information

Please complete the details below in relation to the financial projections 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 owners funds and property.

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

Section 6 - Accounting / financial services

Accounting Services

A Seychelles company is required to keep reliable accounting records that are sufficient to show and explain the company’s transactions, enable the financial position of the company to be determined with reasonable accuracy at any time, and to allow for accounts to be prepared. Any accounts that are prepared need not be filed in a public register.

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

Please note that where we provide professional director services, we require the appointment of a suitably qualified accountant.

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 International 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 Jordans Trust Company Limited, Jordans Limited, Jordans (Scotland) Limited – trading as Oswalds – use only (which include our offices in major offshore locations).

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:

email: dataprotection@jordanstrustcompany.com

Section 9 - Sending your instructions

Please send this completed preliminary instruction questionnaire to Jordans Trust Company Limited 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
 First Floor, Templeback, 10 Temple Back, Bristol, BS1 6FL
 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 Seychelles company have been considered and that appropriate advice has been taken in this regard.

Date: _____

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