

## Preliminary Instruction Questionnaire

This preliminary questionnaire is designed to take your instructions for the incorporation of a new UK company limited by shares. Completion of this form will enable us to:

- a) advise you on the optimum UK tax strategy for the company, if required to do so;
- b) 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 trust and corporate service providers in the UK are obliged to obtain under the terms of The Money Laundering, Terrorist Financing and Transfer of Funds (Information on the Payer) Regulations 2007;
- c) advise you of our fee for this particular assignment.

### Section 1 - Incorporation Details

#### Company Name

Please provide three proposed names, in order of preference:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

#### Share Value

Your company will be incorporated with shares denominated in GBP £ with a par value £1. All issued shares will be treated as fully paid unless otherwise specified.

If you require a different share structure please specify below:

Currency (e.g. Euro) \_\_\_\_\_ Par Value (e.g. 1) \_\_\_\_\_

#### Director(s)

Jordans Trust Company Limited can provide professional director services both within and outside the UK. Most clients request professional director services in order to obtain business confidentiality, however the actual residence of the professional directors can have important tax consequences, and we can advise on the most advantageous place of residence of our director services once we have reviewed the details of the proposed activities of the UK company in Section 5 of this questionnaire:

Please tick if you require us to provide professional director services:

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

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

### Individual Director

If you are appointing an individual director please provide the following information:

Title	
Forename(s)	
Surname	
Former names	
Residential address	
Country or state (or part of UK) where usually resident	
Date of Birth	
Occupation	
Nationality	

If there is to be more than one individual director, please provide the details of the extra director(s) on separate sheets. Please indicate the number of additional directors to be appointed:

### Service Address

All directors must provide their residential address to Companies House. This address will appear on the public record unless an alternative service address is provided. Jordans can provide a service address for this purpose. See section 4.

### Corporate/Firm Director

If you are appointing a corporate director please provide the following information:

Registered name (to include legal form e.g. Ltd, GmbH, Corp, Inc, LP etc)	
Registered/principal office address	
Registration number	
Governing law	
If applicable, where the company/firm is registered	
If known, the particulars of the register where the company is registered	
Full name of the authorised representative of the corporate director	

If there is to be more than one corporate director, please provide the details of the extra director(s) on separate sheets. Please indicate the number of additional directors to be appointed:

### Company Secretarial & Registered Office Service

Jordans Trust Company will provide professional secretarial support to the company ensuring that the company's statutory obligations are being met. We will appoint a professional company secretary and designate an experienced Corporate Governance Consultant to the company to meet your needs.

The Corporate Governance Consultant will prepare and hold the company's statutory registers and records. We will also prepare and file the company's Annual Return, remind you when the statutory accounts need to be prepared and filed and assist with the filing of these accounts.

Also included in this service is the provision of a registered office address which can be situated at either our Bristol or London office.

Please tick below to indicate the preferred location for the registered office address:

Registered office:      Bristol       London

**Shareholder(s)**

Jordans Trust Company Limited can provide a nominee shareholder service to hold shares on behalf of the beneficial owner. However, whilst this would have previously provided a level of anonymity, recent legislation passed in March 2015 now means that in some cases, a nominee shareholding service will not, on its own, provide confidentiality protection without further planning. Therefore, if you indicate a preference for confidentiality of ownership of the shares, we will contact you to determine if the new transparency of ownership measures apply to you (they do not affect all beneficial owners of UK companies) and if so, what further actions need to be taken to safeguard your rights to confidentiality.

Please tick if you require anonymity/ confidentiality of ownership

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

**Individual Shareholder**

If the shareholder is an individual please provide the following information:

Title	
Forename(s)	
Surname	
Former names	
Residential address	
Country or state (or part of UK) where usually resident	
Date of Birth	
Occupation	
Nationality	
Number of shares to be allocated	

Electronic filing requirements for the individual shareholder (please answer any 3 out of the 7 only)

Town of birth (first 3 letters)		Passport Number (last 3 digits)	
Telephone Number (last 3 digits)		Eye Colour (first 3 letters)	
National Insurance No. (last 3 characters)		Father's forename (first 3 letters)	
Mother's maiden name (first 3 letters)			

**Service Address**

The shareholders residential address will appear on the public record unless an alternative service address is provided. Jordans can provide a service address for this purpose. See section 4.

**Corporate Shareholder**

If the shareholder is a corporate shareholder please provide the following information:

Registered name (to include legal form e.g. Ltd, GmbH, Corp, Inc, LP etc)	
Registered/principal office address	
Registration number	
Governing law	
If applicable, where the company shareholder is registered	
If known, the particulars of the register where the company is registered	
Full name of the authorised representative of the corporate shareholder	
Number of shares to be allocated	

Electronic filing requirements for the authorised representative (please answer any 3 out of the 7 only)

Town of birth (first 3 letters)		Passport Number (last 3 digits)	
Telephone Number (last 3 digits)		Eye Colour (first 3 letters)	
National Insurance No. (last 3 characters)		Father's forename (first 3 letters)	
Mother's maiden name (first 3 letters)			

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

Consent to Act - I/we, being the customer of Jordans Trust Company Limited placing this order, confirm that Jordans Trust Company Limited is authorised by the subscriber(s) to the memorandum of association to deliver a statement to the registrar of companies on behalf of the subscriber(s) that each person named as a director, has consented to act in that capacity (Please tick)

## 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 we are arranging a nominee shareholder service, please complete the details of the beneficial owners below:

### Beneficial owner 1

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

### Beneficial owner 2

Title	
Forename(s)	
Surname	
Address	
Postcode	
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 - Persons of Significant Control

All UK private companies must create and maintain a register of people with "significant control" over the company (the "PSC Register"). The information contained in the PSC register will be open for public inspection.

Please refer to our guidance note in relation to the PSC register to determine who will be regarded as a person with significant control.

Please complete the details of the persons of significant control on the next page:

If the PSC is an individual, please complete their details below:

Name	
Usual residential address	
The country or state (or part of the UK) in which the individual is usually resident	
Nationality	
Date of birth	
The nature of his or her control over the company (refer to guidance note)	

If there are more than 1 individual PSC, please provide the details of the extra PSC(s) on separate sheets. Please indicate the number of additional individual PSCs:

### Service Address

All PSCs must provide their residential address to Companies House. The residential address will be disclosed on the public records unless an alternative service address is provided. Jordans can provide a service address for this purpose. See section 4.

If the PSC is a 'registrable legal entity', please complete the details below:

Corporate or firm name	
Registered or principal office	
The legal form of the entity and the law by which it is governed	
If applicable, the register of companies in which it is entered (including details of the state) and its registration number in that register	
The nature of its control over the company (refer to guidance note)	

If there is more than 1 'registrable legal entity' PSC, please provide the details of the extra registrable legal entities on separate sheets. Please indicate the number of additional registrable legal entities:

Consent to Act - I/we being the customer of Jordans Trust Company placing this order, confirm that (a) those people listed in section 3 are the only people with significant control over the company; (b) none of those people listed above are nominees, trustees or otherwise act in a fiduciary capacity for any other person; and (c) confirmation has been obtained from each of those individuals listed in section 3 to the disclosure of their names and the disclosure of their particulars as listed on the company's PSC Register. (please tick)

## Section 4 – Companies House Service address

Directors, shareholders and Persons with Significant Control must provide their usual residential address to Companies House. This address will appear on public record unless an alternative service address is provided. Jordans can provide a Companies House service address for individuals listed as director(s), Shareholder(s) or PSC's if individuals do not wish their residential address to appear on public record.

Yes, please provide a Companies House service address for all individuals listed

Yes, please provide a Companies House service address for the following individual(s)

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We do not require a Companies House service address, please disclose the residential address details as provided

## Section 5 - 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 enable us to meet our "customer due diligence" obligations under The Money Laundering Regulations 2007. 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:

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2. Please provide details of the geographical location of the activities:

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

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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:

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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                    | <input type="checkbox"/> |
| b) | Yes, professional advice has been taken in respect of this new case                             | <input type="checkbox"/> |
| c) | No, Professional advice has not been taken, but I would like to proceed as per the instructions | <input type="checkbox"/> |

## Section 6 - 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 funds for the proposed structure/venture:

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## Section 7 - 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 wealth of the beneficial owner(s):-

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## Section 8 - Tax and Accounting Services

### Tax compliance/Accounting services

UK companies must provide information to Her Majesty's Revenue & Customs (HMRC) immediately following incorporation and annually thereafter. Jordans Trust Company Limited can act as the company's tax agent and deal with all corporation tax filing requirements including the preparation of tax computations.

A UK company is also required to prepare and file accounts at Companies House. Jordans Trust Company Limited can produce and file annual statutory accounts for the company.

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

### Accounting Reference Date

The accounting reference date of the company will be the last day of the month of incorporation. If you have a preferred alternative accounting reference date, please indicate below:

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### VAT Registration and Administration

In the UK a business must apply to be registered for VAT if its turnover, within the scope of UK VAT, is in excess of £82,000 over a twelve month period. It may apply for voluntary registration where anticipated turnover is below this threshold if it can demonstrate a commercial reason for requiring VAT registration. It should be noted, however, that to obtain registration for VAT in the UK, the company should be able to show that it is making a taxable supply of goods or services in, or from, the UK. Alternatively the company should show that it is making supplies abroad that would be taxable supplies if made in the UK.

If you want Jordans Trust Company Limited to apply for a VAT registration for the company and provide a VAT administration service, please tick here:

### 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 have requested professional director services and require our assistance with a bank account opening application please tick here:

## Section 9 - Additional services

### Virtual Office Package

This package includes Commercial Mail Forwarding and Telephone & Fax Redirection services (as outlined below). The package offers a saving of £100 compared to taking these services individually.

Please tick if you would like to subscribe to our Virtual Office package:   
(please provide details as requested on the next page)





## 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](mailto:dataprotection@jordanstrustcompany.com)

## Section 9 - Sending your instructions

Please send this completed and signed 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](mailto:corporateplanning@jordanstrustcompany.com)

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

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