

Guernsey Company Formation

Instruction to Richmond Fiduciary Group Limited (“RFGL”)

1. Proposed Company Name

Please give 3 names in order of preference. For guidance on company names, please refer to the guidance note “choosing company names” on the Guernsey Registry website: guernseyregistry.com/

2. Proposed purpose, nature and company activity

Please provide a basic outline of the company’s purpose, nature and activities together with jurisdictions where it will trade, conduct business, provide services or undertake investment.

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3. Business Outline

1) Estimated annual turnover 2) number of debits and credits expected over the bank account per month and 3) any anticipated changes to turnover

1)	
2)	
3)	

4. Proposed company assets

(Please provide **full details** of any assets and value which is expected that the Company will acquire whether by purchase, loan or receive via gift or any other means in the future)

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5. Share Details

1) Number of classes 2) Par value of shares (shares of no par value are permitted), 3) currency, and 4) number of shares to be allotted to the founder member(s) – the minimum is one

1)	
2)	
3)	
4)	

6. Beneficial Owners

For ease of administration and/or confidentiality reasons, RFGL will generally provide corporate nominee shareholders to hold shares to your order. It is necessary for RFGL to hold details of the **ultimate** beneficial owners and should the beneficial owners, as detailed below, be holding the shares on behalf of another person or entity full information must be provided below or on a separate sheet.

Please list the Beneficial Owners below and confirm that full CDD is provided with this application:

Name:	_____	Percentage held:	_____	Full CDD provided	_____
Name:	_____	Percentage held:	_____	Full CDD provided	_____
Name:	_____	Percentage held:	_____	Full CDD provided	_____
Name:	_____	Percentage held:	_____	Full CDD provided	_____

Please note that each beneficial owner listed above will be required to complete an **Individual Profile Form** (see <http://richmondgroup.uk.com/documents/fiduciary/individual-profile-form>) which also confirms the CDD required.

Should the beneficial ownership include corporate entities please provide a structure chart giving details of ultimate beneficial ownership (with percentages), directors and controllers together with where the entity fits into any group of companies. Due diligence will be required in accordance with our CDD Collection Guide.

Please tick this box if Nominee Shareholders are **not** required

7. Directors

RFGL will provide a corporate director. Individual directors can also be provided (fee by negotiation). Under certain circumstances, other directors may be appointed. In this event, please list the names of the directors below and confirm that full CDD is provided with this application.

Name:	_____	Full CDD provided	_____
Name:	_____	Full CDD provided	_____
Name:	_____	Full CDD provided	_____
Name:	_____	Full CDD provided	_____

Please note that each director listed above will be required to complete an **Individual Profile Form** (see <http://richmondgroup.uk.com/documents/fiduciary/individual-profile-form>) which also confirms the CDD required.

8. Audit and annual general meetings

Unless there is either a statutory or regulatory requirement or an audit is considered appropriate, RFGL will apply for exemption from audit.

In cases where an audit is required, RFGL will appoint suitable auditors unless specifically instructed otherwise. Guernsey company law permits the shareholders of a company to waive the requirement to hold an Annual General Meeting. Unless otherwise instructed, or if considered unsuitable, RFGL will arrange for an indefinite waiver.

9. Accounting

RFGL are required by local legislation to prepare Annual Accounts of all Companies that we manage. Please provide guidance, in respect to these accounts, as detailed below:

- (a) Preferred accounting currency Sterling Euro US\$ Other
- (b) Preferred accounting year end ___/___/____ [DD/MM/YYYY]
- (c) First accounting year end ___/___/____ [DD/MM/YYYY]

10. Special instructions/notes (please indicate here if you have any particular information or reporting requirements)

11. Declaration

I/We confirm that information supplied by me/us and contained above is true and accurate. I/We hereby declare that I/we are financially solvent at the date hereof and that any funds/assets do not in any way represent the proceeds of crime/bribery & corruption or money laundering, which for this purpose means arising as a result of any crime committed in any jurisdiction. I/we confirm that I/we shall meet the costs of establishment of the company and all initial and future domiciliary fees as set out in RFGL's Scale of Fees, a copy of which has been provided to you. Furthermore, I/we note that administration fees in respect of the company's management may be charged on a time-spent basis and that fees will be charged for the preparation of annual financial statements and confirm that all costs shall be met directly from the company's bank accounts and, if insufficient liquid funds are available to do so, I/we shall meet such costs as and when arising together with the costs of any disbursements incurred in connection with the company and its undertakings in a timely manner.

In requesting the above-mentioned services, I/we shall provide satisfactory due diligence on all relevant parties to enable RFGL to meet its regulatory obligations. I/we also confirm that I/we have been recommended to seek independent professional advice in respect of entering into the above-mentioned arrangements and that I/we are not contravening any tax laws whatsoever. I/we also acknowledge that no tax advice has been offered by, or received from RFGL and I/we indemnify, release and discharge RFGL, its agents, directors, officers and the directors and officers of its agents and each of them and their respective successors, assigns, heirs and personal representatives entirely in respect to any tax consequences whatsoever which may affect the Company, or the beneficial owner(s) in respect to the creation and administration of the Company.

I/We further confirm our understanding that business take-on will be subject to RFGL's internal approval procedures and completion of a suitable Administration Agreement. I/We confirm that I/we will at all times act in accordance with RFGL's Standard Terms and Conditions of Business, a copy of which has been provided to you, and is available at richmondgroup.uk.com and I/we acknowledge that such terms and conditions may change from time to time.

All parties named in Section 6 must sign below:-

Name: _____

Signed: _____

Date: _____

Name: _____

Signed: _____

Date: _____

Guernsey Company Formation Client Checklist

To avoid delays in processing your application please check that the below documentation has been returned, either prior to, or is being submitted together with this Guernsey Company Formation Instruction.

		Tick
a.	Guernsey Company Formation Instruction, fully completed and signed by all beneficial owners	
b.	Individual profile forms completed, and due diligence submitted in relation to the parties identified in sections 6 and 7, in accordance with the Individual or corporate requirements per the CDD Collection Guide	
c.	Structure chart to be provided if the company will form part of a structure involving 3 or more entities	
d.	Source of Funds/Wealth Form fully completed and signed by all parties providing funding to the company, plus documentary evidence if applicable	
e.	Self-Certification Forms – Individual/Company forms completed and returned as applicable	
f.	Terms and Conditions of Business – confirmation that they have been received and reviewed	
g.	Scale of Fees – confirmation that they have been received and reviewed	
h.	Tax Advice/Professional Advice – confirmation that legal, tax and/or professional advice has been received and a copy has been provided to RFGL	

Comments

If you wish to add any comment or explanation in relation to the above please provide below:-

Signed

Name: _____

Name: _____

Signature: _____

Signature: _____

Date: _____

Date: _____

Signed

Name: _____ Name: _____

Signature: _____ Signature: _____

Date: _____ Date: _____

Richmond Fiduciary Group Limited

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