

GUIDANCE NOTES FOR APPLICANTS



GUIDANCE NOTES FOR APPLICANTS

This order form leads you through a simple step by step procedure.

- Section 1** About the proposed Company
- Section 2** Company management and ownership structure
- Section 3** Persons and legal entities connected to the company
- Section 4** Services and related matters
- Section 5** Payment of fees
- Section 6** Formalities

Should you require assistance completing this form please contact your consultant.

Client engagement procedures are found within Appendix A attached hereto. Please refer to our terms of business which can be found on our website www.aajpglobal.com.

Please complete this form in BLOCK CAPITALS and send by fax or email to the consultant dealing with your affairs and then send the signed original together with the supporting documentation by mail or courier.

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SECTION 01

1.0 – ABOUT THE PROPOSED COMPANY

Please provide the name of the country and/or the jurisdiction of incorporation (e.g. Seychelles, BVI, Belize etc.).

Country of Incorporation:
Country of Incorporation:
Country of Incorporation:

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1.1 - PROPOSED COMPANY NAME

Please provide a list of company names for the proposed company. If you have already reserved a pre incorporated company please state in “first choice”. Please also provide the required suffix to denote Limited Liability status. Refer to the jurisdiction information for available suffixes.

First Choice
Second Choice
Third Choice

Suffix:
Suffix:
Suffix:

Have you selected this company name from our list of pre incorporated

Yes No

1.2 – MEMORANDUM & ARTICLES OF ASSOCIATION

A standard template Memorandum and Articles of Association (Bye-Laws) is used for all pre-incorporated companies. If you require amendments or require specific Articles please provide full details below or on the Notes page attached hereto.

1.3 – SHARE CAPITAL AND CLASS(ES) OF SHARES

All pre-incorporated companies are incorporated with a share capital. Subject to the jurisdiction the authorised capital is set at the highest limit which attracts the lowest initial and subsequent license fees. Please refer to the jurisdiction information. If you require a specific share capital and different classes of shares please provide full details below or on the Notes page attached hereto.

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1.4 – PURPOSE OF COMPANY (Tick the appropriate box)

- Investment Holding Trading in Goods/Services Consultancy
 Property Investment Expatriate Salary Other please specify

To assess your application, we need detailed information about what the company will be used for. Please list activities, goods to be traded, trading parties if known, nature of investments and services to be provided. **PLEASE ATTACH A BUSINESS PLAN IF AVAILABLE.**

1.5 – COMPANY STRUCTURE

If this Company is to be part of a Corporate Structure i.e. it will either own/part own other companies or be owned/part owned by other corporate entities please provide details to include where they are incorporated, where they are based and what their purpose is within the overall structure. **IF THERE ARE NO OTHER CORPORATE ENTITIES PLEASE PROCEED TO 1.6.**

1.6 – GEOGRAPHY OF PROPOSED BUSINESS

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1.7 – HOW WILL THE COMPANY BE FUNDED?

To comply with our statutory duties we must know how the company will be initially and subsequently funded. Please describe the source of funds that will be used to finance the Company in the space below. Documentation **must** be attached to support this application. Example: if using a loan, a copy of the loan agreement is required, if utilising personal funds, please provide a brief description of the source.

1.8 – ABOUT THE TURNOVER, PROFIT AND TRANSACTIONS OF THE COMPANY

How much start up capital will be invested into the business?

*

Estimated annual turnover

*

What is the anticipated annual profit?

*

Estimated number of transfers into the company's bank account per month

*

Estimated value of transfers into the company's bank account per month

*

Estimated number of transfers out of the company's bank account per month

*

Estimated value of transfers out of the company's bank account per month

*

* Please indicate the currency quoted in full

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Any other pertinent Information:

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SECTION 02

2.0 – COMPANY MANAGEMENT AND OWNERSHIP STRUCTURE:

- Would you like AAJPGLOBAL to arrange for the appointment of **Professional Directors/ Managers** to this company? Yes
- Would you like AAJPGLOBAL to provide **Nominee Shareholders/Members** for this company? Yes
- Would you like AAJPGLOBAL to assist in the establishment of a **Trust or Foundation** Yes

2.1 – OWNERS, SHAREHOLDERS, DIRECTORS AND OTHER CONNECTED PERSONS OR LEGAL ENTITIES

Please provide details of who will be the beneficial owner(s), shareholder(s), director(s), manager(s) or members of the Company. If AAJPGLOBAL is not providing professional directors or managers we will require detailed information about the proposed directors/managers after stating the connected persons and/or legal entities below. Please complete a page in Section 3 for each person or legal entity who is to be connected to the company.

Names of Individuals or Legal Entities	Please cross the appropriate boxes			
	Director / Manager	Beneficial Owner	Nominee Services	Number or % of Shares
Example: Mr John Smith	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	50%
(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(7)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2.2 – COMPANY SECRETARY/ REGISTERED AGENT

Most jurisdictions require the appointment of a local **Registered Agent**. In such circumstances AAJPGLOBAL will arrange for this appointment. Should it be required by law, AAJPGLOBAL will appoint a Company Secretary to the company if it is requested to provide professional Directors.

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Please complete this page for every person or legal entity who/ that is described in section 2.1. If a legal entity is connected to the company please fill in sections 3.2, 3.3 and 3.4 only. Two pages provided. Please copy if necessary.

SECTION 03

3.0 – PERSONAL INFORMATION ABOUT THE CONNECTED PERSON

Title (e.g. Mr, Mrs, Dr):		Family Name:	
First and Other Names:		Former names	
Occupation:		Languages:	
Passport Number:		Date of Birth:	
Nationality:		Place of Birth:	

Please attach information and documentation as detailed in Appendix A

3.1 – PERMANENT RESIDENTIAL ADDRESS AND CONTACT DETAILS

Address:			
Address:			
City:	State/Region:		
Post Code/Zip Code:	Country:		
Home Telephone:	Home Email:		
Home Fax:	Personal Mobile		

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3.2 – OFFICE ADDRESS AND CONTACT DETAILS – FOR PERSONS AND LEGAL ENTITIES

Company Name:		Country of Incorporation:	
Contact Person:		Incorporation No:	
Address:			
Address:			
City:	State/Region:		
Post Code/Zip Code:	Country:		
Office Telephone:	Office Mobile:		
Office Fax:	Office Email:		

3.3 – PREFERRED METHOD OF CONTACT – Please indicate by ticking a box

Home: Telephone: Mobile: Fax: Email: Mail: Courier:
Office: Telephone: Mobile: Fax: Email: Mail: Courier:

Special Instructions:

3.4 – CONNECTION TO THE COMPANY – Please indicate by ticking the boxes or completing as necessary

Contact Person Managing Agent Intermediary
 Director/Appointed Manager Company Secretary An Existing Client
 Beneficial Owner/Shareholder, please state percentage ownership :
 Other please specify:

3.5 – SOURCE OF WEALTH

If you are the principal please provide a brief description as to the origin of your wealth and the period over which it was generated.



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SECTION 04

4 – 0 – COMPANY DOCUMENTATION SERVICES

Please indicate if below if you require any additional documentation or legalised copies.

NB The cost of certified, notarised and legalised documents is not included in the original quotation, if you require these documents please indicate below and your consultant will advise you of the additional charges.

Document	Certified	Notarised & Apostilled
Certificate Of Incorporation		
Memorandum & Articles Association		
Certificate of Incumbency		
Certificate of Good Standing/Fact		
Appointment of Directors		
If legalised documents are required please state country:		
<hr style="border: 0; border-top: 1px solid black;"/>		

Other important requirements:

4.1 – CORPORATE BANKING SERVICES

If you require assistance with Bank Account Opening please indicate your preference below?

Please note that where AAJPGLOBAL provides Directors to the Company the Bank account must be under the control of AAJPGLOBAL signatories or in special circumstance under Joint Signatory Control.

Type of Account Current/ Checking Call Deposit Fixed Deposit

Signatory (1)		Signatory (2)	
Signatory (3)		Signatory (4)	

Preferred Location of Account?

AAJPGLOBAL to recommend a suitable Bank for the opening of a Corporate Yes No

A specific Bank and Branch has been selected by the beneficial owners? Yes No

Name of specific Bank Branch

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4.2 – VIRTUAL AND MAIL FORWARDING SERVICES

Please indicate the service required by ticking the appropriate box

Description of Service	Preferred Location of service.	
Combines Virtual Office Services		<input type="checkbox"/>
Mail handling & forwarding		<input type="checkbox"/>
Telephone Answering and call forwarding		<input type="checkbox"/>
Facsimile handling and forwarding		<input type="checkbox"/>
Email		<input type="checkbox"/>

Please state any specific requirements below or on “Notes” Pages attached hereto.

4.3 – ADDITIONAL SERVICES

- | | |
|---|---|
| <input type="checkbox"/> Opening of Personal bank accounts | <input type="checkbox"/> Company credit card services |
| <input type="checkbox"/> Yacht registration and management services | <input type="checkbox"/> Trust services |
| <input type="checkbox"/> Trade Mark Registration | <input type="checkbox"/> Foundation services |
| <input type="checkbox"/> International health care insurance | <input type="checkbox"/> Web and E-commerce Services |

Please state any other services you may require:

4.4 – MARKETING INFORMATION

Please assist us with some information for our marketing department.

How did you hear about AAJPGLOBAL?

- Internet Search
- Advertisement
- Telephone Directory
- Lawyer/Financial Adviser/Tax Consultant
- Referral from a Friend
- I am an Existing Client

Which of our advertisements have you seen?

- Referral Website
- World TV Advertisement
- The Economist
- Financial Times
- In-flight Magazine
- Other Please Specify: _____

Other useful information for our marketing department:

- Tick here if you would like to receive our monthly newsletter.

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SECTION 05

5.0 – PAYMENT OF INITIAL FEES – please select from the options below:

OPTION A – CREDIT CARD

Card Number:	<input type="text"/>	Today's Date:	<input type="text"/>
Card Security Code (3 digits on reverse of card for VISA/MasterCard or 4 digits on front of AMEX card)	<input type="text"/>		
Card Holder's Name (as shown on card)	<input type="text"/>		
Billing Address	<input type="text"/>		
Authorising Signature	<input type="text"/>		
After debiting my card:	<input type="checkbox"/> Do nothing at all	<input type="checkbox"/> Phone Me	
Send an email/fax to	<input type="text"/>		

OPTION B – BANK TRANSFER

Should you wish to pay by bank transfer please tick here.

We will advise you of the appropriate office bank account by return email or fax.

Please quote a reference including the name of the Company being purchased.

Person/Company making transfer:	<input type="text"/>
Bank from which transfer was sent:	<input type="text"/>
Date transfer was made:	<input type="text"/>
Other useful information	<input type="text"/>
Other useful information	<input type="text"/>

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OPTION C – BANKERS ORDER

A bankers order for the USD/GBP/EURO is attached is being sent

5.1 – PAYMENT OF FUTURE ADMINISTRATION AND ANNUAL FEES – please select from the

OPTION A – DEBIT CREDIT CARD (details above) Yes No

OPTION B – SEND INVOICE TO MAILING ADDRESS OF
SEND INVOICE TO EMAIL

Or the following person (name and address):

OPTION C – DEBIT COMPANY'S BANK Yes No

Send copy of invoice to mailing address of (if applicable):

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SECTION 06

6.0 – COMPANY DOCUMENTS

- Hold company documents in safe custody
- Send company documents to mailing
- Send company documents to the following person (include name of recipient, address and post

6.1 – MANDATE

We will only accept instructions if they are signed by all the owners and/or directors or managers unless a **Managing Agent** is appointed by all the owners to provide instructions. Please provide the full name of the person you wish to appoint as a managing agent and ensure that the form in SECTION 3 is completed for this person so that we have all the necessary information.

Managing Agent's full name:

Sample Signature:

6.2 – DECLARATION

1. I/we, the person(s) whose name(s) appear below, declare and by our signature below, confirm that we are the ultimate Beneficial Owners of the Company we have ordered from AAJPGLOBAL and we have read and agree to be bound by AAJBGLOBAL Terms of

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Business, or such other new Terms of Business as may, from time to time, be published on http://www.aajp.com/about_aajp/terms.asp

2. I/we understand that I/we may have an obligation to report our interest in the company in personal tax returns and that income of the company may be imputed to me/us; I/we will take advice on and comply with my/our own legal obligations in this respect; and the company will not be used for any criminal activity or other illegal purposes, whether fiscal or otherwise, in any jurisdiction and I/we understand that you may have an obligation to report any arrangement involving the proceeds of criminal conduct.
3. I/we declare that my/our “Source of Wealth” as mentioned in the foregoing has been generated solely from legal activities and/or sources and is entirely attributable to me/us.
4. I/we have never been convicted of any criminal offence (other than a minor motoring offence) nor have I/we ever been subject of an investigation by a governmental, professional or other regulatory or statutory body.
5. I/We declare that the person named in 6.1 is hereby appointed as my/our Managing Agent to act on my/our behalf in the management of all of the affairs of the Company but excluding any change of management structure and ownership.
6. I/We do not wish to appoint a Managing Agent

Name: _____	Name: _____
Signature: _____ Date _____	Signature: _____ Date _____
Name: _____	Name: _____
Signature: _____ Date _____	Signature: _____ Date _____
Name: _____	Name: _____
Signature: _____ Date _____	Signature: _____ Date _____

6.3 – ANY OTHER PERTINENT INFORMATION

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6.4 – CLIENT ENGAGEMENT PROCEDURES AND GUIDANCE NOTES

Our overriding statutory duty regarding the prevention of terrorism, drug trafficking and money laundering means that we are committed to undertaking a full and thorough due diligence of both our clients' identities and the nature of their businesses.

Whilst we respect the confidentiality of our clients, we are obliged by law to obtain the following information relating to all beneficial owners, directors, shareholders, bank account signatories and all parties connected in any way to any company, business entity, trust or foundation we may form or administer:

- Proof of Identity
- Source of Wealth
- Proof of Residential Address
- Curriculum Vitae

6.5 – PROOF OF IDENTITY

1. To establish the identity and signature of all parties mentioned in your application clients must provide a copy of ONE of the following:
 - Current Valid Full Passport
 - Current Valid National ID Card
2. Such copy must bear a clear photograph, the holders signature and the document number.
3. The copy must be certified by a manager of an OCRA Worldwide office or any of the following:
 - A notary public
 - A lawyer
 - A banker
 - Another professional person.
4. The person undertaking the certification should be a member of a professional organisation that publishes certified lists of its members and the professional body must be clearly identified under their signature and the certification must be in English or a translation from an independent accredited translator must be attached.
5. The documents sent to us must bear the **original signature** of the person certifying the identity document; it must not be a copy.
6. The person certifying the Proof of Identity must have sight of the original Proof of Identity and certify the copy in the presence of the individual concerned by inserting the following text (or similar) on the copy:
- 7.

Having seen the individual and the identification documentation at the same time, I certify this is a true copy of the original and that the photograph is a reasonable likeness.

<i>Name</i>		<i>Signature</i>	
<i>Company</i>		<i>Position/Capacity</i>	
<i>Phone</i>		<i>Email Address</i>	
<i>Date</i>		<i>Membership No</i> <i>(if applicable)</i>	

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6.6 – PROOF OF RESIDENTIAL ADDRESS - This is a mandatory and a regulatory requirement

To validate the home address of all parties mentioned in your application, please provide ONE of the following dated within the last three months, for each party:

- **Original** utility bill (a telephone bill [mobile telephone bills are not acceptable], electricity etc.).
- **Original** bank or mortgage statement from a recognised bank.
- **Original** credit card statement.
- **Original** bank reference, confirming the home address, from a recognised bank, addressed to AAJPGLOBAL.

If you are unable to supply any of these documents you should contact us.

6.7 – SOURCE OF WEALTH

A statement is required from the owner(s) providing a brief description as to the origins of his/her wealth and the period over which the wealth was generated.

6.8 – CURRICULUM VITAE

In order to understand our clients' backgrounds and to assist in the opening of bank accounts we require information about our clients' work experience, education and qualifications. Additionally, regulations in certain jurisdictions oblige AAJPGLOBAL to hold C.V.'s on each of its clients.

6.9 – DELIVERY OF ORIGINAL DOCUMENTATION

These may be faxed to us for review but the originals must be sent to us by courier or mail and regretfully we cannot undertake work until the originals have been received. All documents must be in English or if not then a translation from an independent and accredited translator should be attached.

NOTES