

**International Business Companies
Incorporation Questionnaire**



**Chartac Management Services Ltd
P.O. Box 22283
1519 Nicosia
Cyprus**

Dear Sirs

Please find herewith information required for the registration and establishment of a new **International Business Company (IBC)**:

1. Preferred name and Country of incorporation of company, If name is not important please state N/A (indicate 3 names in order of preference)

- a. In case the preferred name is similar to that of its parent company, please provide a written consent of the parent company for the use of such name.
- b. For already approved names, please refer to the attached list

Indicate the Country of Incorporation (Cyprus/BVI/Belize/Seychelles etc)

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**2. Description of the main activities of the company
(Please give detailed / exact description as to the source and nature of funds to be invested in the Company for its activities, and indicate the names of the main suppliers, lenders / customers and borrowers)**

3. Activities will be carried out from / to the following countries

<u>Products / Loans / Services from</u>	<u>Products / Loans / Services to</u>

4. Share capital

	Nr of shares	Currency & par value
Authorised share capital		
Issued and fully paid		

5. Directors

<p>Please indicate whether local directors should be appointed by independent service providers.</p> <p>If not, please complete the information in Attached schedule 1 (please complete one for each director)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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6. Secretary

<p>Please indicate whether a secretarial company, of an independent service provider, shall be appointed.</p> <p>If not, please complete the information in Schedule 1 (please complete a separate one for secretary)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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7. Registered office

<p>Please indicate whether a local address should be used</p> <p>If not, please indicate a suitable address in schedule 1 (please complete a separate one for registered address)</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>
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8. Beneficial Owners / Shareholders

Name of beneficial owner / shareholder	Holding %
a)	
b)	
c)	
d)	
e)	
<p>Please give the required information in relation to each one of the above shareholders on the attached schedule 2 (please complete one for each shareholder)</p> <p>Please indicate whether local trustees should hold the shares in trust for the above non-resident beneficial owners.</p>	<p>Yes <input type="checkbox"/> No <input type="checkbox"/></p>

9. Bank Accounts

Currency	Eur <input type="checkbox"/>	US\$ <input type="checkbox"/>	ST£ <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Estimated / Expected annual turnover						
Bank account signatories:						
a)						
b)						
c)						
d)						
Please confirm whether you wish local signatories to be used					Yes <input type="checkbox"/>	No <input type="checkbox"/>

10. Accounting

Please indicate whether you wish that the accounting work of the company is carried out by Chartac Management Services Ltd	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If yes, confirm that the company and all of its affiliated companies will be outside the scope of SEC regulations of USA at present and in the foreseeable future	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
Please indicate if you wish management accounts to be prepared	Yes <input type="checkbox"/>	No <input type="checkbox"/>		
If Yes, please indicate how often: Yearly Half Yearly Quarterly Monthly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Please indicate preferred financial year end other than 31 December :				

11. Audit

Please indicate preferred Audit firm other than Moore Stephens Stylianou & Co :

12. Establishment of an office in Cyprus

Will the company establish an administrative office in Cyprus?	Yes <input type="checkbox"/>	No <input type="checkbox"/>
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13. General Information

Contact details	Name of contact person:
	Email address:
	Telephone Nr:
	Fax Nr:
Any other important information relating to the company

**Declaration by applicant for the incorporation of an International
Business company**

I/We, the undersigned, being the ultimate beneficial owner(s)/acting as agent for the ultimate beneficial owner(s) of the proposed company, request that **Chartac Management Services Ltd** proceed with the formation of this company, and declare and affirm to you that:

- (a) the above particulars are true to the best of my/our knowledge and belief.
- (b) none of the beneficial owners, including the ultimate beneficial owners nor the settlor or named beneficiaries of any trust holding a beneficial interest, has, in any part of the world, been involved in any illegal activity, been declared bankrupt or has been a director or otherwise concerned in the management of any company which has been subject to an insolvent liquidation.
- (c) I/We are unaware of any activities in which the beneficial owners engage which lead me/us to suspect that the beneficial owners are involved in money laundering and I/We undertake to advise you immediately should I/we become aware of any such activities.
- (d) Any contributions that will be made into the company as share capital or otherwise as shareholders' funds or from external financing will not derive from unlawful or immoral sources either in their country of origin or in my/our country of ordinary residence or in the Republic of Cyprus.

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Incorporation Questionnaire**



Furthermore, I/we hereby authorise you to disclose the identity of the ultimate beneficial owners of the company to any commercial bank for the purpose of opening a bank account in the name of the company.

Name:	
Address:
Passport Nr:	
Signature	
Date	

Name:	
Address:
Passport Nr:	
Signature	
Date	

Name:	
Address:
Passport Nr:	
Signature	
Date	

Schedule 1

Details for company officers & registered address

(other than directors, secretary and registered address provided by recommended service providers)

Director <input type="checkbox"/> / Secretary <input type="checkbox"/> / Registered address <input type="checkbox"/>	
Name	Surname ⁽²⁾
Previous Name	Previous Surname ⁽²⁾
I.D. Number ⁽²⁾	Passport number ⁽²⁾
Date of Birth ⁽²⁾	Country of citizenship ⁽²⁾
Occupation ⁽²⁾	Director in other Cypriot company Yes <input type="checkbox"/> No <input type="checkbox"/>
Street	Number
Building	Floor Apartment
City	District
Zip Code	Country
Alternate director (if any)	I.D. Number / Registration number

Notes: ⁽¹⁾ For corporate officers ⁽²⁾ For individuals

Schedule 2

Details for the beneficial owners / shareholders

Name	Registration Number ⁽¹⁾
Surname ⁽²⁾	
I.D. Number ⁽²⁾	Passport number ⁽²⁾
Date of Birth ⁽²⁾	Country of citizenship ⁽²⁾
Street	Number
Building	Floor / Apartment
City	District
Zip Code	Country
Telephone and Fax Number	Email address

Notes: ⁽¹⁾ For corporate officers ⁽²⁾ For individuals

Please attach, where applicable, the following documents for each beneficial owner / shareholder:

Individual shareholders

Passport copy, certified by our firm or by a well known Audit firm	<input type="checkbox"/>
Passport copy certified by a public notary or a certifying officer, by a Department of a Cypriot Embassy or consulate in country you reside or by a well known bank	<input type="checkbox"/>
Original utility bill evidencing residential address	<input type="checkbox"/>

International Business Companies Incorporation Questionnaire



Corporate beneficial owners / shareholders

Memorandum and Articles of Association	<input type="checkbox"/>
Certificate of incorporation	<input type="checkbox"/>
List of directors	<input type="checkbox"/>
List of shareholders, traced to the ultimate shareholders (not required if the company is listed on a recognised stock exchange)	<input type="checkbox"/>
Certified copies of passports for the directors and shareholders	<input type="checkbox"/>
Original utility bill evidencing residential address of ultimate beneficial owners / shareholders	<input type="checkbox"/>
Group structure	<input type="checkbox"/>
Specimen signatures of the directors as per attached schedule 4 – duly certified	<input type="checkbox"/>

Note: All above documents issued by Registrar of Companies or any other equivalent regulatory authority should be original documents or notarised copies thereof.

References

Bank references from a reputable bank for each shareholder (please refer to the attached specimens in schedules 3).	<input type="checkbox"/>
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Background

For individual shareholders – curriculum vitae outlining the academic background, business activities and sources of income	<input type="checkbox"/>
For corporate shareholders – description of activities together with a copy of the latest financial statements	<input type="checkbox"/>

Schedule 3

**REFERENCE LETTER FROM BANKERS
(To be printed on the Banker's letterhead)**

**Chartac Management Services Ltd
P.O. Box 22283
1519 Nicosia
Cyprus**

(Date) _____

Dear Sirs

We confirm that Mr/Mrs _____ has been our client for more than _____ year/s and that he/she/the company carries out his/her/their banking transactions in a very satisfactory manner.

_____ has proved to be creditworthy, respectable and of good financial standing.

This is given without any risk, responsibility or any engagement on our part.

(Sgd) _____

Schedule 4

Specimen Signature Card

Name of Company _____

Name of director	Specimen Signature of director	Date

I certify the signature/s of:

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.....

.....

.....

(Sgn) _____
Name
Position:

Date