



BRITISH VIRGIN ISLANDS BC



Order Sheet

(PROPOSED) NAME

Please list three names in order of preference (for existing companies or restoration please state name of the company):

a)

b)

c)

COMPANY'S ACTIVITIES

- Bankable Asset Holding Investment Holding Property Holding
- Consultancy services Trading
- Other:

Shall the Company have or does it have a bank account(s): No Yes

Bank's names and place:

Is there any other company related to this company: No Yes

Company's name and jurisdiction:

Please provide a full description of the main activities of the company and list the countries where they should take place:

SHARES

Registered shares only - authorized share capital abolished

- Standard: Maximum 10'000 registered shares with a par value of USD 1.00 each (applies also to shelf companies)
- Other: Maximum registered shares;
- Without par value each With a par value of USD each

SHAREHOLDERS ^{1,2}

- Please provide a fiduciary shareholder
- Shareholder shall be as follows (name, address, number of shares to be allotted and number of share certificates):

- For corporate entities kindly enclose corporate documents (Certificate of Incorporation and Certificate of Good Standing, or equivalent)
- For natural persons, kindly provide passport copy

DIRECTORS/OFFICERS ^{1,2}

Min.1 director required - Officers (President/ Treasurer/ Secretary) are optional

- Three individual directors/officers located in Panama
- The directors of the company shall be as follows:

1) Name:

Residential Address/

Registered Address:

Nationality(ies)/ Place of Incorporation:

Place of Birth:

Acting as (officer's position):



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2) Name:
Residential Address/
Registered Address:
Nationality(ies)/ Place of Incorporation:
Place of Birth:
Acting as (officer's position):

3) Name:
Residential Address/
Registered Address:
Nationality(ies)/ Place of Incorporation:
Place of Birth:
Acting as (officer's position):

Signature right of directors: individual jointly by two

- For corporate entities kindly enclose corporate documents (Certificate of Incorporation and Certificate of Good Standing, or equivalent)
- For natural persons, kindly provide passport copy and address proof/utility bill (notarized or certified by our regulated institutional client)

DIRECTORS REGISTER¹

Private filing of the register of directors with the Registry of Corporate Affairs is mandatory (as of 01.04.2016) and will be filed at the applicable fees. Kindly also note that **any change must be notified to us immediately** (with copies of all relevant documentation) in order to advise the Registrar and to avoid significant penalties.

BENEFICIAL OWNER(S)^{1,2}

1) Name:
Residential Address:
Occupation:
Nationality: % Ownership

2) Name:
Residential Address:
Occupation:
Nationality: % Ownership

Hereby I declare that the beneficial owner(s) is/are not a US Person, meaning not subject to US taxation. (Neither by way of e.g. citizenship, green card or satisfying any substantial residence test)

Hereby I declare that the beneficial owner(s) is/are a US Person (additional information required)



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Alternatively, please have the enclosed Beneficial Owner Identification Sheet completed by the BO(s). Mandatory in case of PEP's.

In case of fully discretionary structures please provide:

- Name, date of birth, nationality, residential address of economic settlor/economic founder
- Name, date of birth, nationality, residential address of the trustee/board of foundation
- Name, date of birth, nationality, residential address of the protector
- Occupation of above persons
- Class of beneficiaries

Alternatively/preferably please complete the enclosed Declaration for Discretionary Structures.

- Please provide passport / ID copies and address proof/utility bill of all beneficial owners (or of above persons), notarized or certified by our regulated institutional client, and corporate documents where applicable.

Please indicate (i) BO's Source of Funds / Wealth and (ii) origin of the assets and incoming funds:

ADDRESS FOR SERVICE OF DOCUMENTS³

The records and underlying documentation of the company are kept at the following physical address (this information must be provided to the Registered Agent in the BVI):

Please provide full address incl. name of person (individual/corporate) where records are kept.

DOCUMENTS REQUESTED

- Certificate of Good Standing by Registrar (Does not show directors and officers)
 - Without legalization
 - Authenticated by Apostille
- Certificate of Registered Agent (includes directors/officers)
 - Without legalization
 - Notarized
 - Notarized with Apostille

SPECIAL REMARKS



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CONFIRMATION

I/We, the undersigned, hereby undertake to advise you immediately of any change in members, directors, books and records and to provide you with such details as well as additional information and documents regarding beneficial ownership as you may require for the purposes of your or the Registered Agent's filing/due diligence compliance requirements.

I/We hereby authorize you to disclose any of the herein contained information to the relevant Group Compliance for due diligence purposes, and to the Registered Agent as and when required by applicable law and regulations and herewith waive protection under any applicable banking or professional secrecy rules and data protection laws as the case may be.

I/We hereby declare and confirm to pay when due the fees for the services requested from you in relation to the above mentioned company in accordance with your Fee Schedule in effect at the time.

When on page 1 we have chosen "Fiduciary shareholder" and/or "Three individual directors/officers located in Panama"; we herewith declare ourselves responsible for any act and for all activities of the Company and further to hold the Resident Agent, Fiduciary shareholders, Directors and Officers, and Leo Trust Switzerland as corporate service provider ("Leo Trust") or any of their partners, associates, directors, employees and group companies, as well as the persons authorized to act on their behalf, all collectively "Indemnified", free from any responsibility of liabilities and keep them fully indemnified in respect of any loss, damage, claim, proceeding, cost, including court costs and expenses to defend any legal action started by third parties, expense whatsoever or other liability suffered or incurred either directly or indirectly as a result of any claims whatsoever against the Indemnified, arising or resulting from any act or omission performed by the Resident Agent and/or the Directors in the capacity as directors/officers of the Company.

**PLEASE SIGN
HERE⁴**

Signature:
Name:
Company:
Date:

Signature:
Name:
Company:
Date:

¹ The Registered Agent **must be notified in writing of any changes latest within 14 days** in order to avoid significant penalties.

² In case of a PEP the Registered Agent will require additional information (e.g. the completed Beneficial Owner Identification Sheet)

³ Refers to delivery of legal documents such as e.g. court documents ect.

⁴ To be signed by the professional / institutional client of Leo Trust Switzerland AG who is/are the person/s authorised to pass instructions to Leo Trust Switzerland AG