

CLIENT QUESTIONNAIRE
COMPANY FORMATION



CAPCO TRUST

INTEGRITY & INDEPENDENCE

PERSONAL QUESTIONNAIRE

COMPANY OWNERS DETAILS

To be completed by the proposed beneficial owner(s) of a company following initial discussions with Capco Trust (See Note A)

Full Name:	Email Address:
	Nationality:
Permanent residential address: including post code	Domicile: i.e. permanent home
	Date of birth:
	Place of birth:
	Occupation:
Telephone No:	Employer's Name if self-employed state nature of employment
Fax No:	

Full Name:	Email Address:
	Nationality:
Permanent residential address: including post code	Domicile: i.e. permanent home
	Date of birth:
	Place of birth:
	Occupation:
Telephone No:	Employer's Name if self-employed state nature of employment
Fax No:	

Full Name:	Email Address:
	Nationality:
Permanent residential address: including post code	Domicile: i.e. permanent home
	Date of birth:
	Place of birth:
	Occupation:
Telephone No:	Employer's Name if self-employed state nature of employment
Fax No:	

Note A

If in a company and there are a number of proposed beneficial owners the same due diligence information needs to be provided for each, as detailed on pages 12 & 13.

1. NAME OF PROPOSED COMPANY (See Note B)

Preferred names: (Please insert three in case they are refused by the Registry)

Note B

1. We suggest you give 3 names which should contain the words limited if the company is to be incorporated in Jersey, the Isle of Man or BVI. If Panama or Liberia it is possible for the name not to include that word. The use of certain words e.g. Royal, Bank, International, Europe etc. should be avoided. We shall inform you if the name selected is not available.

2. COMPANY DETAILS (See Note C)

(a) Jurisdiction (in which the company is to be incorporated)

(b) Type of company (for local tax purposes)

(c) Have any of the beneficial owners (or the settlor or named beneficiaries of any beneficial owner which is a trust) been declared bankrupt or “en desastre” or been disqualified from being a company director or otherwise concerned in the management of a company which has been subject to an insolvent liquidation or a judicial enquiry, in any part of the world? If yes, please give details.

(d) Will the company be operated solely for the benefit of individuals in section “A”?

Note C

- (a) Capco can incorporate companies in all of the low tax jurisdictions.
(e.g. Jersey, Guernsey, BVI, Isle of Man, Bahamas, Panama, Liberia etc.)
- (c) The term “en desastre” is a local term but the question is self explanatory.

3. SHARE CAPITAL (See Note D)

Authorised Amount of Shares	Currency	Par Value
Issued Amount of Shares		
Special requirements		

Note D

- (a) In the absence of special requirements the company will be formed with the standard capital for the jurisdiction.
- (b) The authorised capital is the total which may be issued. The issued capital will normally be either the minimum required or any determined amount.
- (c) If shares are to be issued at a premium please discuss this specifically with Capco.

4. ACTIVITIES OF COMPANY (See Note E)

- | | |
|-------------------------------|-------------------------|
| (a) Investment holding | Real property ownership |
| Ownership of movable property | Vessels |
| Intellectual Property | Other |

(b) Please detail anticipated activities of company as fully as possible.

(c) Please state details of your professional advisors and forward to us copies of any legal or tax advice you have obtained.

Name:

Address:

Telephone No:

Fax No:

Email:

(c) Please state details of your professional advisors and forward to us copies of any legal or tax advice you have obtained.

Name:

Address:

Telephone No:

Fax No:

Email:

Note E

Please provide as much information about the activities including anticipated frequency and volume of transactions.

5. SHARE OWNERSHIP DETAILS (See Note F)

(a) Number of shares to be held by each beneficial owner and percentage

FIRST	% age	SECOND	% age	THIRD	% age	FORTH	% age
.....		

(b) In the absence of special requirements indicated below, Capco will hold the shares through its nominee companies on behalf of the beneficial owner(s) as joint tenants. If there are special requirements, please detail:

(c) Are any of the shares of the Company to be owned by a trust? If yes, please provide details.

(d) Are any of the beneficial owners/shareholders or immediate family members or close associates, high profile or have been entrusted with prominent public functions in a jurisdiction other than Jersey within:

- the executive, legislative, administrative, military or judicial branches of a government (elected or non elected);
- a major political party;
- a ruling royal family;
- international and supranational organisations; or
- a government owned corporation.

Note F

Please note where there are several beneficial owners Capco will insist that there is a formal shareholders agreement detailing how the company will be managed and the various shareholders rights and interest.

6. DIRECTORS

Capco will expect to provide all directors for client companies. If you wish to appoint an outside director, it may be possible in certain circumstances. Please discuss further with your contact at Capco. Please note that it is contrary to Capco's policy to administer a company where the board is quorate with third party directors.

7. ACCOUNTING REQUIREMENTS (See Note G)

Capco will expect to maintain full accounting records, including the provision of annual financial statements. Please provide the following details:

Financial year end:

Currency:

Audit required:

Preferred auditors:

Note G

Please note that there is not normally a requirement for an audit for a company registered in Jersey.

8. TRANSFER OF EXISTING COMPANY (See Note H)

If services are required for an existing company, please state the name below and provide (on an attached sheet if required) as much detail as possible. Please explain why the current administrators are retiring. We will normally need to review the company's records and the last three years' financial statements prior to accepting the administration. Please authorise the existing administrators to release information and documentation to us.

Name:

Note H

Please note that our Letter of Representation will need to be completed and signed by the beneficial owner(s)

9. FEES (See Note I)

Fees and terms and conditions as published will apply in all cases unless otherwise agreed in writing. Please indicate the invoice name and address, for billing purposes.

Company Name:

Company Address:

Note I

Note : A minimum cash reserve payment will be required before services are undertaken. (see fee scale)

10. MARKETING INFORMATION

(a) Do you have any relationship with the Capco Group? If so, please provide details.

(b) How were you introduced to the Capco Group?

11. DECLARATION BY THE BENEFICIAL OWNER(S) (See Note J)

The funds to be committed to the proposed company or company to be transferred to Capco's administration represent the proceeds of/were derived from:

And I/We declare that they are not derived from nor will they be derived from or otherwise connected with any illegal activities.

I/We declare that the information provided in this questionnaire is true and complete.

11. DECLARATION BY THE BENEFICIAL OWNER(S) *continued*

Signature of FIRST beneficial owner:	Witnessed by:
Print Name:	Print Name:
	Address of Witness:
Date:	Occupation of Witness:

Signature of SECOND beneficial owner:	Witnessed by:
Print Name:	Print Name:
	Address of Witness:
Date:	Occupation of Witness:

Signature of THIRD beneficial owner:	Witnessed by:
Print Name:	Print Name:
	Address of Witness:
Date:	Occupation of Witness:

Signature of FOURTH beneficial owner:	Witnessed by:
Print Name:	Print Name:
	Address of Witness:
Date:	Occupation of Witness:

Note J

Please note that no contractual arrangements in relation to the company will be entered into until Capco has completed its due diligence and the proposed company has been incorporated and is ready to commence business.

12. CHECKLIST OF ATTACHMENTS (See Pages 10/11/12/13)

Certified copy of current valid passport for each beneficial owner	<input type="checkbox"/>
Bank Reference request letter and details of professional referee for the beneficial owner	<input type="checkbox"/>
Certified copy of proof of address of each beneficial owner	<input type="checkbox"/>

INSTRUCTION SHEET - DUE DILIGENCE DOCUMENTATION

The documents required are indicated by a tick in the appropriate boxes.

I. Verification of identity.

Certified copy of either:

- Current valid passport
- National identity document (bearing photograph)
- Driving licence (bearing photograph)

Please note that the photocopied documentation must be clear and legible. If it is not possible to make a photocopy with a clear copy photograph, then an additional photograph must be attached to the photocopied document.

Certification must be done by:

- Lawyer
- Accountant (holding recognised professional qualification)
- Bank Manager (must be a director or a manager of an authorised financial institution)
- Commissioner for Oaths
- Notary Public
- Consular Authority (this should be of the country of issue of documentary evidence of identity)

Certification may also be done by a member of the Capco Group, providing this is by a Director or a Manager.

The certification must be in the following form of words:

I,, HAVING SEEN THE INDIVIDUAL AND THE IDENTIFICATION DOCUMENT AT THE SAME TIME, CERTIFY THAT THIS IS A TRUE COPY AND THAT THE PHOTOGRAPH IS A REASONABLE LIKENESS.

SIGNED:

NAME PRINTED:

CAPACITY:

DATED:

It is preferable for the certification to be written on the copied identification document and not on this form. However, if the certification is provided on a covering letter or document which is then attached to the copy identification document, then the covering letter must state the name and date of birth of the verification subject, the type of identification document it refers to and any serial number indicated on the identification document.

2. Verification of address

(required only if reference does not include full identity details – see below)

Original of either:

- Recent (i.e. within the last 3 months) utility bill bearing residential address.
Please note that mobile telephone bills are not acceptable under any circumstances.
- Most recent bank statement (from a recognized bank) bearing residential address
- Most recent credit card statement (from a recognized bank) bearing residential address
- Most recent mortgage statement from a recognized lender

Please note that if a reference is provided which includes the name, residential address and date of birth of the subject of the verification, then a separate verification of address will not be required.

3. References

Two references will be required, one from a reputable banker or other credit institution and the other from a professional such as a lawyer or accountant.

With regard to the bank or credit institution reference, please complete the attached forms and sign the Bank Reference Authority, as it is a requirement that we write directly for both references.

Please ensure that in both cases, the relationship has been established for at least two years.

Contact Details of Relationship Manager/contact at branch for us to apply for the reference:

Name:

Position:

Bank:

Branch:

Address:

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Email:

.....

Telephone:

.....

Facsimile:

.....

Direct

Form for reference to be sought

BANK REFERENCE AUTHORITY

Date:

The Manager:

Name and address of your bank:

Dear Sir

Account Name:

Account number:

Address:

I/We authorise you to provide a bank reference to Capco Trust Jersey Limited, who will be in touch with you shortly.

Yours faithfully