

## APPLICATION FORM

Please complete all sections for efficient application processing.  
For help completing this form, please call us on +44 207 636 9618

### 1. Company Name

**First Choice:** \_\_\_\_\_ **Second Choice:** \_\_\_\_\_  
**Third Choice:** \_\_\_\_\_ **Fourth Choice:** \_\_\_\_\_  
**Shelf Company:** (Write the name of the company from our list): \_\_\_\_\_

### 2. Jurisdiction

Have you received any specialist tax advice relating to the formation of companies in this jurisdiction?

### 3. Company Activities (Describe the activities in detail).

#### Doing Business in the following Countries:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_
4. \_\_\_\_\_

### 4. Source of Income (Describe the Beneficial Owners income source) e.g. salary, inheritance, personal savings, and describe how the company will be funded and how these funds were obtained e.g. loans, business activity etc.

### 5. Directors (Tick the box if a nominee director should be appointed. Please complete the fields below with the information of the individual who will hold the **Power of Attorney**. If the Director is another company (corporate director), please write the incorporation date under "year of birth" and write the incorporation number under "passport number"

<b>Name:</b> _____	<b>Name:</b> _____
<b>Address:</b> _____	<b>Address:</b> _____

<b>Occupation:</b> _____	<b>E-Mail:</b> _____	<b>Occupation:</b> _____	<b>E-Mail:</b> _____
<b>Citizenship:</b> _____	<b>Tel No:</b> _____	<b>Citizenship:</b> _____	<b>Tel No:</b> _____
<b>Passport No:</b> _____	<b>Date of Birth:</b> _____	<b>Passport No:</b> _____	<b>Date of Birth:</b> _____

<b>Name:</b> _____	<b>Name:</b> _____
<b>Address:</b> _____	<b>Address:</b> _____

<b>Occupation:</b> _____	<b>E-Mail:</b> _____	<b>Occupation:</b> _____	<b>E-Mail:</b> _____
<b>Citizenship:</b> _____	<b>Tel No:</b> _____	<b>Citizenship:</b> _____	<b>Tel No:</b> _____
<b>Passport No:</b> _____	<b>Date of Birth:</b> _____	<b>Passport No:</b> _____	<b>Date of Birth:</b> _____

**6. Shareholders** (Tick the box if a nominee shareholder should be appointed. Please complete the fields below with information of the beneficial owners. If the shareholder is another company (corporate shareholder), please write the incorporation date under "year of birth" and write the incorporation number under "passport number")

**Name:**  
**Address:**

**Name:**  
**Address:**

**Occupation:**  
**Citizenship:**  
**Passport No:**  
**% of Shares Held:**

**E-Mail:**  
**Tel No:**  
**Date of Birth:**

**Occupation:**  
**Citizenship:**  
**Passport No:**  
**% of Shares Held:**

**E-Mail:**  
**Tel No:**  
**Date of Birth:**

**Name:**  
**Address:**

**Name:**  
**Address:**

**Occupation:**  
**Citizenship:**  
**Passport No:**  
**% of Shares Held:**

**E-Mail:**  
**Tel No:**  
**Date of Birth:**

**Occupation:**  
**Citizenship:**  
**Passport No:**  
**% of Shares Held:**

**E-Mail:**  
**Tel No:**  
**Date of Birth:**

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## ADDITIONAL SERVICES

**7. Bank Account** (We can assist you to open a bank account for your company).

**I need a bank account**

**I am taking care of the bank account myself**

If using nominee services, the bank may ask for passports, etc. Please let us know of any requests.

**I do not need a bank account**

**8. Additional Documentation** (You will receive a Certificate of Incorporation, M&AA and the appointment of the First Directors. Where necessary, we will provide you with appointment letters of the nominee director or shareholder, power of attorney, declaration of trust, share certificates and corporate registers. Please use the options below to receive additional documents. Documents will be legalised with apostille.

**Certificate of Good Standing**

**Certificate of Incumbency**

**Power of Attorney (apostilled copy)**

**Other**

**9. P.O. Box & Mail Forwarding Services** (Select from the list below)

**Address for Forwarding Mail:**

**How to Forward:**

**All correspondence by Mail**

**All correspondence by email**

If mail is to be forwarded by email, please note that we will need to open the letters received. If you do not want to reveal the contents of mail to us, please choose "all correspondence by mail".

**10. Contact Person** (Please write the contact information of the priority contact person)

Mr. Mrs. Ms. Miss.

Full Address and Postcode / Zip Code:

Telephone Number:

Mobile Number:

E-mail Address:

If we should communicate with anyone else connected with this application, please write their details below:

Name: Telephone Number: E-mail Address:

Name: Telephone Number: E-mail Address:

**11. How Did You Hear About Us?**

Advertisement: (Which publication)

Was Referred By:

Google Search Other:

**PAYMENTS**

**12. Method of Initial Payment**

Bank Transfer Cheque (payable to Company Express (UK) Limited) Credit/Debit Card (complete below)

Card Type:

Card Number:

Expiry Date:

Cardholders Name:

Cardholders Address:

We will contact you to obtain the additional information required to complete the credit card payment.

**13. Annual Fees** (Annual fees include government fees, registered agent, registered office, nominee services and where applicable, accounts preparation assistance).

Annual Invoices should be sent to the following person: Contact in part 10 Contact person below

Mr. Mrs. Ms. Miss.

Full Address and Postcode / Zip Code:

Telephone Number:

Mobile Number:

E-mail Address:

You can pay in advanced for annual services to ensure that the company remains in Good Standing and to ensure that services are renewed efficiently.

Note: If paying in advanced for annual services, we will provide a 10% discount off your total order.

Would you like to pay in advanced for annual services? Yes No

Number of years to advance payment (excluding current year):

**14. General Instructions** (These instructions can only be changed in written form and signed by the person(s) signing below.

**Company Express (UK) Limited is authorized to accept instructions from the person(s) specified below only.**

<b>Full Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Full Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Full Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Full Name:</b>	<b>Signature:</b>	<b>Date:</b>

**15. Terms and Conditions**

Unless otherwise specified herein, the words: "Client" refer to the person(s) specified in paragraphs 4 and 13 of this Application form; "Company" refer to the company, holding, trust or corporation set up by Company Express (UK) Limited in the jurisdiction chosen by the client on behalf of the Client; "Services" refer to services provided by Company Express (UK) Limited to the Client, including but not limited to: a) registered office facilities, provision of Registered Agent and / or Company Secretary services to the company; b) provision with management and administrative services; c) provision of Directors, nominee Shareholders, Officers and Members at the request of the Client; d) maintenance of any records connected with or having reference to the Company; e) filing of any appropriate forms relating to the Company's affairs to the authorities of the country of registration, if required; f) preparation of documents of any nature at the request of the Client; g) maintenance of books of account of the Company; h) preparation of accounts of the Company, if required; i) providing mail forwarding services, including fax forwarding services at the request of the Client; j) providing telephone answering services at the request of the Client; k) other services, if required.

- (1) Company Express (UK) Limited is not liable for any failure to comply with fully, or part of any of the instructions, and the Customer shall have no claim whatsoever for non-receipt of instructions;
- (2) The Customer does confirm that she/he has indicated the true, correct and sufficient information in this Application form, and Company Express (UK) Limited is not responsible for any errors or insufficient data made by the Customer;
- (3) Sixty days prior to assessment of Annual Fees, Company Express (UK) Limited raises the fee for the company renewal estimates for subsequent year for Registered Agent and Registered Office, License fee, if any; renewal of nominee service, if required; and Annual Return and Audit preparation fee, if any;
- (4) Domiciliary and management services are provided on a yearly basis and Company Express (UK) Limited will not provide such services for shorter periods;
- (5) The beneficial owner does guarantee that the company will not be used for money laundering, terrorist, drug trafficking and any other criminal activity, and Company Express (UK) Limited takes no responsibility for business activity of the Customer and his company;
- (6) Bank accounts are opened at the Banks discretion;
- (7) Company Express (UK) Limited reserves the right to amend our fee schedule without prior notice;
- (8) Company Express (UK) Limited will set up a Company on behalf of the Client following their instructions;
- (9) Company Express (UK) Limited will supply the Client with the Company and / or services requested. Company Express (UK) Limited does not supply the Client with Company and / or services until payment has been received or credit card payment has been authorized;
- (10) Upon approval of the submitted application to Company Express (UK) Limited the corporation is not subject to a return or refund of any kind;
- (11) The Client does guarantee that any Company and / or service supplied by Company Express (UK) Limited can only be employed for legal and moral purposes anywhere;
- (12) Company Express (UK) Limited will only take instructions from the person(s) originally named in paragraph 13 of the Application form. These instructions can only be changed if Company Express (UK) Limited receives notification signed by those person(s). All instructions should be received in written form only;
- (13) Any material and / or consultation provided by Company Express (UK) Limited are for information purposes only and do not constitute legal or professional advice. No responsibility will be accepted for loss occasioned directly or indirectly as a result of acting, or refraining from acting, wholly or partially in reliance upon information provided. The Customer agrees to obtain legal advice from a qualified professional consultant in regard to his acquisition or use of the company and the services;
- (14) The Client does agree that any or all government fees and franchise or other taxes are paid expeditiously and accountancy information is supplied to Company Express (UK) Limited, where appropriate. If late payment is made, the Client agrees that he will pay Company Express (UK) Limited for any late filing penalties that may have been incurred. Company Express (UK) Limited is not liable for any penalties or other liabilities incurred by the Client;
- (15) Company Express (UK) Limited guarantees that since the date of incorporation all its own and ready-made companies have been dormant and have not entered into any agreements or undertaken any type of activity or representation whatsoever;
- (16) Company Express (UK) Limited undertakes to strictly respect "Client Confidentiality" and keep any information on the Client confidential and it will not disclose that information to any third party without the prior consent of the Client. However, Company Express (UK) Limited reserves the right to terminate this obligation in case if it is obliged by law to divulge such information;
- (17) Where "nominee" facilities are requested the beneficial owner(s) undertakes to supply a valid copy of his / her / their passport or identity card along with the duly signed Indemnity form, where appropriate;
- (18) All Clients agree that once this Application form is signed a contractual relationship exists, that is subject to the Terms and Conditions herein outlined, binding the Client to pay for the services ordered;
- (19) Company Express (UK) Limited reserves the right not to proceed with your Application without giving any reasons or explanations;
- (20) In the case of dispute it is agreed that redress should be sought through the Courts of United Kingdom.
- (21) In the event that the client, beneficial owner or company enters into, or is found to be involved in: a) any fraudulent or criminal activity in accordance with Anti Money Laundering regulations or otherwise, b) provides false documentation (including false signatures), c) does not comply with due diligence requirements or d) does not pay for any services which may result in any form of action taken against the company or its directors and shareholders, Company Express (UK) Limited reserves the right to cancel all services provided to the company. Such services include, but are not limited to, administration and secretarial services, nominee services, mail forwarding services and all other services applicable to the signed agreement. In the event that nominee services are provided, Company Express (UK) Limited reserves the right to appoint the beneficial owner in place of the resigned director(s) and/or shareholder(s) until compliance matters are fully resolved.

<b>Full Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Full Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Full Name:</b>	<b>Signature:</b>	<b>Date:</b>
<b>Full Name:</b>	<b>Signature:</b>	<b>Date:</b>



**The Compliance Officer  
Company Express (UK) Limited  
5<sup>th</sup> Floor Morley House  
314-322 Regent Street  
London, W1B 3BG**

Dated 2014

Dear Sir/Madam

I/We hereby confirm my/our acceptance to incorporate a company in the jurisdiction of \_\_\_\_\_ under the name of \_\_\_\_\_ (hereinafter referred to as the "Company"). In my/our capacity as beneficial owner(s) and/or director(s) of the Company, I/We hereby confirm and declare the following:

1. I/We confirm having obtained appropriate advice from an independent accountant/ tax advisor/financial advisor and that I/We have not received any tax advice from any staff of Company Express (UK) Limited. On the basis of the advice received from the independent advisor(s), I/We am/are happy to instruct Company Express (UK) Limited to proceed with the incorporation of the Company.
2. I/We will supply you with a certified copy of my/our passports.
3. I/We will supply you with my/our proof of residential address.
4. That all information as provided in your company formation questionnaire, to the best of my knowledge and belief, is complete and correct and that the I/We confirm having taken the appropriate legal, tax, exchange control and relevant professional advice in the particular circumstances from a third party.
5. That, I/We have never been convicted in a Court of Law for criminal offence, penalised, sanctioned, is currently or have ever been under investigation.
6. That any funds and/or assets so introduced in the Company, whether now or in the future, do not/will not emanate from any activity, which is illegal or unlawful.
7. That any funds and/or assets so introduced in the Company, whether now or in the future, are free from any legal encumbrance or restraint imposed by any Court or third party and I/We further confirm that there is no pending or threatened claims against me with regards to the funds/assets that I/We may introduce in the Company from time to time.
8. That I/We will be responsible for overseeing and ensuring that the Company acknowledges all requests and is fully compliant with the legislations of \_\_\_\_\_.
9. That I/We will inform you of any changes in beneficial owners, directors or shareholders of the Company and their contact details.
10. In the event that the Company is no longer required, I/We undertake to advise you immediately.
11. In the event that the client, beneficial owner or company enters into, or is found to be involved in: a) any fraudulent or criminal activity in accordance with Anti Money Laundering regulations or otherwise, b) provides false documentation (including false signatures), c) does not comply with due diligence requirements or d) does not pay for any services which may result in any form of action taken against the company or its directors and shareholders, Company Express (UK) Limited reserves the right to cancel all services provided to the company. Such services include, but are not limited to, administration and secretarial services, nominee services, mail forwarding services and all other services applicable to the signed agreement. In the event that nominee services are provided, Company Express (UK) Limited reserves the right to appoint the beneficial owner in place of the resigned director(s) and/or shareholder(s) until compliance matters are fully resolved.

Yours faithfully,

\_\_\_\_\_  
Beneficial Owner

\_\_\_\_\_  
Beneficial Owner

**Please write the full names and addresses of each Beneficial Owner, Director and Shareholder here.**

**Name  
Name**

**Address  
Address**