

**INCORPORATION FORM**

The following information is required to incorporate and establish the corporate records of a Cyprus Company. Information about the company's beneficial owners, shareholders, directors and officers is kept in strict confidence with us. Only the names of registered shareholders are shown on the company's annual returns to the Registrar of Companies and are a matter of public record. The use of nominee shareholders is recommended if beneficial owners do not wish to publicly disclose their interest in the company.

**PROPOSED NAME**

- Please list in order of preference.
- A company name must end with the word "Limited".

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

**PURPOSE OF THE COMPANY/SOURCE OF ASSETS**

Please indicate the purpose for which the Company is required. (Please provide full details – "holding company" is not sufficient.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Please describe/identify the assets that will be held by the Company.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

From what source or sources have the assets/funds to be introduced into the Company been derived? (How did you acquire the assets that will be held by the Company? The description must be clear and self-explanatory. Explanations such as "inheritance" or "sale of property" are not sufficient and require further explanation.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**INCORPORATION FORM**
**CAPITAL**

The proposed authorised capital of the company is usually expressed in euros(€). Stamp Duty is payable and calculated on the basis of the value of the nominal capital and is calculated as (share capital in euros(€) x rate) = 0.6% + €102.52. A minimum of 1 share must be issued.

Unless instructed to the contrary the company will be incorporated with an authorised share capital of €5,000 divided into 5,000 shares of €1 each and an issued share capital of 5,000 shares of €1 each.

Standard issued and authorised share capital  Yes  No

If no, please state:

Authorised Share Capital \_\_\_\_\_

Issued Share Capital \_\_\_\_\_

Fully Paid Share Capital \_\_\_\_\_

One class of shares to be authorised\*  Yes  No

If no, attach a separate schedule describing requirements.

**SHAREHOLDERS**

Corporate shareholders are permitted. The company must have a minimum of one registered shareholder at all times. A reference letter on the beneficial owner must be provided irrespective of whether nominee registered shareholders are provided. The name of the beneficial owner is purely for our internal records, and is not disclosed on any permit and/or official document and is not part of public record.

Do you wish us to provide nominee shareholders?  Yes  No

If yes, please use the following to indicate the beneficial owner details and the number of shares to be held by this nominee shareholder.

If no, and the beneficial owner(s) is (are) to hold the shares in their own name(s) as registered shareholder(s), then please use the following to indicate this registered shareholding. If the shareholder is a Corporate Shareholder kindly indicate "Shareholder" (delete "Beneficial Owner") and also use the available space to indicate the "Beneficial Owner" (delete "Shareholder") of the Corporate Shareholder.

For due diligence purposes we need to identify a natural person as the ultimate beneficial owner.

\* Shelf Companies are incorporated with one class of shares.

## INCORPORATION FORM

**Beneficial Owner #1**

Name	Occupation
Address	
Nationality	Passport Number
Phone	Fax
Email	No. of Shares

**Beneficial Owner #2**

Name	Occupation
Address	
Nationality	Passport Number
Phone	Fax
Email	No. of Shares

**Shareholder** (If not provided by us)

Name	Occupation
Address	
Nationality	Passport Number
Phone	Fax
Email	No. of Shares

**REGISTERED OFFICE & SECRETARY**

Please confirm that our local affiliate, Trident Trust Company (Cyprus) Ltd, is to provide the Registered Office and Secretary for the company.

Yes  No

## INCORPORATION FORM

**DIRECTORS**

Directors should be provided from our offices to ensure that management and control of the company are in Cyprus. If the Directors are not provided by our office, a notarised passport copy or incorporation certificate needs to be submitted.

Do you require us to provide directors?  Yes  No

If no, please provide information below.

**Director #1**

Name \_\_\_\_\_

Address \_\_\_\_\_

Nationality \_\_\_\_\_ Passport Number \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Occupation \_\_\_\_\_

**Director #2**

Name \_\_\_\_\_

Address \_\_\_\_\_

Nationality \_\_\_\_\_ Passport Number \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Occupation \_\_\_\_\_

**Director #3**

Name \_\_\_\_\_

Address \_\_\_\_\_

Nationality \_\_\_\_\_ Passport Number \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Occupation \_\_\_\_\_

**Director #4**

Name \_\_\_\_\_

Address \_\_\_\_\_

Nationality \_\_\_\_\_ Passport Number \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_ Occupation \_\_\_\_\_

## INCORPORATION FORM

**DUE DILIGENCE**

Please confirm that the following documents required for each beneficial owner, director, shareholder and attorney are enclosed: (Please refer to Guidance Notes on page 7 for further details.)

- |  |                              |                             |
|--|------------------------------|-----------------------------|
| Original Bank References   | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Notarised Photocopy of Passport                                  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Curriculum Vitae/Resume  | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Notarised Copies of Corporate Documents (Corporate Shareholders) | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| Confirmation of Residential Address                              | <input type="checkbox"/> Yes | <input type="checkbox"/> No |

Note: All the above documents should be in English or to be accompanied by an official English translation.

**BANKERS**

We are able to assist with the establishment and administration of local bank accounts. Accounts may be maintained in a number of foreign currencies. Local regulations require that funds must be brought from abroad.

Do you require us to open a bank account for the company?  Yes  No

If yes, name of bank \_\_\_\_\_

Names of authorised signatories:

Signatory _____	Signatory _____
Signatory _____	Signatory _____

**AUDITORS**

A Cyprus Company is required to file annual audited accounts with the Registrar of Companies.

Do you require us to recommend a local auditor?  Yes  No

If no, name of auditing firm \_\_\_\_\_

**POWER OF ATTORNEY**

Please specify if a special power of attorney is required and provide particulars.

If required, please give details of the proposed attorney.

Full Name \_\_\_\_\_

Passport Number \_\_\_\_\_ Nationality \_\_\_\_\_

Residential Address \_\_\_\_\_

**APOSTILLED DOCUMENTS**

If required, please specify the documents.

\_\_\_\_\_  
\_\_\_\_\_

## INCORPORATION FORM

**OTHER**

Person to whom invoice and registration documents are to be sent.

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Person authorised by beneficial owners to give instructions (if different from above).

Name \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Please provide additional information and/or specific requests for consideration.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**DECLARATION**

I/we declare and affirm that the information provided herein is true and correct and that the assets to be introduced into the Company are from lawful sources. If requested to do so, we will provide Trident with any further evidence of verification of the identity or activities of the Relevant Individual and will promptly inform Trident of any changes in the shareholding, directors, officers or beneficial owners of the Company. I/we have read and accept Trident's Standard Terms of Business.

**Completed By**

Name \_\_\_\_\_ Title \_\_\_\_\_

Company/Firm \_\_\_\_\_ Email \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

\_\_\_\_\_ Fax \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**INCORPORATION FORM**
**GUIDANCE NOTES**
**Certified Copy Passport**

A certified copy of the Relevant Individual's passport is required (photograph and signature pages). Certification must be by a suitable person such as a lawyer or accountant, a director or manager of a regulated credit or financial institution, a notary public, a member of the judiciary, a senior civil servant or a serving Police Officer.

The certifier should legibly sign the copy document and clearly indicate his capacity or position on it and, in the case of a passport, must state that the photograph bears a true likeness of the Relevant Individual. Please note that all copy documents provided to us should be clearly legible, particularly those documents containing photographs and signatures.

**Proof of Address**

This requirement may be fulfilled by providing a recent utility bill, current year local tax authority bill, current photocard driving licence (provided it contains the Relevant Individual's address), bank, building society or credit union statement or passbook containing current address or most recent original mortgage statement from a recognised lender. Any copy document provided must be certified by either a lawyer, banker or other regulated person and must be legible.

This requirement may be met by including the residential address details in the body of the Reference requested below.

**Reference**

A reference from a regulated professional who knows the Relevant Individual in a professional capacity (i.e. is not simply an acquaintance) is required (e.g. a lawyer, accountant or the director or manager of a regulated financial institution). The reference should state the full name of the Relevant Individual, full residential address, date of birth and the length of time the Relevant Individual has been known to the referee. Reference provided should be current, i.e. not older than one month.

The reference should be addressed to Trident Trust Group – Corporate Services Division. References addressed "To Whom it May Concern" are not acceptable.

**Requirement**

It is a legal requirement for us to obtain the information and support documentation requested in this form prior to commencing a formal relationship with you as a client. All information and support documentation will be held in the strictest confidence. This form should be read in conjunction with our Terms of Business, which is available on request. By executing this form you are deemed to have accepted our Terms of Business.

Please contact any Trident Trust office worldwide for further information.  
Office contact details are included on the following page.

Trident Trust Company (Cyprus) Ltd  
Trident Centre  
115 Griva Digeni Avenue  
PO Box 58184  
3731 Limassol, Cyprus  
Tel +357-258-20-650  
Fax +357-253-61-857  
cyprus@tridenttrust.com

**EUROPE**
**GUERNSEY**
**Trident Trust Company (Guernsey) Ltd**

Tel +44-1481-727571  
 Fax +44-1481-723162  
 guernsey@tridenttrust.com

**ISLE OF MAN**
**Trident Trust Company (IOM) Ltd**

Tel +44-1624-646700  
 Fax +44-1624-620588  
 iom@tridenttrust.com

**JERSEY**
**Trident Trust Company Ltd**

Tel +44-1534-733401  
 Fax +44-1534-727195  
 jersey@tridenttrust.com

**LUXEMBOURG**
**Trident Trust Company (Luxembourg) Sàrl**

Tel +352-26-30-28-48  
 Fax +352-26-30-28-49  
 luxembourg@tridenttrust.com

**Trident Corporate Services (Luxembourg) Sàrl**

Tel +352-26-30-27-81  
 Fax +352-26-30-27-82  
 corporate.luxembourg@tridenttrust.com

**SWITZERLAND**
**Trident Corporate Services AG**

Tel +41-44-396-1080  
 Fax +41-44-396-1081  
 switzerland@tridenttrust.com

**UNITED KINGDOM**
**Trident Trust Company (UK) Ltd**

Tel +44-20-7935-1503  
 Fax +44-20-7935-7242  
 uk@tridenttrust.com

**Trident Company Services (UK) Ltd**

Tel +44-20-7487-0460  
 Fax +44-20-7487-0461  
 corpsservices@tridenttrust.com

**THE AMERICAS/  
 CARIBBEAN**
**BAHAMAS**
**Trident Corporate Services (Bahamas) Ltd**

Tel +1-242-322-6154  
 Fax +1-242-328-1064  
 bahamas@tridenttrust.com

**BARBADOS**
**Trident Corporate Services (Barbados) Ltd**

Tel +1-246-431-0760  
 Fax +1-246-431-0591  
 barbados@tridenttrust.com

**BRITISH VIRGIN ISLANDS**
**Trident Trust Company (BVI) Ltd**

Tel +1-284-494-2434  
 Fax +1-284-494-3754  
 bvi@tridenttrust.com

**CAYMAN ISLANDS**
**Trident Trust Company (Cayman) Ltd**

Tel +1-345-949-0880  
 Fax +1-345-949-0881  
 cayman@tridenttrust.com

**NEVIS**
**Meridian Trust Company Ltd**

Tel +1-869-469-1333  
 Fax +1-869-469-0968  
 nevis@tridenttrust.com

**PANAMA**
**Trident Trust (Panama) S.A.**

Tel +507-302-7494  
 Fax +507-302-7497  
 panama@tridenttrust.com

**UNITED STATES**

*New York*

**Trident Corporate Services, Inc**

Tel +1-212-840-8280  
 Fax +1-212-944-5923  
 nyc@tridenttrust.com

*Atlanta*

**Trident Corporate Services, Inc**

Tel +1-404-233-5275  
 Fax +1-404-233-9629  
 usa@tridenttrust.com

**US VIRGIN ISLANDS**
**Trident Trust Company (VI) Ltd**

Tel +1-340-774-7322  
 Fax +1-340-776-0651  
 usvi@tridenttrust.com

**ASIA/PACIFIC**
**HONG KONG**
**Trident Corporate Services (Asia) Ltd**

Tel +852-2805-2000  
 Fax +852-2850-4090  
 hongkong@tridenttrust.com

**NEW ZEALAND**
**Trident Trust Company (NZ) Ltd**

Tel +64-9-300-6067  
 Fax +64-9-366-1482  
 nz@tridenttrust.com

**SINGAPORE**
**Trident Trust Company  
 (Singapore) Pte Ltd**

Tel +65-6248 4575  
 Fax +65-6248 4910  
 singapore@tridenttrust.com

**MIDDLE EAST/  
 AFRICA**
**CYPRUS**
**Trident Trust Company (Cyprus) Ltd**

Tel +357-258-20-650  
 Fax +357-253-61-857  
 cyprus@tridenttrust.com

**Trident Fiduciaries (Middle East) Ltd**

Tel +357-253-53-520  
 Fax +357-258-18-808  
 fiduciariesme@tridenttrust.com

**DUBAI**
**Trident Trust Company (UAE) Ltd**

Dubai Branch  
 Tel +971-4-321-2444  
 Fax +971-4-321-9044  
 dubai@tridenttrust.com

**MAURITIUS**
**Trident Trust Company (Mauritius) Ltd**

Tel +230-210-9770  
 Fax +230-210-1266  
 mauritius@tridenttrust.com

**SEYCHELLES**
**Trident Trust Company  
 (Seychelles) Ltd**

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 Fax +248-422-010  
 seychelles@tridenttrust.com