

INCORPORATION APPLICATION FORM

AND

GUIDANCE NOTES





CCP Financial Consultants Limited

Please note that the following information is required in order to incorporate a BVI Business Company (BVIBC) and to provide Registered Office and Registered Agent Services (RO/RA) in the British Virgin Islands. Herein, the word “Company” shall mean the company to be incorporated by CCP Financial Consultants Limited (CCP). “Relevant Individual” shall mean the beneficial owner(s) of the company and any other person(s) with principal control over the company’s assets, i.e. directors or shadow directors, the secretary, other officers and anyone authorized to give instructions to CCP. The Guidance Notes contained herein are to enable you to better understand exactly what is being requested and to assist you with the completion of the form.

INCORPORATION QUESTIONNAIRE

(PLEASE COMPLETE ALL SECTIONS TO AVOID DELAYS IN PROCESSING)

PROPOSED NAME

Please provide at least three names in order of preference.

1. _____
2. _____
3. _____
4. _____
5. _____

SHARES

The number of shares the Company is authorized to issue determines the annual Government license fee. The maximum number of shares for the minimum license fee is 50,000. The annual licence fee is higher where the authorized capital is in excess of 50,000 shares. Please state the desired authorized share capital of the company :\$_____ made up of _____ shares of par value \$_____ each or check if no par value shares are required.

Bearer Shares

Our standard BVIBC Memorandum & Articles of Association (M&A) does not permit the company to issue Bearer Shares. Please confirm to us whether the company needs to have the right to issue bearer shares so that we include the necessary provisions in the M&A to enable it to issue these shares.

Bearer Shares required? Yes No

Bearer Shares must be deposited with a qualified or recognized custodian. A higher annual Government fee (\$1,100.00) is payable by companies which have the right to issue bearer shares. Custodial services are to be obtained from a suitably authorized/licensed service provider. CCP is not at this time authorized to provide Custodial Services.



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SHAREHOLDERS/MEMBERS

A BVIBC shall at all times have one or more members/shareholders. Shareholders may be individual or corporate. Please attach a separate sheet if you need more space when completing the requirements below.

Registered Shares i.e. shares issued in the names of the owners.

Shareholder #1	_____	Shares	_____
Shareholder #2	_____	Shares	_____
Shareholder #3	_____	Shares	_____
Shareholder #4	_____	Shares	_____

Bearer Shares

Shareholder #1	_____	Shares	_____
Shareholder #2	_____	Shares	_____
Shareholder #3	_____	Shares	_____
Shareholder #4	_____	Shares	_____

DIRECTORS

Please note the following:

- A company is required to have at least one director. Directors may be individual or corporate.
- Each director **must** consent in writing to their appointment and any individual director must be at least eighteen years old. Please check here for a [sample consent letter](#).
- Where there is only one director and that director is also the sole shareholder, a reserve director may be appointed.

Please give name(s) and **full** physical address(es) of director(s) below:

Name	_____	Address	_____
Name	_____	Address	_____
Name	_____	Address	_____
Name	_____	Address	_____

Please give a **detailed** description of the purpose for which the company is required: _____



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Please give a **detailed** description of the type of assets that will be held by the company: _____

Please disclose **in sufficient detail**, from what source or sources the assets/funds to be introduced into the company have been derived _____

Please state the Principal **Country or Countries** in which the company's trading activities or business will be carried out.

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 CCP with any further evidence as may be required of verification of the identity or activities of the Relevant Individuals and will promptly inform CCP of any changes in the shareholding, directors, officers or beneficial owners of the Company. I/we have read, accepted and executed CCP's Standard Terms of Business.

Completed By

Name: _____ Title: _____

Signature: _____ Date: _____

SUBMIT BUTTON