



For internal use only

Client name	<input type="text"/>	KAM or internal contact	<input type="text"/>
Referred by:	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Pricing specification:
Invoicing specification	<input type="text"/>		

IBC Questionnaire Form

Please note that only a fully completed, duly signed, English language questionnaire accompanied by all required documents can be accepted. Please complete the form electronically or in block letters in blue ink if printed and completed by hand.

For our IBC registration and other fees please consult our web site www.latc-svg.com.

- The chosen legal name of the company.** The name must by Law include the suffix "Inc." (Incorporated), "Ltd" (Limited), "Corp." (Corporation), **SA**, or any other suffix that denotes limited liability. The name should not contain the words "bank", "insurance" or any other word which may suggest association with the banking or insurance industries and there must be no suggestion of patronage or endorsement by the Royal Family of Great Britain.

Please provide three preferable names, in the order of your preference.

-
-
-

If you wish to select a shelf company we have for sale¹ please specify the details below:

Company Name:

Date of Registration:

- Currency in which shares will be issued** (usually USD):
- Total authorised capital in USD (min USD 1.00):
- Par value of shares (usually USD 1.00 per share):
- Number of shares to be issued (minimum 1):
- Number of share certificates to be issued (minimum 1):

¹ A list of companies currently for sale is available from us at info@latcsvg.com

3. **Do you wish to apply for a Corporate Director service²?** (Please note that this service has extra set up and annual fees and a Power of Attorney is mandatory for the person who will act/carry on business in the name of the company.)

Yes No

If YES, please indicate whether you wish to appoint a company or an individual as Director (we recommend a Company as this has an indefinite legal existence)

Company Individual

If NO, please provide the name(s) of the Director(s) of your proposed IBC company³:

A minimum of one person is required to be declared as Director.

Name:

Address:

Profession:

Name:

Address:

Profession:

4. **Do you wish to register the directors with the FSA (Financial Services Authority), the Registering Authority?** (Please note that this service has an extra set up fee)

Yes No

5. **Name(s) of the Officer(s) of the company** (if required – this section may be left blank if there are no Officers):

Name	Position
<input type="text"/>	President
<input type="text"/>	Secretary

6. **Do you wish to apply for Corporate Shareholder service⁴?** (Please note that this service has extra set up and annual fees and a Declaration of Trust is mandatory for the person who will hold the shares on behalf of the Beneficial Owner)

Yes No

² When the director is provided by the Registered Agent as part of the service.

³ No individual who is less than 18 years of age, or of unsound mind (and has been declared so by a tribunal), or is an un-discharged bankrupt, is qualified to be a Director of the company. Each nominated Director must consent in writing using a signed format we will provide to be a Director of the company.

⁴ When the shareholder is provided by the Registered Agent as part of the service.

If YES, please indicate whether you wish to appoint a company or an individual as a Corporate Shareholder (we recommend a Company as this has an indefinite legal existence)

Company Individual

If NO, please provide the name(s) of Shareholder(s) of the proposed IBC:

Name	Number of shares to be issued
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

7. Name(s) of the Ultimate Beneficial Owner(s) – if not the same as Shareholder(s)

<input type="text"/>
<input type="text"/>
<input type="text"/>

8. Financial Records will be kept in original format at: Please specify the physical address where financial records, all books, vouchers, invoices, contracts, financial statements, and any other relevant records pertaining to the financial affairs, including the assets and liabilities of an international business company will be kept: (refer to appendix 1)

<input type="text"/>
<input type="text"/>
<input type="text"/>

9. Do you require the standard Articles and Memorandum of Association of the IBC (recommended) or with any special provisions included? If special provisions are required e.g. regarding Directors' rights, then please supply a full draft wording or give details here of any changes you may require:

<input type="text"/>
<input type="text"/>
<input type="text"/>

10. Please indicate the mailing address where the company documents should be sent to:

Name:	<input type="text"/>
Address:	<input type="text"/>
	<input type="text"/>
Telephone:	<input type="text"/>
Email:	<input type="text"/>

11. If you wish to apply for additional services⁵ (e.g. Power of Attorney, Apostille, Certificate of Good Standing, etc.), please specify here:

I authorize Loyal Bank to directly debit the following account with the invoiced amount (only available for customers holding an account with Loyal Bank)

Account name	<input type="text"/>
Account number	<input type="text"/>
Account holder's signature	<input type="text"/>

12. Do you wish us to also arrange for a bank account for this IBC?

Yes No, I will arrange this myself

If YES, please make sure that you submit all the documents listed under points 13 and 14, and choose one debit card type from the following list⁶:

- MasterCard debit card
- Platinum MasterCard

If NO, please make sure that you submit all the documents listed under point 13. Opening of any bank account requires that you kindly submit your business plan for your company for our review.

13. Please submit the following supporting documents together with this form:

- **Notarised/certified copies of passport or other acceptable ID** (the page with photo and signature) for Shareholders, Directors and Officers (if they are not provided by the Registered Agent), Authorised Person, Additional Authorised Persons (if any), Attorney in Fact (if any) as well as the Beneficial Owners. A notarised/certified copy of a driver's license and a Social Security number is also required for USA and Canadian citizens.⁷ The notarisation must be no more than three months old.
- **Original or notarised/certified copies of a Utility Bill or Bank Statement⁸**, as proof of address, for Shareholders, Directors and Officers (if they are not provided by the Registered Agent), the Authorised Person,

⁵ Any additional service has a specific fee, for details please consult our website <http://www.latic-svg.com>.

⁶ The card type chosen affects the price of your IBC, so in order to be able to send you the invoice, this information is needed here. All other, account related information should be given on the appropriate form(s).

⁷ All ID's should be valid for at least a further 6 months from submission. Please make sure that you submit the copies of the same ID you referred to in the application form.

⁸ Bank statement as proof of address, and the bank reference letter should be from different banks.

Additional Authorised Persons (if any), Attorney in Fact (if any) as well as the Beneficial Owners.⁹ The documents submitted and the notarisation must be no more than three months old

- **Original bank references** for Shareholders, Directors, Officials (if they are not provided by the Registered Agent), Authorised Person, Additional Authorised Persons (if any), Attorney in Fact (if any) as well as the Beneficial Owners.¹⁰ The references submitted must be no more than three months old.
- If the beneficial owner is a corporate entity, a **Certificate of Incorporation and Articles and Memorandum of Association** must be submitted. **Copy of the Share Certificate** showing ownership in case of registered shares (of the beneficial owner company) is also required
- **Signed consent letters**¹¹ from each Director (unless you have requested Corporate Director Service) are mandatory : we will provide the format required by Law
- **Stakeholder's Details Form**¹² for each Beneficial Owner

Notarised Due Diligence documents: Even if mentioned in other forms, please note that we only require one full set of notarised Due Diligence documents to support your application: it is not necessary to send us two identical notarised sets

14. Should you wish us to apply for a bank account as well please also submit (in addition to the above)

- Duly completed and signed application form for corporate account [Click here](#)
- **Resolution of the Board of Directors or the Attorney in Fact, as authorisation** for the account opening and conferring authority on the person who will operate the account (unless you have requested Corporate Director Service). A sample resolution can be downloaded from [Click here](#)
- **Specimen signature form** for the authorised person(s) entitled to handle the account. [Click here](#)

15. Declaration required by Law:

I/We declare and confirm that the above information is true and correct in every respect and that the company to be incorporated will not be used for criminal or illegal activities, terrorist activities, gambling or gaming, adult entertainment or any other illegal activity or in a manner likely to damage the reputation of Loyal Agency and Trust Corp. or of the state of St. Vincent and the Grenadines. I am/We are aware that I/we should take independent legal or taxation advice before proceeding to have any international structure registered under my / our ownership and I am /We are aware of , and intend to honour my / our legal and taxation responsibilities in my / our jurisdiction or place of residence in full.

⁹ Any such document should be on the given person's name and private address, and should not be older than 6 months.

¹⁰ The bank reference can be replaced by the last three months' bank statements for the name of the given person or Ultimate Beneficial Owner.

¹¹ Form can be downloaded from <http://latc-svg.com/en/products/international-business-company-ibc/how-to-apply>

¹² Form can be downloaded from <http://latc-svg.com/en/products/international-business-company-ibc/how-to-apply>

I/We confirm and agree that should any changes whatever occurs in the information contained in this document I/We will immediately inform Loyal Agency and Trust Corp. and also provide documentary proof of such changes if requested to do so by Loyal Agency and Trust Corp.

Date

Signature

Name in block letters

Appendix 1

Declaration

(Insert Company Name)
(Insert Company Number)

In accordance with the Financial Laws (Miscellaneous Amendment) Act No. 10 of 2014

I/We the Director(s)/Beneficial Owner(s) of (Insert Company Name), hereby declare:

(i) At the end of each financial year of the above named international business company, we will furnish to the Registered Agent, Loyal Agency and Trust Corp., a return in the form of a declaration that the company is keeping accounting records in accordance with the above named Act and that such records will be made available through LATC, its registered agent, and that such records:

- (a) – are sufficient to record and explain the transactions of the company for the previous financial year
- (b) – will at any time enable the financial position of the company to be determined with reasonable accuracy
- (c) – will be retained for a period of no less than seven years from the date on which they are prepared
- (d) – are kept in original format at (insert name of place as the directors may by resolution determine)

(ii) We understand that financial penalties may be levied against the company if we fail to comply with this requirement, as it is an offence under the above Act. Such a company in default would then be subject to a fine of USD 20 000 for an IBC.

(iii) We understand that accounting records means all books, vouchers, invoices, contracts, financial statements, and any other relevant records pertaining to the financial affairs, including the assets and liabilities of an international business company.

Date

Name of Director/Beneficial Owner

Signature