

Company Formation Requirements

1. Proposed Name of Company (if name is not an English word or if it is an acronym an explanation/meaning is required)
2. Nature of business of company
3. Name, Address, Nationality, DOB and Profession of ALL Directors
4. Authorized Share Capital
5. Par value per share
6. Name, Address, Nationality, DOB and Profession of ALL Shareholders
7. Share allocation for ALL Shareholders

Documents Required

The following documents are required for all Directors, Shareholders & Secretary:-

1. 2 government-issued picture ids
2. 1 proof of address – i.e. utility bill or bank statement
3. 1 bank reference letter
4. 1 professional reference letter

Professional Fees:

Drafting & Filing Incorporation Docs: USD\$550

Registered Agent/Office: USD\$450

Company Secretary: USD\$200

Total: USD\$1,200

GUIDANCE NOTES

Government Issued picture ID's

A certified or notarized copy of the identification page of a valid passport (The certification should state that "Having seen the individual and the identification document at the same time, I certify that this is a true copy and the photograph is a reasonable likeness)

Where the proposed director or shareholder or officer is a company, the following will need to be provided:

1. A certified or notarized copy of the Certificate of Incorporation or other equivalent governing constitution;
2. A certified or notarized copy of the Memorandum and Articles of Association or equivalent governing Constitution;
3. An authorized signatory listing (bearing specimen signatures);
4. Copies of powers of attorney or other authorities given by the directors in relation to the company;
5. An original Certificate of Good Standing;
6. Certified or notarized copies of the Registers of Directors, Shareholders, Beneficial Owners and Officers;
7. Company resolution with regards to the opening of any bank accounts,

PROOF OF ADDRESS

A certified/notarized copy or an original of a utility bill, bank statement or credit/debit card statement Addressed to the respective individual at the mailing address given

BANK & PROFESSIONAL REFERENCE

An original reference from a banker or professional (e.g. accountant or lawyer), (The reference must state the length of the relationship with the bank or professional and that from personal knowledge or enquiries, the individual, is a suitable person with whom to do business. Such relationship must have existed for a minimum of one (1) year. References provided should be current, i.e. not older than one month and should be addressed to Ms. Leah Crag-Chaderton

CLIENT INFORMATION FORM

The following information is required in order to incorporate companies and to provide registered office and agent services in St. Kitts for the purpose of this form “**Relevant Individual**” shall mean the beneficial owner of the company and any other person with principle control over the company’s assets i.e. principal or shadow directors together with those giving instructions to Leah Chaderton. Each Relevant Individual must complete a separate information form. The “**Company**” shall mean the company to be incorporated by Law Office of Leah Crag-Chaderton. Guidance notes are also contained herein to assist you with the completion of this form.

SECTION A

CONTACT INFORMATION

Name _____ Date Birth _____

Residential Address _____

Town _____ Country _____ Postal Code _____

Phone _____ Fax _____

Email

Nationality _____ Occupation _____

SECTION B – BACKGROUND INFORMATION

1. Please provide a Certified Copy of The passport of the relevant Individual, Including a clear Photograph. (Please refer to guidance notes.)
2. Please provide/attach a “Proof of Address” for the relevant Individual. Please refer to guidance notes.)
3. Please provide below the contact of the professional organization that has provided the Relevant Individual with legal/tax advice.

Name of Professional Organization

Address

Phone

Email

Name of Contact Person

4. Please Detail below how you were referred to the Law Office of Leah Crag-Chaderton.

SECTION C – PURPOSE OF THE COMPANY /SOURCE ASSETS

Name of the company

Please indicate the purpose for which the company is required. (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.)**

Section D

Director Information

Name _____ Date Birth _____

Residential Address _____

Town _____ Country _____ Postal Code _____

Phone _____ Fax _____

Email

Nationality _____ Occupation _____

Share Holders Information

Name _____ Date Birth _____

Residential Address _____

Town _____ Country _____ Postal Code _____

Phone _____ Fax _____

Email _____

Nationality _____ Occupation _____

Company Shares

Authorized Share Capital for Company: _____ Per Value: _____

Registered Address for the Company: _____

Company Secretary Information

Name _____ Date Birth _____

Residential Address _____

Town _____ Country _____ Postal Code _____

Phone _____ Fax _____ Email _____

Nationality _____ Email _____ Occupation _____

DECLARATION

We declare and affirm that the information provided herein is true and correct and the assets to be introduced into the Company to be incorporated are from lawful sources and not deemed to be illegal or immoral either in the country of origin or in the country/countries of residence of the Relevant Individual. If requested to do so, we will provide with any further evidence of the verification of the identity or activities of the Relevant Individual and will promptly inform of any changes in the shareholding, directors, officers or beneficial ownership of the Company.

Completed by

Name

Title

Signature
