

# BVI Company Preliminary Instruction Questionnaire

This preliminary questionnaire is designed to take your instructions for the incorporation of a new BVI company. Completion of this form will enable us to :-

- a) advise you on the persons whose identity we must verify in relation to this transaction. We will specify clearly what verification evidence we require, which all trust and corporate services providers are obliged to obtain under the terms of the latest EC Money Laundering Directive;
- b) advise you of our fee for this particular assignment.

## Section 1 – Incorporation Details

### 1. COMPANY NAME

Please provide three choices of company name, in order of preference:-

A
B
C

Please indicate if you would prefer to acquire a BVI ready-made company

### 2. AUTHORISED SHARE CAPITAL

Your company will be incorporated with an authorised share capital of 50,000 shares with a par value of US\$1.00 each.

If you require a different share capital please specify below:

\_\_\_\_\_ Shares with a par value of \_\_\_\_\_ each  
Amount (e.g. 100,000) (e.g. US\$1.00)

### 3. DIRECTOR(S)

Jordans International Limited can provide offshore director services in order to ensure the management and control of the company's business is conducted in a tax neutral territory. This is essential in offshore tax planning with offshore companies. We can advise on optimum locations for offshore director services once you have completed this preliminary questionnaire.

Please provide director services:

Please provide full details of your reasons for requiring the director service:-


Or

If you wish to appoint your own directors, please complete the details below:-

**Proposed Director 1**

Title	
Forename(s)	
Surname	
Address	
Postcode	
Date of Birth	
Occupation	
Nationality	

**Proposed Director 2**

Title	
Forename(s)	
Surname	
Address	
Postcode	
Date of Birth	
Occupation	
Nationality	

If there are to be more than 2 directors, please provide the details of the extra directors on separate sheets. Please indicate the number of additional director sheets attached .

**4. REGISTERED OFFICE AND AGENT**

Your company will be incorporated with our BVI address as its registered office and Jordans (Caribbean) Limited as its registered agent. An annual fee is payable for this service.

5 COMPANY SECRETARY / STATUTORY ADMINISTRATION

Jordans International Limited provides statutory secretarial services via our professional service company Jordans Cossec Limited, which is appointed as the company secretary of your company in order to deal with the essential organisational aspects of the company. This service includes a company seal and preparation of the first board resolutions:

Please provide company secretarial service:

6. SHAREHOLDER(S)

Jordans International can provide a nominee shareholder service to hold shares on behalf of the beneficial owner(s) in order to preserve confidentiality. Please indicate below if you require the nominee shareholder service:-

Please provide nominee shareholder service

Please indicate in section 2 (page 4) of this questionnaire the name(s) and address(es) of the beneficial owner(s) we will be holding the shares on behalf of.

If you are providing your own shareholder(s), please complete the details below:-

**Proposed Shareholder 1**

Title	
Forename(s)	
Surname	
Address	
Postcode	
No of shares to be allotted	

**Proposed Shareholder 2**

Title	
Forename(s)	
Surname	
Address	
Postcode	
No of shares to be allotted	

If there are more than 2 shareholders, please provide the details of the extra shareholders on separate sheets. Number of additional shareholder sheets attached .



**Section 3 – Proposed activities**

Please provide the information requested below. It is very important that you provide accurate and detailed information in this section as it will help us to provide accurate advice and at the same time enable us to meet our “Know Your Client” obligations under the Money Laundering Directive. Obtaining satisfactory information on this questionnaire will save time and costs.

1. Please provide a full and detailed explanation of the proposed business activities (please be as specific as possible, for example “Trading” or “Holding Company” will not be sufficient):-


- 2 Please provide details of the geographical location of the activities:-


3. Description of structure/reason for creating company:-


4. The company will hold the following assets (please also confirm the value of the assets):-


**Section 4 – Financial information**

Please complete the details below in relation to the first financial year of the company:-

1. Anticipated annual turnover:-

£
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2. Anticipated annual profit:-

£
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3. The source of funds for the proposed structure/venture:-


**Section 5 – Accounting / Financial services**

1. ACCOUNTING SERVICES

A BVI company is required to keep accounts as the directors consider necessary or desirable to reflect the financial position of the company. Any accounts that are prepared are not filed in a public register.

If you would like Jordans International to provide these services, please tick here:

**Please note that where we provide director services, we require the appointment of a suitably qualified accountant.**

3. BANK ACCOUNT SERVICES

In cases where we are to provide director services we can organise the opening of a new bank account where we are also designated as the account signatories.

If you require our assistance with a bank account opening application please tick here:-

**Section 6 – Other services**

1. COMPANY SEAL

It is a statutory requirement in the BVI for each company to have a company seal.

Please indicate in the tick box if you would like Jordans to produce a hand plier seal for the company (this item is included in the secretarial service fee):

2. FIRST BOARD MINUTES

Where we are not providing a secretarial service we can prepare the first board minutes and share certificates ready for execution.

Please indicate in the tick box if you would like Jordans to prepare the first board minutes (these documents are included in the secretarial service fee):

3. MAIL AND FAX FORWARDING SERVICE

Jordans International can provide an address in Bristol or London for use as an address for commercial mail and fax forwarding.

Please tick here if this service is required and indicate if you require a Bristol or London facility:-

Bristol facility

London facility

4. EMAIL FORWARDING SERVICE

Jordans International can provide an electronic mailbox and e-forwarding forwarding facility.

Please tick here if you require this facility:-

**Section 7 – Letter of Engagement & Invoice**

It is our standard policy/procedure to engage and invoice the Company in respect of the services being provided.

If you require Jordans International to engage and invoice with a different party to the Company, please provide the details below:-

Name:
Address:
Tel:
Email / Fax::
Jordans Account Number (if applicable):

## **Section 8 – Instructing Party & data protection**

### 1. INSTRUCTING PARTY

Please indicate below the details of the ongoing instructing party we will be required to communicate with in relation to the new structure:-

Name:
Address:
Tel:
Email / Fax::

### 2. SOURCE OF INTRODUCTION

Please indicate below the source of introduction to Jordans International for this assignment:-

Existing client	<input type="checkbox"/>	Referred by Jordans dept	<input type="checkbox"/>
Website	<input type="checkbox"/>	Telephone/email enquiry	<input type="checkbox"/>
Referred by			<input type="checkbox"/>

### 3. DATA PROTECTION

For more information on our data protection policy see below. You may 'opt-out' of receiving promotional mailings or 'opt-in' to promotional emails by selecting the appropriate boxes below.

If you **do not** wish to receive mail from our UK office, tick here:

If you **do not** wish to receive mail from our overseas offices, tick here:

If you **do** wish to receive emails from our UK office, tick here:

If you **do** wish to receive email from our overseas offices, tick here:

### **Customer satisfaction and quality assurance**

Our aim is to ensure continuing customer satisfaction by offering a fast, friendly and professional service. We strive to provide comprehensive, high quality and cost effective solutions to our clients' needs, backed by helpful and efficient support services.

Jordans' accreditation under BS EN ISO 9002:1992 confirms our commitment of quality systems putting customers first and aiming to exceed their expectations.

### **Our data protection policy**

Your details are held for and on behalf of Jordans International Limited.

Apart from any use made in connection with our acting on your behalf – including credit control reasons – we would only use your details to send you occasional materials on our products, services and events that we think may be of interest to you. *None* of your details will be passed to third parties for any marketing purpose.

For further information on how your data may be used, please contact our Data Protection Officer:  
Tel: +44 (0) 117 918 1431 email: [dataprotection@jordans-international.com](mailto:dataprotection@jordans-international.com)

### **Section 9 – Sending your instructions**

Please send this completed preliminary instruction questionnaire to Jordans International so your requirements can be reviewed and a full written list of any additional documentation and a formal fee quotation can be provided.

**I confirm that the fiscal consequences of establishing an offshore company have been considered and that appropriate advice has been taken in this regard. I instruct Jordans International to form a company as indicated above.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_