

# OFFSHORE COMPANY FORMATION AND ADMINISTRATION SERVICES

## Fee schedule from 1 May 2008

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# BVI COMPANIES

## Fee schedule from 1 May 2008

### FIRST YEAR'S FEES

#### Company formation

|  | UK £      |
|--|-----------|
| Incorporation of a company in the BVI with authority to issue up to \$50,000 of shares to include: | From £595 |
| - Government disbursement  |           |
| - One certified copy memorandum and articles   |           |
| - Two bound copy memorandum and articles   |           |

|   |                     |
|---|---------------------|
| Provision of a registered office and agent for the first twelve months from incorporation | £445 per annum (pa) |
|---|---------------------|

|  |           |
|--|-----------|
| Compliance fee – minimum one off fee for completing Client Due Diligence (CDD) process | From £110 |
|--|-----------|

#### Optional Services

|  |         |
|--|---------|
| Provision of a company secretary (to include preparation of first board minutes, seal and statutory registers) | £195 pa |
|--|---------|

|                             |         |
|-----------------------------|---------|
| Nominee shareholder service | £190 pa |
|-----------------------------|---------|

|  |                      |
|--|----------------------|
| Director services – provision of an offshore professional director | Price on application |
|--|----------------------|

|   |         |
|---|---------|
| Provision of a prestigious and tax-neutral UK address for the company and associated UK mail and fax forwarding service | £420 pa |
|---|---------|

|  |      |
|--|------|
| Additional certified copy memorandum and articles of association | £POA |
|--|------|

|   |              |
|---|--------------|
| Additional bound copy memorandum and articles | £50 per copy |
|---|--------------|

|  |              |
|--|--------------|
| Application to open a bank account (only applicable when Jordans provide director services and signatories to the account) | £500 minimum |
|--|--------------|

|   |                 |
|---|-----------------|
| Preparation of annual accounts from financial records | £150 pa minimum |
|---|-----------------|

#### If no annual secretarial service is required, the following can be provided:

Preparation of first board minutes to issue shares in the company, £150 issue completed share certificates and adopt seal if applicable

|  |     |
|--|-----|
| Provision of Jordans BVI company kit (statutory books, which include commentary, blank share certificates and blank statutory registers) | £50 |
|--|-----|

|                             |     |
|-----------------------------|-----|
| Provision of a company seal | £50 |
|-----------------------------|-----|

Please note that all fees are quoted exclusive of UK VAT (15%). Not all fees or circumstances incur VAT; we will calculate VAT charges for you prior to payment.

## SECOND YEAR ANNUAL SERVICE FEES

|   |               |
|---|---------------|
| Registered office and agent                       | £445 pa       |
| Company secretary fee                             | £195 pa       |
| Annual licence fee (up to \$50,000 share capital) | £200 pa       |
| Director services                                 | £POA          |
| Mail and fax forwarding                           | £420 pa       |
| Nominee shareholder                               | £190 pa       |
| Preparation of accounts                           | £150 pa (min) |

## COURIER DELIVERIES

Courier deliveries and other out of pocket expenses will be charged in addition to the quoted fees.

## GENERAL INFORMATION

Annual administration and director fees are responsibility fees only. Additional work undertaken will be charged at the appropriate rate. Quoted fees are based on normal cases. Where matters become more protracted or unusually time-consuming, we reserve the right to charge extra fees based on time spent. The hourly rate is £110.00 per hour and we will notify you in advance if we intend to charge extra fees. Director fees are quoted on a case basis subject to receiving our completed preliminary questionnaire.

# CYPRUS COMPANY FORMATION & ADMINISTRATION

## Fee schedule from 1 May 2008

### Company formation

|  | UK £         |
|--|--------------|
| Ready made Cyprus company  | From £950    |
| Incorporation of a new Cyprus company using express formation procedures inclusive of: | From £1,200  |
| • Name checking  |              |
| • All government incorporation fees and duties   |              |
| • Provision of the memorandum and articles of incorporation in Greek and English       |              |
| Compliance fee – minimum one off fee for completing Client Due Diligence (CDD) process | From £110.00 |

### Domiciliation services

|  |                           |
|--|---------------------------|
| Registered office address in Cyprus                      | £175 per annum (pa)       |
| Company secretary, which includes:                       | £350 pa                   |
| • Preparation and maintenance of statutory registers     |                           |
| • Issuance of shares and share certificates              |                           |
| • Appointments of directors, auditors and bankers        |                           |
| • Preparation of AGM minutes                             |                           |
| • Filing of the annual returns and accounts              |                           |
| Provision of a corporate nominee shareholder             | From £190 pa              |
| Provision of a professional corporate director in Cyprus | From £550 pa per director |
| Accounting and audit minimum retainer fee                | £500 pa                   |

### Supplementary services

|                                    |                  |
|------------------------------------|------------------|
| Routine administrative work        | £110 per hour    |
| Application to open a bank account | From £300        |
| VAT registration                   | From £200        |
| Quarterly VAT returns              | £100 per quarter |

Please note that all fees are quoted exclusive of UK VAT (15%). Not all fees or circumstances incur VAT; we will calculate VAT charges for you prior to payment.

### **Courier deliveries**

Courier deliveries and other out of pocket expenses will be charged in addition to the quoted fees.

### **General information**

Annual administration and director fees are responsibility fees only. Additional work undertaken will be charged at the appropriate rate. Quoted fees are based on normal cases. Where matters become more protracted or unusually time-consuming, we reserve the right to charge extra fees based on time spent. The hourly rate is £110.00 per hour and we will notify you in advance if we intend to charge extra fees. Director fees are quoted on a case basis subject to receiving our completed preliminary questionnaire.

# HONG KONG COMPANIES

## Fee schedule from 1 May 2008

### Company formation

|  | UK £                |
|--|---------------------|
| Incorporation of a company in Hong Kong  | From £950           |
| Business registration fee  | £250 per annum (pa) |
| Compliance fee – minimum one off fee for completing Client Due Diligence (CDD) process | From £110.00        |

### Domiciliation service

|  |              |
|--|--------------|
| <ul style="list-style-type: none"><li>To provide a registered office and agent</li><li>Provision of a company secretary</li><li>Preparing first board minutes etc</li><li>Preparation of statutory registers and records</li><li>Notifying the board of directors and the company's owners</li></ul> | £695 pa      |
| Nominee shareholder services   | From £190 pa |
| Director services: provision of an offshore professional director  | From £750 pa |
| Accounting and audit service   | From £750 pa |
| UK mail & fax forwarding: from our Bristol or London address   | £420 pa      |
| Application to open a bank account   | £500         |

### Courier deliveries

Courier deliveries and other out of pocket expenses will be charged in addition to the quoted fees.

### General information

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# IRISH COMPANIES

## Fee schedule from 1 May 2008

### FIRST YEAR'S FEES

#### Company formation

This includes the Irish Government fee, an on-line name checking service, 5 printed copies of the memorandum and articles of association, and the manufacture of a company seal.

Compliance fee – minimum one off fee for completing Client Due Diligence (CDD) process

#### UK £

From £750

From £110.00

#### Domiciliation service

Registered office and administration service

This includes the provision of an Irish registered office facility, the appointment of a joint company secretary, preparation of statutory registers, issuance of shares and share certificates, appointment of directors, auditors and bankers.

£800 per annum (pa)

Nominee shareholder service

From £190 pa

#### Statutory accounting and tax compliance service

There is a minimum fee for dormant or inactive companies.

Higher charges will be levied for companies with large turnovers or numerous accounting transactions.

£Price on application

VAT registration

£POA

Application for bank account

£POA

Arrangement of a bond

£1,325

### COURIER DELIVERIES

Courier deliveries will be charged in addition to the quoted fees. Ad hoc administrative services will be charged on a time-spent basis and notified to clients in advance.

### GENERAL INFORMATION

Annual administration and director fees are responsibility fees only. Additional work undertaken will be charged at the appropriate rate. Quoted fees are based on normal cases. Where matters become more protracted or unusually time-consuming, we reserve the right to charge extra fees based on time spent. The hourly rate is £110.00 per hour and we will notify you in advance if we intend to charge extra fees.

# ISLE OF MAN COMPANIES

## Fee schedule from 1 May 2008

### Company formation

|  | UK £                  |
|--|-----------------------|
| Incorporation fee (when take with annual services)                                     | From £895             |
| Compliance fee – minimum one off fee for completing Client Due Diligence (CDD) process | From £110.00          |
| Domiciliation service  |                       |
| Registered office and agent service  | £650 per annum (pa)   |
| Secretarial service  | £495 pa               |
| Director services  | £Price on application |
| Accounting service   | £POA                  |
| Bank account application (where Jordans provide director and signatories)              | £500 min fee          |
| Nominee shareholder service  | From £190 pa          |

### Annual Government Fees

|                                   |      |
|-----------------------------------|------|
| Licence application fee (one off) | £75  |
| Annual Licence Fee                | £320 |

### Courier deliveries

Courier deliveries and other out of pocket expenses will be charged in addition to the quoted fees.

### General information

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Please note that all fees are quoted exclusive of UK VAT (15%). Not all fees or circumstances incur VAT; we will calculate VAT charges for you prior to payment.

# JERSEY COMPANIES

## Fee schedule from 1 May 2008

### Formation

- Preparation and submission of all statutory documentation to the Jersey Financial Services Commission. (*Where applicable Jordans reserve the right to charge additional fees on a time spent basis*).
- Preparation of two bound copies of the Memorandum and Articles of Association. Appointment of officers, preparation of minutes of Inaugural meeting, preparation of the Share Certificates and Register of Directors, Members and Secretary.
- Fast Track Incorporation (same day).
- Reserved company (Shelf company).

### UK £

From £1,275\*

£450

From £1,375\*

### Compliance fee (verification of due diligence)

From £250

### Domiciliation: Annual

- Provision of the following services for a full calendar year:
  - Company Secretary
  - Registered Office
  - Registers of Directors, Secretary and Members
  - Completion and submission of the Annual Return of Shares and Shareholders.
  - Preparation and submission (where applicable) of the application for Exempt Tax status.
  - Nominee shareholders.

£1,175 per annum  
(pa)

### Filing Fee

£150 pa

### Exempt Fee In Lieu of Tax Annual (if applicable)

(Not applicable after 3<sup>rd</sup> June 2008)

### ISE Status

International Services Entity Status (Annual registration and administration fee in lieu of GST (Goods and Services Tax)) (**Not applicable until 2009**)

£125  
£600 pa

### Directors: Annual (if applicable)

From £750 pa

- Provision of up to three employees of Jordans (C.I.) Limited to act as directors. (Please note Directors fees are from £750.00 depending on Asset Value, Trading Activity and Directors responsibility).

### Company Review Annual

From £350 pa

- Company review (mandatory requirement by the Jersey Financial Services Commission)

(\*excluding disbursements) (01.05.08)

Please note that all fees are quoted exclusive of UK VAT (15%). Not all fees or circumstances incur VAT; we will calculate VAT charges for you prior to payment.

## Time charges

All work undertaken for a client company is recorded on a time £100 spent basis, from **£90 to £230** per hour depending on the level of expertise required (average administration charge out rate **£130** per hour) and these time costs are billed quarterly, in arrears, subject to a **Minimum quarterly charge of £100 plus disbursements irrespective of level of activity.**

### Accounts preparation: *Annual*

- **Basic pro-forma computer-based accounts** From £400 pa
- **Full annual accounts/stipulated presentation style (based on time spent basis)** From £500 pa

### Bank Account:

- **Establishing Jordans-operated on-line account with RBSI** £500
- **Opening account with bank of choice (Jordans Signatories only)** From £750

### Transfer to New Administrators:

- **Preparation of statutory documentation and transfer of files to new administrators** From £2,000\*

### Winding up - Dissolution

- Preparation and filing of statutory documentation with the Jersey Financial Services Commission. From £750\*

(\*excluding disbursements) (01.05.08)

# RAS AL KHAIMAH INTERNATIONAL BUSINESS COMPANIES

## Fee schedule from 1 May 2008

### First Year's Fees

|  | UK £                  |
|--|-----------------------|
| Company formation  | £1,750                |
| Provision of company secretary, registered office and agent for first year             | £1,350 per annum (pa) |
| Compliance fee – minimum one off fee for completing Client Due Diligence (CDD) process | From £110.00          |

### Optional Services

|  |                 |
|--|-----------------|
| Provision of UAE resident shareholders   | £1,500 *        |
| Provision of non- UAE shareholders   | £180            |
| UAE resident director service  | £1,500          |
| Non-UAE director service   | £750            |
| Application to open a bank account (only applicable when Jordans provide director services and signatories to the account) | £500 minimum    |
| Preparation of annual accounts from financial records  | £150 pa minimum |

### Courier deliveries

Courier deliveries and other out of pocket expenses will be charged in addition to the quoted fees.

### General information

Annual administration and director fees are responsibility fees only. Additional work undertaken will be charged at the appropriate rate. Quoted fees are based on normal cases. Where matters become more protracted or unusually time-consuming, we reserve the right to charge extra fees based on time spent. The hourly rate is £110.00 per hour and we will notify you in advance if we intend to charge extra fees. Director fees are quoted on a case basis subject to receiving our completed preliminary questionnaire.

\* N.B. A UAE shareholder and/or director may create tax benefits e.g. in obtaining treaty relief under a UAE tax treaty.

Please note that all fees are quoted exclusive of UK VAT (15%). Not all fees or circumstances incur VAT; we will calculate VAT charges for you prior to payment.

# SEYCHELLES COMPANIES

## Fee schedule from 1 May 2008

### FIRST YEAR'S FEES

#### Company formation

- |   | UK £                |
|---|---------------------|
| • Incorporation of a company in the Seychelles to include: - Government disbursement        | From £595           |
| - One Stamped copy memorandum and articles  | £445 per annum (pa) |
| - Adopted Bylaws  |                     |
| • Provision of a registered office and agent for the first twelve months from incorporation | From £110.00        |

Compliance fee – minimum one off fee for completing Client Due Diligence (CDD) process

#### Optional Services

- |  |                       |
|--|-----------------------|
| • Provision of a Company secretary (to include preparation of first board minutes and statutory registers)                   | £195 pa               |
| • Nominee shareholder service  | £190 pa               |
| • Director services – provision of an offshore professional director   | £Price on application |
| • Provision of a prestigious and tax-neutral UK address for the company and associated UK mail and fax forwarding service    | £420 pa               |
| • Additional certified copy memorandum and articles of association   | £POA                  |
| • Additional bound copy memorandum and articles  | £50 per copy          |
| • Application to open a bank account (only applicable when Jordans provide director services and signatories to the account) | £500 minimum          |

#### If no annual secretarial service is required, the following can be provided:

- |  |      |
|--|------|
| • Preparation of first board minutes to issue shares in the company, issue completed share certificates and adopt seal if applicable           | £150 |
| • Provision of Jordans company kit (statutory books, which include blank share certificates, blank minute paper and blank statutory registers) | £50  |
| • Provision of a company seal  | £50  |

Please note that all fees are quoted exclusive of UK VAT (15%). Not all fees or circumstances incur VAT; we will calculate VAT charges for you prior to payment.

## SECOND YEAR ANNUAL SERVICE FEES

|                             |         |
|-----------------------------|---------|
| Registered office and agent | £445 pa |
| Company secretary fee       | £195 pa |
| Annual licence fee          | £60 pa  |
| Director services           | £POA    |
| Mail and fax forwarding     | £420 pa |
| Nominee shareholder         | £190 pa |

## COURIER DELIVERIES

Courier deliveries and other out of pocket expenses will be charged in addition to the quoted fees.

## GENERAL INFORMATION

Annual administration and director fees are responsibility fees only. Additional work undertaken will be charged at the appropriate rate. Quoted fees are based on normal cases. Where matters become more protracted or unusually time-consuming, we reserve the right to charge extra fees based on time spent. The hourly rate is £110.00 per hour and we will notify you in advance if we intend to charge extra fees. Director fees are quoted on a case basis subject to receiving our completed preliminary questionnaire.

Please note that all fees are quoted exclusive of UK VAT (15%). Not all fees or circumstances incur VAT; we will calculate VAT charges for you prior to payment.

# UK LLP INCORPORATION & ADMINISTRATION

## Fee schedule from 1 May 2008

|   | UK £                |
|---|---------------------|
| <b>Company formation</b>  |                     |
| Incorporation of a UK Limited Liability Partnership (same day) (including provision of our Draft International Operating Agreement) | From £580           |
| Compliance fee – minimum one off fee for completing Client Due Diligence (CDD) process  | From £110.00        |
| <b>Annual fees</b>  |                     |
| Statutory administration service including Registered Office  | £350 per annum (pa) |
| <b>Registered office address service</b>  | From £120 pa        |
| UK tax agent service  | £275 pa             |
| <b>Supplementary services</b>   |                     |
| Application for tax filing exemption  | £450                |
| VAT application for registration  | £445                |
| Quarterly VAT returns (per quarter)   | £195                |
| UK fax and mail forwarding service  | £420 pa             |
| Routine administrative work (hourly rate)   | £110                |

### Courier deliveries

Courier deliveries and other out of pocket expenses will be charged in addition to the quoted fees.

### General information

Annual administration and director fees are responsibility fees only. Additional work undertaken will be charged at the appropriate rate. Quoted fees are based on normal cases. Where matters become more protracted or unusually time-consuming, we reserve the right to charge extra fees based on time spent. The hourly rate is £110.00 per hour and we will notify you in advance if we intend to charge extra fees. Director fees are quoted on a case basis subject to receiving our completed preliminary questionnaire.

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# USA CORPORATION & LIMITED

## LIABILITY COMPANY (LLC)

### Fee schedule from 1 May 2008

#### Company formation

UK £

Registration of a US LLC in the State of Delaware

(when taken with annual services)

Registration of a US Corporation in the State of Delaware

From £545

(when taken with annual services)

From £595

Compliance fee – minimum one off fee for completing Client Due Diligence (CDD) process

From £110.00

#### Domiciliation services

Administration service for a US LLC/Corporation:

£795 per annum  
(pa)

- Registered office and agent
- Company secretary
- Preparing first organisational meeting
- Preparation of statutory records
- Corporate registry filings
- Notification of filing date for annual tax and filing requests

#### Supplementary services

Nominee shareholder service (Corporations only)

From £190 pa

US mail and fax forwarding

£Price on  
application

#### USA LLC and Corporation formation prices by state

| STATE                | CORPORATION | LLC    |
|----------------------|-------------|--------|
| Alabama              | £570        | £545   |
| Alaska               | £845        | £845   |
| Arizona              | £745        | £745   |
| Arkansas             | £545        | £545   |
| California           | £595        | £1,040 |
| Colorado             | £595        | £595   |
| Connecticut          | £895        | £670   |
| Delaware             | £545        | £595   |
| District of Columbia | £620        | £620   |

Please note that all fees are quoted exclusive of UK VAT (15%). Not all fees or circumstances incur VAT; we will calculate VAT charges for you prior to payment.

|                |      |                           |
|----------------|------|---------------------------|
| Florida        | £645 | £670                      |
| Georgia        | £720 | £670                      |
| Hawaii         | £670 | £670                      |
| Idaho          | £595 | £595                      |
| Illinois       | £570 | £970                      |
| Indiana        | £595 | £595                      |
| Iowa           | £545 | £545                      |
| Kansas         | £595 | £645                      |
| Kentucky       | £545 | £545                      |
| Louisiana      | £620 | £620                      |
| Maine          | £645 | £645                      |
| Maryland       | £595 | £595                      |
| Massachusetts  | £720 | £995                      |
| Michigan       | £570 | £570                      |
| Minnesota      | £620 | £620                      |
| Mississippi    | £545 | £545                      |
| Missouri       | £545 | £595                      |
| Montana        | £570 | £570                      |
| Nebraska       | £570 | £620                      |
| Nevada         | £795 | £795                      |
| New Hampshire  | £545 | £545                      |
| New Jersey     | £595 | £595                      |
| New Mexico     | £595 | £570                      |
| New York       | £620 | £645 +<br>publication fee |
| North Carolina | £695 | £695                      |
| North Dakota   | £620 | £620                      |
| Ohio           | £695 | £695                      |
| Oklahoma       | £545 | £570                      |
| Oregon         | £545 | £545                      |
| Pennsylvania   | £920 | £920                      |
| Rhode Island   | £620 | £570                      |
| South Carolina | £670 | £645                      |
| South Dakota   | £595 | £595                      |
| Tennessee      | £570 | £770                      |
| Texas          | £845 | £720                      |
| Utah           | £620 | £620                      |

|               |      |      |
|---------------|------|------|
| Vermont       | £595 | £595 |
| Virginia      | £595 | £595 |
| Washington    | £720 | £720 |
| West Virginia | £595 | £620 |
| Wisconsin     | £620 | £670 |
| Wyoming       | £645 | £595 |

**Courier deliveries**

Courier deliveries and other out of pocket expenses will be charged in addition to the quoted fees.

**General information**

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