



## NEW CLIENT DOCUMENTATION PACKAGE

Find enclosed herewith our company formation questionnaire and related documentation required to commence a business relationship with St. George's International Limited. This documentation is requested such that we may fully understand your circumstances and will enable us to provide corporate administration services to best meet your objectives. In the event that certain information requested is not applicable to your circumstances, please complete the relevant box by stating "Not applicable".

### POLICY ON ACCEPTANCE OF NEW BUSINESS

It is the policy of St. George's International Limited to enter into client relationships with reputable individuals. We will not knowingly assist in the contravention of the laws and regulations of any country, nor will we accept any business, the nature of which would, or might, for any reason, call into question the integrity of St. George's International Limited. It is our mandate to "know our client" and this will help to ensure that our clients enjoy the advantages of a reputable service provider.

In accordance with our legal obligations, every prospective customer, beneficial owner or other individual who owns a 10% or greater interest in or contributes property to the company will be required to provide in advance of the commencement of business relationship a number of customer due diligence documents ("CDD"), as detailed further in this New Client Document Package.<sup>1</sup> We understand that such information may be sensitive and we undertake to hold same in confidence.

On acceptance of new business we will observe the following business practices:

- Whenever possible, we prefer to meet with prospective clients before accepting the business;
- All appointments of individual staff members of St. George's International Limited as directors or officers of companies must be agreed by such persons in advance of such appointment;
- We will open and maintain investment, custodian or other accounts with acceptable institutions in Bermuda, the Cayman Islands or elsewhere, when required for efficient administration of the company;
- Any person proposed for appointment as investment advisor must be able to demonstrate competence in the provision of investment advice; and
- We will make such enquiries as we deem appropriate to ascertain the origin of money or other assets contributed to the company.

### 1. GENERAL COMPANY INFORMATION

(a) Proposed company name and two alternatives

1.	
2.	
3.	

(b) Please confirm desired jurisdiction of incorporation:

Cayman Islands    British Virgin Islands    Other \_\_\_\_\_

<sup>1</sup> We reserve the right to request CDD in respect of shareholders with less than a 10% interest in the company.

**2. PURPOSE FOR WHICH THE COMPANY IS BEING ESTABLISHED**

- (a) Investment holding company?

If so, please provide a description of anticipated transactions, frequency and size (in dollar terms) of anticipated transactions:

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- (b) Operating company?

If the Company will be an operating company, please state the precise nature and jurisdiction of the Company's intended business:

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**3. SHARE CAPITAL & COMPANY OWNERSHIP**

- (a) Share Capital

Please state the amount, currency and par value of the Company's authorised share capital (standard option is US\$50,000.00 divided into 50,000 shares of US\$1.00):

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- (b) Shareholders/Beneficial Owners

It is possible to own shares of the Company directly in your own name, or alternatively through a nominee. Where shares are held through a nominee, we require full disclosure of the ultimate beneficial ownership of the company. Where the ultimate beneficial owner of the proposed company is an individual, he or she must complete the enclosed ***Personal Information Form*** and provide the CDD detailed therein.

Where the ultimate beneficial owner is a private company, each shareholder of that company must complete the enclosed ***Personal Information Form*** and provide the CDD detailed therein. In addition, the latest financial statements (if any) of the company should be provided together with certified copies of the Certificate of Incorporation, Memorandum of Association and Bye-laws, Register of Members, Register of Directors & Officers and Certificate of Incumbency (with signature samples). Where one or more intermediate companies are involved, this information will be required for the direct owner and the ultimate beneficial owner(s) only.

Where the ultimate beneficial owner is a public company, quoted on a recognized stock exchange, it will be necessary to specify the name and address of the company, the stock exchange(s) on which it is listed and copies of the latest annual or quarterly report.

Where the ultimate beneficial owner is a trust, it will be necessary to provide the name of the trust, date and country of establishment, name and address of trustees, certified copy of the trust deed, and the settlor and each adult beneficiary must complete the enclosed ***Personal Information Form*** and provide the CDD detailed therein.

Where the ultimate beneficial owner is a partnership, it will be necessary for each general and limited partner to complete the enclosed ***Personal Information Form*** and provide the CDD detailed therein, and provide a copy of the most recent financial statements of the partnership.

(c) Allotment of Shares

<i>Shareholder/ Beneficial Owner Name:</i>	<i>Address:</i>	<i>Number of shares:</i>	<i>Shares to be registered in own name or to nominee?</i>

(d) Do you wish to have share certificates issued and if so, who will have custody of the certificates?

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**4. FUNDING OF THE COMPANY**

(a) Is it intended to make an additional contribution to the capital or surplus of the Company? Yes No

(i) If so, in what amount?

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(ii) In what form (i.e. contribution to surplus, shareholder loan, share premium, etc.)?

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***A Declaration regarding source of funds and solvency (enclosed) must be provided in relation to any contribution of funds by one or more persons to the Company.***

- (b) Do you require a tax exemption certificate to be issued in respect of the Company (if available)? Yes/No

**5. MANAGEMENT OF THE COMPANY**

- (a) Please provide the names of directors and officers (if desired, president and vice-president or chairman and deputy chairman, etc.). If you wish to appoint our corporate director, Kent Limited, and/or our corporate secretary, Cable Limited, to act as a director and secretary, respectively, please indicate this below.

Name & Address:	
<i>Office to be held:</i>	
Name & Address:	
<i>Office to be held:</i>	
Name & Address:	
<i>Office to be held:</i>	
Name & Address:	
<i>Office to be held:</i>	

***A Personal Information Form (enclosed) should be attached for each intended Director and Officer, together with the CDD detailed therein.***

- (b) Primary contact number for the purpose of giving notice of members and directors meetings:

- (i) Members meetings:

Contact person:	
Telephone:	
Fax:	

(ii) Directors meetings:

Contact person:	
Telephone:	
Fax:	

**6. BILLING PARTY, ADDRESS AND CONTACT NUMBERS:**

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**DECLARATION REGARDING SOURCE OF FUNDS AND SOLVENCY**  
*(to be completed by each individual proposing to transfer property to the Company)*

To: St. George’s International Limited

Re: \_\_\_\_\_ (the “Company”)  
*Company Name*

I, \_\_\_\_\_ hereby declare and confirm that:  
*Client Name*

1. I propose to transfer to the Company the following property (the “Property”):  
*(provide a detailed description and approximate value of any cash, investments, real property or other assets that are proposed to be transferred to the Company)*

- (a) \_\_\_\_\_
- (b) \_\_\_\_\_
- (c) \_\_\_\_\_
- (d) \_\_\_\_\_

And I hereby confirm that I am the sole beneficial owner of the Property.

2. The source of funds for the Property is:  
*(check all boxes that apply)*

- Salary
- Pension
- Sale of Shares/Investments
- Company Profits
- Sale of Real Property
- Proceeds of Insurance Policy
- Gift from:

\_\_\_\_\_  
Name of Donor

Inheritance from:

\_\_\_\_\_  
Name of Testator

Other (provide details):

\_\_\_\_\_

- 3. None of the Property constitutes the proceeds of crime; assets or investments acquired using the proceeds of crime; nor proceeds resulting from the sale of assets or investments acquired using the proceeds of crime.
- 4. In anticipation of transferring the Property to the Company, I have taken such legal and/or accounting advice as was necessary to fully understand the impact (if any) on my tax position and the extent of any reporting obligations which I may have as a result of the transfer of the Property to the Company. I hereby undertake to seek such updated legal and/or accounting advice as may be required from time to time should my circumstances change.
- 5. After I have transferred the Property to the Company, I will hold sufficient assets to satisfy the claims of my known or reasonably foreseeable creditors and will be able to pay all of the debts as they fall due.
- 6. The transfer of the Property to the Company is not being made for the purpose of defeating the claims of creditors who are either known to me at the present time or are reasonably foreseeable.

\_\_\_\_\_  
*Client Signature*

Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_



### **Personal Information**

*The following information is requested to enable us to better understand your personal circumstances with a view to the establishment of a company. Further information may be required, based on your answers to the questions set forth below. All information provided will be held in confidence.*

Full name (including middle name(s) and any assumed name(s)):	
Current residential address:	
Home Telephone: Fax: Mobile:	
Home e-mail address:	
Date of birth:	
Place of birth:	
Nationality:	
Any other citizenship(s):	
Country of residence for tax purposes (if different from your ordinary residence as above):	
Taxpayer Identification Number (i.e. social insurance number or equivalent):	
Do you have substantial ties to the United States (i.e. a born or naturalised citizen, resident, passport holder, green card holder, etc.)? If yes, please explain.	
Please confirm your consent that we may, if required under one or more bilateral or multilateral intergovernmental agreements (US FATCA, UK FATCA, CRS, or equivalent), report such information about you or your interest in the entity as may be required from time to time.  * If consent is refused, please note that we may be required under a given reporting regime to report aggregate information about the account to one or more governmental authorities.	Yes    No

Marital status:	
Occupation and nature of business:	
Business address:	
Business Telephone: Fax: Mobile:	
Business e-mail address:	
Passport number, date and place of issue:	
Have you, or a company for which you act or have acted as director or officer, been the subject of criminal or regulatory investigations or convictions? If yes, please provide details.	
Politically Exposed Person: - Have you ever held or currently hold public or elected office? <b>If yes</b> , please provide details. <b>If not</b> please state: No - Are you a family member or associate of such a person? <b>If yes</b> , please provide details. <b>If not</b> please state: No	
Bank which will provide reference:	
How did you find St. George's International Limited?	

**In addition to the above information and in accordance with our Policy on the Acceptance of New Business, every prospective client will be required to provide the following Know Your Client documentation:**

1. A *notarised* copy of the identification pages of his or her passport (incorporating a photograph) and a *notarised* copy of a valid driver's licence incorporating a photograph, where the prospective client is not in possession of a passport;
2. An original reference letter from the bank with which the client is currently most closely connected. The bank must be widely known and the reference must speak to both the character and financial stability of the client and confirm the number of years for which the client has been known to the bank (not less than three);
3. A *notarised* copy of your utility (or equivalent) bill confirming home address details;
4. An original introduction letter from a reputable legal, accounting or financial services practice, on firm letterhead.

\_\_\_\_\_  
Client Signature

Dated this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_