



\*\*\*\*\***NEW CLIENT DOCUMENTATION PACKAGE**\*\*\*\*\*

Find enclosed herewith our company formation questionnaire and related documentation required to commence a business relationship with St. George's Services 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 Services 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 Services 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 obligations under Bermuda law, every prospective customer, beneficial owner or other individual who 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. 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 Services 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 or abroad, where 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.

## COMPANY FORMATION QUESTIONNAIRE

Bermuda companies fall into two principal categories: companies incorporated by Bermudians to trade primarily in Bermuda (“local companies”) and companies incorporated by non-Bermudians for the purpose of conducting business outside of Bermuda (“exempted companies”).

The first step in the registration procedure is the reservation of a name with the Registrar of Companies (“Registrar”). Please note that it is necessary to advise the Registrar of the proposed business of the company when reserving the name. Provided we are in receipt of all relevant original documentation required to proceed with incorporation, the application to form a company is then submitted to the Bermuda Monetary Authority (the “BMA”). If there are no follow-up queries from the BMA, the process of incorporation can be accomplished on the same day application is made. Where the consent of the Minister is required however, the time needed is usually two to three working days from the date that the BMA has received all necessary information relating to the proposed company, and all personal declarations from the proposed beneficial owners.

As part of the process of incorporation of local companies (only), it will be necessary to advertise the name and objects of the Company in a local newspaper. Once the advertisement has run, we will submit an application to the BMA.

The annual government fee is payable at the same time application is made to incorporate a company and thereafter, in January (exempted companies) or March (local companies) of each year. If the fee is not paid on time, a penalty of \$300 (exempted companies) and \$150 (local companies) will be charged. If the Company is incorporated after 31<sup>st</sup> August, only half the relevant annual fee is payable. The basis for calculation of the fee is set out in our fee schedule.

An exempted company may apply to the Minister of Finance of Bermuda under the Exempted Undertakings Tax Protection Act, 1966 for an assurance that until March 2035, in the event of there being enacted in Bermuda any legislation imposing tax computed on profits or income or computed on any capital asset, gain or appreciation or any tax in the nature of estate duty or inheritance tax, then the imposition of any such tax shall not be applicable to such undertaking or to any of its operations or obligations. Such assurance will not, however, prevent the application of any such tax to persons ordinarily resident in Bermuda. There is an application fee of \$179.

### 1. GENERAL

- (a) The name of the Company may be reserved and, if a local company, must be advertised. The Company name must end in either “Limited” or “Ltd.”. If initials are used, please specify what they stand for. Please provide your first choice name and two alternatives:

1.	
2.	
3.	

- (b) Local or Exempt

### 2. OBJECTS AND POWERS

In the space below, please provide details of the principal intended business of the Company (for example real estate holding, ship/aircraft ownership, investment holding, consultancy services, etc). A brief business plan is preferred, if available.

Please note that there are specific requirements in the case of the incorporation of certain types of companies, including among others, companies incorporated to offer investment advice and professional services. If it is intended to incorporate any such company, please provide a resumé for each principal, speaking to his or her expertise in the relevant area.

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**3. BANK ACCOUNTS**

Please specify the bank at which the Company will open accounts. If accounts will be required at more than one bank, please attach a separate sheet:

Name of Bank:	
Type/currency of account:	
Signing authority:	

**4. SHARE CAPITAL**

Companies limited by shares are no longer required to maintain a minimum share capital.

(a) State the amount and currency of the Company's share capital:

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(b) Under Bermuda law, shares of no par value are not permitted. It is most common to issue shares of par value \$1.00 each. State the par value of shares of the Company's shares:

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(c) There is no legal requirement as to the minimum percentage of the call on share capital. State the percentage call on the Company's capital:

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**5. REGISTERED OFFICE IN BERMUDA (if other than 27 Reid Street, Hamilton HM 11, Bermuda):**

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**6. SECRETARY (if other than St. George's Services Limited):**

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**7. DATE OF COMMENCEMENT**

State when the Company would wish to commence its business and if the commencement date is critical, state why:

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**8. OWNERSHIP AND ORGANISATION OF THE COMPANY**

Bermuda Government policy requires full disclosure of the ultimate beneficial ownership of a Bermuda company. This information will be held in the strictest confidence by the Minister of Finance and all public officers having access thereto.

Where the ultimate beneficial owner of the proposed company is an individual, he or she must complete the enclosed **Declaration Regarding Source of Funds & Solvency**, **Personal Information** form and **Personal Declaration**, all of which form part of this Questionnaire.

Where the ultimate beneficial owner is a private company, each shareholder must complete the enclosed **Declaration Regarding Source of Funds & Solvency (if applicable)**, **Personal Information** form and **Personal Declaration**. In addition, the latest financial statements (if any) of the company should also be provided. Where one or more intermediate companies are involved, this information will be required for the direct owner and the ultimate beneficial owner(s) only.

Please note that the owner of an existing company in Bermuda may be required to produce updated information if the existing company was formed more than three years prior to this application.

Where the ultimate beneficial owner is a public company, quoted on a recognized stock exchange, it will be necessary to specify the name, registered office address of the company and the stock exchange(s) on which it is listed.

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, and a **Declaration Regarding Source of Funds & Solvency (if applicable)**, **Personal Information** form and **Personal Declaration** for the settlor and each adult beneficiary in whose main interest the trust operates.

Where the ultimate beneficial owner is a partnership, it will be necessary to provide a **Declaration Regarding Source of Funds & Solvency (if applicable)**, **Personal Information** form and **Personal Declaration** for each of the general and limited partners and the most recent financial statements of the partnership.

Under Bermuda law, bearer shares are not permitted. The share register of a company is open for inspection by the public, upon request. If required, St. George's Services Limited can arrange for provision of a corporate nominee shareholder.

(a) Allotment of share capital:

Name:	Address:	Number of shares:	Shares to be registered in own name or to nominee?


(b) Who will have custody of the share certificates?

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(c) 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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(d) Provide the names of directors and alternate directors (if any) and their respective offices. Every company must have a President and Vice-President or Chairman and Deputy Chairman. An exempted company must have a minimum of one director, secretary or “resident representative” who is ordinarily resident in Bermuda. A resident representative must be an individual or company ordinarily resident in Bermuda, who will be entitled to receive notice of, attend and be heard at and receive copies of all minutes of all meetings of the directors and members and any committees thereof. The resident representative will act as agent for service of process in Bermuda.

***A Personal Information Form (enclosed) should be attached for each intended Director and Officer, together with the Know Your Client documentation requested therein.***

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

(e) Central contact numbers for the purpose of giving notice of directors and members meetings:

(i) Members meetings:

Contact person:	
Telephone:	
Fax:	

(ii) Directors meetings:

Contact person:	
Telephone:	
Fax:	

(f) Will the Company establish a business office in Bermuda?    Yes    No

If so, what will be the staff requirements?

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(g) Name of accountant, who will maintain the Company's financial records:

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(h) A Bermuda company must keep proper records of account with respect to its business activities. These records must be kept at the registered office or at such other place as the directors think fit.

The records are required to be available for inspection by the directors at any time. When the books of account are kept outside of Bermuda, the Company must maintain sufficient records in Bermuda as will enable the directors to ascertain with reasonable accuracy the financial position of the Company at the end of each quarter.

The directors are required to present to the members of the Company in general meeting in each year financial statements for the relevant financial period, prepared in accordance with generally accepted accounting principles, together with an auditor's report thereon. The presentation of financial statements and audited accounts may be waived provided that all the members and directors agree.

Name of auditor:

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(i) Date of termination of financial year:

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(j) First accounting period will end on:

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(k) Bye-laws

Please detail any special requirements or matters to be incorporated into the Bye-laws. A specimen copy of our standard Bye-laws is available on request.

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(l) To whom should we look on a continuing basis for instructions and settlement of our fees?

Name:	
Address:	
Contact numbers:	

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

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

**DECLARATION REGARDING SOURCE OF FUNDS AND SOLVENCY**

*(to be completed by each individual proposing to transfer property to the Company)*

To: St. George's Services 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) \_\_\_\_\_

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 DECLARATION

Name the Entity in connection with which this declaration is being completed:				
Surname:				
Complete forename(s):				
Known by other name(s):				
Any previous name(s):				
Name of Spouse:				
Residential Address: (P.O. Box <u>not</u> acceptable)				
Country of Citizenship		Passport No:		
	Date & Place of issue:			
Date of Birth:	Day:	Month:	Year:	Gender:
Place of Birth:	City:		Country:	
Occupation:				
Present Employer:				

- 1) A separate declaration must be completed and signed by each individual or entity proposing to have a beneficial interest of 5% or more in a company to be registered. Beneficial interest is defined in the Company Formation Questionnaire in Note 2. In respect of partnerships, a declaration is to be completed by the general partner(s), where the general partner is an individual.
  
- 2) Questions 1 - 6 must be completed by each individual proposing to have a beneficial interest of 5% or more in a company to be registered. In respect of partnerships, a declaration is to be completed by the general partner(s), where the general partner is an individual.

**IF THE ANSWER TO ANY OF THE FOLLOWING QUESTIONS IS YES PLEASE PROVIDE DETAILS IN WRITING IN RESPECT OF THAT ANSWER.**

- |   | YES                      | NO                       |
|---|--------------------------|--------------------------|
| 1. Do you have any interest in any company or partnership registered or for in Bermuda?       | <input type="checkbox"/> | <input type="checkbox"/> |
| 2. Have you ever been refused consent to register a company or form a partnership in Bermuda? | <input type="checkbox"/> | <input type="checkbox"/> |
| 3. Are you or have you ever been an undischarged bankrupt?                                    | <input type="checkbox"/> | <input type="checkbox"/> |
| 4. Have you ever been convicted of a criminal offense involving fraud or dishonesty?          | <input type="checkbox"/> | <input type="checkbox"/> |
| 5. Has fraud or dishonesty been proven against you in any civil proceedings?                  | <input type="checkbox"/> | <input type="checkbox"/> |
| 6. Have you ever been the subject of a judicial or other official enquiry?                    | <input type="checkbox"/> | <input type="checkbox"/> |

**Questions 7 – 10 must be completed where the entity proposed to be registered or formed is to carry on investment business or is a collective investment scheme.**

- |   |                          |                          |
|---|--------------------------|--------------------------|
| 7. Have you or any entity that you have been associated with, ever been refused or had revoked a licence, permit or other authorization to provide investment business to the public in any jurisdiction? | <input type="checkbox"/> | <input type="checkbox"/> |
| 8. Are you a member in good standing of a self regulatory organization?   | <input type="checkbox"/> | <input type="checkbox"/> |
| 8a. If yes, name the organisation(s):   |                          |                          |
| 9. Have you ever been the subject of investigation, proceeding or other enquiry by a self regulatory organization of which you are or were a member?  | <input type="checkbox"/> | <input type="checkbox"/> |
| 10. Have you or any entity that you have been associated with, ever been refused or had revoked a licence, permit or other authorization to conduct investment business in any jurisdiction?              | <input type="checkbox"/> | <input type="checkbox"/> |

I hereby certify that the information in this Declaration is true to the best of my information, knowledge and belief.

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

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



**Personal Information**

Full name (including middle names and any assumed names):	
Home Telephone: Fax Number: Mobile Number:	
Home address:	
Home e-mail address:	
Place of birth & nationality:	
Any other citizenship(s):	
Passport number, date and place of issue:	
Marital status:	
Occupation and nature of business:	
Business address:	
Business Telephone: Fax Number: Mobile Number:	
Business e-mail address:	
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: <b>No</b>	

<p>- Have you ever held or currently hold a prominent function in an international or Government controlled organisation? <b>If yes</b>, please provide details. <b>If not</b> please state: <b>No</b></p> <p>- Are you a family member or associate of such a person? <b>If yes</b>, please provide details. <b>If not</b> please state: <b>No</b></p>	
<p>Have you ever been the subject of an international sanction? <b>If yes</b>, please provide details. <b>If not</b> please state: <b>No</b></p>	
<p>Bank which will provide reference:</p>	
<p>How did you find St. George's Group Limited?</p>	

*The following documents are required in support of this form:*

1. A **notarised or certified** copy of the identification pages of your passport;
2. A **notarised or certified** copy of a proof of residential address such as a utility bill, bank or credit card statement (no more than three months old);
3. An **original** reference letter from a bank or licensed financial institution confirming your financial stability and the length of your relationship with the institution;
4. An **original** introduction/character reference letter (on firm letterhead) from a reputable legal, accounting or financial services practice.

**Tax Residency Self-Certification**

*Please read these instructions carefully before completing the remainder of this form.*

The Governments of Bermuda and the Cayman Islands, along with many others around the globe, have agreed to participate in certain intergovernmental initiatives involving the automatic exchange of account information amongst taxation authorities of foreign jurisdictions.

For example, both Bermuda and the Cayman Islands have undertaken to participate in the Common Reporting Standard (“CRS”), a multilateral reporting initiative that requires financial institutions to collect and report certain information about an individual’s tax residence and account holdings to local authorities, who will in turn transmit such information to exchange partners in other jurisdictions on an annual basis.

Bermuda and the Cayman Islands are also party to intergovernmental agreements with the United States of America in respect of the Foreign Account Tax Compliance Act (“FATCA”). As a result, information regarding certain accounts held by U.S. persons with financial institutions in Bermuda and the Cayman Islands will be reported to the IRS on an annual basis.

*Please be advised that we cannot provide tax or legal advice.*

If you have any questions about CRS or FATCA, the contents of this Tax Residency Self-Certification Form, or how to define your tax residency, please speak to your tax adviser or domestic tax authority.

Tax residence is determined by the laws of each jurisdiction, and may depend on certain factors in addition to ordinary residence. It should be noted that special circumstances may cause you to be resident for tax purposes in a jurisdiction other than where you ordinarily reside, or to be resident in more than one country at the same time (dual residency).

If you are a U.S. citizen or tax resident under U.S. law, in addition to completing this Tax Residency Self-Certification Form, you will also need to return a completed W-9 form. The W-9 form can be downloaded from the IRS website.

This Tax Residency Self-Certification Form will remain valid unless you have a change in circumstances relating to information included herein (such as a change in your tax residency or status). In that case, you must notify us and provide an updated Tax Residency Self-Certification Form within sixty (60) days of such change in circumstances.

**Section 1: Account Holder Identification**

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Name	Date of Birth (dd/mm/yyyy)	Place & Country of Birth
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**Permanent Residence Address:**

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Number & Street	City/Town
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State/Province/County	Post Code	Country
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**Mailing address (if different from above):**

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Number & Street	City/Town
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State/Province/County	Post Code	Country
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**Section 2: Declaration of U.S. Citizenship or U.S. Residence for Tax purposes**

Please tick either (a) or (b) or (c) and complete as appropriate.

- (a)  I confirm that I am a U.S. citizen and/or resident in the U.S. for tax purposes (green card holder or resident under the substantial presence test) and my U.S. federal taxpayer identification number (U.S. TIN) is as follows: \_\_\_\_\_.
- (b)  I confirm that I was born in the U.S. (or a U.S. territory) but am no longer a U.S. citizen as I have voluntarily surrendered my citizenship as evidenced by the attached documents.
- (c)  I confirm that I am not a U.S. citizen or resident in the U.S. for tax purposes.

**Section 3: Declaration of Tax Residency (complete if you have non-U.S. tax residences)**

I hereby confirm that I am, for tax purposes, resident in the following countries (indicate the tax identification number (TIN) or equivalent for each country in which you are considered to be resident for tax purposes).

	<b>Country of tax residence</b>	<b>TIN</b>	<b>If no TIN is available, please enter reason A, B, or C</b>
<b>1</b>			
<b>2</b>			
<b>3</b>			

- Reason A: The country where I am resident for tax purposes does not issue TINs to its residents
- Reason B: I am unable to obtain a TIN or equivalent number (please provide explanation)
- Reason C: No TIN is required (only select this reason if the domestic law of the relevant jurisdiction does not require the collection of the TIN issued by such jurisdiction)

**Section 4: Declaration and Undertakings**

I declare that the information provided in these Personal Information and Tax Residency Self-Certification Forms is, to the best of my knowledge and belief, accurate and complete. I undertake to advise St. George’s Group Limited (“SGG”) promptly and provide an updated Tax Residency Self-Certification Form within 60 days where any change in circumstances occurs which causes any of the information contained in this form to be inaccurate or incomplete. Where legally obliged to do so, I hereby consent to the disclosure by SGG and/or any one or more of its subsidiaries (as the case may be) of the information contained in the Tax Residency Self-Certification Form with the relevant tax information authorities.

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

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