

INCORPORATION FORM

The information given below is utilised as a means to incorporate and establish the corporate records of a UK Business. The Registrar of Corporate Affairs will not be issued any information herewith regarding company's shareholders, directors and officers.

Please see our website for our Terms of Business.

PROPOSED NAME

- Please list at least three suggestions in order of preference
- A company name must end with the word "Limited", "Unlimited" or "Public Limited Company" or their abbreviations
- Inclusion of words such as "British", "National", "International" and "European" will require the prior approval of the Secretary of State to ensure that use of the word is justified

1. _____
2. _____
3. _____

COMPANY TYPE

- Private company limited by shares
- Private company limited by guarantee
- Public limited company
- Private unlimited company

PURPOSE OF THE COMPANY

For our information purposes only, please summarise what the company's proposed plans of activities are

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AUTHORISED SHARE CAPITAL

The standard authorised share capital is GB£10,000 with 10,000 shares of GB£1 par value each.

- Standard number of shares
- If otherwise, please state:

REGISTERED OFFICE

- ❖ The registered office must be located within either England, Scotland or Wales
- ❖ If an alternate address is provided, please provide full details
 - Provided by Osiris International Trustees Ltd.
 - If other , please state:

SOURCE OF FUNDS

Please provide full details of the source of the funds being used to capitalise the proposed company. (We may seek documentary confirmation of the source of the initial and subsequent funds and we reserve the right to request the provision of such.)

DIRECTORS

- ❖ At least one natural person is required
- ❖ Directors have to be at least 16 years old

Please provide all the details requested below in full:
If there is not enough space provided, please attach an additional sheet

- ❖ The name and residential address of the directors. This information will be held on public record.
- ❖ If one of the directors is to be a corporation, please provide:
 - Registered address or principal office address.
 - Name of an authorised signatory; and
 - The following security information on the authorised signatory (town of birth, mother's maiden name and father's first name)
- ❖ Details of any other active UK directorships held within the last five years

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❖ Director No. 1

Title _____

Forenames _____

Surname _____

Previous Forenames _____

Previous Surnames _____

Town of Birth _____ Date of Birth _____

Authorised Signatory (corporations only) _____

Nationality _____ Passport Number _____

Residential Address _____

Phone _____ Fax _____

Email _____

Business Occupation _____

❖ Director No. 2

Title _____

Forenames _____

Surname _____

Previous Forenames _____

Previous Surnames _____

Town of Birth _____ Date of Birth _____

Authorised Signatory (corporations only) _____

Nationality _____ Passport Number _____

Residential Address _____

Phone _____ Fax _____

Email _____

Business Occupation _____

Not required

Note: All background information must be received and approved before the appointment of the director will be accepted and additional information may be required at our discretion.

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SECRETARY

- To be provided by Osiris International Trustees Limited
Please note that we will require to be appointed as Company Secretary to companies that wish us to provide Registered Office facility.
- If other, then please provide details below
 - ❖ The name and residential address of the secretary including all forenames in full. This information will be held on public record.
 - ❖ If the secretary is to be a corporation, please provide:
 - Registered address or principal office address
 - Name of an authorised signatory; and
 - The following security information on the authorised signatory (town of birth, mother's maiden name and father's first name).

Title _____

Forenames _____

Surname _____

Previous Forenames _____

Previous Surnames _____

Town of Birth _____ Date of Birth _____

Authorised Signatory (corporations only) _____

Nationality _____ Passport Number _____

Residential Address _____

Phone _____ Fax _____

Email _____

Business Occupation _____

- Not required

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SHAREHOLDERS

- ❖ At least one shareholder is required.
- ❖ International Trustees Limited will provide Nominee Shareholders
 - Shares will be held in "nominee form" for and on behalf of the beneficial owners
 - Please provide all the details requested below in full:
If there is not enough space provided, please attach an additional sheet
 - A Standard Indemnity Agreement is required to be executed by each of the principal beneficial owners
- ❖ Registered Shares
 - Shareholders may be individual or corporate
 - If there is not enough space provided below, please attach an additional sheet
 - Please advise if you wish for the share certificates to be prepared
- ❖ If the shareholder is to be a corporation, please provide:
 - Registered address or principal office address
 - Name of an authorised signatory

❖ Share Certificate No. 1

Number of Shares	Class of Shares

Title	

Forenames	

Surnames	

Date of Birth	Town of Birth

Authorised Signatory (for corporations only)	

Passport Number	Nationality

Residential Address	

Phone	Fax

Email	

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❖ **Share Certificate No. 2**

Number of Shares _____ Class of Shares _____

Title _____

Forenames _____

Surnames _____

Date of Birth _____ Town of Birth* _____

Authorised Signatory (for corporations only) _____

Passport Number _____ Nationality _____

Residential Address _____

Phone _____ Fax _____

Email _____

BENEFICIAL OWNER

The registered office of the Company of the UK is required to hold the name and residential address of the beneficial owner. Please complete the details below:

Name _____

Residential Address _____

DUE DILIGENCE INFORMATION

❖ **References (See Guidance Notes)**

Please provide two original references, addressed to Osiris International Trustees Limited, 2nd Floor, 11 Haymarket Street, London, SW1 Y4BP. One should be from a bank, and the other should be from a professional, such as a solicitor or accountant.

- References supplied for each director
- References supplied for the secretary (if applicable)
- References supplied for each beneficial owner
- References supplied for each shareholder, if the shares are held by a nominee

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❖ **Proof of Address (See Guidance Notes)**

Please provide a proof address. (e.g. utility bill, bank statement, etc)

- Proof of address supplied for each director
- Proof of address supplied for the secretary (if applicable)
- Proof of address supplied for each beneficial owner
- Proof of address supplied for each shareholder, if the shares are held by a nominee

❖ **Identity Documents (See Guidance Notes)**

Please provide certified copies of passports that include a clear photograph, details of issue and signature

- Copy of the passport provided for each director
- Copy of the passport provided for the secretary (if applicable)
- Copy of the passport provided for each of the beneficial owners page.

❖ **Have any of the beneficial owners been declared bankrupt?**

- Yes
If so, please provide further details
- No

❖ **Have any of the directors been declared bankrupt, or been disqualified from acting as director?**

- Yes
If so, please provide further details
- No

❖ **Professional Advice**

Please provide below the contact details of the profession organisation that has provided legal/accounting advice regarding the structure of the proposed company.

Name	Position
Organisation	Email
Address	Phone
	Fax

Note: All Director, Shareholder and Beneficial Owner information must be received and approved before the appointment of the director, shareholder and secretary will be accepted and the incorporation documents will be dispatched.

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Completed By

Name _____	Title _____
Company/Firm _____	Email _____
Address _____	Phone _____
_____	Fax _____
Signature _____	Date _____

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GUIDANCE NOTES

The following information is required for each director, secretary (if applicable), beneficial owner and shareholder (if shares are held by a nominee).

❖ Certified Copy of a Passport

A certified copy of passports, including photos and pages which confirm signature, date and place of birth, are required.

Certification may only be made by suitable persons such as a lawyer or accountant, a director or manager of a regulated credit or financial institution, a notary public, a member of the judiciary, a senior civil servant or a serving police officer.

When signing, the certifier must make sure it is legible, as well as indicate his or her capacity or position on it. In the case of a passport, the certifier must also state that the photograph bears a true likeness of the individual.

❖ Proof of Address

This requirement may be fulfilled by providing one of the following:

- Utility bill
- Local tax authority bill
- Photo card driving licence (it should include the individual's address) or
- Bank, building society or credit union statement or passbook containing current address or most recent original mortgage statement from a recognised lender

The document must be no more than three months old.

Any copy of the document must be certified.

❖ Reference

- Two references from professionals who know you in a professional capacity are required. These may include a lawyer, an accountant, a director or manager of a regulated financial or credit institution.
- The reference should state the name of the referee, their full residential address, date of birth and the length of time (not less than one year) that the referee has known the referred.
- References provided should be current, i.e. not older than three months.

The reference should be addressed to Osiris International Trustees Limited. References addressed "To Whom it May Concern" are not acceptable.

LONDON

PHYSICAL ADDRESS

2nd Floor
11 Haymarket St
London
SW1 Y4BP

POSTAL ADDRESS

2nd Floor
11 Haymarket St
London
SW1 Y4BP

TEL: +44 (0)207 078 7581

FAX: +44 (0)207 681 3226

CONTACT:

Peter Todd
peter@osirisgroup.co.uk

ANGUILLA

PHYSICAL ADDRESS

Hansa Bank Building
Landsome Road
The Valley
Anguilla

POSTAL ADDRESS

PO Box 2221
Road Town
Tortola
British Virgin Islands

TEL: +1 284 494 9820

FAX: +1 284 494 6934

CONTACT:

Christine Mackay
christine@osiristrust.com

BRITISH VIRGIN ISLANDS

PHYSICAL ADDRESS

Coastal Building
Wickams Cay 11
Road Town, Tortola
BVI

POSTAL ADDRESS

PO Box 2221
Road Town
Tortola VG1110
British Virgin Islands

TEL: +1 284 494 9820

FAX: +1 284 494 6934

CONTACT:

Christine Mackay
christine@osiristrust.com

IRELAND

PHYSICAL AND POSTAL ADDRESS

31-33 The Triangle
Ranelagh
Dublin 6
Ireland