

Application Form and Due Diligence Form

Guidance in completing the Incorporation Application Form and Due Diligence Form

1. If the Director(s), Shareholder(s) and Beneficial Owner(s) are all individuals you will only be required to complete Section 1.
2. If the proposed company has any Corporate Director(s), Corporate Shareholder(s) or Corporate Beneficial Owner(s) Appendix A must be completed for each corporate body.

Documents Needed to be Supplied

1. Full description of the nature of the business to be conducted by the Company.
2. Completed client questionnaire for each Company.
3. Documents as specified in Appendix B

Section 1

Country – Jurisdiction where you plan to form company : _____

Proposed Company Name: (Print full company name clearly)

Please ensure the company name is exactly as you want it to appear on the incorporation documents. Please provide two alternative names for use in case your first choice is unavailable:

- 1st Choice: _____
- 2nd Choice: _____
- 3rd Choice: _____

Authorized Capital:

- Standard - Authorized Share Capital _____
- Specific - Authorized Share Capital _____

Main activity of the Company:

Geographical location(s) of the Business: _____

Please provides details of the proposed activities of the company and be as specific as possible, refraining from generic statements such as “trading”. Include the countries with which and in which the Company may operate.

Shareholders:

Please note that:-

1. Minimum one shareholder is required and corporate shareholder(s) are permitted;
2. If Shareholder(s) is/are a corporate, please complete Appendix A for each Corporate shareholder; and
3. Please provide this information on a separate sheet if more than two shareholders.
4. Name mentioned as per your passport

Shareholder 1

Full Name: _____

Address: _____

Nationality: _____ Passport No. _____ Occupation: _____

Passport Issue Date _____ Passport Issuing Country _____

Date and Place of Birth: _____ No. of share(s) to be held: _____

Shareholder 2

COMPANY FORMATION FORM – www.companyformation7.com

Full Name: _____

Address: _____

Nationality: _____ Passport No. _____ Occupation: _____

Passport Issue Date _____ Passport Issuing Country _____

Date and Place of Birth: _____ No. of share(s) to be held: _____

Beneficial Owners: (where different to shareholders)

Please note that:

1. Please complete this part if any person or corporate holding 10% interest or more or with principal control over the company's assets;
2. If Beneficial owner(s) is/are a corporate, please complete Appendix A for each Corporate beneficial owner; and
3. Please provide this information on a separate sheet if more than two beneficial owner

Beneficial Owner 1

Full Name: _____

Address: _____

Nationality: _____ Passport No. _____ Occupation: _____

Passport Issue Date _____ Passport Issuing Country _____

Date and Place of Birth: _____ No. of share(s) to be held: _____

Beneficial Owner 2

Full Name: _____

Address: _____

Nationality: _____ Passport No. _____ Occupation: _____

Passport Issue Date _____ Passport Issuing Country _____

Date and Place of Birth: _____ No. of share(s) to be held: _____

Directors

Please note that:-

1. Minimum of one director is required and corporate directors are permitted;
2. If director(s) is/are a corporate, please complete Appendix A for each Corporate director; and
3. Please provide this information on a separate sheet if more than two directors.

Director 1

Full Name: _____

Address: _____

Nationality: _____ Passport No. _____ Occupation: _____

Passport Issue Date _____ Passport Issuing Country _____

Date and Place of Birth: _____

Director 2

Full Name: _____

Address: _____

Nationality: _____ Passport No. _____ Occupation: _____

Passport Issue Date _____ Passport Issuing Country _____

Date and Place of Birth: _____

Secretary / Manager – Optional

Please note that:-

1. It is not a requirement for the company to have a Secretary;
2. If secretary(ies) is/are a corporate, please complete Appendix A for each Corporate secretary; and
3. Please provide this information on a separate sheet if more than one secretary.

Secretary

Full Name: _____

Address: _____

Nationality: _____ Passport No. _____ Occupation: _____

Date and Place of Birth: _____

Correspondence Address (must be provided)

Address _____

Email _____

Phone _____

Bank Account Opening (must be provided)

Bank Name _____

Mentioned prefer Bank Name if any

Terms of Business

1. The party (the “Instructing Party”) instructing to incorporate, or her desire to purchase the company, on behalf of the beneficial owners (“Owners”):
 - Represents to CF7 that the information set out in this questionnaire is true and correct, and that the ultimate beneficial owner(s) shown are not acting in a fiduciary capacity or in any way for any undisclosed party;
 - Proposed company shall form with the object to do legal business only
 - Consents to the handover the documents, data and information to CF7 agent and in turn to Government Authority to submit for company formation and trade license. Further it has concluded that there is a legitimate business purpose for doing so;
 - Agrees with CF7 (for itself and as agent in this respect) shall not be liable for any penalties, fines, fees or other liabilities incurred by the company because of late payment on the part of the Owners;
 - Agrees to hold CF7 (for itself and as agent in this respect) harmless and indemnify them and their officers and employees from all and any claims, actions, suits, proceedings, demands and costs that may be brought against them resulting from their incorporation and /or representation of the company; and
 - Agrees to CF7 charging a fee for their services in accordance with their invoice of fees in force from time to time.
2. Except where obliged by applicable law, CF7 will not divulge to any third party any information concerning the Owners, the company or its Directors or Shareholders, without the prior written consent of the Owners.
3. The following terms shall bear the following meanings:
 - “CF7” shall mean Company Formation 7 Division of Wise Finance, Dubai, UAE

Shareholder
Signature: _____
Print Name: _____
Date: _____

Director
Signature: _____
Print Name: _____
Date: _____

Appendix A

This is to be completed in respect of each Corporate Director, Corporate Shareholder, Corporate Beneficial Owner, Corporate Secretary and Corporate Authorized Signatory.

Please refer to Appendix B for required documentations of Corporate Director, Corporate Shareholder, and Corporate Beneficial Owner.

1. Company Name: _____

2. Address of the Registered Office: _____

3. Nature of the company's Main business: - _____

4. Company Registered at Geographical Location- _____

5. Position(s) held in the Company is

- Director Shareholder (no. of share(s) held : _____)
 Beneficial Owner Officer Authorized Signatory Secretary

6. Beneficial Owner(s) of the Shareholder: Being any person holdings a 10% interest or more or with principal control over the company's assets.

8a. Beneficial Owner 1:

Full Name: _____

Address: _____

Nationality: _____ Occupation: _____

Date and Place of Birth: _____ No. of shares to be held: _____

8b. Beneficial Owner 2:

Full Name: _____

Address: _____

Nationality: _____ Occupation: _____

Date and Place of Birth: _____ No. of shares to be held: _____

9. Identity of a director

9a. Director 1:

Full Name: _____

Address: _____

Nationality: _____ Occupation: _____

Date and Place of Birth: _____

Date of Appointment: _____

9b. Director 2:

Full Name: _____

Address: _____

Nationality: _____ Occupation: _____

Date and Place of Birth: _____

Date of Appointment: _____

Appendix B

Checklist of Documentation required for director(s), shareholder(s)
(holding 10% or greater than 10%), and beneficial owner(s)

1. Natural person verification documents:

- Original notarized or certified copy of either a passport or a national identification card showing photograph, ID number, country of issuance, issue date, expiry date and signature.
- Original notarized or certified copy of residential address proof issued within the past 3 months. e.g. utility bills (electricity/water/gas bills/bank statements) (Please take note that statements issued by mobile, insurance and television entities are not considered).
- Original copy of bank or professional reference letter - Optional.

2. Corporate entity verification documents:-

- Original notarized or certified copy of Certificate of Incorporation
- Original notarized or certified copy of Memorandum and Articles of Association
- Original notarized or certified copy of Register of Directors
- Original notarized or certified copy of Register of Members
- Original notarized or certified copy of Passport/ID and address proof issued within the past 3 months of any 2 director(s)
- Original notarized or certified copy of Passport/ID and address proof issued within the past 3 months of shareholder(s) (with 10% or more holdings) of the company

The certification must state that (i) the document is a true and accurate copy and (ii) the professional status, full name and address and telephone number of the person certifying. The certifier must be a notary public / lawyer / certified accountant / bank manager.

Where the documents are not in English:

- In languages other than English (notarized translation of the document together with the original/certified copy).

PLEASE SEND THE SCAN COPY BY EMAIL TO US

Email : companyformation7@yahoo.com
info@companyformation7.com

Inform later to send by courier the copy of above mention documents to our concerned address