



LAW & COMMERCE TRUST LIMITED

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NOTES ON COMPLETION OF FORMS AND CERTIFICATION OF DOCUMENTS:

- 1) To proceed with forming a Labuan company, you **MUST** complete **ONLY** the following forms;
 - i. Company Formation Questionnaire,
 - ii. Company Business Profile,
 - iii. Personal Questions & Declaration (must be completed by each director /shareholder / signatory)
- 2) All the forms **MUST** be completed in full. If you are not sure of any column, please inquire or leave blank and we will advise you. Please offer detailed explanation as this will enable us to understand your need and your situation, this avoiding having to ask you again and again.
- 3) Your task is to help us **UNDERSTAND YOU, YOUR NEEDS & YOUR BUSINESS.**
- 4) Because Labuan company is protected by confidentiality provision, as soon as your company is incorporated, we will only deal with person/s named in the forms. If you wish to allow your advisor/assistant to deal with us, please complete Section 7 (Authorised Person/Instruction) in the Company Formation Questionnaire.
- 5) Unless the director/shareholder has met our officer in person, the passport copy of each director & shareholder **MUST** be certified in the following manner;
 - i. To be acceptable the certified copy document must be legible and include a statement along the lines of “certified as a true copy of the original” and in addition, for photographic documentation “the photograph bears a true likeness to (enter name of applicant).” This statement must be signed and dated by the person certifying.
 - ii. The certifier must be an approved professional person (e.g. Lawyer, Notary, Banker, Company Secretary or Accountant) and must, by means of a stamp or otherwise, also state his name, profession, address and contact details.
 - iii. Documents that are not certified in accordance with the above manner are not acceptable.**
 - iv. Documents may also be certified by any one of our senior officers if you have met them in person and have produced the documents before them.
- 6) Each director & shareholder **MUST** produce **ORIGINAL** proof of residential address OR a certified copy, certified in accordance with Note 2 above. To be accepted, a proof of address

may be in the form of utility bill, bank statement, credit or debit card statement, internet bill, telephone bill or such other document periodically sent to your residential address.

- 7) Where a director/shareholder is a body corporate, the following documents MUST be certified in accordance with Note 2 above;
 - i) Certificate of incorporation
 - ii) Form showing registered address
 - iii) Form showing list of present directors/shareholders of the body corporate
 - iv) Memorandum & Article of Association or Charter
- 8) We reserve not to provide any service if forms are not completed or identity documents are not properly certified.
- 9) **To enable us to proceed, we need to receive ALL originally signed and originally certified documents in hard copy form.**
- 10) Please use the Company Formation Checklist when sending signed documents to Law & Commerce Trust Limited.