



# LAW & COMMERCE TRUST LIMITED

Level 2, Lot 19, Lazenda Commercial Centre, Phase 3, 87007 F.T. Labuan, Malaysia

Tel: 087 421644 Fax: 087 421646 E-mail: lctrust@tm.net.my Website: www.simplyoffshore.com

## COMPANY TRANSFER QUESTIONNAIRE

1) This questionnaire is a very important preliminary document. Whilst it may appear long, it is in your best interest that it is completed. Completing it will enable us to understand your requirement and thus enable us to provide better service to you. Not only this questionnaire satisfies our basic due diligent requirement, it also prevents unauthorized disclosure of very important information about you and your business.

**PLEASE COMPLETE ALL SECTIONS.**

2) **WE ARE NOT ABLE TO PROCESS YOUR ORDER IF THIS QUESTIONNAIRE IS NOT COMPLETED.**

3) Please fax to +6 087 421646 or scan and e-mail to [compliance@simplyoffshore.com](mailto:compliance@simplyoffshore.com)

4) If completing in hand writing please use **BLOCK CAPITAL**.

### SECTION 1: SERVICES INFORMATION

Please marked with an X the services that you require:		
1	Transfer of a Labuan company (the "Entity")	
2	Bank account introduction(*)	
3	Corporate debit card/ATM cards	
4	Work permit	
5	Website Design and Development	
6	Website hosting with unlimited email IDs	
7	Others <i>Please specify.</i>	

### SECTION 2: COMPANY

<b>Company name</b>
1.
<b>Company Registration Number</b>
1.

**If abbreviated or include words not in English or Bahasa Malaysia, please explain and state the language.**

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**Please provide meaning of all single letters included in the proposed names. If the proposed name contains a proper name of a person, please state the relationship with the offshore company.**

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Current Trust company:	
Contact person/e-mail in current Trust company:	
Current authorised share capital:	
Current paid up share capital	

### SECTION 3: SHAREHOLDING

**Please provide proof of identity of each person named in this section. In the case of an individual his or her passport copy and in the case of a corporation, its certificate of incorporation. All ID documents require CERTIFICATION.**

<b>Shareholder 1:</b>					
Name:					
Date of Birth:					
Passport No. / Co. No.					
Nationality / Place of registration:					
Residential / Registered address:					
Tel. No.		Fax No:		Email:	
% of ownership:		Current profession:			
Do you require nominee shareholder to hold share/s on behalf of this Beneficial Owner?	YES		NO		

<b>Shareholder 2:</b>					
Name:					
Date of Birth:					
Passport No. / Co. No.					
Nationality / Place of registration:					
Residential / Registered address:					
Tel. No.		Fax No:		Email:	
% of ownership:		Current profession:			
Do you require nominee shareholder to hold share/s on behalf of this Beneficial Owner?	YES		NO		

If the beneficial owners are different from the above shareholders, please complete Section 4 below.  
 If the same, please IGNORE.

**SECTION 4: BENEFICIAL OWNERSHIP**

Please provide proof of identity of each person named in this section. In the case of an individual his or her passport copy and in the case of a corporation, its certificate of incorporation. All ID documents require CERTIFICATION.

<b>Beneficial Owner/ 1</b>					
Name:					
Date of Birth:					
Passport No. / Co. No.					
Nationality / Place of registration:					
Residential / Registered address:					
Tel. No.		Fax No:		Email:	
% of ownership:		Current profession:			
Do you require nominee shareholder to hold share/s on behalf of this Beneficial Owner?	YES		NO		

<b>Beneficial Owner 2,</b>					
Name:					
Date of Birth:					
Passport No. / Co. No.					
Nationality / Place of registration:					
Residential / Registered address:					
Tel. No.		Fax No:		Email:	
% ownership:		Current profession:			
Do you require nominee shareholder to hold share/s on behalf of this Beneficial Owner?	YES		NO		

## SECTION 5: DIRECTORSHIP

Please provide proof of identity of each person named in this section. In the case of an individual his or her passport copy and in the case of a corporation, its certificate of incorporation. All ID documents require CERTIFICATION.

Director 1					
Name					
Date of Birth:					
Passport		Nationality			
Residential address:					
Tel. No.		Fax No:		E-mail	
Current profession:					

Director 2 (if required)					
Name					
Date of Birth:					
Passport		Nationality			
Residential address:					
Tel. No.		Fax No:		E-mail	
Current profession:					

(Please provide on separate sheet if more directors are required.)

## SECTION 6: ACCOUNT & AUDIT

This section does not apply to companies to be incorporated in tax haven jurisdictions like Brunei, BVI, Cayman and Bahamas. Please consult our consultant if you are unsure of the audit requirement of a jurisdiction.

Account & audit: <sup>1</sup>				
Do you want us to do accounting work for you?	YES		NO	
Do you want us to appoint auditors for you?	YES		NO	

<sup>1</sup> This applies to all Labuan companies whether your Labuan company is a trading or investment holding company, there is still a requirement to maintain adequate accounting record. Audit is also mandatory for companies incorporated in Hong Kong, Singapore and Mauritius.

**SECTION 7: BILLING, PAYMENT & DELIVERY**

Please provide contact person and address where documents could be couriered.

Please provide contact person and contact details where invoices, bills, reminders or notice could be sent

What is your normal payment method?

**SECTION 8: AUTHORISED PERSON/S & INSTRUCTION**

Other than the shareholder(s), beneficial owner(s) and appointed director(s), if you wish to nominate additional authorised person to provide instructions to Law & Commerce Trust Limited, please provide the following details of the authorised person:

Name:			
Address:			
Nationality:			
Date of Birth:			
Passport No:		Place of issue:	
Tel. No.		Fax No:	
		Email	
Specimen Signature:			

**Please provide certified true copy of the Passport of the authorised person.**

**SECTION 9: MARKETING INFORMATION**

If you are not already our existing client, we would be glad if you could let us know how you come to know of us or of our services?

**SECTION 10: CERTIFICATION REQUIREMENT & PROOF OF RESIDENTIAL ADDRESS**

It is very important that we know the true identity of every person with whom we enter into a business relationship. We are not able to enter into any business relationship with you unless such identity is not established. True identity may be established by meeting you in person and citing of original proof of identity like passport or other identity documents. If meeting in person is not possible we require any proof of identity to be verified by a lawyer, accountant, banker, and notary public, commissioner for declaration, embassy officer or officer from a trust company or other

reputable professional or financial firms. Person verifying the proof must put his name, designation, signature and address on the document.

Where a bank account is required to be opened, every director, shareholder and or beneficial owner MUST provide proof of residential address. This may be in the form of utility bills, credit card statement or bank statement. Postal box address or business centre address is not acceptable.

## SECTION 11: DECLARATION

I/We, the person(s) whose name(s) and signature(s) appear below ("Beneficial Owner(s)"), (if more than one individual referred to from now on individually and collectively in the singular) hereby declare and by my signature below confirm:

All definitions shall have the meanings ascribed to them in the Terms of Business of L&C (a copy of which is enclosed), unless otherwise defined in this Declaration.

(i) I request that Law & Commerce Trust Limited ("L&C") provide the Entity and the Services as indicated in the Company Transfer Questionnaire.

(ii) L&C's Terms of Business have been provided to me, which I have read and understood and in consideration of L&C's providing me the Entity and Services requested; I agree to be bound by those conditions as if they were incorporated into and made a part of this Declaration.

(iii) that I am and shall at all times be the beneficial owner of the Entity, that the personal details that I have provided in the Application are correct and acknowledge that I may not assign my interest in the Entity without the prior written consent of L&C and that any purported transfer without obtaining such prior consent shall be invalid and of no effect.

(iv) that I am not a Prohibited Person (see clause 2.1 of the Terms of Business) and my assets are sufficient to meet the current or expected demands of my creditors as they fall due;

(v) that the Entity will not be used for any Prohibited Activity (see clause 2.2 of the Terms of Business)

(vi) that I have received legal and tax advice from my independent advisors with regard to my intended use of the Entity and that in requesting the provision of the Entity and the Services I am not relying on any legal or tax advice from L&C and I confirm that such advice has neither been offered nor received from L&C.

(vii) that I will at all times irrevocably and unconditionally hold free and harmless, and shall indemnify and keep indemnified, L&C, its directors, officers, employees, affiliates, Appointees and agents against all proceedings, suits, damages, fines, expenses, penalties and liabilities (including reasonable attorney fees and expenses) arising or brought against any of them by reason of any breach of the above declarations or the provision of the Entity and any Services except for gross negligence or willful misconduct on the part of L&C.

(viii) that any dispute arising out of this Declaration or out of the provision of the Entity or the Services pursuant to the Application shall be governed by the law of Malaysia and if brought by the Beneficial Owner(s) shall be subject to the exclusive jurisdiction of the courts of Malaysia and if brought by L&C to the Non exclusive jurisdiction of the courts of Malaysia.

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

**Name:**

**Date:**

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

**Name:**

**Date:**

## SECTION 12: PAYMENT DETAILS

### Payment method

Full payment must be received before any service can be delivered. Payment can be made by telegraphic transfer, cheque or cash.

Payment by cheque can be made to 'Law & Commerce Trust Limited.'

Payment by TT in US\$ or RM can be made to:

(i) A/c No: 715120-016564 [Foreign currency Account]

(ii) A/c No: 515120-613151 [MYR Account]

**Beneficiary** : Law & Commerce Trust Limited  
**Beneficiary Bank** : Maybank, Lot E005, Ground Floor Podium Level,  
Financial Park Labuan Complex,  
Jalan Merdeka, 87000 Labuan FT, Malaysia  
**SWIFT Code** : MBBEMYKL

Please read our Pricing Policy before making any payment.

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### Confidentiality policy

All information or documents, as the case may be, given by the beneficial owners or his advisors will be treated on strictly confidential basis. This information will be used solely for the purpose of registering your company and for opening bank account/s, as the case may be. The information or documents given remain confidential even if the company is not registered or account not opened.

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### Licensing & Professional Indemnity

Law & Commerce Trust Limited is a licensed trust company and regulated by the Labuan Offshore Financial Services Authorities.

Law & Commerce Trust Limited has at any time professional indemnity coverage of not less than RM1,000,000.00 as required by the law.

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**WE APPRECIATE YOUR BUSINESS**