**APPLICATION ORDER FORM**

**(COMPANY REGISTRATION, READY-MADE COMPANY)**

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| --- | --- |
| **COUNTRY OF**  **REGISTRATION:** |  |
|  |  |
| **3 PREFERRED COMPANY NAMES:** | |  |  | | --- | --- | | 1 |  | | 2 |  | | 3 |  | |
|  |  |
| **BUSINESS ACTIVITY**  **DETAILS:** | |  | | --- | |  | |  | |  | |  | |  | |
|  |  |
| **SOURCES OF**  **FUNDS:** | |  | | --- | |  | |  | |  | |
|  |  |
| **CAPITAL:** | STANDARD  OTHER  PROVIDE DETAILS IF OTHER:   |  | | --- | |  | |  | |
|  |  |
| **SHAREHOLDER(S):** | NOMINEE SHAREHOLDER(S)  YES  NO  IF NO, PLEASE PROVIDE DETAILS OF SHAREHOLDER(S):   |  |  |  |  | | --- | --- | --- | --- | | N | AMOUNT | NAME | ADDRESS: | | 1 | % |  |  | | 2 | % |  |  | | 3 | % |  |  | | 4 | % |  |  | | 5 | % |  |  | |  |  |  |  | |
|  |  |
| **DIRECTOR(S):** | NOMINEE DIRECTOR(S)  YES  NO  IF NO, PLEASE PROVIDE DETAILS OF DIRECTOR(S):   |  |  |  | | --- | --- | --- | |  | NAME: | ADDRESS: | | 1 |  |  | | 2 |  |  | | 3 |  |  | |  |  |  | |
|  |  |
| **ADDITIONAL SERVICES:** | DO YOU NEED DOCUMENTS TO BE APOSTILLED?  YES  NO  DO YOU NEED TO ORDER COMPANY’S SEAL?  YES  NO |
|  |  |
| **ADDRESS TO DELIVER COMPANY**  **DOCUMENTS:** | |  |  |  |  |  | | --- | --- | --- | --- | --- | | ADDRESS: | |  | | --- | |  | | | | | CITY: | |  | | --- | |  | | REGION: | |  | | --- | |  | | | POST CODE: | |  | | --- | |  | | COUNTRY: | |  | | --- | |  | | | TELEPHONE: | |  | | --- | |  | | NAME: | |  | | --- | |  | | |
|  |  |
| **BUSINESS ACCOUNT:** | WOULD YOU LIKE TO ORDER A BUSINESS ACCOUNT  YES  NO  IF YES, PLEASE PROVIDE DETAILS OF PREFERRED BANK:   |  |  | | --- | --- | | BANK’S NAME | COUNTRY | |  |  | |  |  | |  |  | |  |  | |  |  | |  |  | |
|  |  |
| **WHO ARE THE BENEFICIAL OWNERS OF THE COMPANY?** | DETAILS OF BENEFICIAL OWNER(S):   |  |  |  |  | | --- | --- | --- | --- | | N | % | NAME | ADDRESS | | 1 |  |  |  | | 2 |  |  |  | | 3 |  |  |  | |  |  |  |  | |
|  |  |
| **AUTHORISED PERSON:** | PLEASE PROVIDE THE NAME OF THE PERSON WHO IS AUTHORISED TO GIVE US INSTRUCTIONS:   |  |  | | --- | --- | | SHAREHOLDER | DIRECTOR | | AGENT | INTERMEDIARY | | OTHER |  |  |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | NAME: | |  | | --- | |  | | SURNAME: | |  | | --- | |  | | | PASSPORT | |  | | --- | |  | | D.O.B.: | |  | | --- | |  | | | ISSUED | |  | | --- | |  | | COUNTRY: | |  | | --- | |  | | | ADDRESS: | |  | | --- | |  | |  | | | | | TELEPHONE: | |  | | --- | |  | | EMAIL: | |  | | --- | |  | | |
|  |  |
| **NAME OF THE PERSON WHO COMPLETED THE APPLICATION** | I ..............................................................., do hereby declare that all details given above are true and accurate, that I / we authorize and appoint B.R.I.S.GROUP to act as my / our representative in accordance with the instructions detailed above. I / we agree to abide by the Laws of the Country of Incorporation of the Company and conditions of business as specified. I / We hereby warrant that I / we indemnify and hold harmless B.R.I.S.GROUP and any person who may be a shareholder, director, employee or associate of B.R.I.S.GROUP in respect of all legal actions, claims or demands, damages, losses or cost of whatsoever nature, incurred by B.R.I.S.GROUP in connection with our above instructions. I / We also accept responsibility for timely payment of the agreed initial, regular and annually recurring charges and fees billed by B.R.I.S.GROUP as provided by the Terms and Conditions of business, which effectively constitute a services contract between myself / ourselves and B.R.I.S.GROUP   |  |  |  |  |  |  | | --- | --- | --- | --- | --- | --- | | NAME: | |  | | --- | |  | | SURNAME: | |  | | --- | |  | | | COMPANY: | |  | | --- | |  | | | | | ADDRESS: | |  | | --- | |  | |  | | | | | TELEPHONE: | |  | | --- | |  | | EMAIL: | |  | | --- | |  | | |  |  |  |  | | DATE: | |  | | --- | |  | | SIGNATURE: | |  | | --- | |  | | |

**OTHER REQUIRED INFORMATION**

**CLIENT ENGAGEMENT PROSEDURE AND GUIDANCE NOTE**

We are obliged by law to obtain the following information relating to all beneficial owners, directors, shareholders, bank account signatories and all parties connected the company:

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| --- | --- |
| * Proof of Identity | * Bank Reference Letter (if required) |
| * Proof of Residential Address | * Curriculum Vitae (if required) |

**PROOF OF IDENTITY**

1. To establish the identity and signature of all parties mentioned in your application clients must provide a copy of ONE of the following:

|  |  |
| --- | --- |
| * Current Valid Full Passport | * Current Valid National ID Card |

1. Such copy must bear a clear photograph, the holder’s signature and the document number.
2. The copy must be certified by any of the following:

|  |  |
| --- | --- |
| * A notary public * A notary public | * A lawyer |
| * A banker | * Another professional person. |

1. The person undertaking the certification should be a member of a professional organisation that publishes certified lists of its members and the professional body must be clearly identified under their signature and the certification must be in English or a translation from an independent accredited translator must be attached.
2. The documents sent to us must bear the original signature of the person certifying the identity document; it must not be a copy. This need to be sent after our instruction only.
3. The person certifying the Proof of Identity must have sight of the original Proof of Identity and certify the copy in the presence of the individual concerned by inserting the following text (or similar) on the copy:

*Having seen the individual and the identification documentation at the same time, I certify this is a true copy of the original and that the photograph is a reasonable likeness.*

*Name Signature*

*Company Position/Capacity*

*Phone Email Address*

*Date Membership No (if applicable)*

**PROOF OF RESIDENTIAL ADDRESS - This is a mandatory and a regulatory requirement**

To validate the home address of all parties mentioned in your application, please provide ONE of the following dated within the last three months, for each party:

* Original utility bill (a telephone bill [mobile telephone bills are not acceptable], electricity etc.).
* Original bank or mortgage statement from a recognised bank.
* Original credit card statement.
* Original bank reference, confirming the home address, from a recognised bank.