

BVI Incorporation form

Client 客戶 :

Submission Date

提交日期 :

Company Name 公司名稱	
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Authorized Shares 標準資本額	<input checked="" type="checkbox"/> 50,000 authorized shares of US\$1.00 par value each 5 萬股每股發行美金 1 元	<input type="checkbox"/> Number of authorized shares and par value: 授權股數及面值 1 USD / 1 Share
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Correspondence Address 聯絡地址		Books Kept Address 公司資料存放位址	
Business Address 營業地址			

Client must fill in below information as part of due diligence process:

有關公司盡職審查方面，請客人填寫以下資料：

Know your client ("KYC") 了解客戶

Background information of the company:- 公司背景

- Purpose for establishing the Company **or** Business activity that the Company is current engaging **and** in which specific region
商業活動或業務計劃，請指明公司將於那地區進行業務
e.g. engaged in catering industry in Hong Kong for 5 years; investment holding company for a trading business mainly between Hong Kong and China, etc...
- Source of Fund of the Company 資本來源
e.g. Investment from shareholders/UBOs; loan from bank; funding from the company's founder
- Source of Wealth of UBO 最終受益人及股東的財富來源
e.g. personal saving, in which the saving is from salary of being employed as a (title and type of industry) for over 30 years, etc...

IMPORTANT NOTE:

According to THE BVI BUSINESS COMPANIES (AMENDMENT) ACT, 2016, 118B:-

(1) A company shall file for registration by the Registrar a copy of its register of directors.

(2) Subject to subsection (6), the initial copy of a company's register of directors shall be filed for registration by the registrar within 21 days of the appointment of the first directors under section 113.

(3) A company that has filed for registration by the Registrar a copy of its register of directors shall, within 30 days of any changes occurring, file the changes in the register by filing a copy of the register containing the changes)

To comply with the abovementioned requirements, please provide the necessary documents to AEGIS INTERNATIONAL GROUP at least **two working days** before due date for our further actions, otherwise, penalty will be imposed.

Director(s) Information 董事資料**

Name (former name, if any) 姓名 (曾經使用名稱)	Date and Place of Birth / Incorporation 出生/成立日期及地點	Nationality / Country of Incorporation 國籍/成立地點	Identity / Passport / BC No. 身分證/護照/公司號碼	Residential / Registration Address (Address for service of documents other than residential / registration address) 居住/註冊地址 (如收信地址與居住/註冊地址不同,請提供收信地址。)	Occupation 職業	Appointment Date 委任日期

Shareholder(s) Information 股東資料 (complete details for shareholder who will be entered into Register of Members)**

Name (former name, if any) 姓名 (曾經使用名稱)	Date of Birth / Date of Incorporation 出生/成立日期	Nationality / Country of Incorporation 國籍/成立地點	Identity / Passport / BC No. 身分證/護照/公司號碼	Residential / Registration Address 居住/註冊地址	Source of Wealth 資本來源	Shares holding (No. & %) 持股比例 (數量及百分比)

IMPORTANT NOTE:**According to THE BENEFICIAL OWNERSHIP SECURE SEARCH SYSTEM ACT, 2017, SECTION 9 (2):-**

(1) A corporate and legal entity shall identify any person who is a beneficial owner or a registrable legal entity of that corporate and legal entity and notify the registered agent of those persons so identified as beneficial owners and those legal entities so identified as registrable legal entities within 15 days of identifying such person or entity

(2) Beneficial Ownership Secure Search System Act Section 12 (1) A corporate and legal entity shall within 15 days of becoming aware of a change of any of the prescribed information relating to beneficial owners or registrable legal entities notify its registered agent of such changes and the date such changes took place.

To comply with the abovementioned requirements, please provide the necessary documents to AEGIS INTERNATIONAL GROUP at least **two working days** before due date for our further actions, otherwise, penalty will be imposed.

Beneficial Owner(s) Information (complete for BO with $\geq 25\%$ holdings)
 最終受益人 (如持有相等或超過百分之二十五的股權之最終受益人, 請填寫有關資料)**

Name (former name, if any) 姓名 (曾經使用名稱)	Date of Birth 出生日期	Nationality 國籍	Identity / Passport No. 身分證/ 護照號碼	Residential Address 居住地址	Source of Wealth 資本來源	Shares holding (No. & %) 持股比例 (數量及百分比)

Records and Underlying Documentation 記錄和重要文檔 (Please write to AEGIS Group when there is any change in below details within 14 days of the change. 如果下面的資料有任何變化, 請於變更後 14 日之內書面通知利堡集團有關變更。)

Person(s) to maintain and control the Company including accounting record 保存和管理公司記錄和重要文檔的人員(包括會計記錄)	Location of underlying documents 基本文件存放位置
Name 姓名:	
Name 姓名:	

Secretary(s) Information (complete if available) 如有

Name 姓名 (First name, Last name)	Date of Birth / Incorporation 出生/成立日 期 (DD/MM/YY)	Nationality / Country of Incorporation 國籍/成立地 點	Identity / Passport / BC No. 身分證/ 護照/公 司號碼	Residential / Registration Address 居住/註冊地址	Occupation 職業

Note:

**** Please refer to the Due diligence checklist to provide the necessary documents.**

**** 設立時, 請參閱盡職審查表單並提供法定所須文件。**

Due diligence checklist 盡職審查表單**

Due Diligence document of the company director(s) and shareholder(s) 公司董事及股東的盡職審查要求

* Any documents which are not in English language, a translation of the documents shall be provided.
如文件為中文，請在旁邊用英文作翻譯

Individual 個人:-

1. 經認可認證人認證的含照片之護照或身份證明檔副本
Certified true copy of passport / ID, bearing clear photograph; and
2. 經認可認證人認證的住址證明副本
Certified true copy of address proof (i.e. utility bill, bank statement) with the date not more than 3 months.

* Kindly note that if the individual is a Politically Exposed Person (PEP); or related to PEP; or presents a higher level of risk; or when such individual hits an identity match with the World Check result, we need to collect enhanced Due Diligence, such as professional reference letter for our due diligence records. 如該人士屬於政治人物或其家屬或涉及高風險人物關係或未能通過背景調查，本司將按情況須要求該人士提供額外文件(如:專業人士出具有效之推薦信)。

Corporate Shareholder:- 法人股東

- Certified true copy of Certificate of Incorporation (or equivalent);
經認證之公司執照副本; (或相關文件)
- Certified true copy of M&A (or equivalent);
經認證之公司章程副本; (或相關文件)
- Certified true copies of Registers of Directors and Members (or equivalent);
經認證之董事及股東名冊副本; (或相關文件)
- Certified true copy of passport, bearing clear photograph, of any 2 director(s), shareholders and ultimate beneficial owner(s) holding more than 10% shareholding of the Corporate body; and
持股高於 10% 的任何兩位董事、股東及最終受益人須提供經認證之含照片護照或身份證明文件副本;
- Certified true copy of address proof (i.e. utility bill, bank statement) with the date not more than 3 months, of any 2 directors, shareholders and ultimate beneficial owner(s) holding more than 10% shareholding of the Corporate body. 持股高於 10% 的任何兩位董事、股東及最終受益人須提供經認證之住址證明;

In case, the group structure is complicated or with multi-layers, an organization chart, duly certified as true copy by a director of the Corporate Shareholder shall be provided to us for supporting.
如該集團架構複雜或涉及多層架構，該公司董事須提供並簽署認可的公司架構圖;

Corporate Director 法人董事:-

- Certified true copy of Certificate of Incorporation (or equivalent);
經認證之公司執照副本; (或相關文件)
- Certified true copy of M&A (or equivalent)
經認證之公司章程副本; (或相關文件); and 及
- Certified true copies of Registers of Directors and Members (or equivalent).
經認證之董事及股東名冊副本; (或相關文件)

In the event that a **publicly-listed company** and/or a **state-owned enterprise** is involved in the group structure, the followings items shall be provided for compliance purpose:-
如架構涉及上市公司或國營企業，與提供以下文件:-

Listed company:- 上市公司

- Certified true copy of Certificate of Incorporation and/or Certificate of Change of Name (If any)
經認證之公司執照副本或更名執照副本; (或相關文件)
- Stock code with the listing jurisdictions
上市公司號碼及其司法管轄區

- Registered address
註冊地址
- Website of the listed company
公司網頁

State-owned enterprise / Government-owned corporation:- 國營企業

- Certified true copy of Certificate of Incorporation and/or Certificate of Change of Name (If any),
經認證之公司執照或更名執照副本; (或相關文件)
- Registered address
註冊地址
- Website of the State-owned enterprise
國營企業網址

In the event that a Trust is involved in the group structure, the followings items shall be provided for compliance purpose:-

如架構涉及信託，須提供以文件:-

The due diligence documents required for Settlor 財產授與者的盡職審查文件:

- Certified true copy of valid passport and residential address proof of the settlor
財產授與者之身份證明及住址證明副本

The due diligence documents required for the Trust:

- Certified true copy of "Appointment of Trustee"
經認證之信託人委任書
 - Certified true copy of cover page with stamping (if applicable) of the trust deed (to show the relationship of the trust and trustee)
經認證之完成郵戳信託書封面頁認副本
 - Certified true copy of valid passport and residential address proof of beneficiary(ies)
受益人經認證之身份證明及住址證明副本
 - Certified true copy of valid passport and residential address proof of protector(s) and controller(s) (if applicable)
信託管理人經認證之身份證明及住址證明副本
- Organization chart of the trust
經董事簽署的信託架構副本

The due diligence documents required for the Trustee:

- Certified true copy of the Trust Business License (*Trustee License*)
經認證之信託代理證書

Notes regarding our certification requirements:

Due diligence documents are required to be certified as true copies by the person / entity, who must be independent of the individual, trust or legal person for which the certification is being provided.
所有認可認證人須與該公司身份獨立，並沒有任何關係。

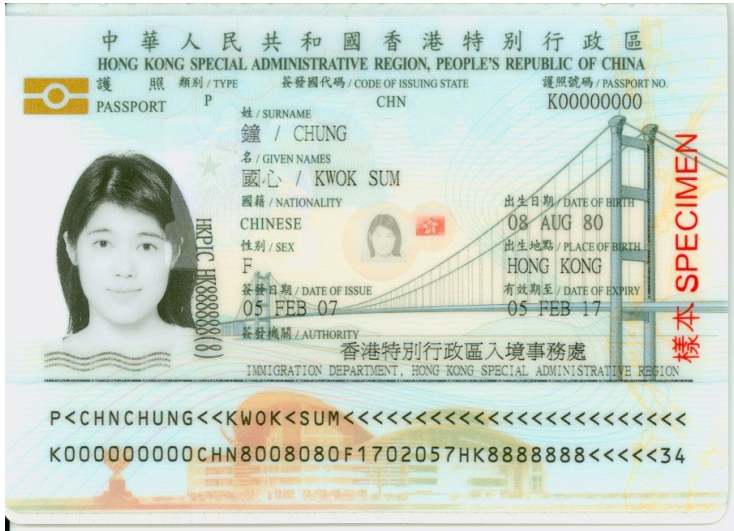
If the certifier is an individual, instead of a professional firm, copy of his / her membership certificate / card of the individual shall also be provided to for records.
如認證人為個人而非組織，請提供認證人專業證書。

In addition, the due diligence documents shall be certified as true copies by the person / entity, who is an “Eligible Certifier” as follows:- 以下人員為認可認證人:-

- A judicial officer or a senior public officer 司法人員
- An officer of an Embassy, Consulate or High commission of the country of issue of documentary evidence of identity 使館、領事館國家司法機關主任
- A legal practitioner, medical practitioner, accountant, chartered secretary or actuary who belongs to a recognized professional body with established rules of professional conduct 律師、會計師、註冊公司秘書
- A notary public who is governed by established rules of professional conduct or statutory compliance measures 國際公証人
- A director, manager or senior officer of a licensed bank or Licensed Trust or Company Service Provider (TCSP)

In the event that the due diligence documents are not written/printed in English, an English translation of the documents shall be provided.
如屬非英文文件，請將文件翻譯為英文。

Specimen - Proof of Identification



“We, hereby certify that this is a true and complete copy of the original.”; OR
 “Certified true copy”

(The certification might not be the exact wording but along those lines.)

Full name of the certifier:	
Qualified capacity and license number:	
Address	
Date of certification:	
Signature of the certifier:	

Specimen – Proof of address

Big Brother Bank <i>"We watch over you"</i> P.O. Box 1573 Beantown, MA 02116 Justin Case 123 Redlight Lane TwistNshout, MA 02345		Account Number: 026-257311 Statement Begin Date: JAN 02, 2002 Statement End Date: FEB 01, 2002				
Super Checking Account Activity						
Beginning Balance	Credits	Debits	Service Charge	Ending Balance		
2591.24	1946.93	1956.43	0.00	2581.72		
Credits	Description	Date	Amount			
	DEPOSIT	01/05/02	26.90			
	AUTO DEPOSIT	01/15/02	954.27			
	AUTO DEPOSIT	01/30/02	954.27			
	INTEREST	01/31/02	11.49			
	Total Credits			1946.93		
Checks	Check No.	Date	Amount	Check No.	Date	Amount
	352	01/04/02	\$ 321.50	353	01/05/02	\$ 100.00
	354	01/10/02	\$ 122.30	355	01/11/02	\$ 59.95
	356	01/15/02	\$ 852.33	357	01/30/02	\$ 500.35
	358	01/15/02	\$ 852.33	359	01/30/02	\$ 500.35
	360	01/15/02	\$ 852.33	361	01/30/02	\$ 500.35
	362	01/15/02	\$ 852.33	363	01/30/02	\$ 500.35
	364	01/15/02	\$ 852.33	365	01/30/02	\$ 500.35
	366	01/15/02	\$ 852.33	367	01/30/02	\$ 500.35
	368	01/15/02	\$ 852.33	369	01/30/02	\$ 500.35
	370	01/15/02	\$ 852.33	371	01/30/02	\$ 500.35
	372	01/15/02	\$ 852.33	373	01/30/02	\$ 500.35
	374	01/15/02	\$ 852.33	375	01/30/02	\$ 500.35
	376	01/15/02	\$ 852.33	377	01/30/02	\$ 500.35
	378	01/15/02	\$ 852.33	379	01/30/02	\$ 500.35
	380	01/15/02	\$ 852.33	381	01/30/02	\$ 500.35
	382	01/15/02	\$ 852.33	383	01/30/02	\$ 500.35
	384	01/15/02	\$ 852.33	385	01/30/02	\$ 500.35
	386	01/15/02	\$ 852.33	387	01/30/02	\$ 500.35
	388	01/15/02	\$ 852.33	389	01/30/02	\$ 500.35
	390	01/15/02	\$ 852.33	391	01/30/02	\$ 500.35
	392	01/15/02	\$ 852.33	393	01/30/02	\$ 500.35
	394	01/15/02	\$ 852.33	395	01/30/02	\$ 500.35

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**"We, hereby certify that this is a true and complete copy of the original."; OR
 "Certified true copy"**

(The certification might not be the exact wording but along those lines.)

Full name of the certifier:	
Qualified capacity and license number:	
Address	
Date of certification:	
Signature of the certifier:	

Specimen – Corporate Documents



**“We, hereby certify that this is a true and complete copy of the original.”; OR
“Certified true copy”**

(The certification might not be the exact wording but along those lines.)

Full name of the certifier:	
Qualified capacity and license number:	
Address	
Date of certification:	
Signature of the certifier:	

中文譯本，僅供參考。如中英本文義分歧，概以英文本為準。