

### Company Incorporation Checklist

<p><b>1. Company Name<sup>1</sup></b></p> <p>Alternative name (2<sup>nd</sup> Choice)</p>	
<p><b>2. Registered Office</b></p>	
<p><b>3. Proposed Business Activities</b></p>	
<p><b>4. (i) Authorized Capital</b></p> <p><b>(ii) Par Value</b></p>	
<p><b>5. Ordinary or Exempted</b></p>	
<p><b>6. Standard (4-5 days turnaround)</b></p>	<p><b>Yes      No</b></p>
<p><b>7. Express ( 1 day turnaround)</b></p>	<p><b>Yes      No</b></p>
<p><b>8. Source of Wealth</b></p>	

<sup>1</sup> Company's Names can be reserved prior to filing incorporation documents for a period of one week, one month or three months for a requisite fee.

**9. Shareholder Details:**

Name	Address	Occupation	No. of Shares

Is the shareholder(s) listed on a Recognized Stock Exchange Yes No

Each individual shareholder holding a 10% voting interest or more and each individual ultimately holding a 10% voting interest in any corporate shareholder<sup>2</sup> (a “controlling owner” must:

- (a) Complete the personal questionnaire (Appendix 2)
- (b) Provide a certified copy of government issued photo identification<sup>3</sup>; and
- (c) Provide a reference letter from a bank and a reference letter from a law firm or an accounting firm.

Each corporate shareholder holding a 10% voting interest or more must provide:

- (a) A certified or notarized copy of the Certificate of Incorporation and Register of Members or equivalent), together with details of the registered office, and place of business;
- (b) A copy of the last annual report (if published)
- (c) The above mentioned items specified at paragraph 9.1 subparagraphs (a), (b) and (c) for each of the ultimate controlling owners being any person holding a 10% voting interest or more, or otherwise with principal control over the shareholder’s assets; and
- (d) Provide a reference letter from a bank and a reference letter from a law firm or an accounting firm

**10. Shareholder Details:**

Name	Address	Occupation	Title

<sup>2</sup> A “Controlling Owner”: this analysis will require you to “drill down” through indirect corporate and other entities to the ultimate individuals holding a 10% voting interest, if any.

<sup>3</sup> Documents must be certified by such professionals as an attorney, accountant, notary public, judge, senior civil servant, government official or director or manager of a regulated credit or financial institution. The certifier should provide their name (in English), signature, contact address, phone number, title, employer name or occupation and the date of certification. Preferably the certification should also read as “ **This document is certified by me as a true and correct copy of the original** ” (certifications on a separate cover sheet or slip are not permissible). For further guidance, refer to the specimen set out in Appendix 5.

<b>11. Seal(s) Required<sup>4</sup></b>	No seal will be obtained unless expressly requested or expressly stated by Cawmere Consulting services  NO seal required  YES common seal required  YES common seal and duplicate seal required
<b>12. Address for Communications</b>	Tel:  Fax:  Email:
<b>13. Address for Annual Return Invoice (if not the same as 10 above)<sup>5</sup></b>	Attn:  Tel:  Fax:  Email:

By signature and return of this checklist, the signatory undertakes to procure that for so long as its registered office is provided by Cawmere Consulting Services the company will promptly notify Cawmere Consulting Services on its behalf in writing of any changes from time to time to its business activities, its directors, officers, shareholders or controlling owner(s). The signatory also undertakes to procure payment of Cawmere Consulting Services fees and disbursements relating to the Company's incorporation and the provision of the registered office. I acknowledge the content and requirements of this checklist and confirm for the benefit of Cawmere Consulting Services the accuracy of the information provided above. I also request that Cawmere Consulting Services attend to the incorporation of the Company.

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Promoter/Prospective Director/Shareholder/Firm

Name:

Date:

<sup>4</sup> A seal is not mandatory. It may nevertheless still be useful to meet requirements and practices in other jurisdictions. The cost is approximately US\$100 per seal. If the common seal is to be kept by the client, the Company must resolve to keep the seal other than at its registered office.

<sup>5</sup> An annual return invoice is issued by Cawmere around October each year. This invoice includes fees payable to the Cayman Islands Government and Cawmere in respect of the Services provided to the Company.

**Appendix 2: Personal Questionnaire for Directors and Individual Shareholders  
(If insufficient space is provided, please attach a separate sheet of paper)**

1. Name of Company in connection with which this questionnaire is being completed:	
2. Surname:  Forename(s):  Any previous name(s) by which you have been known :  Gender (Male/Female):	
3. Are you completing this questionnaire as a Director or Shareholder:	Yes                  No
4. Private Address:	
5. Occupation:	
6. Date of Birth:  Place of birth (including town, state and Country)	
7. Nationality:	
8. Passport Number or other identification document:	
9. Have you at any time been convicted of any offence (except a traffic offence, if any) or been subject to sanctions by a judicial, government, professional or other regulatory body? If so, five full particulars:	Yes                  No
10. In carrying out your duties will you be acting on the directions or instructions of any other person? If so, give full particulars of such person and the nature of their involvement:	Yes                  No

I, \_\_\_\_\_ CERTIFY that the above information is complete and correct to the best of my knowledge and belief and I undertake that, as long as I continue to be a director or shareholder of the above company I will promptly notify Cawmere Consulting Services (or Cawmere Consulting Services on its behalf) of any material changes affecting the completeness of the answers to these questions.

Date:

Signed: \_\_\_\_\_