**Order form British Virgin Island Incorporation service**

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| *The completed form should be posted to the address below. Work can start on the basis of a sent application (Scanned) form to*[*info@startupregistry.hk*](mailto:info@startupregistry.hk)*and full payment.* |

**BVI Company Registration Application Form – limited by shares (TOTAL ONLY: 1,089 $US)**

* BVI State fees: $ 350 State fee (Name reservation is included)
* Our service fee of US$ 439 includes:
* Checking Name Availability,
* Registered agent (Including incorporation and the first year Resident Agent/Registered Agent),
* Filling of the Memorandum and Articles, submitting a certificate form
* Sending Articles of Association and Certificate of Incorporation to you.

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| 1. Contact and Mailing Address for Order |

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| First Name\*: |  |
| Last Name\*: |  |
| Address\*: |  |
| City\*: |  |
| State\*: |  |
| ZIP code\*: |  |
| Country\*: |  |
| Phone\*: |  |
| Fax\*: |  |
| Email\*: |  |

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| 1. Name of Company |

Propose us 3 different names, find more in “[User Guide No.2 – Company NamesHYPERLINK "link:http://www.bvifsc.vg/Publications/GuidanceNotes/tabid/216/Default.aspx".](link:http:%2F%2Fwww.bvifsc.vg%2FPublications%2FGuidanceNotes%2Ftabid%2F216%2FDefault.aspx)“ You can use even foreign character (Latin alphabet). Choose the appropriate ending, such as “Limited” or “Ltd.”Any alphabet can be used. However we will need a translation which will have to be under oath to a BVI Notary. For the first time a specimen signature and sworn copy of the translators passport will be required.

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| First choice: |  |
| Second choice: |  |
| Third choice: |  |

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| 1. Incorporation service |
| Incorporation fees **+ US$ 89** |

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| 1. Registered agent |

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| Registered agent – number of extra prepaid years\*: |  |

Bear in mind that government fee is every year the same - where the company is authorized to issue less than *50,000 shares (350 US$ government fee) and more than 50,000 shares (1100 US$ government fee)*

I appoint Startupr Hong Kong Limited as my authorized full agent

* BVI Registered agent – 1 year US$ 1,000
* BVI Registered agent – 2 years US$ 2,000
* BVI Registered agent – 3 years US$ 3,000

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| Nature of business /Purpose | All Lawful Business |

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| Company shall be managed by \_\_\_\_\_\_\_\_\_\_\_\_\_ Director(s) |

Companies limited by shares may be managed by one or more director(s). If the company is to be managed by one or more directors, the name and post office or street address, either resident or business of each director must be set forth. The shareholder and director might be the same person it means that just one person might incorporate a company (being recognized as shareholder a well as director).

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| 1. Registered Capital Information |

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| Number of shares | Value of shares |
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State filling fees is based on the value of the total number of authorized share stated in the BVI Business Companies Act (article of incorporation). The government fees for incorporation of company (limited by shares):

* Where the company is authorized to issue less than *50,000 shares (350 US$ government fee)*
* Where the company is authorized to issue more than *50,000 shares (1,100 US$ government fee)*

The normal authorized share capital is US$ 50,000 divided into shares – 1 share = $ US 1. The minimum issued capital may be one share par value ($US 1).

**Names and address of director(s) or shareholder(s)**

*Please be sure that all the individuals’ names must be the same as the names on their passports.*

**First shareholder or director**

|  |  |
| --- | --- |
| First Name\*: |  |
| Last Name\*: |  |
| Passport No.\*: |  |
| Passport Issuing Country\*: |  |
| Street and City\*: |  |
| Country\*: |  |
| ZIP\*: |  |
| No. of Shares\*: |  |
| Will he/she be a director or shareholder? |  |

**Second shareholder or director (optional)**

|  |  |
| --- | --- |
| First Name\*: |  |
| Last Name\*: |  |
| Passport No.\*: |  |
| Passport Issuing Country\*: |  |
| Street and City\*: |  |
| Country\*: |  |
| ZIP\*: |  |
| No. of Shares\*: |  |
| Will he/she be a director or shareholder? |  |

**Third shareholder or director (optional)**

|  |  |
| --- | --- |
| First Name\*: |  |
| Last Name\*: |  |
| Passport No.\*: |  |
| Passport Issuing Country\*: |  |
| Street and City\*: |  |
| Country\*: |  |
| ZIP\*: |  |
| No. of Shares\*: |  |
| Will he/she be a director or shareholder? |  |

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| 1. Nominee director |

Do you want Startupr to provide Nominee director?

Yes  No

* BVI Nominee director – 1 year US$ 980
* BVI Nominee director – 2 years US$ 1960
* BVI Nominee director – 3 years US$ 2940

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| 1. Company documentation services |

Please below indicate if you require additional documentation (i.e. apostille or legalized copies of corporate documents). NB the cost of certified, notarized and legalized documents is not included in the original quotation, if you require these documents please indicate below and we will advise you of the additional charges.

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| |  |  |  |  | | --- | --- | --- | --- | | **Document** | **Notarized &Apostilled** | **N&A in Jurisdiction** | **No. of Copies** | | Original Certificate of Incorporation |  |  |  | | Memorandum Articles of Association |  |  |  | | Resolution Electing Directors |  |  |  | | Resignation of Subscriber’s Rights |  |  |  |   If legalized documents are required please state country:   |  | | --- | |  | |

We charge **$ US 495** per apostille bound if it’s required plus $ US 115 onwards for courier depending on quantity of documents to be dispatched.

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| 1. Bank account |

We can open up a bank account in St Vincent - europacbank.com, Latvia - ABLV.com, $ 875 USD.

Documents to be submitted: Original, Completed Due Diligence Questionnaire, and Certified Passport Copy of all Directors, Secretary and Beneficial Owners. Once you decide to choose your bank we will provide you with documents, which are supposed to be filled up. The package also includes 380 UD$ - COI - Certificate of Incumbency.

Do you want Startupr to open a bank account?  Yes  No

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| 1. Payment information |

*Please select one of the payment methods below:*

Credit Card  Bank Transfer

1. **Credit Card**

*(If you have chosen Credit Card)*

Card Type  Visa  Master Card  American Express

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| --- | --- | --- | --- |
| Card number |  | Expiry date |  |

|  |  |
| --- | --- |
| Card holders name (as shown on card) |  |

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| --- | --- |
| Billing address |  |

|  |  |
| --- | --- |
| The date you fill this payment info (today) |  |

|  |  |
| --- | --- |
| Authorized Signature |  |

**After debiting my credit card**

*Do you want to be notified?*  Yes  No

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Notify me by fax

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Notify me by email

1. **Bank Transfer**

*(If you have chosen Bank Transfer)*

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A bank transfer of USD

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Bank from which transfer was sent

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Date transfer was made

HSBC Business Direct Account Number: 848-102778-838

Beneficiary Bank Name: HSBC Hong Kong

Beneficiary Bank Address: 1 Queen’s Road Central, Hong Kong

Beneficiary Bank Code: 004

SWIFT Address: HSBCHKHHHKH

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| 1. Questionary |

*How did you hear about Startupr Hong Kong Limited services?*

Existing Client From Friend Internet Search

Referred by Professional Advisor Web Banner Advertising Other (please specify)

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| 1. Client engagement procedures |

**Furthermore, we need to get following requirements in order to register your company in registry of BVI***(find out more in “due diligence requirements” below)***:**

1. A notarized copy or a copy certified by a lawyer, notary public of a **photographic identity document** such as a passport or country issued identity card, which states that the person saw the original, the copy is a copy of the original and if there is a picture, that the picture is a true likeness*.(Sample language attached)*
2. **Confirmation of address** by providing a copy of the relevant portions of a utility bill, telephone bill, or credit card bill, which is dated within the last three months.
3. **Source of wealth**; a bank reference letter or professional reference letter from a lawyer or an accountant or similar person reference setting out the duration of your relationship (preferably at least 2 years) and that in the case of a bank reference, in the opinion of the bank, you have operated your account satisfactorily otherwise that you are of good character and reputation. (*Sample language attached)*
4. **photographic identity document**
5. applicant (client) must provide a copy of current valid Full Passport
6. the copy must bear a clear photograph, the holders signature and the document number
7. the copy must be certified by a notary public, a banker, a lawyer, another professional person
8. The person undertaking the certification should be a member of a professional organization 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.
9. The original document sent to us must bear original signature of the person certifying the identity document.
10. The document must be certified by individual mentioned above (lawyer, solicitor, etc.) and being responsible that the copy was signed in the presence of the individual (customer) concerned by inserting the following text (or similar on the copy( copy should be on the same page (above or below o the statement):

*[Client Name, address, passport number, issuing date and place (valid until)]*

*Dear Sir:*

*We are writing to provide a reference for [Client Name].*

*I hereby certify that [Client Name] appeared before me and that I have seen the original of this document and certify that this is a true copy of the original [and that the photograph appearing thereon is a true likeness of the person named in the document].*

*Dated this [ ] day of [ ]. Email Address:*

*Name of solicitor or notary: Phone:*

*Membership No(if applicable): Address:*

*Company:*

*Signature (stamp):\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

1. **Confirmation of address**

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 recognized bank.
* Original credit card statement.
* Original bank reference, confirming the home address, from a recognized bank

1. **Source of wealth**

*[Client Name, address, passport number, issuing date and place(valid until)]*

*Dear Sir:*

*We are writing to provide a reference for [Client Name].*

[Client Name] has been a client of ours for [●] years and we consider him to be honest and trustworthy and of

good character.

We confirm that based on our records his/her address is: [●]

Sincerely,

[●]

[Name of person/company giving reference]

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| 1. Due diligence requirements |

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| Mandate |

*In order to proceed this application form, please provide the full name of the person you wish to appoint to give instruction to Startupr Hong Kong Limited for establishment of Limited company in BVI.*

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Responsible (Appointed) Person’s Last name and First name

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Passport Number

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Signature

**Declaration**

*I/we, the person (s) whose name(s) appear below, declare and by our signature below, confirm that we are authorized representatives of the Applicant to acquire services from Startupr Hong Kong Limited to establish an International Business Company and we have read and agreed to be bound by Startupr Hong Kong Limited’s Terms and Conditions, or such other new Terms and Conditions which might occur and be published on* [*www.startupr.com*](http://www.startupr.com)*.*

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Date

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Name (Last & First)

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Signature