

CLIENT QUESTIONNAIRE
COMPANY FORMATION

1. Contact or instructing party:

Name: _____
Address: _____

Telephone#: _____ Fax#: _____

2. Proposed Name of Company with 2 alternatives (see Note A.):

a) _____
b) _____
c) _____

3. State precise nature and business of the company:

4. Information on owners / beneficial owners (See Note B.)

	(1)	(2)	(3)
Name:	_____	_____	_____
Address:	_____ _____	_____ _____	_____ _____
Phone:	_____	_____	_____
Fax:	_____	_____	_____
Nationality:	_____	_____	_____
Occupation:	_____	_____	_____
Percentage of Shares:	_____	_____	_____
Use Nominee:	Y / N	Y / N	Y / N

(See Note C.)

If a company is to be a shareholder please provide names and addresses for all persons given proxies on behalf of the shareholder.

5. Are share certificates to be held at registered office: Y / N

If "No" enter address where shares are to be sent:

Name: _____
Address: _____

6. Share Information (See Note D.)

a) Amount and Currency of Authorised Share Capital: \$ _____
b) Par Value of shares: \$ _____

- c) Classes of Shares: Attach notes for specific requirements
- d) Proposed call on minimum/authorised capital (%): _____
- e) Any other special conditions - attach notes
- f) Are Bearer Shares required? Y / N

7. Assets transferred to the company

If the principals intend to transfer assets of a value in excess of the par value of the issued shares how will the excess be treated:

- a) Loan to the company (give terms and conditions for repayment)
- b) Share Premium
- c) Contributed Surplus

8. Directors and Officers (See Note E.)

If the company wishes to use our nominees please tick the box

If the company will elect its own directors and officers please provide a complete list including title, name, address and nationality.

	(1)	(2)	
(3)			
Name:	_____	_____	_____
Address:	_____	_____	_____
	_____	_____	_____
Phone:	_____	_____	_____
Fax:	_____	_____	_____
Nationality:	_____	_____	_____
Occupation:	_____	_____	_____

9. Banking (See Note F.)

Preferred Bank: _____

Account Type: Chequing / Savings / Investments

Currencies of accounts: _____

Authorised Signatories: _____

Signing Authority Limits _____

Other accounts: Please list preferences

Address for Bank Statements: _____

Will the owners manage the company's banking and investment affairs or will the company depend upon the services of this firm's in-house asset management services:

Y / N

Please apply for details of the service range of Claymore Asset Management Ltd.

10. Accounting and Audit

Audit is optional.

Do you wish to use our in-house service: Y / N

If no please name the accountants you wish to appoint:

Name: _____

Address: _____

Phone/Fax: _____

11. Does the company intend to operate within the Turks and Caicos Islands Y / N

a) (No) the company will conduct its business overseas.

Under normal circumstances this will be an Exempted Company but if the company wishes to undertake business in a regulated industry from TCI the company must apply for the relevant licence and the company may not be incorporated until the licence has been approved.

This will apply to most financial services including Banking, Insurance and Trustee Business.

b) (Yes) the company will undertake business in TCI

Please specify the nature of business and type of business licence desired;

Please specify any personnel to be permanently stationed in TCI and their job functions for work permit applications;

Please advise this firm as soon as possible in order that we may forward relevant application forms and requirements for Business Licence and Work Permits.

In the case of substantial investments in a company operating in TCI (in excess of \$500,000) please advise precise details in order that we can forward additional papers in respect of potential incentives for inward investment (Permanent Residence Applications, Applications for Development Orders, Exemptions etc.)

12. Please Note: All Beneficial Owners, Directors and Officers must provide:

(a) **Photo ID** in the form of a copy of the page in his/her passport bearing the name and photograph. IN absence of a passport alternative photo ID may be accepted (driver licence etc.)

(b) **A letter of reference** from his / her bank. This letter may be addressed "To whom it may concern ..."

These items together with the contents of this form are held as confidential information not to be disclosed to third parties but are essential information for our files if we are to properly serve you. Note, however, that if you open a bank account the bank will require the same information in order to identify you as a client. **Please initial here to approve our disclosure of this information to your prospective bankers:**

NOTES

A) **COMPANY NAMES**

An Ordinary company doing business in TCI must use the word “Limited” or “Ltd.”

An Exempted company registered in TCI but doing business overseas is not required to use the word “Limited” or “Ltd.”. Such company may use a simple name with no suffix or may use any suffix which lends credence in the country(s) where it intends to do business [e.g. “S.A.”; “Spa”; “Inc.”; “Pte.”; “Pty.”; “Sdn.Bhd.”; “KK”; etc.]

An Exempted company whose name is a combination of proper names must use such a suffix in order to show it is not a partnership. Foreign language names can be used but a verifiable English translation must accompany the filing.

B) **OWNERS AND BENEFICIAL OWNERS**

If the owner or beneficial owner is an individual bank references must be supplied.

If the owner or beneficial owner is a company quoted on a major stock exchange three copies of the latest audited financial statements must be supplied.

If the owner or beneficial owner is a company not so quoted it must provide bank references, copy of the certificate of incorporation certified by the relevant authority in the jurisdiction of the registration and copy of the Memorandum & Articles of Incorporation (or Articles of Incorporation and Bylaws).

C) **NOMINEES**

Claymore provides nominee services for shareholders, directors and officers at modest annual fees. Please specify which nominee services you will require.

In the case of nominee shareholders **Claymore will issue a Declaration of Trust, an executed share transfer in blank and an Indemnification agreement in respect of the shares held by the nominee for the beneficial owner.**

D) **SHARE CAPITAL**

For minimum stamp duty on incorporation an **Ordinary** company is permitted authorised capital of US\$50,000 and this can be expressed at the desired par value per share in order to calculate number of shares authorised.

For minimum stamp duty on incorporation an **Exempted** company is permitted authorised capital of US\$5,000 and this can be expressed at the desired par value per share in order to calculate number of shares authorised.

If the company requires additional authorised capital please apply for rates of stamp duty applied to the desired authorised capital.

E) **DIRECTORS AND OFFICERS**

Normally a company must have a minimum of one Director and a Secretary (who can be the same person).

In the case of certain regulated industries the company must have minimum two Directors and a Secretary.

Other officers can be appointed and their responsibility and authority must be defined (e.g. “President”; “Vice President” etc.)

F) **BANKING**

Our nominees can act as bank signing officers for the company. Any other person authorised to sign on the bank accounts must provide **a bank reference from his own bank; a copy of passport photograph and personal details.** At your option please take advice in your own jurisdiction of residence as to whether control of a foreign bank account has any effect on your tax status.

Local banks generally require a deposit of between \$1,000 and \$2,000 in order to open an account.

G) PUBLIC INFORMATION

Any information on shareholders, directors and officers supplied to the Registrar of Companies and placed on the Companies Register is considered "Public Domain". Exempted companies are not required to file that information.

Our firm provides nominees in order to preserve the anonymity of the beneficial owners.

H) ANNUAL FILINGS

All Exempted companies must file returns and pay their annual fees **before the end of January each year.**

It is our practice to pro-rate our fees for services for the first year and thereafter to collect Government Fees; Registered Office Fees and Nominee Fees as a **single sum each January.**

There are penalties and fines for late filing with Companies Register and **companies failing to pay their annual fee to Registry by April 31 may be struck from the Register.** If a company is struck it cannot be re-instated except by payment of all outstanding fees and penalties plus a reinstatement fee of US\$275.00.

I) TAXES - There are no corporate, gains, personal or withholding taxes in TCI.

J) CURRENCY

The currency of TCI is the United States Dollar - there are no exchange controls. Companies can hold bank accounts in any major currency.

K) FEES

Documentation, Preparation, Filing and Incorporation	\$1,600.00
Government fee - exempt companies	100.00
Government fee - ordinary/local companies	275.00
Annual Fees: Registered Office	\$1,000.00
Registry Fee	\$ 300.00

Nominee Shareholders __ @ \$150.00 each

Nominee Directors ___ @ \$750 each

Funds must be credited to our account prior to filing.

PERSONAL INFORMATION

Each person named in response to Q. 4 in the form must complete this individual information sheet. These may be submitted individually and will be filed individually for confidentiality purposes.

In order for us to provide nominees to conduct the business and preserve the confidential information we require some knowledge of our clients. Any due diligence undertaken by ourselves would be done in such manner as not to disclose any information connecting the owner to the company or to the offshore position.

Please note that a bank reference on the owner is required in order to open a local bank account for the company. Local banks are bound by the confidentiality laws in TCI.

To protect against the unforeseen event where a client is deceased and the company has assets or transactions we require reliable contact sources.

Name: _____

Social Security #: _____

Bankers: _____

ABA# _____

Lawyers: _____

Accountants: _____

Other Persons : _____

