



UNITED KINGDOM LIMITED LIABILITY (LLC) COMPANY SERVICES ORDER FORM

COMPANY SERVICES FOR PRIVATE CLIENTS ONLY
NOT FOR DISTRIBUTION PRIVILEGED INFORMATION

This order form leads you through a simple step by step procedure.

- Section 1** About the proposed United Kingdom Limited Liability Company
- Section 2** Company management and ownership structure
- Section 3** Persons and legal entities connected to the company
- Section 4** Services and related matters
- Section 5** Payment of fees
- Section 6** Formalities

Should you require assistance completing this form please contact your consultant.

Client engagement procedures are found within Appendix A attached hereto. Please refer to our terms of business which can be found on our website www.ocra.com.

Please complete this form in BLOCK CAPITALS and send by fax or email to the consultant dealing with your affairs and then send the signed original together with the supporting documentation to:

OCRA (Isle of Man) Limited	or	OCRA (London) Limited
Grosvenor Court		14 Hanover Street
Tower Street		Hanover Square
Ramsey		London
Isle of Man IM8 1JA		United Kingdom W1S 1YH

Tel: +44 1624 811000

Fax: +44 1624 811001

Email: ocra@ocra.com

Tel: +44 (20) 7317 0600

Fax: +44 (20) 7317 0610

Email: ocrauk@ocra.com

1.0 - ABOUT THE PROPOSED UNITED KINGDOM COMPANY

Please provide the name of the country of incorporation (e.g. England and Wales)

Country of Incorporation: England and Wales Scotland

1.1 - ABOUT THE NAME OF THE PROPOSED UNITED KINGDOM COMPANY

Please provide a list of company names for the proposed company unless you have already reserved a pre incorporated company. For Private Limited Companies the name must end with the word Limited or the abbreviation LTD. For Public Limited Companies the name must end with the words "Public Limited Company" or the abbreviation "PLC".

First Choice _____ Suffix: _____

Second Choice _____ Suffix: _____

Third Choice _____ Suffix: _____

Have you selected this company name from our list of pre incorporated Companies Yes No

1.2 - ABOUT THE SHARE CAPITAL OF THE PROPOSED UNITED KINGDOM COMPANY

Notes:

A United Kingdom Company can express its share capital in any currency, sterling is standard. Our standard pre-incorporated Private Limited Companies are incorporated with a share capital of £1000 divided into 1000, £1 paid shares. The minimum paid up share capital is £1.

Public Limited Companies must have a minimum authorised share capital of £50,000 and a minimum of £12,500 must be paid up in order to obtain a Trading Certificate.

Please answer the following questions:

Please state the currency of the share capital if not Sterling

Please state the authorised share capital if not standard

1.3 - PURPOSE OF COMPANY (Tick the appropriate box)

- Investment Holding Trading in Goods/Services Consultancy
 Property Investment Expatriate Salary Other please specify

To assess your application, we need detailed information about what the company will be used for. Please list activities, goods to be traded, trading parties if known, nature of investments and services to be provided. **PLEASE ATTACH A BUSINESS PLAN IF AVAILABLE.**

1.4 - COMPANY STRUCTURE

If this Company is to be part of a Corporate Structure i.e. it will either own/part own other companies or be owned/part owned by other corporate entities please provide details to include where they are incorporated, where they are based and what their purpose is within the overall structure. **IF THERE ARE NO OTHER CORPORATE ENTITIES PLEASE PROCEED TO 1.5 OVERLEAF.**

1.5 - GEOGRAPHY OF PROPOSED BUSINESS

Please provide detailed information about where the company will trade and/or invest. List regions and countries.

1.6 - HOW WILL THE COMPANY BE FUNDED?

To comply with our statutory duties we must know how the company will be initially and subsequently funded. Please describe the source of funds that will be used to finance the Company in the space below. Documentation **must** be attached to support this application. Example: if using a loan, a copy of the loan agreement is required, if utilising personal funds, documentation will be required from the bank concerned.

1.7 - ABOUT THE TURNOVER, PROFIT AND TRANSACTIONS OF THE COMPANY

How much start up capital will be invested into the business?	*	_____
Estimated annual turnover	*	_____
What is the anticipated annual profit?	*	_____
Estimated number of transfers into the company's bank account per month	*	_____
Estimated value of transfers into the company's bank account per month	*	_____
Estimated number of transfers out of the company's bank account per month	*	_____
Estimated value of transfers out of the company's bank account per month	*	_____

* Please indicate the currency quoted in full

Any other pertinent Information:

2.0 - COMPANY MANAGEMENT AND OWNERSHIP STRUCTURE

Would you like OCRA Worldwide to arrange for the appointment of **Professional Directors** to this company? Yes No

Would you like OCRA Worldwide to provide **Nominee Shareholders** for this company? Yes No

Would you like OCRA Worldwide to assist in the establishment of a **Trust or Foundation** to own this company? Yes No

2.1 - OWNERS, SHAREHOLDERS, DIRECTORS AND OTHER CONNECTED PERSONS OR LEGAL ENTITIES

Please provide details of who will be the beneficial owner(s), shareholder(s), director(s), of the Company. If OCRA Worldwide is not providing professional directors we will require detailed information about the proposed directors after stating the connected persons and/or legal entities below. Please complete a page in Section 3 for each person or legal entity who is to be connected to the company.

Please note the minimum statutory requirements:

Type of Company	Directors At least 1 director should be a natural person	Shareholders	Secretary
Private Limited Company	1	1	Optional
Public Limited Company	2	1	Yes Qualified Person

Please cross the appropriate boxes

Names of Individuals or Legal Entities	Please cross the appropriate boxes				
	Director	Shareholder	Beneficial Owner	Nominee Services	% Interest
Example: Mr John Smith	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	50%
(1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(3)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(4)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(5)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
(6)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

2.2 - COMPANY SECRETARY

OCRA Worldwide will appoint a Company Secretary to the company, unless otherwise instructed.

STRUCTURING NOTES

Please complete this page for every person or legal entity who/ that is described in section 2.1. If a **legal entity** is connected to the company please fill in sections 3.2, 3.3 and 3.4 only. Two pages provided. Please copy if necessary.

3.0 – PERSONAL INFORMATION ABOUT THE CONNECTED PERSON

Title (e.g. Mr, Mrs, Dr): _____ Family Name: _____
 First and Other Names: _____ Former names: _____
 Occupation: _____ Languages: _____
 Passport Number: _____ Date of Birth: Sex: _____
 Nationality: _____ Place of Birth: _____

Please attach information and documentation as detailed in Appendix A

3.1 – PERMANENT RESIDENTIAL ADDRESS AND CONTACT DETAILS

Address: _____

 City: _____ State/Region: _____
 Post /Zip Code: _____ Country: _____
 Home Telephone: _____ Home Email: _____
 Home Fax: _____ Personal Mobile: _____

3.2 – OFFICE ADDRESS AND CONTACT DETAILS - FOR PERSONS AND LEGAL ENTITIES

Company Name: _____ Country of Incorporation: _____
 Contact Person: _____ Incorporation No: _____
 Address: _____

 City: _____ State/Region: _____
 Post/Zip Code: _____ Country: _____
 Office Telephone: _____ Office Mobile: _____
 Office Fax: _____ Office Email: _____

3.3 - PREFERRED METHOD OF CONTACT – Please indicate by ticking a box

Home: Telephone: Mobile: Fax: Email: Mail: Courier:
 Office: Telephone: Mobile: Fax: Email: Mail: Courier:
 Special Instructions:

3.4 – CONNECTION TO THE COMPANY – Please indicate by ticking the boxes or completing as necessary

Contact Person Managing Agent Intermediary
 Director Company Secretary An Existing Client
 Beneficial Owner/Shareholder, please state percentage ownership :
 Other please specify: _____

3.5 – SOURCE OF WEALTH

If you are the principal please provide a brief description as to the origin of your wealth and the period over which it was generated.

Please complete this page for every person or legal entity who/ that is described in section 2.1. If a **legal entity** is connected to the company please fill in sections 3.2, 3.3 and 3.4 only. Two pages provided. Please copy if necessary.

3.0 – PERSONAL INFORMATION ABOUT THE CONNECTED PERSON

Title (e.g. Mr, Mrs, Dr): _____ Family Name: _____
 First and Other Names: _____ Former names: _____
 Occupation: _____ Languages: _____
 Passport Number: _____ Date of Birth: Sex: _____
 Nationality: _____ Place of Birth: _____

Please attach information and documentation as detailed in Appendix A

3.1 – PERMANENT RESIDENTIAL ADDRESS AND CONTACT DETAILS

Address: _____

 City: _____ State/Region: _____
 Post /Zip Code: _____ Country: _____
 Home Telephone: _____ Home Email: _____
 Home Fax: _____ Personal Mobile: _____

3.2 – OFFICE ADDRESS AND CONTACT DETAILS - FOR PERSONS AND LEGAL ENTITIES

Company Name: _____ Country of Incorporation: _____
 Contact Person: _____ Incorporation No: _____
 Address: _____

 City: _____ State/Region: _____
 Post /Zip Code: _____ Country: _____
 Office Telephone: _____ Office Mobile: _____
 Office Fax: _____ Office Email: _____

3.3 - PREFERRED METHOD OF CONTACT – Please indicate by ticking a box

Home: Telephone: Mobile: Fax: Email: Mail: Courier:

Office: Telephone: Mobile: Fax: Email: Mail: Courier:

Special Instructions:

3.4 – CONNECTION TO THE COMPANY – Please indicate by ticking the boxes or completing as necessary

Contact Person Managing Agent Intermediary
 Director Company Secretary An Existing Client
 Beneficial Owner/Shareholder, please state percentage ownership :
 Other please specify: _____

3.5 – SOURCE OF WEALTH

If you are the principal please provide a brief description as to the origin of your wealth and the period over which it was generated.

4.0 - COMPANY DOCUMENTATION SERVICES

Please indicate if below if you require any additional documentation or legalised copies.

NB the cost of certified, notarised and legalised documents is not included in the original quotation, if you require these documents please indicate below and your consultant will advise you of the additional charges.

Document	Certified	Notarised & Apostilled	N&A in Jurisdiction	Legalised at an Embassy	No. of Copies
Certificate Of Incorporation					
Memorandum & Articles Association					
Certificate of Incumbency					
Certificate of Good Standing/Fact					
Appointment of Directors					
If legalised documents are required please state country:					

Other important requirements:

4.1 – CORPORATE BANKING SERVICES

If you require assistance with Bank Account Opening please indicate your preference below?

Please note that where OCRA Worldwide provides Directors to the Company the Bank account must be under the control of OCRA Worldwide signatories or in special circumstance under Joint Signatory Control.

Type of Account	<input type="checkbox"/> Current/ Checking	<input type="checkbox"/> Call Deposit	<input type="checkbox"/> Fixed Deposit
Signatory (1)		Signatory (2)	
Signatory (3)		Signatory (4)	
Preferred Location of Account?			
OCRA Worldwide to recommend a suitable Bank for the opening of a Corporate Account?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
A specific Bank and Branch has been selected by the beneficial owners?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
Name of specific Bank		Branch	

4.2 - VIRTUAL AND MAIL FORWARDING SERVICES

Please indicate the service require by ticking the appropriate box.

Description of Service	Location				
	London		Other		
Combines Virtual Office Services	London	<input type="checkbox"/>	Other		<input type="checkbox"/>
Mail handling & forwarding	London	<input type="checkbox"/>	Other		<input type="checkbox"/>
Telephone Answering and call forwarding	London	<input type="checkbox"/>	Other		<input type="checkbox"/>
Facsimile handling and forwarding	London	<input type="checkbox"/>	Other		<input type="checkbox"/>
Email	Web	<input type="checkbox"/>	Other		<input type="checkbox"/>

Please state any specific requirements below or on "Notes" Pages attached hereto.

4.3 – ACCOUNTING AND AUDIT SERVICES

Please note that it is a mandatory requirement to produce financial statements in accordance with the international Accounting Standard and to arrange for a local independent registered auditor if the turnover exceeds £5.6 million or the net assets exceeds £2.5 million.

Would you like OCRA Worldwide to arrange for the provision of Accounting Services? Yes No

Would you like OCRA Worldwide to arrange for the provision of Audit Services? Yes No

If No please provide details of the firm who will be providing the service:

Company Name: _____

Contact Person: _____

Address: _____

City: _____ State/Region: _____

Post /Zip Code: _____ Country: _____

Office Telephone: _____ Office Fax: _____

Office Mobile: _____ Office Email: _____

Do you require assistance with VAT Registration Yes No

4.4 ADDITIONAL SERVICES

- | | |
|---|---|
| <input type="checkbox"/> Opening of Personal bank accounts | <input type="checkbox"/> Company credit card services |
| <input type="checkbox"/> Yacht registration and management services | <input type="checkbox"/> Trust services |
| <input type="checkbox"/> Trade Mark Registration | <input type="checkbox"/> Foundation services |
| <input type="checkbox"/> International health care insurance | <input type="checkbox"/> Web and E-commerce Services |

Please state any other services you may require:

4.5 - MARKETING INFORMATION

Please assist us with some information for our marketing department.

How did you hear about OCRA Worldwide?

- Internet Search Standard Result Sponsored Link
- Advertisement
- Telephone Directory
- Lawyer/Financial Adviser/Tax Consultant
- Referral from a Friend
- I am an Existing Client

Which of our advertisements have you seen?

- bbcworld.com
- BBC World TV Advertisement
- The Economist
- Financial Times
- In-flight Magazine
- Other Please Specify: _____

Other useful information for our marketing department:

Tick here if you would like to receive our monthly newsletter.

5.0 –PAYMENT OF INITIAL FEES – please select from the options below**OPTION A – CREDIT CARD**Type of Card Visa MasterCard Amex Diners Expiry Date Card Number Today's Date: Card Security Code (3 digits on reverse of card for VISA/MasterCard or 4 digits on front of AMEX card) Card Holder's Name (as shown on card) Billing Address :
Authorising Signature: After debiting my card: Do nothing at all Phone MeSend an email/ fax to: **OPTION B – BANK TRANSFER**A bank transfer of USD/GBP/Euro Has been forwarded to**OCRA (Isle of Man) Limited's account at Barclays Bank Plc, Victoria Street, Douglas, Isle of Man, British Isles**

Currency	Account Number	Sort Code	Swift Code	IBAN Number
<input type="checkbox"/> GBP	50682209	20 26 74	BARCGB22	GB53 BARC 2026 7450 6822 09
<input type="checkbox"/> USD	59660133	20 26 74	BARCGB22	GB75 BARC 2026 7459 6601 33
<input type="checkbox"/> EURO	67021866	20 26 74	BARCGB22	GB58 BARC 2026 7467 0218 66

OCRA (London) Limited's account Barclays Bank Plc, Knightsbridge Branch, 38 Hans Crescent, London, SW1X 0LZ

<input type="checkbox"/> GBP	80290661	20 47 35	BARCGB22	GB54 BARC 2047 3580 2906 61
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Please quote a reference including the name of the Company being purchased.

Person/Company making transfer: Bank from which transfer was sent: Date transfer was made: **OPTION C – CHEQUE AND TRAVELLERS CHEQUES**A cheque for USD/GBP/Euro is attached is being sent**OPTION D – BANKERS ORDER**A bankers order for USD/GBP/Euro is attached is being sent**5.1 – PAYMENT OF FUTURE ADMINISTRATION AND ANNUALE FEES – please select from the options below****OPTION A – DEBIT CREDIT CARD (details above)** Yes No**OPTION B – SEND INVOICE TO MAILING ADDRESS OF** **SEND INVOICE TO THIS EMAIL ADDRESS** Or the following person (name and address):
OPTION C – DEBIT COMPANY'S BANK ACCOUNT Yes NoSend copy of invoice to mailing address of (if applicable):

6.0 – COMPANY DOCUMENTS

- Hold company documents in safe custody
- Send company documents to mailing address of: _____
- Send company documents to the following person (include name of recipient, address and post code):

6.1 – MANDATE

We will only accept instructions if they are signed by all the owners and/or directors unless a **Managing Agent** is appointed by all the owners to provide instructions. Please provide the full name of the person you wish to appoint as a managing agent and ensure that the form in SECTION 3 is completed for this person so that we have all the necessary information.

Managing Agent's full name: _____

Sample Signature: _____

6.2 – DECLARATION

1. I/we, the person(s) whose name(s) appear below, declare and by our signature below, confirm that we are the ultimate Beneficial Owners of the Company we have ordered from OCRA Worldwide and we have read and agree to be bound by OCRA Worldwide's Terms of Business, or such other new Terms of Business as may, from time to time, be published on http://www.ocra.com/about_ocra/terms.asp
2. I/we understand that I/we may have an obligation to report our interest in the company in personal tax returns and that income of the company may be imputed to me/us; I/we will take advice on and comply with my/our own legal obligations in this respect; and the company will not be used for any criminal activity or other illegal purposes, whether fiscal or otherwise, in any jurisdiction and I/we understand that you may have an obligation to report any arrangement involving the proceeds of criminal conduct.
3. I/we have never been convicted of any criminal offence (other than a minor motoring offence) nor have I/we ever been subject of an investigation by a governmental, professional or other regulatory or statutory body.
4. I/we declare that my/our "Source of Wealth" as mentioned in the foregoing has been generated solely from legal activities and/or sources and is entirely attributable to me/us.
5. I/we declare that the person named in 6.1 is hereby appointed as my/our Managing Agent to act on my/our behalf in the management of all of the affairs of the Company but excluding any change of management structure and ownership.
6. I/we do not wish to appoint a Managing Agent

Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____
Name: _____	Name: _____
Signature: _____	Signature: _____
Date: _____	Date: _____

6.3 – ANY OTHER PERTINENT INFORMATION

CLIENT ENGAGEMENT PROCEDURES AND GUIDANCE NOTES

Our overriding statutory duty regarding the prevention of terrorism, drug trafficking and money laundering means that we are committed to undertaking a full and thorough due diligence of both our clients' identities and the nature of their businesses. Whilst we respect the confidentiality of our clients, we are obliged by law to obtain the following information relating to all beneficial owners, directors, shareholders, bank account signatories and all parties connected in any way to any company, business entity, trust or foundation we may form or administer:

- Proof of Identity
- Source of Wealth
- Proof of Residential Address
- Curriculum Vitae

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
2. Such copy must bear a clear photograph, the holders signature and the document number.
3. The copy must be certified by a manager of an OCRA Worldwide office or any of the following:
 - A notary public
 - A lawyer
 - A banker
 - Another professional person.
4. 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.
5. The documents sent to us must bear the **original signature** of the person certifying the identity document; it must not be a copy.
6. 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, addressed to OCRA Worldwide.
- If you are unable to supply any of these documents you should contact us.

SOURCE OF WEALTH

A statement is required from the owner(s) providing a brief description as to the origins of his/her wealth and the period over which the wealth was generated.

CURRICULUM VITAE

In order to understand our clients' backgrounds and to assist in the opening of bank accounts we require information about our clients' work experience, education and qualifications. Additionally, regulations in certain jurisdictions oblige OCRA Worldwide to hold C.V.'s on each of its clients.

DELIVERY OF ORIGINAL DOCUMENTATION

These may be faxed to us for review but the originals must be sent to us by courier or mail and regretfully we cannot undertake work until the originals have been received. All documents must be in English or if not then a translation from an independent and accredited translator should be attached.

NOTES: