

COLLAS DAY | COMMERCIAL

Company formation questionnaire

COMMERCIAL | COMPANY FORMATION QUESTIONNAIRE

PLEASE PRINT AND COMPLETE

1. INCORPORATION DEADLINE **Standard** (24 hours) / **Rapid** (2 hours) / **Special** (15 minutes) Circle as required. Costs differ per Schedule 1. Rapid/Special formation dependant on pre-registered directors.

2. PREFERRED INCORPORATION DATE If not specified formation will be dealt with as soon as possible.

3. COMPANY NAME

1. In order of preference in case first choices are not available

2.

3.

4. COMPANY TYPE

Standard ("Non-Cellular") Company Choose one only (Non-Cellular is standard)

Protected Cell Company

Incorporated Cell Company

Incorporated Cell

5. LIABILITY TYPE

Limited by Shares Choose one only (Limited by Shares is standard)

Limited by Guarantee

Mixed Shares / Guarantee

Unlimited Liability

6. COMPANY CLASSIFICATION

Non-Regulated Company Choose one only. If uncertain what category company will fall under, please contact us for guidance. (Non-Regulated is Standard)

Financial Product Company

Incorporated Cell Company

GFSC Regulated Management Company

OUR Regulated Companies

Not for profit organisation

Other Corporate body

COMMERCIAL | COMPANY FORMATION QUESTIONNAIRE

For each individual named in 10.2 above, a “Director’s Declaration” form (Schedule 2) must be completed unless this has been submitted in conjunction with a previous formation undertaken by us.

For each corporate director named in 10.2 above, a “Director’s Declaration (Corporate Entities)” form (Schedule 3) must be completed unless this has already been submitted in conjunction with a previous formation undertaken by us.

Client Due Diligence is required for each individual and corporate director as well as for the individual directors of any such corporate director (Schedule 4).

11. FOUNDER MEMBERS

11.1 Number of shares to be issued

If more than one class of shares are to be issued, please attach full details.

11.2 currency and par value of shares to be issued

Par Value = amount each share is worth eg: £1.

11.3 Number of Founder Members / Guarantors

Minimum number of shareholders = 1.

11.4 Identity of Founder Members / Guarantors

	Number of Shares / Guarantees	Amount (per share)
1.		
2.		
3.		
4.		

FIRST MEMBER

Address line 1

Address line 2

Address line 3

Address line 4

Post Code

Company Number (if a corporate entity)

COMMERCIAL | COMPANY FORMATION QUESTIONNAIRE

SECOND MEMBER

Address line 1

Address line 2

Address line 3

Address line 4

Post Code

Company Number (if a corporate entity)

THIRD MEMBER

Address line 1

Address line 2

Address line 3

Address line 4

Post Code

Company Number (if a corporate entity)

FOURTH MEMBER

Address line 1

Address line 2

Address line 3

Address line 4

Post Code

Company Number (if a corporate entity)

Client Due Diligence is required for each Founder Member (Schedule 4)

COMMERCIAL | COMPANY FORMATION QUESTIONNAIRE

12. BENEFICIAL OWNERS

(for our internal purposes - will not form part of information available on the Companies Register).

Where any of the Founder members identified in 11.4 will not hold the shares for their own benefit, full disclosure of the ultimate beneficial/equitable owners must be provided.

Client Due Diligence is required for each Beneficial/Equitable Owner (Schedule 4).

Where Beneficial/Equitable ownership is organised through a complex structure, full details should be given and Client Due Diligence provided in accordance with the notes forming part of Schedule 4.

Beneficial Ownership is defined as being the individual(s) who will ultimately benefit from the activities of the Company.

Equitable Ownership is defined as those individuals who will or will likely benefit from the activities of the Company as a result of their status as beneficiaries of a Trust, Foundation or similar structure.

MISCELLANEOUS

13. are pre-emption rights to be included in the Articles?

Yes / No

Delete as appropriate. With pre-emption rights, shareholders looking to sell shares must first offer them to fellow shareholders before any outside party.

14. Stationery

14.1 Do you require a Company seal?

Yes / No

Use of a Company Seal is optional and one will not be provided unless specifically requested.

14.2 Do you require a Hard Copy of the Certificate of Incorporation?

Yes / No

14.3 Standard incorporations include a PDF copy of the Company's Memorandum & Articles. If you require hard copies, please state the number of copies you need

Yes / No

Number:

14.4 Would you like a register Minute Book?

Yes / No

15. APPLICANT'S DECLARATION

I/We hereby confirm that we are duly authorised to organise the formation of the Company as set out in this form. Furthermore we hereby confirm that, should this request for formation be withdrawn at any time prior to completion, your reasonable costs will be met, up to the full charges normally applicable for the type of formation requested.

Name of Applicant

Address

Signature

Date

SCHEDULE 1 - FEES AND DISBURSEMENTS

INCORPORATION TYPE

Standard (24hr):	£445.00
Rapid (2hr):	£800.00
Special (15min):	£2000.00

Provision of Registered Office/ Resident Agent: £350

STATIONERY:

Certificate of Incorporation:	£10.00
One copy of the Memorandum & Articles of Association:	£12.50 (£2.50 for each additional copy)
A Register Minute book:	£39.50
Company Seal:	£29.50

Company formation services are currently provided by the Guernsey Trust Company Limited ('GTC') which is part of the Collas Day group. GTC is appropriately licensed by the Guernsey Financial Services Commission.



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