



Guidelines for the establishment and/or transfer of an International Business Company

We hereby authorize you to deal with the registration process of an International Business Company as soon as possible on the basis of the following information:

- Name -if possible, three proposed Names to increase the chances of approval

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- General description of the Business Activities- a brief description of the Company's operations and details of the existing specializations to be used. If the company owns shares in another Legal Entity, provide a description of the Legal Entity's operations and assets and the relevant supporting documentation.

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- ANNUAL TURNOVER AND SOURCE OF WEALTH - mention the sources of origin and destination of funds of the company and complete the questionnaire according to the attached document entitled "Source of Wealth"

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- Share capital - provide details (minimum authorized capital of € 5,000 and issued € 1,000)

No. of Shares Euro € _____

Authorised Share Capital

Issued Share Capital

- Shareholder and Share Owners – provide details of the real Owners of the Company (Beneficial Owners)

Name / Address Telephone/Fax Profession Nationality No. of Shares

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Present the following for each Director, Shareholder and Beneficial Owner

- ◆ Passport and/or ID /recent Utility Bill (at least 6 months)

For confidentiality purposes, please confirm if you wish the shares to be kept by a Nominee Shareholder of our Offices acting as trustees.

YES / NO

If YES, please clarify for which Beneficial Owner(s) the Shares will be kept.

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- **SOURCE OF WEALTH OF THE BENEFICIAL OWNER** – please specify the source and the destination of Funds of each Beneficial Owner

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- **Director**

Please confirm if you wish the Director to be offered by us

YES / NO

IF **NO**, provide the details of the Directors:

Name

Address.....

Nationality Profession.....

Passport or ID Number Expiration Date

- **Secretary**

The appointment of a Secretary is a requirement of the Cyprus Companies Law duly appointed by the Director(s) of the Company in accordance with the provision of the Memorandum and Articles of Association of the Company
Please confirm If you wish, our Office to provide the Secretary

YES / NO

- **POLITICAL EXPOSED PERSONS** – provide details (name, passport, address) any of the officers and final Beneficial Owners and their families and close relatives of them and partners who have been or presently are political exposed persons

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- **Registered Office**

Each Company is obliged to have by Law a registered Office where official Documents like warrants or notices of warrants can be delivered to.

Please confirm if our address can be used as the Registered Office of the Company

YES / NO

➤ **Bank, currency and signatories** – Name the Bank in which the Bank Account will be opened

Bank'sName	Currency	Signatories
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For the Signatories please specify if they will be signing alone, jointly or differently

➤ **Substance in Cyprus**

Will the Company open an Office in Cyprus?

YES / NO

➤ **More information**

Instructing Person

Address

Telephone Number Fax.....

E-mail Address :.....

Name the Introducer / Transfer in Company from (name of the previous Agent)

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More confidentiality information if any

Written declaration of an individual or an Entity requesting the establishment/ administration of a Company

We, the below signatories, owners / representatives of the shareholders of the Company, request from **AlfaZeda Associates Limited** to proceed with the establishment and / or management and administration of the Company, and confirm that the above information is, as far as we believe and we know, correct.

We also confirm that none of the Shareholders, Trustees or Beneficiaries of any Share Trust, that bears an interest in the Company, have in any place of the world been involved in illegal activities, declared bankruptcy, or acted as directors, or had any involvement with the management of a company that has been declared bankrupt due to its inability to meet its financial obligations. That none of the contributions which will be made to the Company either as Share Capital or otherwise as Shareholder's funds or as external finance, will derive from unlawful and unethical activities and / or sources either from their country of origin or from the country of residence or the Republic of Cyprus. That we will deliver to **AlfaZeda Associates Limited** whenever requested to their full satisfaction, any information about our identity and relevant documentation to identify the final beneficiaries, shareholders, directors, lawyers, accountants and all natural and legal entities related to the company. That none of our bank accounts contains and will not contain income from illegal activities and that no penalty and / or fine has been imposed and no investigation has been carried out, and / or is going to be carried out, as far as we know against the company, related to illegal activities and economic activities.

We also authorize **AlfaZeda Associates Limited** to provide any information related to the company and the identity of any persons associated with the Company to any financial institution for the purpose of opening a bank account in the name of the company.

We also acknowledge and accept that in the case that communication between **AlfaZeda Associates Limited** and the company and / or final beneficiaries is impossible and / or whenever **AlfaZeda Associates Limited** in any way, wishes to be relieved from its duties and has duly informed the Ultimate Beneficial Owner(s) without any response, at the end of one (1) month from the matter relevant information, **AlfaZeda Associates Limited** will have the right to proceed with the termination from its duties and to transfer the shares held by the company to the final beneficiaries and to report to any relevant government authorities the effect of these events.

The Beneficiaries accept the above conditions and permanently and irrevocably authorize **AlfaZeda Associates Limited** to be appointed as their Agent, to draft and sign all necessary documents and take all necessary actions to complete the transfer of shares and their release from their duties.

All instructions to **AlfaZeda Associates Limited** will be given in writing and in connection with the letter of instructions and indemnity letter, which is superior to the present in case of disagreement between the two.

We also commit ourselves to act in accordance with and comply with all legal provisions concerning the Company's lawful operation and to fulfill all the actions required for the proper and lawful conduct of its operations.

Name.....

Signature.....

Date :.....