



**INCORPORATION INSTRUCTION FORM**

Please complete all sections. Where names and addresses are requested please provide full names and residential or registered addresses and additional pages should be used as required. If you require any assistance completing this form please contact us on: **0044 1932 244 544**

**1. Company Name**

Please incorporate a new Company with one of the following names:

OR:

I have reserved the following ready-made Company:

**2. Jurisdiction**

Please incorporate the company in:

**3. Company Activities**

a) Please provide details of the company's proposed activities, including goods traded/services provided, nature of assets held - what the purpose of the company is, along with the expected annual turnover and the source of initial funds:

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b) Please list any countries in/with which your business activities may take place:

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4. Shareholders/beneficial owners

- ANCROFT to provide \*; OR
- The Shareholders of the company will be:

\* **If ANCROFT will provide Nominee Shareholder please state below the names of the beneficial owners to whom the Declaration of Trust should be issued + number of shares**

Name: \_\_\_\_\_ No. of Shares: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone no: \_\_\_\_\_ Fax no: \_\_\_\_\_

Email address: \_\_\_\_\_

Name: \_\_\_\_\_ No. of Shares: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone no: \_\_\_\_\_ Fax no: \_\_\_\_\_

Email address: \_\_\_\_\_

5. Directors

- ANCROFT to provide \*; OR
- The Director(s) of the Company will be:

\* **If ANCROFT will provide Professional Nominee Directors please state below the names of the Power of Attorney holders**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Occupation: \_\_\_\_\_ Nationality: \_\_\_\_\_ DOB: \_\_\_\_\_

Telephone no: \_\_\_\_\_ Fax no: \_\_\_\_\_

Email address: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Business Occupation: \_\_\_\_\_ Nationality: \_\_\_\_\_ DOB: \_\_\_\_\_

Telephone no: \_\_\_\_\_ Fax no: \_\_\_\_\_

Email address: \_\_\_\_\_

6. Secretary

- ANCROFT to provide; OR  Not applicable; OR
- The Secretary of the Company will be:

Name and Address: \_\_\_\_\_

7. Registered Office (This should be in the jurisdiction of incorporation)

- ANCROFT to provide; OR
- The Registered Office address will be:

Address:

8. Please indicate the form of Mail Forwarding required

- Not required, OR
- Email     1<sup>st</sup> Class Post     Courier     Hold Mail

Email address:

Mailing Address:

Contact Name:

9. Preparation of Accounts

- Please contact us to discuss customised accounting and audit (where appropriate) services; OR
- ANCROFT to prepare accounts, tax return and arrange audit (where appropriate); OR
- The Company's accountants/auditors (where appropriate) will be:

Name:

Address:

10. Other Services

a) Bank Accounts:

- Please open a bank account for the Company at.....  
Currency required: .....; OR

- We do not require a bank account to be opened.

b) Additional Documentation

Please provide a legalised copy of:

- Memorandum and Articles of Association
- Certificate of Incorporation
- Other documents please state:

c) Additional Services

11. Payment

a) Initial payment

A pro-forma invoice for the provision of this Company will be issued upon finalisation of the instructions and services required in connection with the Company for the period from incorporation to its first renewal date, which depends on the country of incorporation. Payment of the pro-forma invoice will be required prior to the incorporation of the Company, a receipted invoice will then be raised for your records.

We can accept payment via cheque, credit card or by bank transfer for which details of our bank account.

b) Debit/ Credit card payment

Should you wish to pay by credit card, please complete the following:

Type of card (MasterCard/Visa etc): .....  
Card Number: ..... Expiry Date: .....  
Name on Card:.....

Signature: .....

c) Bank transfer

Should you wish to pay by a bank transfer, our bank details are as follows:

Barclays Bank PLC	Kingston upon Thames Business Centre 6 Clarence Street Kingston upon Thames KT1 1NY
Account Name	Ancroft Corporate Consultants
Account number	50541931
Sort Code	20-46-73

From outside the UK, payment in Sterling should be sent by either of the following, quoting the bank and account details given above.

IBAN Number	GB74 BARC 2046 7350 5419 31
Swift Code	BARCGB22

d) Ongoing Annual Fees

The Company's annual fees will first become due on the first renewal date after the incorporation of the Company and this date depends on the country of incorporation. The renewal fees are essentially "responsibility fees", for example provision of registered office and agent, provision of company secretary, etc. These fees do not include any element of charges for ongoing administration work in respect of the actual operation of the Company. Renewal fees are payable in advance and you will receive one renewal fee note each year which will be sent to you approximately six weeks before its due date. Prompt settlement is essential in order to keep your Company in good standing and avoid penalties, as taxes and filing fees will not be disbursed until we are in receipt of all fees.

12. Declaration

Please complete *either* Section A or B. *Section A* should be completed by an individual/firm where the Company is being purchased on behalf of a client. *Section B* should be completed by the Beneficial Owner only when there is not an intermediary involved.

**A. Professional Introducer**

I/We the person(s) whose name(s) appear below hereby, agree, acknowledge and confirm that:

The instructions contained in this 'Instruction Sheet', or otherwise independently supplied, relate solely to the provision of the company and are subject to the relevant ANCROFT CORPORATE CONSULTANTS standard Terms and Conditions, a copy of which is available upon request.

I/We confirm that neither ourselves nor the beneficial owner(s), for whom the Company is being purchased, have been offered or received any legal or taxation advice from ANCROFT, and I/We further understand that it is our client's responsibility to take appropriate professional tax or legal advice in their country of residence as to any legal obligations they may have in this respect of the taxation and running of this company. We/they shall provide Ancroft Corporate Consultants with such form of indemnity as they may request from time to time in this respect.

That to the best of my/our knowledge and belief the purposes for which the Company is to be used is as set out in this 'Instruction Sheet' and that the Company will not be used for money laundering, terrorist activities, receiving the proceeds of drug trafficking, trading in arms, munitions or other weapons, soliciting funds from the general public, or for any other purpose which is illegal under the law of the place of incorporation or management or jurisdiction in which the Company is to trade.

Name of Firm (if applicable): ..... Signatory Name: .....  
Address: ..... Signature: .....  
.....  
..... Signatory Name: .....  
Date ..... Signature: .....

**B. Beneficial Owner**

I/We the person(s) whose name(s) appear below hereby, agree, acknowledge and confirm that:

The instructions contained in this 'Instruction Sheet', or otherwise independently supplied, relate solely to the provision of the company and are subject to the relevant ANCROFT CORPORATE CONSULTANTS standard Terms and Conditions, a copy of which is available upon request.

I/We confirm that neither I/We the beneficial owner (s), for whom the Company is being purchased, have been offered or received any legal or taxation advice from ANCROFT, and I/We further understand that it is my/our responsibility to take appropriate professional tax or legal advice in my/own country of residence as to any legal obligations I/we may have in this respect of the taxation and running of this company and that we shall provide Ancroft Corporate Consultants with such form of indemnity as they may request from time to time in this respect.

That to the best of my/our knowledge and belief the purposes for which the Company is to be used is as set out in this 'Instruction Sheet' and that the Company will not be used for money laundering, terrorist activities, receiving the proceeds of drug trafficking, trading in arms, munitions or other weapons, soliciting funds from the general public, or for any other purpose which is illegal under the law of the place of incorporation or management or jurisdiction in which the Company is to trade.

Signatory Name: ..... Signatory Name: .....  
Signature: ..... Signature: .....  
Date: ..... Date: .....