



# H&J Corporate Services (Cayman) Ltd.

P.O. Box 866, Anderson Square Building · Grand Cayman, KY1-1103, Cayman Islands

Tel: +1 (345) 949-7555 · Fax: +1 (345) 949-8492

E-mail: [cayman@higgsjohnson.com](mailto:cayman@higgsjohnson.com) [www.hjcorporate.com](http://www.hjcorporate.com)

## COMPANY FORMATION QUESTIONNAIRE

I/We hereby request that H&J CORPORATE SERVICES (CAYMAN) LTD. (“HJCS”) establish a Cayman Islands exempted company in accordance with the information provided herein:

*(This Questionnaire must be read and completed in conjunction with reading and understanding our Memorandum on Cayman Islands exempted companies and the Due Diligence Questionnaire (Individual))*

### NAME OF COMPANY

Please provide 3 proposed names for the Company exactly as you wish them to appear, i.e. “Ltd” or “Limited”, which HJCS will check with the Cayman Islands Registrar of Companies for availability)

<b>FIRST CHOICE</b>	
<b>SECOND CHOICE</b>	
<b>THIRD CHOICE</b>	

### PURPOSE OF THE COMPANY

Please provide in detail the main reasons for establishing the Company as they may impact on the documentation required for filing with the Cayman Islands Registrar of Companies


## DUE DILIGENCE

Completion of our Due Diligence Questionnaire (Individual) is mandatory for each registered shareholder and beneficial owner, director and officer of the company. Please verify below that you have completed the individual questionnaire, provided references and proof of identity

	SHAREHOLDERS	BENEFICIAL OWNERS	DIRECTORS	OFFICERS
<b>DUE DILIGENCE QUESTIONNAIRES</b>				
<b>PROFESSIONAL REFERENCES</b>				
<b>BANKERS' REFERENCES</b>				
<b>PROOF OF IDENTITY</b>				

## PROPOSED CAPITAL STRUCTURE

### A. For Mutual Funds:

<b>AUTHORIZED CAPITAL OF COMPANY</b> (please select one of the following):		✓
US\$50,000 (comprising 5,000,000 ordinary voting shares of US\$0.01 par value each)		
US\$50,000 (comprising 4,999,900 non-voting participating redeemable shares of US\$0.01 par value each and 100 voting management shares of US\$0.01 par value each)		
OTHER (please specify below)		

### B. For all other Companies (to include holding and investment management companies):

<b>AUTHORIZED CAPITAL OF COMPANY</b> (please select one of the following):		✓
US\$50,000 (comprising 50,000 ordinary voting shares of US\$1.00 par value each)		
US\$50,000 (comprising 5,000,000 ordinary voting shares of US\$0.01 par value each)		
OTHER (please specify below)		

## DETAILS OF COMPANY OWNERSHIP

It is the normal procedure for a company to issue registered shares. The registered shareholders need not necessarily be the ultimate beneficial owners of the Company, however any such arrangements must be evidenced by suitable agreements, copies of which must be provided to HJCS.

**IDENTITY OF REGISTERED SHAREHOLDERS** (Minimum of 1 required) If registered shareholders differ from the ultimate Beneficial Owner(s) proof of identity and references will be required for both. If the shareholder or beneficial owner is a company the documents listed in Appendix A will be required together with a Due Diligence Questionnaire for each shareholder who holds 10% of the issued share capital and at least two directors, of the parent company.

**NAME**

**NUMBER OF SHARES**

**OCCUPATION/BUSINESS**

**NATIONALITY/PLACE  
INCORPORATED**

**ADDRESS**

**NAME**

**NUMBER OF SHARES**

**OCCUPATION/BUSINESS**

**NATIONALITY/PLACE  
INCORPORATED**

**ADDRESS**

**NAME**

**NUMBER OF SHARES**

**OCCUPATION/BUSINESS**

**NATIONALITY/PLACE  
INCORPORATED**

**ADDRESS**

**IDENTITY OF ULTIMATE BENEFICIAL OWNERS**

**NAME**

**OCCUPATION**

**NATIONALITY**

**ADDRESS**

**NAME**

**OCCUPATION**

**NATIONALITY**

**ADDRESS**

**NAME**

**OCCUPATION**

**NATIONALITY**

**ADDRESS**

## DIRECTORS

If a corporate director is being utilized you should provide full details of that Company – see *Details of Company Ownership – Identity of Registered Shareholders* above and Appendix A).

**NAME OF DIRECTOR**

**OCCUPATION**

**NATIONALITY**

**ADDRESS**

**NAME OF DIRECTOR**

**OCCUPATION**

**NATIONALITY**

**ADDRESS**

**NAME OF DIRECTOR**

**OCCUPATION**

**NATIONALITY**

**ADDRESS**

## OFFICERS

It is usual to appoint Trulaw Secretaries Ltd. our affiliated company as Secretary or Assistant Secretary of the Company to provide for routine filings. If other officers are required please indicate below. Also please refer to our Memorandum on Cayman Islands exempted companies for further information.

**NAME**

**OFFICE HELD**

**OCCUPATION**

**NATIONALITY**

**ADDRESS**

**NAME**

**OFFICE HELD**

**OCCUPATION**

**NATIONALITY**

**ADDRESS**

**NAME**

**OFFICE HELD**

**OCCUPATION**

**NATIONALITY**

**ADDRESS**

## INVOICES AND FEES

All invoices in regard to the fees of HJCS and disbursements incurred by them on behalf of the Company are to be forwarded to the following for payments of amounts due.

<b>NAME</b>	
<b>ADDRESS</b>	
<b>EMAIL ADDRESS</b>	
<b>TELEPHONE NUMBER</b>	
<b>FAX NUMBER</b>	

## DECLARATION

I/We the Beneficial Owner(s) of the proposed Company described herein warrant and confirm that the foregoing is true and correct as of the date of this Questionnaire and that I/we undertake to pay the invoices of HJCS promptly. I/we have arranged for the remittance of a retainer on account to facilitate the establishment of the Company.

<b>SIGNED</b>	
<b>BENEFICIAL OWNER</b>	<b>DATE:</b>
<b>SIGNED</b>	
<b>BENEFICIAL OWNER</b>	<b>DATE:</b>

<b>OFFICE USE ONLY</b>	<b>Date</b>
Received by:	
Reviewed by:	
Referring Attorney:	



## **APPENDIX A**

### **Documents to be provided by corporate entities that are directors, officers or beneficial owners of companies registered with H&J Corporate Services (Cayman) Ltd.**

- ❖ Certified copy of Certificate of Incorporation and any Certificates on Change of Name
- ❖ Certified copy Memorandum & Articles of Association (or equivalent eg Bye-Laws, Official Charter)
- ❖ Registered Office address, telephone/facsimile numbers, email address
- ❖ Original or Notorized copy of Certificate of Good Standing
- ❖ Certified copy of Registers of Members, Directors & Officers and authorized signatories certified by the Corporate Secretary
- ❖ Certified copy of Financial Statements (Audited if available and copies of latest tax returns)
- ❖ An original bank reference addressed to H&J Corporate Services (Cayman) Ltd confirming a current banking relationship of at least two years and verifying the permanent address of the parent company
- ❖ An original professional reference addressed to H&J Corporate Services (Cayman) Ltd confirming a current business relationship of at least two years
- ❖ Personal due diligence on the enclosed form on at least 2 of the directors and any shareholder who holds more than 10% of the issued share capital
- ❖ Statement confirming the background information, activities and purpose of the parent company.

### **OR**

For entities regulated under the Banks & Trust Companies Law, Mutual Funds Law, Companies Management Law or Securities Investment Business Law of the Cayman Islands or any other law requiring specific licensing (other than the Trade & Business Licensing Law or Local Companies (Control) Law):

- ❖ A copy of the licence stating the name of the entity and the Law under which they are regulated.

### **OR**

For entities registered on an internationally recognized Stock Exchange:

- ❖ A copy of the Listing Certificate or equivalent document.