

Incorporation & Services Questionnaire



SECTION 1

ABOUT THE COMPANY

1. Name of Company Proposed (state 'case' preference eg Title Case or ALL CAPS)

1.
2.
3.

Jurisdiction:

1.1. Purpose of the company

- Investment Holding
 Trading in goods / services
 Consultancy
 Property Investment
 Expatriate Salary
 Other please specify: _____

As requested by the Banks, please provide further detail on the 'business nature' of your company: (e.g services offered, products bought/sold)

1.2. All companies are incorporated with a standard share capital (unless otherwise instructed)

1.3. A company Business Plan must be provided for the Bank Account opening (a sample/template can be provided on request).

1.4. Geography of proposed business

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

1.5. Initial funding

Method of Funding the Company:

- Shareholders loan account
 Subscription to Share Capital
 Trading Profits

Other (please specify): _____

What other assets will be transferred to the Company? _____

Please supply:

- a) **The Declaration (page 7)** for each personal shareholder or each ultimate beneficial owner holding 10% or more of the company (Whether directly or indirectly)
 b) **Documentation** listed in the relevant checklist (pages 8 or 9) provided at the end of this questionnaire for all relevant parties indicated.

1.6. About the turnover, profit and transactions of the company (please indicate the currency quoted in full)

How much 'startup' capital will be invested into the business? _____

Estimated annual turnover? _____

What is the anticipated annual profit? _____

Estimated *number* of transfers for the company's bank account

Estimated *value* of transfers for the company's bank account

IN (per month)	OUT (per month)
\$	\$

Office use only: - Application for business accepted by Ethos (Hong Kong) Limited

Signed: _____

Date:

ETHOS Director's Name: _____

Ethos (Hong Kong) Limited

901 Hermes Commercial Centre | 4 Hillwood Road | Tsim Sha Tsui, Hong Kong
 Tel: +852 3468 5025 | Fax: +852 3585 5889 | www.ethoshk.com

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SECTION 2 COMPANY MANAGEMENT, OWNERSHIP STRUCTURE AND CONTACT

2.0 Professional Directors/ Nominee Shareholders

- Would you like ETHOS to arrange for the appointment of Personal Directors to this company? YES NO
- Would you like ETHOS to arrange for the appointment of Corporate Directors to this company? YES NO
- Would you like ETHOS to provide Personal Shareholders for this company? YES NO
- Would you like ETHOS to provide Corporate Shareholders for this company? YES NO
- Would you like ETHOS 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) and director(s) of the Company. ETHOS will require detailed information about the proposed directors after stating the connected persons and/or legal entities below. Please tick (✓) appropriate box

Name of Individuals or Legal Entities*	Beneficial Owner	Shareholder	Director	No. of shares to issue
E.g. Mr. Fred Jones	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	100% = 1 share
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
4.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	

*Please complete Section 3 for **each person or legal entity** who is to be connected to the company

2.2 Company Secretary

Ethos (Hong Kong) Limited will provide Company Secretary to the company.

2.3 Preferred Method of Contact – Please indicate by ticking (✓) a box

- Home Telephone Personal Mobile Home Email Courier to Home*
- Office Telephone Business Mobile Business Email Courier to Office*

*Please note: Courier charges – if incurred, will be invoiced separately

2.4 Contact Person/s

Contact Person:

Business Phone: Business Mobile:

Business Email:

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SECTION 3 PERSONS AND LEGAL ENTITIES CONNECTED TO THE COMPANY

Please complete this page for every person or legal entity who/ that is described in section 2.1. If additional persons or legal entities are required, please copy Page 4 of this document and attached to questionnaire.

3.0 Personal information about the individuals (As per Section 2.1)

1.Title (Mr., Mrs., Ms., Dr.):	<input type="text"/>	Family Name:	<input type="text"/>
First and Other Names:	<input type="text"/>		
Passport Number:	<input type="text"/>	Date of Birth:	<input type="text"/>
Expiry date of passport:	<input type="text"/>	Languages:	<input type="text"/>
Nationality:	<input type="text"/>	Occupation:	<input type="text"/>
Residential Address:	<input type="text"/>		
City:	<input type="text"/>	State / Region:	<input type="text"/>
Postal Code / Zip Code:	<input type="text"/>	Country:	<input type="text"/>
Home Telephone:	<input type="text"/>	Email Address:	<input type="text"/>
Home Fax:	<input type="text"/>	Mobile Number:	<input type="text"/>

2.Title (Mr., Mrs., Ms., Dr.):	<input type="text"/>	Family Name:	<input type="text"/>
First and Other Names:	<input type="text"/>		
Passport Number:	<input type="text"/>	Date of Birth:	<input type="text"/>
Expiry date of passport:	<input type="text"/>	Languages:	<input type="text"/>
Nationality:	<input type="text"/>	Occupation:	<input type="text"/>
Residential Address:	<input type="text"/>		
City:	<input type="text"/>	State / Region:	<input type="text"/>
Postal Code / Zip Code:	<input type="text"/>	Country:	<input type="text"/>
Home Telephone:	<input type="text"/>	Email Address:	<input type="text"/>
Home Fax:	<input type="text"/>	Mobile Number:	<input type="text"/>

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3.Title (Mr., Mrs., Ms., Dr.):	<input type="text"/>	Family Name:	<input type="text"/>
First and Other Names:	<input type="text"/>		
Passport Number:	<input type="text"/>	Date of Birth:	<input type="text"/>
Expiry date of passport:	<input type="text"/>	Languages:	<input type="text"/>
Nationality:	<input type="text"/>	Occupation:	<input type="text"/>
Residential Address:	<input type="text"/>		
City:	<input type="text"/>	State / Region:	<input type="text"/>
Postal Code / Zip Code:	<input type="text"/>	Country:	<input type="text"/>
Home Telephone:	<input type="text"/>	Email Address:	<input type="text"/>
Home Fax:	<input type="text"/>	Mobile Number:	<input type="text"/>

4.Title (Mr., Mrs., Ms., Dr.):	<input type="text"/>	Family Name:	<input type="text"/>
First and Other Names:	<input type="text"/>		
Passport Number:	<input type="text"/>	Date of Birth:	<input type="text"/>
Expiry date of passport:	<input type="text"/>	Languages:	<input type="text"/>
Nationality:	<input type="text"/>	Occupation:	<input type="text"/>
Residential Address:	<input type="text"/>		
City:	<input type="text"/>	State / Region:	<input type="text"/>
Postal Code / Zip Code:	<input type="text"/>	Country:	<input type="text"/>
Home Telephone:	<input type="text"/>	Email Address:	<input type="text"/>
Home Fax:	<input type="text"/>	Mobile Number:	<input type="text"/>

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SECTION 4 SERVICES

4.0 Incorporation Services

Select (✓) the Package that best suits your business requirements				
Services Available	Bronze <input type="checkbox"/>	Silver <input type="checkbox"/>	Gold <input type="checkbox"/>	Premium <input type="checkbox"/>
Company Incorporation	✓	✓	✓	✓
Company Secretarial services	✓	✓	✓	✓
Mail / Facsimile forwarding and Office services	✓	✓	✓	✓
Bank Account opening	✓	✓	✓	✓
Correspondence Address	✓	✓	✓	✓
Accounting and Audit services	Quote	✓	✓	✓
Provision of Personal Director	Quote	✓	✓	✓
Assistance with Preparation of Business plan	Quote	Quote	✓	✓
Employment Visa OR Capital Investment Entrant scheme	Quote	Quote	Quote	✓
Email (domain and email address set up)	Quote	Quote	✓	✓
Management services	Quote	Quote	✓	✓
Trust or Foundation Establishment and Administration	Quote	Quote	Quote	✓

Please note: Ethos can quote on bespoke solutions should other combinations of services be required.

4.1 Company Documentation Services

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

Document	Certified	Notarized & Apostilled	AoA in Jurisdiction	Legalized at an Embassy (indicate country)	No. of Copies
Certificate of Incorporation					
Articles of Association					
Certificate of Incumbency					
Certificate of Good Standing/Fact					
Appointment of Directors					

4.2 Optional Services (Please tick (✓) appropriate box)

- | | |
|---|--|
| <input type="checkbox"/> Employment visa | <input type="checkbox"/> Trust services |
| <input type="checkbox"/> Shareholder agreement | <input type="checkbox"/> Foundation Services |
| <input type="checkbox"/> Trade Mark Registration | <input type="checkbox"/> Capital Investment Entrant Scheme |
| <input type="checkbox"/> Trade documentation (invoicing, Letters of credit, etc.) | |

Please state any other services you may require:

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4.3 Corporate Banking Services

For Bank Account Opening please indicate your preference below:

Please note that where ETHOS provides Directors to the Company the Bank account **must** be under the control of ETHOS signatories or in rare circumstances under Joint Signatory Control.

Type of Account: Current / Checking Savings Fixed Deposit

Currency (s):

Signatories

Name (1): Solely

Name (2): Jointly

Name (3):

ETHOS to collect initial bank deposit? (*minimum deposit of US\$2000 is recommended*) YES NO

Should ETHOS act as a Director, then ETHOS will receive bank statements on behalf of the company and provide bank statement access for the company.

Other requirements: Please tick (✓) appropriate box

Internet Banking Access ATM Card Trade (Import / Export Account)

Company Credit Card Other: _____

4.4 ACCOUNTING AND AUDIT SERVICES (Mandatory for all Hong Kong Companies)

Please note that it is a mandatory requirement to produce and file financial statements in accordance with the international accounting standards.

Would you like ETHOS to arrange for the provision of Accounting Services? YES NO

Would you like ETHOS 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:

Email: _____ Phone: _____

4.5 If ETHOS is to act as a Director, there shall be two (2) options for accounting services:

Bookkeeping including accounting by ETHOS

The company will maintain its own bookkeeping, however at the end of each billing period the company **must** submit the relevant bookkeeping documents for review

4.6 Marketing Information:

Please assist us with some information for our marketing department. How did you hear about ETHOS?

Existing client Lawyer / Financial Adviser / Tax Consultant (*circle 1 option*)

Internet search Referred (by): _____

SECTION 5 PAYMENT OF FEES

5.0 Payment of Fees:

BANK TRANSFER (*Telegraphic Transfer*)*

If paying fees by Telegraphic Transfer (TT) or wire transfer, please include Remittance Advice details and Invoice number for our reference. ***ETHOS will not bear the bank charges** – please include US\$30 in your transfer to meet bank fees.

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AGREEMENT AND DECLARATION

- 1) The party (“Authorised person”) instructing ETHOS to incorporate, or if the company is an existing company, confirming to ETHOS of his/her desire to purchase the company, on behalf of the ultimate beneficial owners;
 - a) Represents to ETHOS that the information set out in this corporate questionnaire is true and correct, and that the ultimate beneficial owner(s) shown are not acting in a fiduciary capacity or in any way for any undisclosed party
 - b) Confirms that the terms and conditions under which the respective ETHOS office(s) will provide services to the company are governed by its standard Terms and Business (where only registered office services are to be provided) or its management agreement (where registered office and management services are to be provided) which are known to the Instructing Party and the ultimate beneficial owners and which form an integral part of this questionnaire
 - c) Consents to the secure storage of confidential data outside the ETHOS office selected for the administration of the Company. Further, the ultimate beneficial owner(s) agrees to allow access to confidential data by any ETHOS staff member (or other entities subject to outsourcing agreements with the ETHOS office), providing ETHOS has concluded that there is a legitimate business purpose for doing so; and
 - d) Agrees that ETHOS may contact any and all references in connection with this application for a company and
 - e) Agree to the attached fee schedule and/or quotation (*as provided by email or other correspondence*)
 - f) THAT all funds or other assets which will be transferred to the Company, are and will be clean, cleared assets of a non-criminal origin and will not be funds or assets deriving or derived from the sale of illegal drugs, money laundering or other criminal activities. I am not avoiding or attempting to avoid any claims by actual or foreseeable creditors.
 - g) THAT I have been advised to seek independent legal and tax advice. I am aware of my tax reporting obligations, if any, with respect to the establishment and existence of the Company.
- 2) The term “ETHOS” shall mean the relevant office of ETHOS selected as the registered office and (where relevant) director of the company as appears on page 3 of this questionnaire.

Signed by the person(s) listed below this _____ day of _____, 20_____

DECLARATION TO BE SIGNED BY:	
Name: _____	
Signature: _____	SIGN HERE
Date: _____	

WITNESSED BY:	
Witness: _____	
Phone Number: _____	
Address: _____	
Signature: _____	SIGN HERE
Date: _____	

DECLARATION TO BE SIGNED BY:	
Name: _____	
Signature: _____	SIGN HERE
Date: _____	

WITNESSED BY:	
Witness: _____	
Phone Number: _____	
Address: _____	
Signature: _____	SIGN HERE
Date: _____	

ETHOS (HONG KONG) LIMITED
Incorporation & Services Questionnaire



APPENDIX A

Checklist of Documentation Required on Directors, Shareholders and Ultimate Beneficial Owners (UBOs)

WHERE ETHOS IS NOT PROVIDING DIRECTOR SERVICES

For private individuals listed as directors or as named shareholders or ultimate beneficial owners (and signatories, if the company is to be incorporated in, or administered by, ETHOS BVI) of the new company, please provide:

- A clear, notarized or certified photocopy of each person's passport or national identification card showing photograph, ID number, country of issuance, issue date, expiry date and signature
- Proof of residential address for directors and for all shareholder(s) and beneficial owners owning 10% or more of the company (whether directly or indirectly). This proof may be in the form of a recent (not more than 3 months old) original bank or credit card statement, driver's license (if not used for identification) or utility bill showing the party's residential address. (Mobile telephone bills are not accepted)

For all other legal entities owning or controlling 10% or more of the new company either directly or indirectly:

- Complete group chart (if a multi-level ownership structure), including Company and ultimate beneficial owners with supporting documents

The information requested below should be supplied on the ultimate holding company, not on the nominee company or any intermediate holding company:

- Original, notarized or certified Certificate of Incorporation (plus Certificate of Good Standing for companies older than 1 year) or other Proof that the Company exists and is in good standing
- Certified or notarized copies of Registers of Directors and Officers and Shareholders and identification as set out above
- For companies incorporated in the BVI, a certified copy of the company's Articles of Association, or equivalent
- A List of Officers authorised to give instructions

NOTE: ETHOS reserves the right to request further supporting documentation pursuant to the information or documentation provided above. Any and all documentation provided should either be originals or certified as copies of the originals by a notary, Bank, Lawyer or Accountant.

1. See overleaf for checklist where ETHOS is to act as Director
2. An ultimate beneficial owner is generally understood as a natural person who either directly or indirectly controls more than or is beneficially entitled to 10% or more of the Company
3. For any BVI company, certification must include the following: a statement that the certifier has seen the original document verifying the identity and residential address of the party, that the copy of the document is complete and accurate, and where the document contains a photograph, that the photograph bears a true likeness to the individual to whom the certification relates; the date of certification; the signature and seal of the person certifying the document; and contact details in the event of a query. If any of these elements are missing the incorporation will not proceed.
4. Supporting documents include tax or legal opinions, copies of constituting documents evidencing existence of intermediary holding entities (copies of articles of association, certificates of incorporation, certificates of good standing, and extracts of trade registers).

The information requested below should be supplied on the ultimate holding company, not on the nominee company or any intermediate holding company:

- Financial statements for the last two financial years, preferably audited
- A list of Officers authorised to give instructions
- Brochures or other promotional material and domain website, if any
- Original, notarized or certified Certificate of Incorporation (plus Certificate of Good Standing for companies older than 1 year, which must be notarized for companies incorporated in, or administered by ETHOS or its agent in Bahamas or BVI) or other proof that the Company exists and is in good standing
- Certified or notarized copies of Registers of Directors and Officers and Shareholders and identification as set out above
- For companies incorporated in the Bahamas or the BVI, an original notarized or certified copy of the company's Articles of Association, or equivalent

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Incorporation & Services Questionnaire



APPENDIX B

Checklist of Documentation Required on Directors, Shareholders and Ultimate Beneficial Owners (UBOs)

WHERE ETHOS IS TO PROVIDE DIRECTOR SERVICES

For private individuals listed as directors or as named shareholders or ultimate beneficial owners (and signatories, if the company is to be incorporated in, or administered by ETHOS BVI) of the new company, please provide:

- A clear photocopy of each person's passport or national identification card showing photograph, ID number, country of issuance, issue date, expiry date and signature
- Proof of residential address for directors and for all shareholder(s) and beneficial owners owning 10% or more of the company (whether directly or indirectly). This proof may be in the form of a recent (not more than 3 months old) original bank or credit card statement, driver license (if not used for identification) or utility bill showing the party's residential address
- Bank and professional references for all shareholder(s) and beneficial owners owning 10% or more of the company (whether directly or indirectly). The referee must have a current relationship, preferably of at least 3 years
- Declaration for each **shareholder owning more than 10% of the total shares or ultimate beneficial owners owning more than 10%.**

For all **other legal entities owning or controlling 10% or more of the new company either directly or indirectly:**

- Complete group chart (if a multi-level ownership structure), including Company and ultimate beneficial owners with supporting documents

NOTE: ETHOS reserves the right to request further supporting documentation pursuant to the information or documentation provided above. Any and all documentation provided should either be originals or certified as copies of the originals by a notary, Bank, Lawyer or Accountant.

- ^{1.} See overleaf for checklist where ETHOS is to act as Director
- ^{2.} An ultimate beneficial owner is generally understood as a natural person who either directly or indirectly controls more than or is beneficially entitled to 10% or more of the Company
- ^{3.} For any BVI company, certification must include the following: a statement that the certifier has seen the original document verifying the identity and residential address of the party, that the copy of the document is complete and accurate, and where the document contains a photograph, that the photograph bears a true likeness to the individual to whom the certification relates; the date of certification; the signature and seal of the person certifying the document; and contact details in the event of a query. If any of these elements are missing the incorporation will not proceed.
- ^{4.} Supporting documents include tax or legal opinions, copies of constituting documents evidencing existence of intermediary holding entities (copies of articles of association, certificates of incorporation, certificates of good standing, and extracts of trade registers).

The information requested below should be supplied on the ultimate holding company, not on the nominee company or any intermediate holding company:

- Financial statements for the last two financial years, preferably audited
- A list of Officers authorised to give instructions
- Brochures or other promotional material and domain website, if any
- Original, notarized or certified Certificate of Incorporation (plus Certificate of Good Standing for companies older than 1 year, which must be notarized for companies incorporated in, or administered by ETHOS or its agent in Bahamas or BVI) or other proof that the Company exists and is in good standing
- Certified or notarized copies of Registers of Directors and Officers and Shareholders and identification as set out above
- For companies incorporated in the Bahamas or the BVI, an original notarized or certified copy of the company's Articles of Association, or equivalent

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