



CAYMAN  
LAW  
GROUP LTD.

# Cayman Islands Ordinary Company Formation Questionnaire

Cayman Law Group Ltd

Ground Floor, DMS House, 20 Genesis Close, Dr Roys Drive, George Town | PO Box 1103 – KY1-1102 |

Grand Cayman | [www.caymanlaw.com](http://www.caymanlaw.com) | T: 1 (345) 949-8572 | [info@caymanlaw.com](mailto:info@caymanlaw.com)

## **CONFIDENTIAL QUESTIONNAIRE**

I/We hereby request that Cayman Law Group Ltd. (“CLG”) establish and/or maintain a Cayman Islands ordinary 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 Ordinary Companies and the Due Diligence Questionnaire (Individual))

### **NAME OF COMPANY**

Please provide 3 choices of proposed names for the Company exactly as you wish them to appear, i.e. “Ltd” or “Limited”, which CLG will check with the Cayman Islands Registrar of Companies for availability). If the Company is already established please state the exact registered name.

<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 and the type of business the company will conduct as they may impact on the documentation required for filing with the Cayman Islands Registrar of Companies and also the Trade and Business Licencing board. Please note that you are required to inform CLG immediately of any changes in the operations or purpose of the Company as this may affect terms of service.

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## PROPOSED CAPITAL STRUCTURE

<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)	

## INVOICES AND FEES

All invoices in regard to the fees of CLG 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>	

## DETAILS OF COMPANY OWNERSHIP

### REGISTERED SHAREHOLDERS

It is 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 CLG.

**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 more than 10% of the issued share capital and at least two directors, of the parent company.

<b>NAME</b>			
<b>ADDRESS</b>			
<b>OCCUPATION/BUSINESS</b>			
<b>NATIONALITY/PLACE INCORPORATED</b>		<b>NUMBER OF SHARES</b>	

<b>NAME</b>			
<b>ADDRESS</b>			
<b>OCCUPATION/BUSINESS</b>			
<b>NATIONALITY/PLACE INCORPORATED</b>		<b>NUMBER OF SHARES</b>	

<b>NAME</b>			
<b>ADDRESS</b>			
<b>OCCUPATION/BUSINESS</b>			
<b>NATIONALITY/PLACE INCORPORATED</b>		<b>NUMBER OF SHARES</b>	

## ULTIMATE BENEFICIAL OWNERS

IDENTITY OF ULTIMATE BENEFICIAL OWNERS if different to registered shareholders. Otherwise insert N/A.	
NAME	
ADDRESS	
OCCUPATION	
NATIONALITY	

NAME	
ADDRESS	
OCCUPATION	
NATIONALITY	

NAME	
ADDRESS	
OCCUPATION	
NATIONALITY	

NAME	
ADDRESS	
OCCUPATION	
NATIONALITY	

## DETAILS OF COMPANY MANAGEMENT

### 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).\*

<b>NAME</b>	
<b>ADDRESS</b>	
<b>OCCUPATION</b>	
<b>NATIONALITY</b>	

<b>NAME</b>	
<b>ADDRESS</b>	
<b>OCCUPATION</b>	
<b>NATIONALITY</b>	

<b>NAME</b>	
<b>ADDRESS</b>	
<b>OCCUPATION</b>	
<b>NATIONALITY</b>	

<b>NAME</b>	
<b>ADDRESS</b>	
<b>OCCUPATION</b>	
<b>NATIONALITY</b>	

## **OFFICERS**

It is usual to appoint CLG as Secretary or Assistant Secretary of the Company to provide for routine filings. If other officers are required please indicate below. \*

<b>NAME</b>	
<b>ADDRESS</b>	
<b>OCCUPATION</b>	
<b>NATIONALITY</b>	
<b>OFFICER ROLE</b>	

<b>NAME</b>	
<b>ADDRESS</b>	
<b>OCCUPATION</b>	
<b>NATIONALITY</b>	
<b>OFFICER ROLE</b>	

<b>NAME</b>	
<b>ADDRESS</b>	
<b>OCCUPATION</b>	
<b>NATIONALITY</b>	
<b>OFFICER ROLE</b>	

## **DUE DILIGENCE**

Please notify CLG of any changes in the management and ownership of the Company so that the relevant corporate registers may be updated and relevant filings completed.

*\*You are reminded that any changes in the directors and officers of the Company must be filed with the Registrar of Companies within sixty days to avoid incurring penalties.*

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.

	<b>SHAREHOLDERS</b>	<b>BENEFICIAL OWNERS</b>	<b>DIRECTORS</b>	<b>OFFICERS</b>
<b>DUE DILIGENCE QUESTIONNAIRES</b>				
<b>PROFESSIONAL REFERENCES</b>				
<b>BANKERS' REFERENCES</b>				
<b>PROOF OF IDENTITY</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 CLG promptly. I/we have arranged for the remittance of a retainer on account to facilitate the establishment of the Company.

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

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# APPENDIX A

## Documents to be provided by corporate entities that are directors, officers or beneficial owners of companies registered with CLG.

- ❖ 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 CLG 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 CLG 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.