

Guide to setting up an IBC (International Business Company)

Overview

This guide has been designed to make the process of setting up a Belize IBC as simple and painless as possible. If you follow these steps, supply the required information and attach scans of the necessary documents your IBC should be formed within the week.

Step 1 Client Contact details

These are purely used for maintaining contact with yourself and are not part of the IBC application nor recorded on the company register:

Contact Name: _____

Preferred means of contact (please check): Telephone Email

Email: _____

Telephone (include country code): _____

Step 2 – IBC Application Form

Name of Proposed Company: _____

Note: Company name must end with the words: "Limited", "Corporation", "Incorporated" or the abbreviation thereof.

Alternative(s) if proposed name is not available: _____

Nature of Business & Intended Activities *(examples: personal holdings, estate planning, int'l investments, int'l securities/mutual funds, asset protection, int'l land holdings)*

Jurisdiction (pls check) : Belize Anguilla Nevis,LLC Seychelles St Vincent & the Grenadines

Share Holders

The Company will be formed with 50,000 Ordinary Shares with a par Value of \$1.00. Please list the Name(s) of the initial Shareholders. These can be Individuals, or Corporate entities. Please note the Due Diligence requirements for Shareholders detailed in Step 3 below. Any unallocated shares will remained unissued by the company.

Personal Shareholder(s)

No. of Shares: _____

First Name: _____ MI: _____ Surname: _____

Nationality: _____ Passport Number: _____

Occupation: _____ Telephone Number: _____

Email Address: _____

Residential Address: _____

No. of Shares: _____

First Name: _____ MI: _____ Surname: _____

Nationality: _____ Passport Number: _____

Occupation: _____ Telephone Number: _____

Email Address: _____

Residential Address: _____

Corporate Shareholder

No. of Shares: _____

Company Name: _____

Registered Office: _____

Contact name: _____

Contact email: _____

Please give details of ultimate beneficial owner of company. Use Personal Shareholder section above to record information.

Directors

Number of Directors: _____

Director 1

First name: _____ Surname: _____

Nationality: _____ Passport No.: _____

Occupation: _____ Telephone No.: _____

Email Address: _____

Residential Address: _____

Director 2

First name: _____ Surname: _____

Nationality: _____ Passport No.: _____

Occupation: _____ Telephone No.: _____

Email Address: _____

Residential Address: _____

Step 3 – Compile Due Diligence on all named parties:

Documentation required for all named Individuals (Directors or Shareholders). Guidance notes on documents is given below

- Notarized color copy of Passport (photo/information page).
- Bank Reference Letter with whom individual has had banking relations for at least 2 years.
- Character reference letter from a lawyer or CPA with whom the individual has had a professional relation for at least 2 years.
- Proof of home residential address.

Documentation required for Corporate Parties (Directors or Shareholders)

- Notarized copy of the company Memorandum and Articles of Association
- Notarized copy of Certificate of Incorporation
- Notarized copy of Share Register and Directors Register
- If company is more than 1 year old then current Certificate of Good Standing

Guide to above required documentation.

The above documentation should be scanned and emailed with the completed application form.

The scans should be in color where appropriate.

Copies of Official company documentation and personal passports should be Notarized by a registered Notary with the following or equivalent text:

“I certify that the attached copy of a _____ dated _____ is a true, correct and complete copy of the original.

In witness whereof, I hereunto set my hand and official seal.

Notary Public”

Bank reference letters should indicate that any account operated by the individual is currently in good standing and that the account or relationship is over 2 years old.

Example text for a bank reference letter:

Feb 21st, 2014

To Whom it may Concern

Re: Client's name

We confirm that 'clients name' maintains several current accounts with us since 2008. These accounts have been conducted in a satisfactory manner and are currently in good standing.

Signed by Bank Official (with contact information)

Proof of Residential Address. Utility Bills are accepted as proof of address. This should be a scan of a paper bill. The utility bill should be addressed to the Named Individual and show the home residential address.

Step 4 – Review and Check List

Completed Contact details	<input type="checkbox"/>	Completed IBC application details	<input type="checkbox"/>	Payment made	<input type="checkbox"/>
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Individual Due Diligence, scanned and emailed				
	Notarized Passport	Bank ref letter	Personal ref letter	Proof of address
Shareholder 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shareholder 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Shareholder 3	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director 1	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Director 2	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Corporate Documents (if required)					
Memorandum and Articles of Association	<input type="checkbox"/>	Certificate of Incorporation	<input type="checkbox"/>	Share Register	<input type="checkbox"/>
Director Register	<input type="checkbox"/>	Cert of Good Standing (if applicable)	<input type="checkbox"/>		<input type="checkbox"/>