

## Example of a Details Sheet

(a separate sheet should be completed by each Proposer)

### 1. PROPOSER'S PERSONAL INFORMATION

- 1.1 Proposer's full name \_\_\_\_\_
- 1.2 Residential address \_\_\_\_\_
- 1.3 Correspondence address if different \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- 1.4 Telephone number \_\_\_\_\_
- 1.5 E-mail address \_\_\_\_\_
- 1.6 Date of Birth \_\_\_\_\_
- 1.7 Place of Birth \_\_\_\_\_
- 1.8 Nationality \_\_\_\_\_
- 1.9 Domicile \_\_\_\_\_
- 1.10 Tax residence \_\_\_\_\_
- 1.11 Passport number \_\_\_\_\_
- 1.12 Occupation \_\_\_\_\_
- 1.13 Please give details of any existing or material political appointments held \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_
- \_\_\_\_\_

## 2. COMPANY REQUIREMENTS

- 2.1 Please suggest two names in order of preference unless a shelf company is required:
- 2.1.1 Shelf company Yes/No .....
- 2.1.2 First company name .....
- 2.1.3 Second company name .....
- 2.2 Please indicate favoured jurisdiction
- 2.2.1 Guernsey Yes/No .....
- 2.2.2 British Virgin Islands Yes/No .....
- 2.2.3 Dubai Yes/No .....
- 2.2.4 Hong Kong Yes/No .....
- 2.2.5 Other (please specify) Yes/No .....
- 2.3 Please indicate required authorised share capital
- 2.3.1 Authorised share capital .....
- 2.3.2 Currency of share capital .....
- 2.3.3 Nominal value of each share .....
- 2.3.4 Any special requirements eg voting rights .....
- 2.4 In the absence of any alternative requirements companies will be incorporated with the standard authorised share capital of each jurisdiction.
- 2.4.1 Standard Yes/No .....
- 2.5 Is the Company going to be 100% beneficially owned by the Client Yes/No .....
- 2.6 If more than one Beneficial Owner, please specify the % proportion to be issued to each and submit separate Details Sheet for each person
- Name .....
- % .....
- Name .....
- % .....
- Name .....

- 2.7 How many shares are to be issued initially? .....
- 2.8 Are the shares to be issued in the names of our in house nominee companies? Yes/No .....
- 2.9 Financial accounts are prepared on annual basis, please specify preferred .....
- 2.9.1 Book Currency Yes/No .....
- 2.9.2 Financial year end Yes/No .....
- 2.10 Our preferred bankers are as shown, please indicate any preference:
- 2.10.1 Royal Bank of Scotland International, Guernsey Yes/No .....
- 2.10.2 Barclays Bank PLC, Guernsey Yes/No .....
- 2.11 Should you wish to nominate alternative Bankers, please provide full details below: Yes/No .....
- 2.11.1 Details - Name .....
- Address .....
- 2.12 Please note that in some jurisdictions it is a legal requirement to have the annual financial accounts audited and that Auditors charge a separate fee for this requirement. ....

*Kindly be advised that it is the policy of the Louvre Group to ensure that sufficient funds are held within the Company's bank account to enable all liabilities to be met.*

### 3. DUE DILIGENCE REQUIREMENTS

- 3.1 Please provide detailed explanation of proposed objects/activities of the Company: .....
- .....
- .....
- .....

- 3.2 Please confirm that legal and tax advice has been sought prior to this application to incorporate a company'. Yes/No  
-----
- 3.3 Please provide copies of any relevant correspondence:
- 3.3.1 Name of Tax/Legal advisor  
-----
- 3.3.2 Address  
-----  
-----  
-----  
-----
- 3.3.3 Telephone number  
-----
- 3.3.4 E-mail  
-----
- 3.4 Please attach the following documentation:
- Beneficial Owner:
- 3.4.1 Photocopy (colour if possible) of all pages of passport held, including a clear reproduction of the photograph, authenticated as a true copy (eg by a notary public, partner of a recognised law or accountancy firm or manager of a recognised bank). Attached - Yes/No  
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- 3.4.2 Two original utility bills showing proof of address Attached - Yes/No  
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- 3.4.3 Two professional references. Please complete and return the attached reference letters with the signed agreement Attached - Yes/No  
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- 3.4.4 Certificate of Independent Advice duly completed. Attached - Yes/No  
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#### 4. SOURCE OF FUNDS

We are required by law to enquire as to whether any funds introduced might be the proceeds of any criminal activity. Please provide details of the source of funds to be introduced

- 4.1 Earnings from employment:  
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- 4.1.1 please give name of employer;  
-----
- 4.1.2 Address of employer;  
-----

- 4.2 Business profits, please give full details including audited accounts
- .....
- .....
- 4.3 Proceeds of sale of assets, please describe assets sold
- .....
- .....
- 4.4 Inheritance, please describe the circumstances
- .....
- .....
- .....
- 4.5 Other, please give full details
- .....
- .....
- .....

## 5. SERVICES

- 5.1 General Corporate and Administration Services in relation to the Client.
- 5.2 Louvre shall provide, or arrange to be provided:
- 5.2.1 Two Company Directors Yes/No
- .....
- 5.2.2 Company Secretary Yes/No
- .....
- 5.2.3 Registered Office Yes/No
- .....
- 5.2.4 Corporate nominee shareholders Yes/No
- .....

## 6. FEES

- 6.1 In accordance with the attached fee quote

## 7. CONTACT DETAILS

Suite 7, Provident House  
 Havilland Street  
 St Peter Port  
 Guernsey  
 Channel Islands, GY1 2QE

Tel: +44 (0) 1481 727249  
 Fax: +44 (0) 1481 748957  
 Email: [info@louvregroup.com](mailto:info@louvregroup.com)