



Company Order Form

Type of Company		Belize Business Entity (formerly IBC)	Limited Duration Company (LDC)
Company Name			
Please give three (3) names, in order of preference:		1.	
		2.	
		3.	
Purpose of the entity/company and details of its intended business activities and estimated annual revenue			
Shareholder(s)			
Nominee Shareholder(s) required:		Yes	No
If no, please provide full details of all Shareholder(s)			
Surname:		First Name:	
Residential Address:			
Nationality:	Passport No:	Occupation:	
Tel No:	Fax No:	Email:	
Surname:		First Name:	
Residential Address:			
Nationality:	Passport No:	Occupation:	
Tel No:	Fax No:	Email:	
Capital:			
Unless instructed to the contrary, the entity/company will be incorporated with a standard authorized share capital of the relevant jurisdiction		Standard	
		Other	
If Other , please provide details of authorized share capital			
Details of shares to be issued:			

Class of Share	Number of Shares	Name of Shareholder

Political Exposed Person (PEP)

Have any of the following been entrusted with a public prominent function (PEP)

	No	Yes	If yes, please provide name and position of PEP
Beneficial Owner			
Shareholder			
Directors			

Are any of the following related to a person who holds public function (PEP)

	No	Yes	If yes, please provide name and position of PEP
Beneficial Owner			
Shareholder			
Directors			

Director(s)

Director(s) required **Yes** **No**

If no, please provide full details of all Director(s)

Surname: First Name:

Residential Address:

Nationality: Passport No: Occupation:

Tel No: Fax No: Email:

Surname: First Name:

Residential Address:

Nationality: Passport No: Occupation:

Tel No: Fax No: Email:

Maintenance of Accounting Records

Under the laws of Belize (pursuant to Section 88 of the Belize Companies Act, 2022) it is mandatory for all Belize Business Entities (formerly IBCs)/Limited Duration Companies and other entities to keep accounting records & underlying documents, sufficient to show and explain the Company's transactions and enabling the financial position of the Company to be determined with reasonable accuracy.

All Belize Business Entities (formerly IBCs)/Limited Duration Companies (the "companies") and other entities are required to keep accounting records & underlying documents and retain said records for five (5) years beginning on the date: –

(a) on which all activities taking place in the course of the transaction in question were completed; or

(b) of the ending of the business relationship for whose formation the record was compiled.

The companies shall provide its registered agent with a written: (a) record of the physical address of the place at which the records & underlying documents are kept; (b) record of the name of the person who owns or controls the place or places at which the records & underlying documents are kept; & (c) undertaking advising that the Registered Agent shall, at any time it so requests, have access to and be provided with the records & underlying documents without delay and also notify the Registered Agent of any change thereto within fourteen (14) days.

The physical address for retention of

the accounting records for the company is:	
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Common Seal

Under the laws of Belize (pursuant to Section 92 of the Belize Companies Act, 2022, a Company incorporated under the Belize Companies Act, 2022 may have a common seal, but need not have one, however, if the Company has one an imprint thereof shall be kept at the Registered Office of the Company.

If a common seal will be obtained, please select one of the following two options:

Common seal to be obtained by the client		
Common seal to be provided by Berkeley Corporate Services Ltd. for a fee of \$125		

Company Secretary		Yes		No
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Bank Account		Yes		No
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Name of Bank:				
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Signatories:

a. To be provided by BCS		Yes		No
b. Sign with BCS		Yes		No
c. Own signatories		Yes		No

If you check 'Yes' to (b) or (c), please provide details of signatories and the signing arrangements.

Full Name:		Passport No.:	
Full Name:		Passport No.:	

Signing Authority	Single
	Joint
	Others:

Beneficial Owner(s) (if different from (4) above)
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Surname:		First Name:	
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Residential Address:			
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Nationality:		Passport No:		Occupation:	
Tel No:		Fax No:		Email:	

Surname:		First Name:	
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Residential Address:			
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Nationality:		Passport No:		Occupation:	
Tel No:		Fax No:		Email:	

Contact Details

Surname:		First Name:	
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Residential Address:			
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Tel No:		Fax No:		Email:	
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Restrictions on contact or special instructions:							
Bank / Brokerage account statements sent by:			Email		Fax		Air Mail
Authority to Instruct:							
Berkeley Corporate Services Limited will only accept instructions concerning this company from the Client, Beneficial Owner, or other authorized person(s) signing below							
Full Name:				Full Name:			
Passport No.				Passport No.			
Signature:				Signature:			
Required Documentation:							
1	Notarized or certified passport copies have to be provided for ALL director(s), shareholder(s) and beneficial owner(s) of the Company.						
2	Notarized or certified copy of a recent utility bill or bank/credit card statement (no older than 2 months) for ALL beneficial owner(s), director(s) and shareholder(s) of the Company.						
Important Notes:							
<ol style="list-style-type: none"> 1. The Beneficial Owner Declaration should be completed and signed by each beneficial owner. 2. BCS reserves the right to decline any company order at its absolute discretion. 3. Details of each beneficial owner must be disclosed to the relevant bank. 4. The administration of the company by BCS will be subject to our Terms and Conditions, which have been provided to the Client. 5. Words and phrases the definitions of which are contained or referred to in the BCS Terms and Conditions shall be construed as having the meanings thereby attributed to them. 							

BENEFICIAL OWNER DECLARATION

	I, the undersigned, as Beneficial Owner of	
hereby declare that the following is true and correct:		
1	My legal name is:	
2	My residential address is:	
3	My passport number is:	
4	I am a citizen of:	
5	I am a resident of:	
6	I have attached copies of the identification pages of my valid passport showing my signature and photograph.	
7	My business occupation for the last three (3) years has been:	
8	I understand, declare and confirm that Berkeley Corporate Services Limited does not and will not provide legal or tax advice and that I am solely responsible for obtaining such advice in connection with my beneficial ownership of this company in both my country of citizenship / residence and domicile. I understand and confirm that nothing in the documentation provided to me or the conversations I have had with personnel of Berkeley Corporate Services Limited should be or can be construed as legal or tax advice.	
9	I declare and confirm that I am not currently insolvent and any contemplated transfer of assets to the company will not render me insolvent as defined in my country of citizenship/ residence, Belize or in the jurisdiction of the company.	
10	I declare and confirm that none of my or the company's assets, net worth, income or activities relate in any manner to money laundering, or any activity that I know to be or have reason to believe are illegal in my country of citizenship/ residence, Belize or in the jurisdiction of the company.	
11	I do not intend to hinder, delay or defraud any creditors, or engage in any illegal conduct in relation to creditors and do not intend to engage the services of Berkeley Corporate Services Limited or any of its member companies in order to facilitate or otherwise engage in such activity.	
12	I have read, initialed on each page and understood Berkeley Corporate Services Limited's "Terms and Conditions" and accept and agree to be bound by these terms and conditions in my relationship with Berkeley Corporate Services Limited.	
Declarant Signature:		Date:
Name:		
Witness Signature:		Date:
Name:		

TERMS & CONDITIONS

I. DEFINITIONS

"Beneficial Owner" means the Person who either directly or indirectly through his/her Professional Intermediary instructed BCS to form the Company and / or provide the Services and is the Person disclosed to the bank, brokerage or other third party supplier of Services as the Beneficial Owner.

"Client" means the Beneficial Owner of the Company or representative authorized by the Beneficial Owner of the Company who has requested BCS to provide Services to the owner or representative of the Company.

"Company" means any company, trust, foundation, mutual fund, LLC or other legally recognized structure established and/or administered by BCS.

"Designated Person" means a representative designated in writing and advised to BCS by the Client to handle specific matters relating to the Client.

"Direct Cost" means any costs incurred by BCS on behalf of the Client or his/her Company regardless of whether or not the Direct Cost is incurred in furtherance of the Services.

"BCS" means Berkeley Corporate Services Limited or any company affiliated with Berkeley Corporate Services Limited.

"Belize" means the country commonly referred to by that name which is located in Central America.

"Person" means any natural person or Company.

"Professional Intermediary" means lawyers, accountants, investment advisors, fiduciary service providers and other similar professionals.

"Services" means, but is not limited to, company formation, administration, registered agent, company secretarial, directors or nominee shareholders, bank or brokerage introductions, trustee, consultancy and other similar or related services provided by BCS to the Client's Company.

II. REFUSAL TO PROVIDE OR TO CONTINUE PROVIDING SERVICES

BCS reserves the right at any time to refuse to or to discontinue providing Services, without notice and without reason, to any Client or his/her Company.

III. CLIENT AND COMPANY INFORMATION – PRIVATE AND CONFIDENTIAL

BCS maintains Client and Company information, such as the name, contact details and any other information concerning the Client or Company is private and confidential. As such, the information provided by the Client to BCS or that acquired by BCS during the provision of Services is stored in a secure location, is accessible only by designated staff of BCS, and is and will be used only for the purpose for which the Client provides the information. Client and Company information will not be disclosed to third parties without the Client's express written consent or to further the purpose for which the information was

provided or if disclosure is required by law or is compelled by a competent court of law.

IV. CLIENT'S RESPONSIBILITIES

A. The Client is **solely** responsible for receiving tax, regulatory and other legal advice regarding the Client's Company, the Services provided by BCS to the Client and all Client matters in all the relevant jurisdictions of the Client's citizenship or residence and the jurisdiction of incorporation or where business is conducted by the Client's Company. BCS can make introductions of professionals to the Client regarding these matters, but BCS does not at any time purport to provide tax, regulatory or legal advice and is not responsible for either the same or the subsequent professional advice received from the introduction of other professional to the Client.

B. The Client shall provide BCS with a signed Company Order Form and Beneficial Owner Declaration inclusive of all due diligence information indicated in the Company Order Form and Beneficial Owner Declaration. The Client shall also provide, if applicable, all other information required by banks, brokerage firms or other third parties with which the Client instructs BCS to engage in relation to the Company or provision of Services to the Company or the Client.

C. The Client shall ensure BCS always has correct contact details and instructions regarding all matters regarding the Client's Company and Services requested by the Client. This includes, but is not limited to, informing BCS of details of transactions and copies of agreements or commitments entered into by the Company, any conduct of the Client or the Client's Company that may result in litigation or other adverse consequences, and other similar matters. BCS is not responsible for consequences where such information has not been accurately provided by the Client.

D. The Client shall not involve the Company in any unlawful act or conduct as the same may be defined in the jurisdictions in which the Client's Company does business or has adverse legal implications in the jurisdiction in which the Client resides and /or is liable for taxation in. The Client understands and confirms that it shall be the Client's sole responsibility to determine whether any such acts or conduct are unlawful. The Client understands and confirms that BCS shall not be responsible for any unlawful act or conduct in which the Client or its Company has been engaged.

E. The Client shall be responsible for all financial commitments of its Company and understands and, consequently, the Client confirms that BCS is not responsible for any financial commitments of the Client's Company.

F. The Client shall indemnify and hold harmless BCS, its

affiliates, directors, employees and agents from and against all claims, actions, costs (including legal) and liabilities arising out of or relating to these Terms and Conditions and the Services provided to the Client and the Client's Company.

V. FEES AND DIRECT COSTS

- A.** The Client undertakes to make payment of the negotiated and agreed fees for Services charged by BCS upon the Client receiving an invoice from BCS and the Services actually being provided to the Client or the Client's Company by BCS for the same.
- B.** The Client undertakes to pay BCS, in advance, or when agreed between the Client and BCS to reimburse, all Direct Costs of any kind relating to the Client's Company. The Client understands and confirms that BCS shall not be liable for any penalties, fines or other liabilities incurred by the Client or by the Client's Company.
- C.** The Client is responsible for informing BCS in a timely manner regarding the Client's decision to discontinue the Client's Company or the provision by BCS of Services to the Client or the Client's Company. Any failure by the Client to provide such information in a timely manner and the adverse consequences that may result from such failure are the sole responsibility of the Client.

VI. DIRECTORS, NOMINEE SHAREHOLDERS AND REGISTERED OFFICE

- A.** Directors provided by BCS shall at all times review and consider requests from the Client in relation to the Client's Company or Services provided to the Client or the Client's Company, but Directors provided by BCS shall not be required to act in any manner they deem to be dishonest, illegal, improper or unethical regardless of whether or not such requests are in fact dishonest, illegal, improper or unethical.
- B.** BCS shall procure the resignation of Directors provided by BCS upon written request from the Client.
- C.** Nominee Shareholders provided by BCS shall issue a declaration of trust to the Client or the Client's Designated Person in relation to shares owned, as a matter of law, by such Nominee Shareholders provided by BCS to the Client's Company.
- D.** BCS or the registered agent in the relevant jurisdiction may relocate offices at any time and such a move may require changing of the mailing or registered office address of the Client's Company. BCS shall provide the Client as much advance notice as possible of any such move, but the Client understands and agrees that BCS shall not accept responsibility for any costs incurred by the Client or the Client's Company as a result thereof.

VII. DISCLAIMER OF LIABILITY

BCS expressly disclaims any liability to the Client, the Client's Company, and all third parties for any damage or loss to the Client, the Client's Company or any other Person arising out of the use of the Client's Company or the provision by BCS of Services to the Client, the Client's Company or any other Person.

VIII. GENERAL PROVISIONS

- A.** All instructions or requests concerning the Client, the Client's Company or Services to be provided by BCS to the Client or the Client's Company shall be given by the Client in writing to BCS.
- B.** All communications in relation to Services provided by BCS to the Client or the Client's Company shall be deemed received by the Client or the Client's Company if sent to the postal address, email address or facsimile provided to BCS by the Client or the Client's Company.
- C.** BCS shall not be liable for any failure to comply with any instructions (in whole or in part) received from the Client and shall not be responsible for consequences arising from non-receipt of instructions for any reason. The Client has to ensure they receive receipt of BCS's confirmation of instructions and it is recommended they do so if the instruction is substantial, time sensitive or material.
- D.** BCS reserves the right to read, review or inspect any communications, documents or other items received at BCS's office for the Client or the Client's Company.
- E.** These Terms and Conditions supersede any other understanding the Client believes he/she has with BCS, whether oral or written, and no variation of these Terms and Conditions shall be effective unless agreed in writing by BCS.
- F.** Any and all obligations of BCS shall cease immediately if the Client fails to observe these Terms and Conditions or if BCS learns that the Client's Company is or has been used for activities other than that disclosed by the Client in the Company Order Form or the Client has provided incorrect information at any time to BCS with regard to any aspect of his/her Company.
- G.** These Terms and Conditions shall be governed by and interpreted in accordance with the laws of Belize and all disputes arising in connection thereto shall be finally settled in accordance with the Arbitration Act, Chapter 125 of the Laws of Belize, Revised Edition, 2000. For the avoidance of doubt, the Client and the Client's Company and BCS agree that the decision of such arbitration shall be binding on all parties to that arbitration.