



## A. COMPANY FORMATION QUESTIONNAIRE

This questionnaire is a crucial preliminary document. Although it may seem lengthy, its completion is in your best interest. Finalizing it will allow us to comprehend your needs and thus enhance our service to you. This questionnaire not only fulfils our fundamental due diligence requirement but also safeguards against unauthorised disclosure of critical information regarding you and your organization. Kindly ensure the completion of all sections. If completing by hand, please utilize BLOCK CAPITALS.

### SECTION 1 SERVICES INFORMATION

Please select the services you require:		
1.	Formation of a Labuan company (the "Entity")	<input type="checkbox"/>
2.	Nominee director	<input type="checkbox"/>
3.	Nominee shareholder	<input type="checkbox"/>
4.	Bank account introduction	<input type="checkbox"/>
5.	Corporate debit card/ATM card	<input type="checkbox"/>
6.	Labuan work permit	<input type="checkbox"/>
7.	Accounting service <i>(All Labuan companies are required to maintain annual bookkeeping)</i>	<input type="checkbox"/>
8.	Auditing service by a Labuan Approved Auditor <i>(Annual financial audit is mandatory for all companies)</i>	<input type="checkbox"/>
7.	Labuan operational office	<input type="checkbox"/>
8.	Local staff recruitment	<input type="checkbox"/>
9.	Payroll management	<input type="checkbox"/>
10.	Others – Please specify:	

### SECTION 2 COMPANY INFORMATION

Proposed company name: <i>(in order of preference)</i>	The company name must end with any of the followings. Please select one for each proposed name.							
	Ltd.	Inc.	Corp.	P.L.C.	S.A.	A.G.	N.V.	P.T.
1.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

If the company name is abbreviated or contains words not in English or Bahasa Malaysia, please provide an explanation and specify the language used.

Please provide the meaning of all single letters included in the proposed names if they are included. If the proposed name includes a proper name of an individual, please specify the relationship with the company.

Number of initial shares to be issued	
Maximum number of shares to be issued	

Note: The Labuan Companies Act 1990 (LCA) requires that shares of a Labuan Company have no par or nominal value.


**SECTION 3 SHAREHOLDING**

Kindly submit verification of identity for each individual listed in this section. For an individual, a copy of the passport is required, and for a corporation, the certificate of incorporation must be provided. All identification documents require certification.

<b>SHAREHOLDER 1</b> <i>(Minimum of ONE is required)</i>				Is this shareholder also the beneficial owner? Yes <input type="checkbox"/>	
Name					
Date of Birth		Current profession			
Passport No. / Co. No.		Nationality / Place of registration			
Residential / Registered Address					
		Postcode		Country	
Tel. No.		Fax No.		Email	
Percentage (%) of ownership					
Do you require a nominee to hold share/s on behalf of this Shareholder?					Please Choose
Note: <i>If nominee service is taken, Enhanced Due Diligence must be conducted for your case. This would require you to submit additional documents and information.</i>					Yes <input type="checkbox"/>
					No <input type="checkbox"/>

<b>SHAREHOLDER 2</b> <i>(if applicable)</i>				Is this shareholder also the beneficial owner? Yes <input type="checkbox"/>	
Name					
Date of Birth		Current profession			
Passport No. / Co. No.		Nationality / Place of registration			
Residential / Registered Address					
		Postcode		Country	
Tel. No.		Fax No.		Email	
Percentage (%) of ownership					
Do you require a nominee to hold share/s on behalf of this Shareholder?					Please Choose
Note: <i>If nominee service is taken, Enhanced Due Diligence must be conducted for your case. This would require you to submit additional documents and information.</i>					Yes <input type="checkbox"/>
					No <input type="checkbox"/>

(If there are any additional shareholders, kindly photocopy this page and provide their details on a separate sheet.)


**SECTION 4 DIRECTORSHIP**

Kindly submit verification of identity for each individual listed in this section. For an individual, a copy of the passport is required, and for a corporation, the certificate of incorporation must be provided. All identification documents require certification.

Are you appointing your own director?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
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If your response is **NO**, kindly disregard this section and move on to Section 5.

Note: A nominee director can only be offered if indemnity is secured. A more comprehensive explanation should be provided regarding the nature of the business, the objectives to be accomplished, and any other pertinent circumstances, all of which must be outlined in a Management Agreement. In certain situations, control of the bank account, whether individually or jointly, is necessary. The company account needs to be prepared, and a copy of the bank statement should be maintained in our office. A deposit of no less than US\$1000.00 is required for a nominee director.

*If nominee service is taken, Enhanced Due Diligence must be conducted for your case. This would require you to submit additional documents and information.*

If your answer above is **YES**, minimum **ONE** director is required. Please complete the following:

DIRECTOR 1 (mandatory)					
Name					
Date of Birth		Current profession			
Passport No.		Nationality			
Residential address					
	Postcode		Country		
Tel. No.		Fax No.		Email	

DIRECTOR 2 (Please complete if necessary)					
Name					
Date of Birth		Current profession			
Passport No.		Nationality			
Residential address					
	Postcode		Country		
Tel. No.		Fax No.		Email	

(If there are more directors, kindly photocopy this page and provide their details on a separate sheet.)



## SECTION 5 AUTHORIZED PERSON & INSTRUCTION

In addition to the shareholder(s), beneficial owner(s), and appointed director(s), if you desire to designate an additional authorized individual to issue instructions to Law & Commerce Trust Limited, please provide the following details about the authorized individual:

Name			
Address			
	Postcode		Country
Date of Birth		Email	
ID/ Passport No.		Nationality	
Tel. No.		Fax No.	
Specimen Signature			

Please provide certified true copy and original or certified proof of residential address of the authorized person.

(If there any additional authorized person, kindly photocopy this page and provide their details on a separate sheet.)

## SECTION 6 BILLING, PAYMENT & DELIVERY

Please provide the contact person, phone number, and the address to which the company documents can be couriered.	
Please provide the contact person and their email address, as well as the method by which invoices, bills, reminders, or notices may be sent.	
What is your normal payment method?	

## SECTION 7 MARKETING INFORMATION

If you are not already one of our clients, we would appreciate it if you could tell us how you heard about us or our services.	
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## SECTION 8 CERTIFICATION REQUIREMENT & PROOF OF RESIDENTIAL ADDRESS

### IMPORTANT

Understanding the true identity of every individual we engage with in a business relationship is very important. We are unable to engage in any business relationship with you unless your identity is established.

Your true identity can be confirmed through an in-person meeting and the presentation of original identity documents, such as a passport or other forms of identification. If an in-person meeting is not possible, we request that proof of identity be verified by a lawyer, accountant, banker, notary public, commissioner for declaration, embassy officer, or an officer from a trust company or other reputable professional or financial firm. The individual responsible for verifying the proof is required to include their name, designation, signature, and address on the document.

It is mandatory for every director, shareholder, and beneficial owner to provide verification of their residential address. This can include utility bills, credit card statements, or bank statements. The use of a postal box address or a business centre address is not permitted. We require the original copy of the proof of the certified copy.

## SECTION 9 DECLARATION BY THE BENEFICIAL OWNER(S)

I/We, the person(s) whose name(s) and signature(s) appear below ("Beneficial Owner(s)"), (if more than one individual referred to from now on individually and collectively in the singular) hereby declare and by my signature below confirm:

All definitions shall have the meanings ascribed to them in the Terms of Business of L&C (a copy of which is enclosed), unless otherwise defined in this Declaration.

- (i) I request that Law & Commerce Trust Limited ("L&C") provide the Entity and the Services as indicated in the Company Formation Questionnaire.
- (ii) L&C's Terms of Business have been provided to me, which I have read and understood and in consideration of L&C's providing me the Entity and Services requested; I agree to be bound by those conditions as if they were incorporated into and made a part of this Declaration.
- (iii) that I am and shall at all times be the beneficial owner of the Entity, that the personal details that I have provided in the Application are correct and acknowledge that I may not assign my interest in the Entity without the prior written consent of L&C and that any purported transfer without obtaining such prior consent shall be invalid and of no effect.
- (iv) that I am not a Prohibited Person (see clause 2.1 of the Terms of Business) and my assets are sufficient to meet the current or expected demands of my creditors as they fall due;
- (v) that the Entity will not be used for any Prohibited Activity (see clause 2.2 of the Terms of Business)
- (vi) that I have received legal and tax advice from my independent advisors with regard to my intended use of the Entity and that in requesting the provision of the Entity and the Services I am not relying on any legal or tax advice from L&C and I confirm that such advice has neither been offered nor received from L&C.
- (vii) that I will at all times irrevocably and unconditionally hold free and harmless, and shall indemnify and keep indemnified, L&C, its directors, officers, employees, affiliates, Appointees and agents against all proceedings, suits, damages, fines, expenses, penalties and liabilities (including reasonable attorney fees and expenses) arising or brought against any of them by reason of any breach of the above declarations or the provision of the Entity and any Services except for gross negligence or wilful misconduct on the part of L&C.
- (viii) that any dispute arising out of this Declaration or out of the provision of the Entity or the Services pursuant to the Application shall be governed by the law of Malaysia and if brought by the Beneficial Owner(s) shall be subject to the exclusive jurisdiction of the courts of Malaysia and if brought by L&C to the Non-exclusive jurisdiction of the courts of Malaysia.

NAME:  
DATE:

*signature*

NAME:  
DATE:

*signature*



## SECTION 10 LAW & COMMERCE PAYMENT DETAILS

It is essential to recognize that Law & Commerce Trust Limited ONLY holds bank accounts in Malaysia. We do not possess account with any foreign banks of any kind. If you receive any suspicious or phishing email asking for payment to an overseas bank account, please reach out to us for verification before proceeding with any actions.

### Payment Method

- Full payment or undertaking for full payment must be received before incorporation can be carried out.
- Payment can be made by telegraphic transfer or cheque:
  - a. Payment by cheque can be made to 'Law & Commerce Trust Limited.'
  - b. Payment by telegraphic transfer in USD or MYR can be made to:

Account Number	: 715120-016564 (USD) or;
Account Number	: 515120-613151 (MYR)
Beneficiary Name	: Law & Commerce Trust Limited
Beneficiary Bank	: Malayan Banking Berhad (Maybank)
Bank Address	: Lot E005, Ground Floor Podium Level, Financial Park Labuan Complex, Jalan Merdeka, 87000 Labuan FT, Malaysia
SWIFT/BIC Code	: MBBEMYKLXXX

### Confidential Policy

All information or documents provided by the beneficial owners or their advisors will be handled with the utmost confidentiality. This information will be utilized exclusively for the registration of your company and for the establishment of bank account/s, as applicable. The information or documents provided will remain confidential, irrespective of whether the company proceeds or refrains from proceeding with the incorporation.

### Licensing & Professional Indemnity

Law & Commerce Trust Limited is a licensed trust company and regulated by the Labuan Offshore Financial Services Authorities.

Law & Commerce Trust Limited has at any time professional indemnity coverage of not less than RM1,000,000.00 as required by the law.

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**WE APPRECIATE YOUR BUSINESS**