



NOTES ON COMPLETION OF FORMS AND DOCUMENTS CERTIFICATION

We appreciate your consideration of Law & Commerce Trust Limited as you embark on the process of incorporating your company in the Labuan jurisdiction. This note provides you with guidance for completing the forms and preparing the necessary documents required for incorporation.

1. To proceed with forming a Labuan company, you **MUST** complete the following forms:

A.	Company Formation Questionnaire	<input type="checkbox"/>
B.	Customer Business Profile	<input type="checkbox"/>
C.	Personal Questions and Declaration Form (must be completed by each director, shareholder or signatory)	<input type="checkbox"/>

2. Each form **must be completed** in its entirety. In the event that you are uncertain about a particular column, please do not hesitate to either leave it blank or contact us for guidance. You are requested to provide a comprehensive explanation in order to facilitate our comprehension of your situation and requirements, thereby preventing the necessity of repeating inquiries.
3. Your task is to help us **UNDERSTAND YOU, UNDERSTAND YOUR NEEDS & YOUR BUSINESS**.
4. Due to the confidentiality provisions associated with Labuan companies, once your company is incorporated, we will only deal with the individuals specified in the forms. To permit your advisor or assistant to engage with us, kindly fill out Section 5 (Authorised Person/Instruction) in the Company Formation Questionnaire. If you would like to add or modify another authorised individual in the future, kindly let us know.
5. The identification of each director and shareholder **MUST BE CERTIFIED** in the following manner:
- For the certified copy document to be deemed acceptable, it must be legible and contain a statement such as *“certified as a true copy of the original.”* Additionally, for photographic documentation, it should state *“the photograph bears a true likeness to (enter name of applicant).”* This statement requires the signature and date of the certifying individual.
 - Documents may be certified by any authorised person including, but not limited to, commissioner for oaths, notary public, certified public accountants, lawyers, advocates or solicitors, company secretaries and Malaysian/foreign embassies. The certifier's stamp, including their name, profession, address, and contact details, must be affixed.
 - Documents that are not certified in accordance with the above manner are not acceptable.
 - Documents can also be certified by any of our senior officers if you have met with them in person and presented the documents directly to them.
6. All directors and shareholders are required to provide ORIGINAL proof of residential address or a certified copy, as outlined in Note 5 above. A proof of address may be accepted in the form of a utility bill, bank statement, credit or debit card statement, internet bill, telephone bill, or other documents regularly sent to your residential address.



7. When a director or shareholder is a corporate entity, the subsequent documents must be certified in accordance with Note 5 above.

i.	Certificate of company incorporation	<input type="checkbox"/>
ii.	Statutory form showing registered address	<input type="checkbox"/>
iii.	Statutory form showing list of present directors/shareholders of the body corporate	<input type="checkbox"/>
iv.	Memorandum & Article of Association or Charter of the Company	<input type="checkbox"/>

8. We retain the right to refuse to provide any service if the forms are not completed or the identity documents are not properly certified.
9. In order for us to proceed, it is necessary for us to receive all documents that were originally signed and certified in hardcopy.
10. When submitting signed documents to Law & Commerce Trust Limited, please utilize the Company Formation Checklist:

		Checklist (✓)
Documents to be submitted		
1.	Company Formation Questionnaire	<input type="checkbox"/>
2.	Customer Business Profile	<input type="checkbox"/>
3.	Personal Questions and Declaration Form (must be completed by each director, shareholder or signatory).	<input type="checkbox"/>
Documents to be CERTIFIED and submitted		
In the case of individual director or shareholder:		
i.	Copy of identification/passport of each director, shareholder or controller (must be in colour)	<input type="checkbox"/>
ii.	Proof of address of each director, shareholder or controller	<input type="checkbox"/>
In the case of a corporate entity:		
i.	Certificate of company incorporation	<input type="checkbox"/>
ii.	Statutory form showing registered address	<input type="checkbox"/>
iii.	Statutory form showing list of present directors/shareholders of the body corporate	<input type="checkbox"/>
iv.	Memorandum & Article of Association or Charter of the Company	<input type="checkbox"/>
Company formation documents (will be provided upon receipt of all the aforementioned documents)		
i.	Form 24 – Consent to act as director	<input type="checkbox"/>
ii.	Signing pages of Memorandum of Association	<input type="checkbox"/>
iii.	Signing pages of Articles of Association	<input type="checkbox"/>

All of the aforementioned documents must be submitted to us via email for our review before sending the originals to our office for further processing. We will inform you when the documents need to be sent to us via courier. If you require any additional clarifications, please feel free to reach out.