

| <b>Shenzhen, China</b>  | <b>Shanghai, China</b>  | <b>Beijing, China</b>   | <b>Taipei, Taiwan</b>  | <b>Singapore</b>   | <b>New York, USA</b>   |
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## Documents Required for Registration of Cayman Islands Company

*Unless otherwise indicated, the Cayman Islands Company mentioned in below refers to an Exempted Company (limited by shares) formed registered in accordance with the Companies Law (Revised) (Companies Law), and a partnerships registered in accordance with the partnership Law (Revised) (Partnership Law) of the Cayman Islands.*

### 1. Natural Person

If an individual will be a director, shareholder or partner, client needs to provide the following identification documents for the purpose of incorporation:

- (1) Certified true copy of the personal passport, the page of passport shall bear the photography and information of the holder.
- (2) Certified true copy of proof of the personal residence addresses, the acceptable address proof can be water and electricity bill, or bank statement, which include holder's full name, residential address, issuing date, name of issuing authority etc.

### 2. Legal Entity

If director, shareholder or partner is another corporation, please provide the following corporate documents:

- (1) Certificate of Incorporation ;
- (2) Certificate of Incumbency or Certificate of Good Standing ;
- (3) Articles of Association ;
- (4) Latest register of directors and register of members ;
- (5) The identification documents and residential address proof of all Director, Shareholder and Ultimate Beneficial Owner holding more than 10% of shares in that company ;
- (6) Copy of a mandate authorizing the company to establish the company or partnership.

### **3. Partnership**

If a partnership will be the shareholder or partner, please provide the following documents:

- (1) Copy of the Partnership Agreement ;
- (2) The identification documents and residential address proof of all partners and owners in that partnership ;
- (3) Copy of a mandate authorizing the partnership to establish the company or partnership.

### **4. Other Information and Documents Required**

- (1) Required to provide the amount of share capital (unless otherwise advised, all company will be incorporated with a standard share capital of 50,000 shares), and percentage of shareholding by each shareholder, if more than one shareholder.
- (2) For registration of Cayman Islands Exempted Company, each director and shareholder who holding more than 10% of shares of the Company, that required provide one reference letter from professional advisors or bankers which have known them for at least two years, detailing the full name and address of the person on whom reference is being given.
- (3) For registration of Cayman Islands partnerships, each holding more than 10% of shares of partner of the Partnership, that required provide one reference letter from professional advisors or bankers which have known them for at least two years, detailing the full name and address of the person on whom reference is being given.
- (4) Filling the “KYC Questionnaires” and “Offshore Company Incorporation Order Form” for detailed understanding of the purpose of the company and partnership with its intended operations together with detailed information on the source of the Company's funds.
- (5) The latest organization chart certified by director for identification of ultimate beneficial owners.

## 5. Important Notes

- (1) Upon receipt of your order, we will issue an invoice to you for your settlement. Because of the nature of services, we require full payment in advance. Also, once service is commenced, no service fee will be refunded except special cases.
- (2) For documents written in the language other than English, English translated version with information of certifier need to be provided as supporting.
- (3) A certifier can be either a practising lawyer, a chartered or certified accountant, a director or manager of a regulated credit or financial institution, a notary public, a member of the judiciary or a senior civil servant shall be a suitable certifier. Client can visit any of our Kaizen offices with the original copy of the identification documents of the shareholder and director and our staff will perform certification.

*If you wish to obtain more information or assistance, please visit the official website of Kaizen CPA Limited at [www.kaizencpa.com](http://www.kaizencpa.com) or contact us through the following and talk to our professionals:*

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