

INTERNATIONAL BUSINESS COMPANY  
ORDER FORM



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Please contact your consultant if you require any assistance while completing this form

Please type the required information or use block capitals and e-mail to [info@oca-offshore.com](mailto:info@oca-offshore.com)

Please refer to our terms of business which can be found on our website: [www.oca-offshore.com/terms.cfm](http://www.oca-offshore.com/terms.cfm)

## 1) The Company

### 1.1) *About the Company*

Does the company already have a registered company name: Yes No

If Yes, please provide the name of the company to be registered in Seychelles:

Company Name:

If No, please specify the intended name of your company as well as including a 2<sup>nd</sup> and 3<sup>rd</sup> choice if the first choice happens to be unavailable for whatever reason.

1<sup>st</sup> choice:

2<sup>nd</sup> choice:

3<sup>rd</sup> choice:

Do you require a suffix for the company name? (Example: Ltd, Limited, Corp, Inc. etc.)

please specify the suffix:

Please select one of the following:

The Company to be registered is a: New Incorporation

Relocation of Administration

### 1.2) *Memorandum and Articles of Association*

If your company requires any special provisions regarding your Memorandum and Articles of Association, please specify them in the space below. If your Memorandum and Articles of Association are of a standard format and content then please leave the space below blank. If you are uncertain about this point, please contact us and we will gladly assist you.

## 2) Capital

### 2.1) *Issued and Authorized Capital*

What currency was used for the authorized and issued capital?

Please specify the amount of authorized capital:

Please specify the amount of issued capital:

### 2.2) *Share Issue*

(Companies will be formed with a single class of shares (ordinary) unless otherwise requested)

Please specify the number of shares to be issued:

Please specify the par value of a share:

Please specify in the space below if you have any requests regarding the issue of shares:

### 3) Business Practice

#### 3.1) Type of business

Please specify what area of business the company will be involved in:

(Example: Consultancy, Trading, Investments, Construction etc.)

Please provide a brief description of the business activity below:

#### 3.2) Persons involved with the company

| Name<br>(Living Person or Legal Entity) | Owner/<br>Member | Ultimate<br>Beneficial<br>Owner | Director/<br>Manager | Secretary | Power of<br>Attorney | No. of<br>Shares<br>Held |
|---|------------------|---------------------------------|----------------------|-----------|----------------------|--------------------------|
| 1.                                      |                  |                                 |                      |           |                      |                          |
| 2.                                      |                  |                                 |                      |           |                      |                          |
| 3.                                      |                  |                                 |                      |           |                      |                          |
| 4.                                      |                  |                                 |                      |           |                      |                          |
| 5.                                      |                  |                                 |                      |           |                      |                          |
| 6.                                      |                  |                                 |                      |           |                      |                          |

If there are more than 6 names to be recorded in this table, please copy this table to the end of this document and record the extra names there.

What is the number of shares required by a shareholder to hold?

Does the company require the appointment of professional directors or managers?      Yes      No

Does the company require the appointment of a company secretary?      Yes      No

Does the company require the appointment of nominee shareholders      Yes      No

Does the company require the appointment of nominee members?      Yes      No

Does the company require a holding/parent company, a trust or a foundation to own it?      Yes      No

If you answered 'Yes' to any of the above questions, would you like OCA Financial Services to arrange this for you?      Yes      No

## 4) Banking

### 4.1) Bank Accounts

Does the company have a bank account set up in its name? Yes No

If you answered 'Yes' to the question above, please fill in the following details:

Bank Name:

Branch:

If you answered 'Yes' to the first question you can skip the remainder of this section

Would you like OCA Financial Services to assist you in setting up a bank account for the company? Yes No

If you answered 'No' to the question above, would you like OCA Financial Services to recommend the service of a suitable bank? Yes No

If you answered 'No' to the above question, please provide the details of the bank you would like to make use of:

Bank Name:

Branch:

## 5) Documentation

### 5.1) Documentation and Legalized Copies

Please indicate if you require any of the following documentation and corresponding legalization in addition to what will be provided to you through our standard service:

| Document                               | Certified by Reg. Agent | Notarized | Apostilled | Legalized at an Embassy | Number of Copies |
|--|-------------------------|-----------|------------|-------------------------|------------------|
| Certificate of Incorporation           |                         |           |            |                         |                  |
| Memorandum and Articles of Association |                         |           |            |                         |                  |
| Certificate of Incumbency              |                         |           |            |                         |                  |
| Appointment of Directors               |                         |           |            |                         |                  |
| Certificate of Good Standing           |                         |           |            |                         |                  |

If you answered 'Yes' to Legalize at an Embassy, please specify which Embassy:

Would you like OCA Financial Services to safeguard your documents? Yes    No

If 'No', please specify the address where you would like us to send your documentation:

Address:

Region:

Country:

Do you have any other requirements concerning your documentation? Please specify in the space below:

## 6) Virtual Office Services

### 6.1) Virtual Office Services

Does the company require any of the following Virtual Office Services?

| Description of Service   | Does the Company Require this service? |    |
|--|--|----|
|  | Yes                                    | No |
| Business and/or Mailing Address and Mail Forwarding Service              | Yes                                    | No |
| Shared Telephone Number & Answering Service with Message Forwarding      | Yes                                    | No |
| Dedicated Telephone Number & Answering Service with Message Forwarding   | Yes                                    | No |
| Shared Fax Number with Incoming Faxes forwarded by e-mail PDF attachment | Yes                                    | No |

If you require Virtual Office Services in a location other than in Seychelles please contact us for assistance

### 6.2) Additional Services

Please select any of the following additional services:

Internet Merchant Account  
Treasury Account  
Brokerage Account  
Accounting Services  
Company credit/debit card  
Company Brokerage Account  
Insurance

Opening of Personal Bank Accounts  
Payroll/Commission Agent Solutions  
Self-Inking Company Stamp  
Yacht/Ship Registration  
Loadable Corporate Mastercard  
Metal Common Seal  
Arranging Audit Services



Use this space for notes that you would like us to be made aware of or to copy the '*Persons Involved with the Company*' table to add additional names.