



EasyCo[®]

Company incorporations made easy

Application Form

This application should be used for individual(s) and/or corporate entities who wish to form a Guernsey company.

Guernsey companies can only be incorporated by a Corporate Service Provider ("CSP") who holds a full fiduciary licence from the Guernsey Financial Services Commission ("GFSC").

EasyCo is a trading name of Concept Group Limited.

Concept Group Limited (Registered Number: 41012) is regulated by the Guernsey Financial Services Commission ("GFSC") and licenced under the Regulation of Fiduciaries, Administration Businesses and Company Directors etc (Bailiwick of Guernsey Law, 2000.

Registered office is First Floor, Cambridge house, Le Truchot, St Peter Port, Guernsey, GY1 1WD.

Within this Application form "Concept is defined as Concept Group Limited and/or any associated companies of Concept Group Limited.

Completing this Application Form

Section 1: Company Details
Company Formation
Fee Schedule
Additional Optional Services

Section 2: Personal Details

Section 3: Declarations
Terms and Conditions
Third Party Authorisation
Checklist

Appendices: Where an **Appendix** is required, these can be obtained upon request from Concept.

Concept is also able to offer Company Secretarial services ("**CoSec**") to Company Directors to ensure their compliance with the Law. If you would like further information about our **CoSec** services, please contact us for further details.

Definitions

“Law” Guernsey companies are governed principally by the Companies(Guernsey) Law, 2018.

“Ultimate Beneficial Owner” Person who benefits ultimately from the activities, proceeds and income of the company.

“Resident Agent” A resident agent is the person, or CSP who is responsible for taking reasonable steps to ascertain the identity of the beneficial owners of the company, or a CSP. The resident agent must:

- take reasonable steps to ascertain the identity of the beneficial owners of the company
- keep a record of the required particulars of the beneficial owners of the company at the registered office address(or some other place in Guernsey other place in Guernsey of which the Registrar has been notified, and approved in writing)
- keep the record of beneficial owners up-to-date
- notify the Registrar of any changes to the record of beneficial owners within 14 days of any change to the record of beneficial owners
- take all reasonable steps to ensure the security and confidentiality of the beneficial ownership information
- where a company is dissolved, terminated or struck off, retain the record of beneficial ownership as the date of dissolution, termination or striking off, for the minimum retention period (5 years from the date of dissolution, or such longer period as the Registrar may direct.)

“Registered Office” A company must have a registered office in Guernsey at all times, to which all communication and notices may be addressed.

The address of the companies registered office (along with its name and registration number) should appear on all formal letters from the Company.

If the Company has a website, the registered office should appear reasonably prominently on it.

The following documents should be held at the registered office:

- A register of members, including the dates a person was registered or ceased to be a member.
- A register of shareholders
- Copies of all minutes and solutions of directors and members
- a record of the company resident agent
- A record of the beneficial owners
- Copies of company accounts.

“ODPA” The Office of the Data Protection Authority (“the ODPA”) is the independent regulatory authority for the purposes of The Data Protection (Bailiwick of Guernsey) Law, 2017 and associated legislation.

From January 2021, all local organisations/businesses/sole-traders (and all other entities established in the Bailiwick) are legally required to register with the ODPA and pay an annual fee.

The fee is based on the number of full-time equivalent employees (the annual fees are as follows i) 50 or more full time equivalent staff - £2,000.00 ii) all other organisations - £50.00 iii) registered charities and not-for-profit organisations - £0.00).

You are able to register directly with the ODPA or Concept, as a registered ODPA Levy Collection Agent (“LCA”) are able to register on your behalf. We will also provide you with a certification of exemption.

Please note: Concept are only able to register your company with the ODPA, you will still be responsible for ensuring you comply with The Data Protection (Bailiwick of Guernsey) Law, 2017 and associated legislation.

If you would like Concept to register your company with the ODPA please complete the relevant section under the Additional Optional Services Tab.

Company Details

Proposed company name

Option 1:

Option 2:

Purpose of the company

Financial year end

(ddmmyyyy)

Registered office address *(this cannot be a PO box)*

Registered office address

Post code

Company Formation

As part of the standard Company Formation, the Company will be formed as follows:

Standard Company Formation Service:	5 working days
Company Formation:	Guernsey Registry Standard Formation (24 hours)
Share Capital:	Unlimited Authorised Share Capital
Issued Shares:	100 ordinary shares of no par value
Audit Status:	Exemption from Audit Wavier will be submitted
Company Secretary:	No Company Secretary will be appointed
Annual General Meetings:	Annual General Meeting Wavier will be submitted
Memorandum and Articles of Association:	The Guernsey Registry Standards Memorandum and Articles of Association will be adopted

If you would like to change any of the standard company formation services please select the relevant option(s) from the list below. Additional costs will be incurred.

Guernsey Registry Rapid Service (2 hours) - *additional disbursement will apply.*

Guernsey Registry Special Service (15 minutes) - *additional disbursement will apply.*

Authorise Share Capital to be issued _____

Please issue _____ shares with _____ no par value or _____ par value.

The Company is to be audited - *please provide details of the auditor to be appointed.*

Please appoint a Company Secretary - *the Secretary will need to complete Appendix 1.*

The Guernsey Registry Standards Memorandum and Articles of Association ("Memo & Arts") should not be adopted. *Please contact us to discuss your specific requirements you would like to be included.*

Registration with the Office of Data Protection Authority
All local organisations/businesses/sole-traders (and all other entities established in the Bailiwick) are legally required to register with the ODPa and pay an annual fee.

Fee Schedule

Standard Company Formation Fee

£2,500.00

Includes:

Concept Standard Company Formation Fees*

£2,380.00

Guernsey Registry Disbursements:

- Standard Company Incorporation Fee £100.00
- Audit Waiver Submission £10.00
- Annual General Meeting Waiver £10.00

The Standard Company Formation Fee and Guernsey Registry Disbursements must be paid in full to Concept before the company is incorporated.

***Standard Company Formation Fee includes:**

- Registration of up to two Directors
- Incorporation and registration of a Guernsey Company, to include, up to two individuals in any capacity i.e:
 - + Beneficial owners;
 - + Member's; and
 - + Directors
- Standard Memorandum and Articles
- Issue of Share Certificates
- Submission of Audit Waiver
- Submission of Annual General Meeting Waiver
- Provision of minute book, to include:
 - i. Certificate of Incorporation
 - ii. Memorandum and Articles of Incorporation
 - iii. Director(s) registration certificates
 - iv. Register of Beneficial Owners
 - v. Register of Member's
 - vi. Register of Directors
 - vii. Register of Secretary - *if required*
 - viii. Register of Resident Agent
 - ix. Issue of Share Certificate
 - x. First Company Minute
 - xi. Annual General Meeting Waiver
 - xii. Audit Waiver
- Postage costs to Guernsey residents

Concept reserves the right to charge for additional and exceptional items not detailed in the Fee Schedule, and/or any other work undertaken. Such work will be charged on a time spent basis. Such costs will be advised to you before they are incurred.

If the Company Formation is more complex than Concepts Standard Company Formation Service, Concept will provide you with a detailed quote.

I/we understand that the initial Standard Company Formation Fee paid to Concept will not be refunded.

I/we understand that if Concept require to extend their Due Diligence checks that I/we will be subject to additional fees.

I/we understand that Concept will undertake a review of my/our application and will provide me/us with a detailed quote if my/our Company Formation is more complex than Concepts Standard Company Formation Service.

I/we understand that hourly rates being charged on time spent activities are specific to an individual and are subject to change from time to time.

Name 1

Signature 1

Date

Name 2

Signature 2

Date

Additional Optional Services

Optional Service Fees

Please tick if you wish Concept to carry out any of the following services.

Tick

- Reservation of Company Name £50.00
- Registration of additional Directors £150.00 per Director
- Additional Beneficial Owner £150.00 per Beneficial Owner
- Additional Shareholder £150.00 per Shareholder
- Extended Due Diligence Time Spent (£150 minimum)
- Appointment of Company Secretary £150.00
- Corporate Body acting in any capacity £300.00*
*Corporate Body Due Diligence will be required, this will be charged on a time spent basis (minimum £150).
- Corporate Body Due Diligence Time Spent (£150 minimum)
- Rapid Company Formation Service Level (48 hours) £250.00**
**Subject to Concept Group Limited's business acceptance policies have been satisfied.
- Registration with Office of Data Protection Authority and issuance of certificate of exemption £100.00

Optional Guernsey Registry Disbursements:

- Reservation of Company name £25.00
- Rapid Company Incorporation Fee - 2 Hours £350.00
- Special Company Incorporation Fee - 15 minutes £750.00

Other Optional Disbursements:

- Non-standard Memorandum and Articles of Incorporation To be provided upon request
- Postage costs to non-Guernsey residents Will vary depending on location
- Office of Data Protection Authority registration fee £50.00

Name 1

Signature 1

Date

Name 2

Signature 2

Date

Personal Details

Please provide Personal Details for each Ultimate Beneficial Owner, Shareholder, Director, Secretary and Resident Agent. If there are more than two individuals please complete an Appendix One – Personal Details Form for each additional individual.

If any of the Director's, Shareholder's, Secretaries and/or Beneficial Owners are a Corporate Body, please complete an Appendix Two Corporate Body Details.

*Note that if a Nominee Shareholder is appointed, please provide full details of the Ultimate Beneficial Owner on pages 5-6 or 7-8 as we are required to disclose this information to the Guernsey Registry.

Personal Details 1

Title (e.g. Mr/Mrs/Miss/Dr/
Other)

Name

Previous name(s) /
Maiden name if applicable

Date of Birth

Residential address

Post code

Number of years at this
address (years/months)

If less than three months,
please provide details
of previous Residential
Address

Post code

I will be:

(Please tick as appropriate)

Director

Shareholder

Resident Agent

Ultimate Beneficial
Owner *

Director's Registration
Number

% shareholding

%

Email

Occupation

Personal Details 1 (continued)

Phone number

Nationality

Dual Nationality

Details of Dual Nationality
(if applicable)

Tax residency - Please list the countries in which you are currently resident for tax purposes including your tax reference number

Country	Tax reference number

If you are unable to provide at least one tax reference number, please state the reason why:

Do you have, or have you ever had, any connection with the USA? (e.g. have you ever held a USA green card, a USA passport, or had a USA residential address?) If yes, please give details (e.g.) passport number or former USA TIN) including any applicable dates of USA tax residency.

Details of connection with USA

Personal Details (continued)

Personal Details 2

Title (e.g. Mr/Mrs/Miss/Dr/
Other)

Name

Previous name(s) /
Maiden name if applicable

Date of Birth

Residential address

Post code

Number of years at this
address (years/months)

If less than three months,
please provide details
of previous Residential
Address

Post code

I will be:

(Please tick as appropriate)

Director

Shareholder

Resident Agent

Ultimate Beneficial
Owner *

Director's Registration
Number

% shareholding

%

Email

Occupation

Phone number

Personal Details 2 (continued)

Nationality

Dual Nationality

Details of Dual Nationality
(if applicable)

Tax residency - Please list the countries in which you are currently resident for tax purposes including your tax reference number

Country

Tax reference number

If you are unable to provide at least one tax reference number, please state the reason why:

Do you have, or have you ever had, any connection with the USA? (e.g. have you ever held a USA green card, a USA passport, or had a USA residential address?) If yes, please give details (e.g.) passport number or former USA TIN) including any applicable dates of USA tax residency.

Details of connection
with USA

Declarations

I/we understand that Concept are not obliged to accept my/our application and that they reserve the right to refuse any application at their absolute discretion, and are not obliged to provide a reason.

I/we understand that receipt of this application form by Concept Group Limited does not imply acceptance and that my/our application will only be accepted once Concept Group Limited's business acceptance policies have been satisfied.

I/we wish for a Guernsey Company to be established on my/our behalf.

I/we acknowledge and confirm that my/our signature to this Application Form constitutes an irrevocable instruction for a Guernsey Company to be established on my/our behalf.

I/we declare that all information provided by me/us in this Application Form is true and complete and I/we will notify Concept promptly, in writing, of any changes to the information in this form and of any other relevant information and will provide any additional documentation upon request.

I/we confirm that all assets which will be transferred into the Company, once established, will not originate from activities or transactions which constitute a criminal offence.

I/we confirm that I/we have received or have had the opportunity to receive full and complete information and appropriate advice in connection with my/our application.

I/we understand that Concept does not provide financial, legal, tax nor investment advice, and nothing in this Application Form should be construed as such. Concept shall not be held responsible for any liability or loss arising directly or indirectly from any reliance placed upon the content of this Application Form.

I/we confirm that Concept is not involved in, nor responsible for, my/our tax affairs, and I/we accept that I am/we are responsible for, and will comply with, my personal tax responsibilities in any jurisdiction.

I/we confirm that I/we have been provided with information regarding all fees in relation to my/our application as detailed on page 3 of this application form and I/we confirm that I/we personally will pay and be responsible for any fees and any third party disbursements incurred by Concept.

I/we understand that the permanent records of the Company will not be released/provided to me/us until all fees have been settled.

I/we understand that it is my/our responsibility to provide Concept with all documents required to incorporate my/our company and that any missing documents will result in a delay in my/our Company Incorporation.

Client Monies Declarations

I/we understand that Fiduciary Client Money ("Client Money") means any money which Concept holds or receives on my behalf and is controlled by Concept.

I/we understand that in normal circumstances Concept must ensure that my Client Money is held

- in a Client Bank Account or a Client Entity Bank Account,
- separately from Concept's own money and
- separately from another client's money.

I/we also understand that in certain circumstances Concept may hold my/our Client Money in an account which contains Client Money from multiple clients ("Pooled Account"), such circumstances may include but are not limited to ensuring operational efficacy, providing cash management or treasury services or due to exceptional circumstances where Concept is unable to segregate my/our Client Money from that of other clients.

I/we understand that if Concept do use Pooled Accounts they are required to ensure that this has been clearly and specifically agreed with me/us and are able to promptly identify the balance due to me/us from a Pooled Account.

I/we confirm that Concept have my/our agreement to be able to hold my/our Client Money in a Pooled Account for the reasons detailed above.

Data Protection Declarations

Concept is the Data Controller in accordance with the Data Protection (Bailiwick of Guernsey) Law, 2017, as amended or replaced from time to time, details of which can be found at www.dataci.gg.

By signing this application you consent to Concept using and releasing personal data (including where necessary sensitive personal data) if and as required and to such third parties as considered necessary, including third parties in jurisdictions who may or may not have equivalent legislation, both within and outside of the Bailiwick of Guernsey or the European Economic Area.

When providing personal data you are consenting to Concept using your data for the following purposes:

- processing your application;
- the processing of personal data (including where necessary sensitive personal data) in connection with credit, money laundering and financial crime, legal and regulatory checks to comply with our legal and regulatory obligations;
- day to day administration of your product including investing or opening accounts with other institutions;
- the processing of information for use in activities that promote other pertinent offerings;
- the transfer of personal detail to other companies, including companies within the same group of companies as Concept who need to process;
- such information under any delegation agreement, or otherwise in relationship to the day to day administration of your product including investing or opening accounts with other institutions;
- prevent and detect fraud, money laundering and other financial crimes i.e. identity fraud.

Data Protection Declarations (continued)

If you provide us with personal data about other individuals, e.g. joint account holders, dependants/beneficiaries, they confirm that you have their authority to provide this information.

The information may include, but is not limited to, contact details, financial information and details about your health.

Information will continue to be obtained from your interactions with us such as letters, e-mails and telephone calls, which will be recorded and may also be obtained from third parties such as employers and open source intelligence as part of our on-ongoing regulatory requirements.

You may be assured that we and any company associated with us will treat all personal data and sensitive personal data as confidential and will not process it other than for legitimate purposes. We may share it with the following, if we have duty to provide the information for the management of your product, by law or by regulation:

- other companies within the same group of companies as Concept;
- financial institutions, including banks and investments houses to open accounts for your product;
- any other party to whom we may transfer our rights and duties under this agreement;
- your advisers, such as financial advisers, investment managers, accountants, tax advisers, if you have provided us with authority for these individuals to represent you, or any other party to whom you have given authority to provide instructions on your behalf e.g. by way of power of attorney;
- our regulators or any other authorities in any jurisdiction in line with our regulatory requirements including tax authorities.

Steps will be taken to ensure that the information is accurate, kept up to date. It is vital that you notify of any changes to your personal information or if there are any changes to your personal circumstances, including who has authority to receive information and or give instructions on your product.

The changes which you should notify us of include but are not limited to:

Name (e.g. marriage, deed poll, etc.), signature, address, telephone number, e-mail address, nationality, tax residence, tax reference no(s), employment, bank account details, beneficiaries.

We will contact you on the details you give us and will send it to the most recent address or e-mail address; once we have contacted you we will believe that you have received our communication which is why it is important that you notify us of any changes. Failure to do so may impact the way we are able to administer your product.

Measures will also be taken to safeguard against unauthorised or unlawful processing and accidental loss or destruction or damage to the data.

If your application is declined, you decide not to proceed or you close your product your personal information will be retained for as long as required in line with our legal and regulatory requirements

You have the right of access to information for which we reserve the right to charge you a fee. Any request for information should be requested in writing and addressed to the Data Controller. You should notify us if any of the data held is incorrect and needs to be amended.

Sales and Marketing Data Protection Declarations

We would like to contact you to tell you about other products and services which we offer and which may be of interest to you.

We will never share or pass your information to a third party for them to use for their own sales and marketing without your consent.

Please tick here if you would like to receive details about other products and services from us:

Third Party Authorisation

If you wish to authorise a Third Party to receive copies of your Incorporation Documents please complete the below.

Name of Third Party

Email Address

I hereby authorise Concept to share my Incorporation Documents with the Third Party that I have detailed above.

Terms and Conditions

By signing this Application Form I/we acknowledge and agree that I have read and:

- (a) accept all the Declarations contained within this Application Form;
- (b) accept the General Terms of Business and Privacy Statement which are available on www.easyco.gg or can be obtained upon request;
- (c) accept that such General Terms of Business and Privacy Statement may change from time to time.

Name 1

Signature 1

Date

Name 2

Signature 2

Date

How did you hear about us?

Checklist

In order for Concept to incorporate your company, please ensure all of the following are provided. Failure to provide the below documents will result in you Company Formation being delayed.

Tick

Original completed and signed application form

Proof of Address (current/valid full Driving Licence/bill or bank statement dated within three months)

Proof of Identity (current/valid Passport/Driving Licence)

Appendix One Personal Details - *if applicable*

Appendix Two Corporate Body Details - *if applicable*

Internal Completion

Business Acceptance
(to be completed by Concept)

Date



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Concept Group Limited (Registered Number: 41012) is regulated by the Guernsey Financial Services Commission (GFSC) and licensed under the Regulation of Fiduciaries, Administration Businesses and Company Directors etc (Bailiwick of Guernsey) Law, 2000. The registered office is First Floor, Cambridge House, Le Truchot, St Peter Port, Guernsey, GY1 1WD

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