



**LABUAN FOUNDATION REGISTRATION FORM**  
Establish pursuant to Labuan Foundations Act 2010

**Division 1: FOUNDATION PROFILE**

1. \*Proposed name of Foundation:

*Choice 1* : \_\_\_\_\_

*Choice 2* : \_\_\_\_\_

*Choice 3* : \_\_\_\_\_

\*The name of a Labuan Foundation must be end either with the words "Labuan Foundation" or "(L) Foundation" as part of the foundation's name.

2. Purposes and objects of the Foundation:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

3. Initial endowment value

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. \*Source of wealth and origin of property:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* We may request further information as part of our due diligence process



## Division 2: \*FIRST FOUNDER

### 1. Personal Details

- a. Title
- b. Full name
- c. Country of origin
- d. Nationality
- e. Passport / National ID card

### 2. Permanent Residential address and contact details

- a. Residential address
- b. Home mobile
- c. Personal mobile
- d. Fax
- e. E-mail

### 3. Offices address and contact details

- Company name
- Address
- Contact person/position held
- Office mobile
- Office e-mail

\* A founder who is not an officer of the Labuan Foundation may be appointed as a council member



**Division 3: \*FIRST BENEFICIARY**

Would you like BTL to be the nominated beneficiary? *If no, please provide the details of beneficiary*

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*1. Personal Details*

Title

Full name

Country of origin

Nationality

Passport / National ID card

Relationship to founder

*2. Permanent Residential address and contact details*

Residential address

Home mobile

Personal mobile

Fax

E-mail

*3. Offices address and contact details*

Company name

Address

Contact person/position held

Office mobile

Office e-mail



\* For beneficiary who has not attained the age of majority, an appointment of legal guardian is mandatory.

## **\*Division 4: FOUNDATION COUNCIL**

### *1. Personal Details*

Title	<input type="text"/>
Full name	<input type="text"/>
Country of origin	<input type="text"/>
Nationality	<input type="text"/>
Passport / National ID card	<input type="text"/>

### *2. Permanent Residential address and contact details*

Residential address	<input type="text"/>
Home mobile	<input type="text"/>
Personal mobile	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>

### *3. Offices address and contact details*

Company name	<input type="text"/>
Address	<input type="text"/>
Contact person/position held	<input type="text"/> / <input type="text"/>
Office mobile	<input type="text"/>
Office e-mail	<input type="text"/>

\* Please reprint the above information details if there are more individuals to be named in the foundation council.



**\*Division 4: FOUNDATION COUNCIL**

*4. Personal Details*

Title	<input type="text"/>
Full name	<input type="text"/>
Country of origin	<input type="text"/>
Nationality	<input type="text"/>
Passport / National ID card	<input type="text"/>

*5. Permanent Residential address and contact details*

Residential address	<input type="text"/>
Home mobile	<input type="text"/>
Personal mobile	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>

*6. Offices address and contact details*

Company name	<input type="text"/>
Address	<input type="text"/>
Contact person/position held	<input type="text"/>
Office mobile	<input type="text"/>
Office e-mail	<input type="text"/>

\* Please reprint the above information details if there are more individuals to be named in the foundation council.



**Division 5: OFFICER**

[This is compulsory section to be filled up as part of statutory requirement]

*7. Personal Details*

Title	<input type="text"/>
Full name	<input type="text"/>
Country of origin	<input type="text"/>
Nationality	<input type="text"/>
Passport / National ID card	<input type="text"/>

*8. Permanent Residential address and contact details*

Residential address	<input type="text"/>
Home mobile	<input type="text"/>
Personal mobile	<input type="text"/>
Fax	<input type="text"/>
E-mail	<input type="text"/>

*9. Offices address and contact details*

Company name	<input type="text"/>
Address	<input type="text"/>
Contact person/position held	<input type="text"/>
Office mobile	<input type="text"/>
Office e-mail	<input type="text"/>



**Division 6: FOUNDER DECLARATION AND SIGNATURE**

I/we the undersigned being the Founder of the proposed Foundation hereby declare that the following facts or statements are true and correct to the best of my/our knowledge and belief:-

1. True copies of the required documents for compliance of international standard of due diligence and care.
2. I am not currently insolvent and any contemplated endowment of property will not render me insolvent.
3. That all the intended appointment of beneficiary, officers, council member, supervisory person or any other person connected with the establishment of the foundation are not declare bankrupt, mentally disorder or of unsound mind.
4. I am not intend to hinder, delay or defraud any foreseeable creditors.
5. Confirmed that the appropriate tax and legal advice has been sought from professional body with regard to the establishment of the Foundation.
6. Declare that my/our "Source of Wealth" as mentioned in the foregoing has been generated solely from legal activities.
7. At all times to comply with the law of the country with regards to the establishment of the foundation and will not undertake any licensable activity anywhere without prior consent and authorisation.

I/we hereby expressly, specifically and unequivocally agree to hold entirely harmless and indemnify at all times **Bank Islam Trust Company (Labuan) Ltd**, and any parties duly authorised by either of them, their shareholder, officers, directors, and employees from any liability of any kind arising out of any lawful actions in reliance upon the statement contained in this declaration which may thereafter prove to be inaccurate.

Declarant : \_\_\_\_\_

Date : \_\_\_\_\_

Signature : \_\_\_\_\_

**Witnessed by:**

Name : \_\_\_\_\_ Date: \_\_\_\_\_

Signature : \_\_\_\_\_

Address : \_\_\_\_\_



**Division 7: CHECKLIST OF DOCUMENTS**

As part of our statutory duty to comply with international standards of due diligence and care, we are obliged to gather certain information from the clients. All information is held in strict confidence by us and only be shared to the extent as required by law. By submitting this completed and signed application, you consent to us holding this confidential information and using it only in the manner so described in this section.

Please provide the following documents:-

For individual

[Please tick]

- 1. \*Valid Passport/ National ID card for identification purposes.
- 2. \*\*Proof of residential address, such as a recent original or certified copy of:- 
  - a) Utility bills (electricity bills); or
  - b) Bank statement/mortgage statement; or
  - c) Credit card statement
- 3. Curriculum Vitae for opening of bank account purposes.

\*For Corporate entity

- 1. Memorandum and Articles of Association
- 2. Certificate of Incorporation
- 3. Certificate of Change of name, if any
- 4. Register of Members & Directors
- 5. Register of Registered Address

\* the photocopy of each individual must be clear and must be certify by either a notary public, advocate & solicitor or any other approved member of professional body. All certification must be in English language. For foreign language, accredited translator certificate must be provided.

\*\*please provide the documents dated within the last 3 months for each individual.