

Application Form for Incorporation of Labuan Company

Services Required (please tick ✓)	Business Package			
	Golden Package			
	Platinum Package			
Proposed Name (please see Note 1)				
Alternative Name (in case the first choice is not available)				
Nature of Business				
Share Capital	Paid-up:			
	Par value of shares:			
	Denomination:			
Shareholder(s) (please see Note 2)	Full Name/Name of Corporation:			
	Occupation/Principal Activity(ies):			
	NRIC/Passport No./Registration No.:			
	Nationality/Country of Registration:			
	Registered Address:			
	Correspondence Address:			
	Telephone No.:		Fax No.:	
	Mobile No.:		E-mail Address:	

**Application Form for Secretarial Services
(Continued)**

Director(s) (please see Note 3)	Full Name:			
	Occupation:			
	NRIC/Passport No.:			
	Nationality:			
	Correspondence Address:			
	Telephone No.:		Fax No.:	
	Mobile No.:		E-mail Address:	
Additional Secretary				
Proposed Auditors				
Proposed Financial Year-end				
Contact Person	Name:			
	Telephone No.:			
	Fax No.:			
	Mobile No.:			
	E-mail Address:			

(Authorised Signatory/ies)

(Date)

Note 1

- If the name is similar to another company, a written consent is required.
- If the name contains initials, please state what these initials represent.
- If the name is not in Bahasa Malaysia or English Language, please state the meaning of the word(s).

Note 2

- Please provide the following supporting documents:
 - ✓ Certified true copy of NRIC/Passport/Certificate of Incorporation; and
 - ✓ Photocopy of any utility bill (as proof of residence).
- Kindly use separate sheet of paper if there is more than 1 shareholder.

Note 3

- Please provide the following supporting documents:
 - ✓ Certified true copy of NRIC/Passport/Certificate of Incorporation; and
 - ✓ Photocopy of any utility bill (as proof of local address).
- Kindly use separate sheet of paper if there is more than 1 director.

TERMS AND CONDITIONS

1. Provision of Secretarial Services

Our scope of work includes:

1.1 Compliance with Statutory Requirements

This involves the following:

- a) Preparation and submission of statutory forms pertaining to the annual returns under the Labuan Companies Act, 1990 and Labuan Business Activity Act, 1990 to the relevant authorities.
- b) Proper maintenance of statutory records as follows:
 - Register of Shareholders;
 - Register of Directors and Secretaries;
 - Register of Charges/Mortgages;
 - Register of Debenture Holders; and
 - Minutes File.
- c) Proper maintenance of accounting records.
- d) Appointment of auditor (if any).

1.2 Meetings

This involves the following:

- a) Attending the first directors' meeting and preparing the notices, resolutions and minutes of such meeting.
- b) Attending the Annual General Meeting of the shareholders of the company and preparing the notices, resolutions and minutes of such meeting.

1.3 Share Registration

This involves the following:

- a) Assisting on matters relating to the transfer, issue and allotment of shares and the subsequent issue of share certificates; and
- b) Assisting on matters relating to the cancellation, consolidation and sub-division of shares and the issued capital of the company.

2. Advisory Services

This involves advising the company on other matters relating to general secretarial practices and general compliance with relevant statutes.

3. Payment

We render our invoices periodically and all out-of-pocket expenses incurred in providing our services shall be borne by you. All invoices are payable within thirty (30) days of the date of the invoices. Fees and disbursements must be paid in full before work begins.

In the event of non-payment of any invoice, we reserve the right to suspend further work or to discontinue our services until payment is received, without being liable to you for any losses, damages or penalties whatsoever.

4. Resignation/Termination

We reserve the right to resign or terminate our services by giving you one (1) month's notice in advance of our intention to do so. In such an event, all fees and disbursements then owing by you shall be paid to us, where appropriate on a pro-rata basis, upon such resignation or termination.

5. Consent letter

To execute authorisation letter to allow Bank Islam Trust Company (Labuan) Ltd to conduct credit checking.

6. Letter of Indemnity

To execute a Letter of Indemnity prior to our commencement of any work stated herein, indemnify and hold us harmless against all claims, losses, demands, obligations, damages, costs, charges, expenses and liabilities arising from, or in connection with the provision of the above services, so long as we perform our duties in good faith. You further agree that we shall not be held liable or accountable for any delays or failures in performance due to circumstances beyond our control.

7. Acceptance

If the terms and fees are acceptable, we would appreciate if you could kindly return the duly signed acceptance form as attached together with the following for our record:

- a) The duly signed and completed Application Form for setting-up a Labuan company;
- b) Certified true copies of NRIC/Passport of director(s)/shareholder(s) or Certificate of Incorporation, Memorandum & Articles of Association and list of director(s)/ secretaries and/or officers in the event that the director/shareholder is a corporation.