

APPLICATION FORM FOR INCORPORATION OF LABUAN COMPANY

Services Required (please tick ✓)	<input type="checkbox"/>	Start up Package
	<input type="checkbox"/>	Business Package
	<input type="checkbox"/>	Golden Package
	<input type="checkbox"/>	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 :	
	Denomination :	
Shareholder(s) (please see Note 2)	Full Name/Name of Corporation :	
	Occupation/Principal Activity :	
	NRIC/Passport No./Registration No. :	
	Nationality/Country of Registration :	
	Permanent Residential Address:	
	Correspondence Address:	
	Telephone No. :	
	Mobile No. :	
	Fax No. :	
E-mail Address :		

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

 (Director/Shareholder)

 (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
 - ✓ Bank reference letter/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
 - ✓ Bank reference letter/photocopy of any utility bill (as proof of local address).
- Kindly use separate sheet of paper if there is more than 1 director.

TERMS

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. Fee Structure

Our fees for the provision of the above services are as follows:

BTL Package	Start up Package	USD2,500
	Business Package	USD3,100
	Golden Package	USD5,500
	Platinum Package	USD8,500

Fees payable to Labuan FSA	For formation of companies with a capital of less the equivalent value of RM50,000.00 including cost for stationery such as statutory books, share certificates, company seal, rubber stamp and amount payable to Labuan FSA	USD300.00
	For formation of companies with capital exceeding the equivalent value of RM50,000.00 but less than the equivalent value of RM1 million including cost for stationery such as statutory books, share certificates, company seal, rubber stamp and amount payable to Labuan FSA	USD600.00
	For formation of companies with capital exceeding the equivalent value of RM1 million including cost for stationery such as statutory books, share certificates, company seal, rubber stamp and amount payable to Labuan SA	USD1,500.00
Other Optional Services	Provision of corporate director (per year)	USD700.00
	Provision of resident director (per director/year)	USD900.00
	Provision of nominee shareholder (per year)	USD500.00
	Application for work permit (not inclusive of renewal)	USD1,200.00 per employee
	Application for work permit for dependent	USD300.00 per person
	Provision of assistance in the opening of bank account	USD500.00 per account
	Any legal document as per request	USD300.00
	Accounting service	USD500.00
	Audit service	As per cost

Other Optional Services, Continued	Attending board meetings or Extraordinary General Meetings (other than those specified under Section 1.2)	<table border="1"> <thead> <tr> <th data-bbox="1118 318 1289 376">Designation</th> <th data-bbox="1289 318 1465 376">USD (per hour)</th> </tr> </thead> <tbody> <tr> <td data-bbox="1118 376 1289 432">Director</td> <td data-bbox="1289 376 1465 432">210.00</td> </tr> <tr> <td data-bbox="1118 432 1289 488">CEO</td> <td data-bbox="1289 432 1465 488">150.00</td> </tr> <tr> <td data-bbox="1118 488 1289 544">Trust Officer</td> <td data-bbox="1289 488 1465 544">100.00</td> </tr> <tr> <td data-bbox="1118 544 1289 600">Executive</td> <td data-bbox="1289 544 1465 600">70.00</td> </tr> </tbody> </table>	Designation	USD (per hour)	Director	210.00	CEO	150.00	Trust Officer	100.00	Executive	70.00
Designation	USD (per hour)											
Director	210.00											
CEO	150.00											
Trust Officer	100.00											
Executive	70.00											

Note: Fees are subject to changes from time to time at the sole and absolute discretion of BTL.

4. Acceptance Fees and Appointment Letter

If the above 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.

5. Payment

We render our invoice periodically and all out-of-pocket expenses incurred in providing our services shall be borne by you. All invoice are payable within thirty (30) days of the date of the invoice. 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.

6. Consent Letter (CL)

To execute an authorisation letter to allow BTL to conduct credit checking.

7. Letter of Indemnity (LOI)

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.

8. Statutory Declaration (SD)

To execute the statutory declaration is a statement of fact(s) that you declare to be true. It can be used as evidence.

9. Shariah Negative Checklist Declaration (SNC)

- a) BTL are not permitted to provide services to Labuan Company which its operations solely (100%) involve illegally activity as stated in the SNC. The client must be executing the SNC provided by BTL.
- b) In the event the Labuan Company involved the mentioned activity, BTL is the right to resigned as a resident secretary with immediate effect.

10. Privacy Statement (PS)

A privacy statement is a statement or legal document that discloses some or all of the ways a party gathers, uses, discloses, and manages a customer or client's data. Client need to execute the PS provided by BTL.

11. Political Exposed Person Declaration (PEP)

All Director and Shareholder in the Labuan Company structure must be execute the declaration.

12. Ultimate Beneficial Owner Declaration (UBO)

- a) All Director and Shareholder in the Labuan Company structure must be execute the declaration.
- b) In the event the director and shareholder are not the UBO, the director or shareholder need to arrange the right UBO to execute the same and to request the statutory documents as well.

13. Questionnaire

In the event the director or shareholder are required to apply the work permit, the form need to be completed.

14. 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.