

Offshore companies are set up in the Cayman Islands for a number of reasons. No list is exhaustive but companies are most usually incorporated for one of the following:

- ✓ Confidentiality
- ✓ Asset protection
- ✓ To keep offshore business (ie business transacted outside the United States with other countries) offshore
- ✓ As a result of estate planning of other tax advice.

Bodden Corporate Services performs the services of incorporating Cayman companies for clients who have taken a decision to incorporate a Cayman Islands company. We do not provide legal or tax advice on the benefits or otherwise of incorporating companies and would recommend that you seek local legal counsel regarding these matters.

**For exempt or ordinary non resident companies:**

- × Bodden Corporate Services Ltd Standard Terms and Conditions for Corporate Services
- × Exempt / Ordinary non-resident company questionnaire
- × Confidential Due Diligence questionnaire \*<sup>1</sup>
- × Affidavit of Source of Income
- × Affidavit of Tax Advice (for US residents and citizens only)

**For ordinary resident companies:**

- × Bodden Corporate Services Ltd Standard Terms and Conditions for Corporate Services
- × Ordinary resident company questionnaire
- × Confidential Due Diligence questionnaire \*<sup>1</sup>
- × Affidavit of Source of Income
- × Affidavit of Tax Advice (for US residents and citizens only)

The questionnaires, affidavits and all other requested documents need to be completed and all attached documentation such as references\*<sup>1</sup> (please see notes below regarding provision of financial and professional references if a corporate bank account application is being made) and identification documents forwarded to us before we can commence the incorporation process. We require documents to be completed in their absolute entirety - please contact us if you have any queries regarding the due diligence documentation.

Our policy is to require a retainer of US\$1,000 prior to submitting the company for incorporation with the balance payable when services have been rendered. Once we have agreed the Articles and Memorandum of Association for the company and the Registrar of Companies has confirmed the name availability, incorporation will take approximately five to seven working days.

Company names can be reserved for one week at a fee of US\$31 and for one month at a fee of US\$49 following name check availability.

Bodden Corporate Services Ltd can proceed to incorporate companies following receipt of our retainer and faxed completed questionnaires and references\*<sup>1</sup>. We will however require receipt of all originally executed and notarised documents as specified and balance of any outstanding incorporation fees.

Due Diligence is required for every Director, Officer and beneficial owner of a proposed new company. Please ensure that you provide a curriculum vitae (resume) for each Director, Officer and beneficial owner as well as a brief business plan of the company's activities.

A Caymanian Director, Officer and beneficial owner will also have to complete Due Diligence save for provision of the character reference. A financial reference will not be required if we do not provide registered office facilities. If however, a corporate bank account is being applied for and the Caymanian participant does not have an existing account with the bank, then a character reference & financial reference (addressed directly to the Bank of choice) will be required.

Should there be a necessity to 'rush' an incorporation, documents submitted to the Registrar of Companies by 12:00pm on any working day together with an additional registration fee of US\$490, can be registered and incorporated the same day.

Effective JUNE 2000 BCSL is unable to provide the registered office for or incorporate companies which have the ability to issue bearer shares. It should be noted that recent legislation has ruled to discontinue the use of bearer shares.

We can assist with the opening of local bank accounts and our fee is US\$400 for providing this service. Following satisfactory review of all account supporting documents accounts can be established between five to ten working days. There are quite a number of reputable local banks that we can recommend. Kindly advise if you wish to receive contact information and requirements for setting up a corporate bank account.

*\*<sup>1</sup> **References:** Banks will require specific references to be addressed directly to the Bank's themselves. If it is your intention to establish a corporate bank account and a particular Bank has been chosen with whom to establish a working relationship, copies of the references provided for the Bank can suffice for BCSL's purposes. Upon request we can send you the specific Banking requirements.*

Should you have any queries or require further information please do not hesitate to contact our offices.