



FORWARD GROUP  
Trust & Corporate Services

**GUIDANCE NOTE**  
**COMPANY INCORPORATION PROCESS**

## 6. Company incorporated

Lift off! Your company will be incorporated. Once the company has been formed it enters into an Administration agreement and an Entity engagement annexure setting out the terms on which we provide services.

Forward prepare all the necessary inaugural minutes to appoint the first directors and issue shares and the Company will be able to transact.

## 5. Business acceptance

The prospective client is presented to our Business Acceptance Committee by the lead director, and formally accepted if the risk profile is considered acceptable.

If a client is not accepted then they will be refunded any fees paid less time costs incurred on the structure.

## 4. Due Diligence

We continue to collect and review all necessary Client Due Diligence (“CDD”) documentation as required by our Regulator.

This will include obtaining Certified “wet-ink” copies of Passports, Certified copies of address, final versions of tax advice and by verifying Source of Funds and Source of Wealth information. In certain cases we may require external reports to verify the information you have provided to us.

If we identify factors not previously disclosed to us we may decline the business or revise our fee proposal.

## 1. Incorporation Enquiry

When we receive an initial enquiry from a potential client or referring intermediary you will be allocated a Client Director and an Administrator who can assist you through the client onboarding process.

## 2. Initial Information Requests

We will ask you complete various forms including Personal information form(s) and a Corporate information form, as well as provide copies of passports / proof of address documentation by email so that we can perform some initial checks and understand what work will be required.

We will also ask about the tax advice you may have received, or be awaiting, or refer you to someone that can assist in providing you with the correct advice.

## 3. Fee Quote Issued

We will prepare a fee quote for you based on the information you have provided to us in the information forms and based on our understanding of the risk of your structure.

If you accept our fee quote, you will be issued with a letter of engagement together with an invoice for our fees. Usually, the amount due is for the incorporation costs and the first years care and responsibility fees.





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