



("OMACO")

## Incorporation Instructions

1. Country of Incorporation: \_\_\_\_\_
2. Please give three (3) names in order of priority: (According to the Panamanian law all companies must end with the suffix S.A., Corp., or Inc., please select one.)

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

3. Describe the nature of the business to be undertaken by the company (please be specific)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

4. Name and address of directors (OMACO can provide nominee directors so please tick this box for this option)

If not, please provide us the names, nationalities, addresses, signatory powers to bind the company and required position of the candidates:

Name	Nationality	Address	Solely	Jointly with	Position

5. Details of company secretary (OMACO can provides secretarial services so please tick this box for this option)

Name	Nationality	Address	Position

6. Details of shareholders (please tick one box only)

- The following parties are to be registered as shareholders
- Please provide nominee shareholders

Our standard authorized capital is:

Jurisdiction	Authorized Capital	No. of Shares	Value of Shares
Panama	US\$10,000	100	US\$100.00
BVI	US\$50,000	50,000	US\$1.00
Belize	US\$50,000	50,000	US\$1.00

- a. Amount of Shares to be issued: \_\_\_\_\_
- b. Number of share certificates to be issued\*: \_\_\_\_\_
- c. Type of shares:            Bearer\*            Registered\*
- d. \*If registered, or if not all shares are for the same amount, please complete the following:

No. of Certificate	Name of Shareholder (if not bearer)	Address	Number of Shares

7. Details of Contact Person (who do you want OMACO to contact regarding the affairs of the company?)

Name \_\_\_\_\_  
 Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Post Code \_\_\_\_\_

OMACO is requested to communicate using the following methods:

Mail \_\_\_\_\_  
 Telephone + \_\_\_\_\_  
 Fax + \_\_\_\_\_  
 E-mail \_\_\_\_\_

8. Mail forwarding instructions (If you wish OMACO to provide mail forwarding services please tick this box)

If you would like us to forward mail, telephone messages and faxes to the contact person in section 7 please tick this box.

If not, where would you like mail, telephone messages and faxes sent?

Family Name (Mr/ Mrs/ Ms) \_\_\_\_\_  
 First Name(s) \_\_\_\_\_  
 Permanent Address \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ Post Code \_\_\_\_\_

Telephone \_\_\_\_\_  
 Fax \_\_\_\_\_  
 E-mail \_\_\_\_\_  
 Special instructions \_\_\_\_\_

9. Type of power(s) of attorney (if needed):

Special

General

In the name of the following persons:

Family Name (Mr/ Mrs/ Ms) \_\_\_\_\_

Family Name (Mr/ Mrs/ Ms) \_\_\_\_\_

First Name(s) \_\_\_\_\_

First Name(s) \_\_\_\_\_

Permanent Address \_\_\_\_\_

Permanent Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ Post Code \_\_\_\_\_

\_\_\_\_\_

For a special power of attorney, these are the instructions:

10. Special instructions regarding post incorporation documents:

Certificate of Good Standing

Change of Capital

Change of Name

Change of board of directors

Legal Opinion

Apostille

Notarization

Foreign Affairs

Consular legalization at: \_\_\_\_\_

11. Information required for individual clients:

Name of Beneficial Owner(s)	Passport Number	Nationality

12. Information required for Institutional clients:

Name of Company	Officer in Charge

13. My e-mail address is: \_\_\_\_\_

14. Method of Initial Payment (please note that incorporation price must be paid prior to delivery of a company) Please tick desired method:

- A bank transfer (Please send us your fax number)
- A bank/personal check made payable through a US bank in US dollars.  
We understand that work on this company will not commence until this check has cleared.

15. Terms and Conditions / Declaration

I/We, the person(s) whose name(s) and address(es) appear below, (referred to from now on in the singular) as beneficial owner(s) hereby declare and by my signature below confirm:

- (i) that all the information I have provided in this form is true and correct;
- (ii) that I received legal advice from lawyers located at the place of operation of this company, or in the case of institutional clients, that a recommendation to obtain legal advice was suggested to the clients;
- (iii) that the Company will not be used for money laundering, terrorist activities, receiving the proceeds of drug trafficking, trading in arms, munitions or other weapons, soliciting funds from the general public, offering investment advice to the general public, the management of investments other than the property of the Company, the operation and administration of collective investment schemes, trading with countries subject to any embargo authorized by the Security Council of the United Nations, or for any other purpose which is illegal under the law of the place of incorporation or management;
- (iv) that I have neither been offered nor have received legal advice from OMACO;
- (v) that I will at all times irrevocably and unconditionally hold harmless and indemnify OMACO and any parent, subsidiary or affiliate thereof and their directors, officers and employees against all proceedings, suits, damages, fines, expenses, penalties and liabilities arising or brought against any of them by reason of any breach of the above declarations or the provision of the Company and/or the Services to me or my use thereof;
- (vi) I include a copy of my passport legalized by a Notary

Name & Signature _____	Witnessed by _____
Name & Signature _____	Signature _____
Name & Signature _____	Witnessed address _____
Name & Signature _____	_____
Date _____	Date _____

16. If you wish OMACO to provide Nominee Directors, we need one (1) banking reference letter and one (1) personal reference letter about you as the Client / Beneficial Owner in order to process the incorporation.

17. This Application Form, plus a copy of the passport of the signatory, authenticated by a Public Notary, plus the Letters of Reference (only if you require nominee directors) must be copied by a "Scanner" and send to us by Email to [incorporation2@offshorepanama.com](mailto:incorporation2@offshorepanama.com). The original documents must be sent to our offices in Panama by International Courier (ie: Fedex, DHL, UPS). As soon as we receive them, we will reply to you with payment instructions.

