



Company Formation Specialists

**Email:** [consultant@pbcorporate.com.sg](mailto:consultant@pbcorporate.com.sg)

**Tel:** +65 6324 1922

**Fax:** +65 6324 8322

**BRITISH VIRGIN ISLANDS COMPANIES**  
**CONFIRMATION OF ORDER & COMPANY DATA COLLECTION FORM**

**1. CONTACT PERSON DETAILS**

Name:	Mobile:
Company (optional):	Office Tel:
Email Address:	Fax:

**2. PROPOSED NAME OF BVI COMPANY**  
*(Suffixes applicable for BVI companies include: LIMITED, LTD, INC.)*

1) _____	<b>Please Note:</b> Company Name will be in Capital Letters, unless specially requested.
2) _____	
3) _____	

**3. PRINCIPAL ACTIVITIES OF THE COMPANY**  
*(Please provide specific details i.e. Trading in palm oil, Consultancy Services for telecommunication industry, etc)*

1) _____
2) _____

**4. COMPANY'S CORRESPONDENCE ADDRESS** *(this is the address for receiving mail)*  
*Note: Please note that the registered address in BVI is not a business/correspondence address*

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**5. REGISTERED SHARE CAPITAL – Registered Shares only\***  
*Note: Optimum share capital is either 50,000 shares at US\$1.00 each = US\$50,000 or 50,000 shares of No Par Value*

<u>No. of Authorised Shares</u> <i>(please tick):</i> <input type="checkbox"/> 50,000 Shares <i>(standard)</i> <input type="checkbox"/> More than 50,000 Shares <i>(Higher annual fee applies)</i>	<u>Share Classification</u> <i>(please tick):</i> <input type="checkbox"/> Par Value @ US\$1.00 per share <input type="checkbox"/> No Par Value
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**6. ISSUED SHARE CAPITAL - Total Shares Issued:** \_\_\_\_\_ *(Number of Shares)*  
*(Minimum of one shareholder is required, of which can be an individual OR corporate shareholder)*

Name of Shareholder	Passport No. / Company No.	Residential Address (individual) / Registered Office Address (corporate)	No. of Shares	% of Shares

*Note: Each shareholder **must** complete the Personal Information Form (PIF) attached.*

**7. DIRECTORS DETAILS**

Name of Director	Passport No. / Company No.	Residential Address (individual) / Registered Office Address (corporate)

*Note: Each director **must** complete the Personal Information Form (PIF) attached.*

*Please return this form and attachments to:*

PB CORPORATE SERVICES PTE. LTD. (Co. Reg. No: 200822769M) 10 Anson Road, #21-07 International Plaza, Singapore 079903  
 Tel: 65 63241922 ■ Fax: 65 63248322 ■ [consultant@pbcorporate.com.sg](mailto:consultant@pbcorporate.com.sg)



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**8. AUTHORISED REPRESENTATIVE DETAILS**

Person whom PB Corporate Services Pte. Ltd. will take on instructions from:

Name:	Passport/ID No:
Correspondence Address:	
Tel No:	Mobile No:
Fax No:	Email:

**9. BANK ACCOUNT DETAILS**

Name of Preferred Bank:	
Authorised Signatories and Signing Arrangement:	
Currencies Required:	Special Instruction (if any):

**10. SUMMARY OF SERVICES REQUIRED**

Type of Services	Cost (in US\$)	Please tick (✓)
Incorporation/Purchase of a BVI Company	1,600.00	✓
Certificate of Incumbency (inclusive of courier fee)	175.00	
Notarised & Apostilled Documents for International use (up to 7 documents, inclusive of BVI High Court Fees, Agent Notarisation Fees and Courier Fees)	600.00	
Opening of <i>Singapore</i> Bank Account (OCBC / HSBC / DBS / SCB / RBS)	Fr 350.00 to 600.00	
Opening of <i>Hong Kong</i> Bank Account (SCB / HSBC) or offshore bank a/c	Fr 600.00 to 800.00	
Provision of Correspondence Address (including US\$60 postage fee) for one year	360.00	
Purchase of Another Offshore Company (Seychelles/Belize) to be the Corporate Director/Shareholder including purchase of Certificate of Incumbency	1,500.00	

**DECLARATION AND CONFIRMATION**

I / We hereby solemnly declare and confirm the following:

- The information provided to **PB Corporate Services Pte. Ltd.** is true and accurate in all material respects and does not exclude any information that might reasonably be considered relevant.
- I/We will not engage in any business activities contrary to the laws of any country and will not undertake any licensable activity anywhere without the appropriate authorisation in which the company may operate.
- I/We undertake to notify you of any future changes to the above information and you are authorised to supply any or all of such information for due diligence purposes to the Regulators concerned at your discretion.
- I/We agree to be bound by the standard terms of business of **PB Corporate Services Pte. Ltd.** and have read and accepted the terms and conditions provided on your website: <http://www.pbcorporate.com.sg/terms.php>
- No advice received from your firm has influenced or affected my/our decision to incorporate the above company
- I/We are aware that **PB Corporate Services Pte. Ltd.** is not a law firm or a tax-consulting firm and will not be liable or responsible for any legal or tax or other consequences resulting from the services provided.

I/We confirm that I/we wish to proceed with the order of the above named offshore company and understand that I/We am/are committed to make full payment upon presentation of your invoice.

**Client's Signature:**

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:**

The above information is also required by our registered offshore agents in order to comply with Anti Money Laundering Laws. This information is held by us in Singapore and will only be divulged in the event of a formal request being received from the relevant authorities.

ENC: Personal Information Form (PIF) attached

*Please return this form and attachments to:*

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