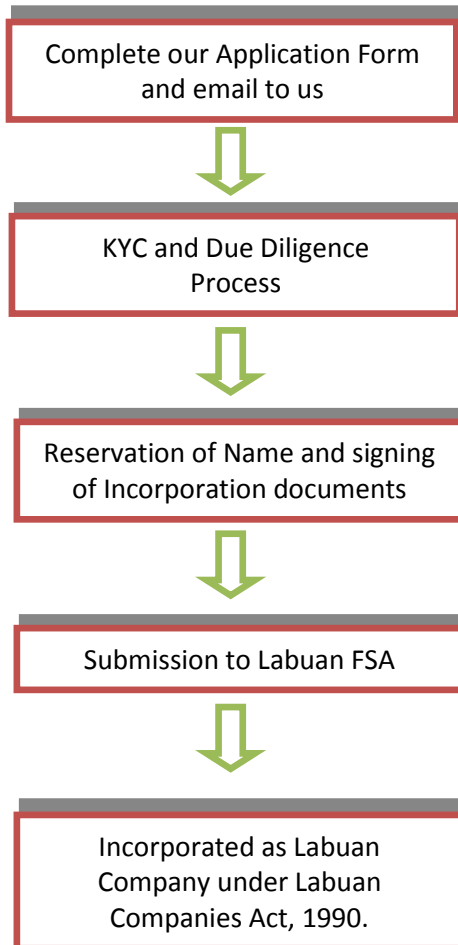


GUIDELINE FOR INCORPORATION OF A LABUAN COMPANY



REQUIRED DOCUMENTS

- **Application Form for Incorporation of Labuan Company**
- **Due Diligence documents** [*Ultimate Beneficial Owner, Director(s), Shareholder(s)*]

For Individual

- ✓ Copy of Passport (for Foreigner) / NRIC (for Malaysian client)
- ✓ Proof of address i.e. utility bill, bank statement etc. (not more than 3 months old)

- ✓ Professional Reference Letter / Banker Reference
- ✓ Curriculum Vitae

For Corporate Entity

- ✓ Memorandum and Articles of Association
- ✓ Certificate of Incorporation
- ✓ Certificate of Change of Name (if any)
- ✓ Register of Member(s) & Director(s)
- ✓ Register of Registered Address
- ✓ Director(s) Resolution re; Incorporation of subsidiary (if any)

REGISTRATION PROCEDURES

- Appointment of Trust company – completion of our Application Form
- Conduct due diligence process
- Reservation of proposed name for the Labuan Company. The client may choose any name; however Labuan FSA has the discretion to reject the proposed name. The company name will be reserved for a period of three months
- Incorporation of a Labuan Company - Application must be accompanied with the Memorandum and Articles of Association of the proposed company, a statutory declaration by an officer of the appointed Trust Company, and consent in writing of the person(s) to be appointed as director(s) of the company, together with the relevant fees
- Registration by the Registrar is generally completed within 24 hours