

YOUR INCORPORATION PACK

Documents and information required to begin the FCSL compliance review.

START HERE

To begin your incorporation, please complete all applicable sections and provide the supporting documentation requested. The Client Acceptance & Service Selection Form and Registered Office Agreement are provided only after satisfactory compliance approval.

DOCUMENTS / INFORMATION REQUIRED BEFORE COMPLIANCE APPROVAL

1

Client & Entity Onboarding Questionnaire

Captures the client and entity details, proposed business activities, shareholders, directors and officers, source of wealth, expected business and transaction activity, PEP and sanctions declarations, tax status, authorised instructing persons, ownership/control and beneficial ownership.

2

Source of Funds Form

A separate Source of Funds declaration must be completed by each proposed shareholder. Directors do not complete this form unless they are also shareholders.

3

Certification Requirements

Guidance on certification of identification, proof of address and other applicable due diligence documents, including the standard certification wording.

4

Due Diligence Requirements

The identification, address, reference and other due diligence documents required for proposed directors and shareholders, including additional requirements for corporate directors or shareholders.

5

Fee Schedule

Client-facing schedule showing FCSL professional fees, government fees and applicable disbursements for incorporation, annual maintenance and additional services.

IMPORTANT

Completion of the initial onboarding documents does not constitute acceptance of the engagement. FCSL must complete its compliance review and client acceptance procedures before the engagement is approved.

DOCUMENTS PROVIDED AFTER COMPLIANCE APPROVAL

1

Client Acceptance & Service Selection Form

Once compliance approval has been given, this form confirms the entity type, services requested, service level and the client's acceptance of FCSL's applicable fees and service terms.

2

Registered Office Agreement

Provided after compliance approval where FCSL will provide registered office services. It sets out the terms governing the registered office and related services.

3

Client Indemnity

Provided and executed where applicable, including where the relevant FCSL registered office or corporate services require an indemnity.

4

Additional Service Agreements

Separate agreements may be required for additional services selected by the client.

FCSL EMPLOYEE DIRECTOR APPOINTMENT

If the client wishes to appoint an FCSL employee, such as Tamika Williams, as a director, this is a separate arrangement. It requires a separate director services agreement, separate fees and a separate indemnity, and remains subject to FCSL compliance and internal approval.

THE INCORPORATION PROCESS

1 SUBMIT

Questionnaire,
Source of Funds
and due
diligence

2 REVIEW

FCSL compliance
and client
acceptance
review

3 APPROVE

Compliance
approval

4 EXECUTE

Post-approval
agreements and
acceptance

5 INCORPORATE

FCSL proceeds
with
incorporation
and filings

ESTIMATED TURNAROUND

Standard: Compliance approval 2–3 business days | Incorporation 5–7 business days, subject to Registrar processing. Express: Compliance approval 1–2 business days | Incorporation 3–5 business days, subject to Registrar processing. All timeframes are estimates and depend on complete documentation, satisfactory compliance approval and Registrar processing.