

FPS CLIENT STRUCTURE INTAKE FORM

To be filled immediately upon lead conversion or final structure confirmation
All fields are mandatory unless marked optional.

SECTION 1: CLIENT & INTERNAL CONTACT

Field	Response
1. Client Full Name	
2. Client Email Address	
3. WhatsApp/Phone Number	
4. Country of Residence	
5. Date of Conversion	
6. FPS Staff Member Handling This Client	

SECTION 2: STRUCTURES REQUIRED**1) Trust Jurisdictions (Select all that apply):****Options**

- Nevis
- Cook Islands
- Seychelles
- Malta

- Bahamas
- [Belize
- BVI
- Isle of Man
- Guernsey
- Jersey
- Delaware (USA)
- Singapore
- Hong Kong
- Other: _____

2) Company Jurisdictions (Select all that apply):

Options

- Cayman Islands
- BVI
- Seychelles
- RAK ICC
- Nevis
- Marshall Islands
- Belize
- Panama
- Ireland

- Delaware (USA)
- Wyoming (USA)
- UK
- Singapore
- Hong Kong
- Montenegro
- Malta

Other: _____

Section 3 - Trust Details

Field	Response
1. Settlor Full Name	
2. Settlor Nationality & Residency	
3. Discretionary Beneficiaries	
4. Successor Beneficiaries	
5. Protector (if any)	
6. Should Settlor be appointed later as beneficiary	
7. Nominee Trustee Required?	
8. PTC Required?	
9. PTC Director Type	
10. PTC Jurisdiction	
11. Trust Duration	
12. Special Clauses Requested	

Example clauses to include:

- Settlor allowed to manage trust assets (e.g., Cayman company)
- Trustee may loan to others if in interest of beneficiary
- Monthly appointment check with Settlor
- Revert assets to Settlor/family if no beneficiaries remain
- Limitations on Trustee authority
- Other: _____

Section 4 - Company Structure Details

Field	Response
1. Entity Name	
2. Jurisdiction	
3. Company Type	
4. UBO	
5. Shareholders	
6. Directors	
7. Nominee Agreements Required?	
8. Power of Attorney Required?	
9. Shareholding Percentages	
10. Purpose of Company	
11. Link to Trust	
12. Additional Comments	

Section 5 - Banking & EMI Setup

Field	Response
1. Final Bank/EMI Chosen	
2. Backup EMI/Bank	
3. Jurisdiction of Bank/EMI	
4. Account Purpose	
5. Client's Banking Priorities	
6. Currency Required	
7. Compliance Status	

Section 6 - Commercial Summary

Field	Response
1. Discount Promised	
2. Total Fee Agreed (USD)	
3. Payment Mode	
4. Special Terms	

SECTION 7: DOCUMENTS COLLECTED

Tick all received:

Passport
 Proof of Address
 KYC Form
 Due Diligence Questionnaire
 Criminal History Affidavit
 Trust Questionnaire
 UBO Declaration
 Source of Wealth Documents
 Business Plan (if needed)
 Other: _____

Section 8 - Internal Ops Notes

Field	Response
1. Notes from call / WhatsApp	
2. Sensitive nationality or compliance red flags	
3. Preferred language / contact window	
4. Urgency / Deadlines / Timeline pressure	
5. High-risk indicators or EDD concerns	

