

Step-by-Step Offshore Incorporation Checklist

The incorporation of an offshore entity is a strategic legal process that requires meticulous planning, jurisdictional understanding, and strict adherence to international compliance standards. HPT facilitates a comprehensive, end-to-end offshore incorporation service designed to safeguard our clients' interests while ensuring full regulatory conformity.

Below is a jurisdiction-neutral incorporation checklist that reflects the international best practices followed across our network of offshore jurisdictions.

1. Jurisdictional Assessment & Strategic Selection

- Conduct legal, tax, and commercial evaluation to select the most suitable jurisdiction.
- Considerations include:
 - Confidentiality and asset protection statutes
 - Local corporate laws and tax regime
 - Political stability and banking accessibility
- Common jurisdictions: Seychelles, Belize, BVI, Nevis, Cayman Islands, UAE, Hong Kong.

2. Company Name Clearance

- Submission of up to three preferred names to the Registrar of Companies.
- Registrar will confirm availability and compliance with naming regulations (restricted terms, suffix requirements, etc.).

3. KYC and Due Diligence Documentation

- Collection and verification of documents from the Ultimate Beneficial Owner (UBO), directors, and shareholders.
- Required documents include:
 - Certified copy of passport
 - Proof of residential address (dated within 90 days)
 - Bank or professional reference letter
 - Curriculum Vitae or business profile (if requested)

4. Formal Proposal & Engagement Confirmation

- HPT issues a formal Client Proposal, detailing:

- Scope of services
 - Jurisdictional overview and rationale
 - Timeline and deliverables
 - Fee breakdown (setup, optional nominee, bank introduction, and annual maintenance)
- Upon approval, the client signs the Engagement Agreement, and initial fees are settled to commence onboarding.

5. Appointment of Registered Agent & Registered Office

- HPT appoints a licensed local Registered Agent in the selected jurisdiction.
- A compliant Registered Office Address is secured for statutory and legal correspondence.

6. Drafting & Execution of Incorporation Documents

- Preparation of:
 - Memorandum and Articles of Association
 - Director and shareholder appointment forms
 - Initial resolutions and declarations
 - Nominee agreements, if applicable
- Documents must be executed and notarized or apostilled, depending on jurisdictional requirements.

7. Filing with Registrar of Companies

- Submission of all executed incorporation documents.
- Registrar conducts its review and due diligence.
- Upon approval, issues Certificate of Incorporation and confirms the legal existence of the company.

8. Issuance of Corporate Kit

- Delivery of a complete corporate pack, including:
 - Certificate of Incorporation
 - Memorandum & Articles
 - Share Certificates
 - Director/Shareholder Registers
 - Minutes & Resolutions
 - Company Seal (if required)

9. Corporate Bank Account Introduction (Optional)

- HPT introduces the client to reputable offshore or EMI banking institutions.
- Client must provide enhanced documentation, including:
 - Business plan or activity summary
 - Source of funds declaration
 - Projected transaction flows

10. Ongoing Compliance & Annual Maintenance

- HPT provides continued corporate services, including:
 - Annual company renewal
 - Economic substance declarations
 - Registered agent and office renewal
 - Corporate governance documentation
 - Accounting/reporting advisory (jurisdiction dependent)

Note: HPT ensures strict compliance with global AML/CFT standards. Non-compliance or incomplete KYC submissions may result in delays or regulatory rejection.