

## 6. Company Incorporated

Lift off! Your company will be incorporated. Once the company has been formed, we will prepare all of the necessary inaugural minutes to appoint the relevant parties and issue shares and the company will then be able to transact.

## 5. Business Acceptance Committee

As potential client, your structure is then presented to our Business Acceptance Committee by the Client Director and formally accepted if the risk profile is considered acceptable.

If the Committee does not accept you as a potential client, we will advise you of any fees and time costs which have been incurred on the structure.

We will then send you an Administration Agreement setting out the terms on which we will provide services. You will be issued with an invoice for our fees for the incorporation costs and the first years' responsibility fees.

## 4. Client Due Diligence

We will continue to collect and review all necessary Client Due Diligence ("CDD") documentation as required by our local Jersey Regulator.

This will include obtaining certified "wet-ink" copies of passports / proof of address, final versions of tax / structuring advice and verifying Source of Wealth and Source of Funds information. In certain cases, we may require external reports to be commissioned to verify the information you have provided to us.

## 1. Incorporation Enquiry

When we receive an initial enquiry from you as a potential client or from a referring intermediary, a Client Director, Senior Manager and an Administrator will be allocated who can assist you through Forward Group's client onboarding process.

## 2. Initial Information Requests

We will ask you complete various Forms including Personal Information Form(s) and a Corporate / Trust / Foundation / Fund Information Form as well as to provide copies of passports / proof of address documentation by email for relevant parties. This is so that we can perform some initial checks and understand what work will be required.

We will also ask about the tax / structuring advice you may have received, or be awaiting, or we can refer you to someone who may be able to assist in providing you with the correct advice.

## 3. Fee Proposal Issued

We will prepare a fee proposal for you based on what has been provided to us in the completed Information Forms and based on our understanding of the activities and any associated risks of your structure.

If you accept our fee proposal, we will continue to liaise with you regarding the documentation received. If we identify any factors not previously disclosed to us, we may decline the business and / or revise our fee proposal.

