

Forward Group Corporate Information Form



Welcome to Forward Group and thank you for enquiring about our Corporate Services.

This Form needs to be completed for the Company which is being incorporated or transferred in and that is in receipt of any administration services from Forward Group and for any corporate entities in the ownership structure.

A: Corporate Details			
A1a: Preferred / Current Company Name			
A1b: Trading Name or Alternative Name 1*			
A1c: Alternative Name 2*			
A2: Registered Office Address Please include business name/number/plot; street name/number; town/city; postal code; and country. Where the Company is transferring to Forward Group, this will be the existing/old address. If the Company has a separate mailing address, please also provide details.			
A3: Business Email			
A4: Telephone		A5: Website	
A6: Date of Incorporation		A7: Country of Incorporation	
A8: Registered Number		A9: Lead Contact	
A10: Rationale: Please detail the purpose and rationale of the Company in light of the wider tax or structuring planning. Please provide a copy of the written tax / legal advice in respect of the rationale for the Jersey structure.			
A11: Business Activities: Please provide details of the Company's business activities.			
A12: Countries of Operation: List the countries where the business activities will be conducted and/or the clients or customers of the Company are located. If the Company is to act as a holding company or hold unquoted investments, please include details of any subsidiary companies, including their activities and jurisdictions of operation.			
A13: Incorporation Service Level* Note: This is the time the Jersey Registry takes to process an application and not necessarily the total time to incorporate a company (a 2 or 3 day service typically results in the Company being available in about a week). *Required for new incorporations only		☐ 2 hour incorporation - £835 ☐ 1 day incorporation - £530 ☐ 2 day incorporation - £385 ☐ 3 day incorporation - £300 ☐ 5 day incorporation - £200	



**FORWARD
GROUP**
Private Client | Corporate | Funds

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B: Shares – Shareholders – Controller Details**Share Structure**

Forward Group Limited uses a standard Memorandum and Articles of Association and we assume that the share capital to be issued will comprise **Ordinary** Shares of **GBP** being **£1.00** each. If an alternative share structure is required or exists specify below. Companies requiring more than 1 type of share class will require bespoke Articles.

B1: Share Class		B2: Currency		B3: Nominal value per share	
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Shareholder Details

Where shareholders are different to the beneficial owners as a result of nominee or interim holding company arrangement for example, please provide the shareholder details below.

		Number of shares directly held	% Ownership
B4: Shareholder 1	☐ Forward Nominees Limited AND/OR BELOW:	B4a:	B4b: %
B5: Shareholder 2	☐ Avant Nominees Limited AND/OR BELOW:	B5a:	B5b: %
B6: Shareholder 3		B6a:	B6b: %
B7: Shareholder 4		B7a:	B7b: %
Total shares issued/to be issued		B8:	100%

Beneficial Owner Details

Where shares are held through nominees or by virtue of ownership of any overlying structure (e.g. via a holding company) please provide the details of any ultimate beneficial owners below.

		Number of shares directly held	% Ownership
B9: Beneficial Owner 1		B9a:	B9b: %
B10: Beneficial Owner 2		B10a:	B10b: %
B11: Beneficial Owner 3		B11a:	B11b: %
B12: Beneficial Owner 4		B12a:	B12b: %
B13: Beneficial Owner 5		B13a:	B13b: %
Total shares issued		B14:	100%

Each individual who is a Shareholder or Beneficial Owner must also complete a **Personal Information Form ("PIF")** and supply due diligence documentation in accordance with Forward Group's client take on procedures. Where a Shareholder or Beneficial Owner is not an individual, Forward Group will advise as to the required documentation and information to be provided.

If the Company has corporate shareholders or a complex ownership arrangement, then a structure chart will need to be provided to identify the Ultimate Beneficial Owners and their percentage ownership.

Note: Forward Group require Corporate Owners to complete an annual Declaration re Shareholders, Beneficial Owners, Directors and Authorised Signatories. This is to ensure that we are notified of all relevant changes and our records remain up to date.

C: Management

Directors Names

Each individual, who is a Director / Controller, must also complete a **Personal Information Form ("PIF")** and supply due diligence documentation in accordance with Forward Group's client take on procedures.

C1: Director 1	☐ Forward Directors Limited AND/OR BELOW:
C2: Director 2	☐ Avant Directors Limited AND/OR BELOW:
C3: Director 3	
C4: Director 4	
C5: Director 5	

Note: Where Forward Group do not provide Directors or are a minority Director, we require external Directors to complete an annual Declaration about the Company, its' activities and operations and to provide supporting information and documentation. This is to ensure that the Company's Jersey legal obligations are met and that our records remain up to date.

D: Tax Residency – FATCA / CRS

FATCA / CRS

The International Tax Compliance Regulations 2015, which implemented the Foreign Account Tax Compliance Act ("FATCA") and the OECD Common Reporting Standard for Automatic Exchange of Financial Account Information ("CRS") require us to collect information about each client's tax residency.

In general, a company is tax resident where you are liable to taxes, which is generally based on where the Company is managed and controlled and/or where assets owned by the Company are located. A company can be resident for taxation in several jurisdictions.

We may be obliged to share information about you with the Jersey tax authority who may in turn share this information with any or all participating tax jurisdictions. Those countries that have agreed to exchange information under FATCA and and/or CRS are **Reportable Jurisdictions**.

A Reportable Jurisdiction is a jurisdiction with which an obligation to provide financial account information is in place. A list of Reportable Jurisdictions is shown here: <http://www.oecd.org/tax/transparency/AEOIcommitments.pdf>

Please indicate all countries in which the Company is resident for tax purposes and the associated Tax Identification Numbers in the table below.

If you have any questions about tax residency, please contact your tax adviser. Should any information provided change in the future, please ensure you advise us of the changes promptly.

If you would like us to refer you to a suitable tax adviser, please ask your Client Director.

Country of Tax Residency	Tax Identification Number ("TIN") (see above)
D1: Country of Incorporation – AND/OR BELOW:	D1a:
D2:	D2a:
D3:	D3a:

Note: A tax residency certificate is required and will be submitted with the Company's Jersey tax return and financial statements and upon any change of tax residence. The Company's tax residence is determined by where its' central management and control is exercised, specifically where the Directors make their decisions.

E: Politically Exposed Persons

E1: Politically Exposed Person ("PEP") connections

Do any of the Shareholders, irrespective of their percentage shareholdings, or Directors / Controllers, hold or have previously held, any public function including, but not limited to, the positions listed opposite?

Guidance Note on PEPs is available here:

<https://forwardjersey.com/download/guidance-note-peps/>

- ☐ Head of State or of Government
- ☐ Political, Governmental, Judicial or Military Position
- ☐ Executive of a State-Owned Corporation
- ☐ Executive of an International Institution (IMF/EU/UN etc.)
- ☐ Other Government or Civil Service Appointment

If you have ticked any of the above, please provide full details of the position or appointment:

E2: Politically Exposed Person ("PEP") associated connections

Do any immediate family member or close associate of the Shareholder or Directors / Controllers, hold or have previously held, any public function including, but not limited to, the positions listed opposite?

Guidance Note on PEPs is available here:

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- ☐ Head of State or of Government
- ☐ Political, Governmental, Judicial or Military Position
- ☐ Executive of a State-Owned Corporation
- ☐ Executive of an International Institution (IMF/EU/UN etc.)
- ☐ Other Government or Civil Service Appointment

If you have ticked any of the above, please provide full details of the position or appointment:

F: Source of Funds Confirmations

F1: Initial Source of Funds

Please provide details of the activities that generated the initial funds that are to be used by the Company.

F2: Ongoing Source of Funds

Please provide details of the industry and/or activities which will generate the ongoing funds in the Company.

G: Transaction Profile

G1: Value and volume of transactions

Please detail the value and the volume of expected transactions in and out of the Company and list all jurisdictions with which those Company funds are connected.

G2: One off or notable transactions

Please provide details if any one off or notable transactions are expected in the Company.

G3: Assets Under Management

Please advise as to the intended asset level to be held in the Company.

G4: Please list any countries where the Company has business interests or other significant assets, not previously mentioned above.

This is to ensure that Forward Group can meet its' procedural and regulatory obligations to identify any direct or indirect exposure to high risk or sanctioned jurisdictions that may otherwise not be apparent.

G5: Please provide details of any major transactions or changes to the Company ownership structure in the next 12 months.

(e.g. a public listing/delisting, introduction of new investors etc) that may affect the ownership of the Company to be managed by Forward Group.

H: Company Accounting Information

H1: Book currency

- ☐ GBP
☐ USD
☐ EUR
☐ Other:

H2: Accounting year end

__/__/____

H3: Audited required

- ☐ Yes
☐ No

If yes, provide details of preferred auditor:

I: Services

Services to be provided to the Company:

Corporate Services

☐ I1: Registered Office

☐ I5: Nominee Shareholders

☐ I2: Company Secretary

☐ I6: Administration

☐ I3: Nominated Person

☐ I7: Authorised Signatory

☐ I4: Corporate Directors

Accountancy Services

☐ I8: Jersey tax return

☐ I10: Financial statements

☐ I9: Bookkeeping

☐ I11: VAT / other tax returns

Note: If Forward Group are not providing Accountancy Services as detailed above, please provide details of who will provide these services.



Declaration and Sign Off

I hereby confirm that:

- The above particulars are true and correct to the best of my knowledge, information, and belief;
- I have read and understood the Forward Group Terms of Business and I agree to be bound by the Terms which, for my ease of reference are located here: <https://forwardjersey.com/download/terms>;
- I undertake to notify you within 30 days of any changes to the information provided in this Form;
- I have never been declared bankrupt in any part of the world or been a director or otherwise concerned in the management of a company which has been subject to an insolvent liquidation or judicial enquiry in any part of the world; and
- I consent to you disclosing the information contained herein to third parties, as appropriate, including relevant tax authorities.
- I consent that the information provided within this Form may be collected and / or processed by Forward Group and its' Affiliates or by third parties who provide services to Forward Group and / or the Company. Such processing may involve the transfer of data out of the European Economic Area and I hereby acknowledge and agreed to such transfer, as required.

Using your Personal Data

Forward Group use the personal information you provide in this Form to make a decision about whether to perform the services on your behalf, to provide you with our professional services and to enable us to meet our legal obligations. For more information please see our full Privacy Policy at <https://forwardjersey.com/privacy-statement> or alternatively you can request a copy by writing to us at gdpr@fw.je.

J1: Name	
J2: Signature	
J3: Capacity	
J4: Date	