

Forward Group Foundation Information Form



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

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

A: Foundation Details			
A1a: Preferred / Current Foundation Name			
A1b: 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 Foundation is transferring to Forward Group, this will be the existing/old address. If the Foundation 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 Foundation 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 Foundation'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 Foundation are located. If the Foundation is to act as a holding vehicle or hold unquoted investments, please include details of any subsidiary companies, including their activities and jurisdictions of operation.			

A: Foundation Details (continued)

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 foundation (a 2 or 3 day service typically results in the Foundation being available in about a week).

- ☐ 2 hour incorporation - £856
- ☐ 1 day incorporation - £543
- ☐ 2 day incorporation - £395
- ☐ 3 day incorporation - £308
- ☐ 5 day incorporation - £205

*Required for new incorporations only

B: Founder

Founder Names

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

B1: Founder 1

B2: Founder 2

C: Council Membership

Foundation Council Member Names

Forward Directors Limited **must** be appointed as Qualified Person and a Foundation Council Member. Each individual, who is a Foundation Council Member, must also complete a **Personal Information Form ("PIF")** and supply due diligence documentation in accordance with Forward Group's client take on procedures.

C1: Foundation Council Member 1

☐ Forward Directors Limited **AND BELOW:**

C2: Foundation Council Member 2

C3: Foundation Council Member 3

D: Guardian

Guardian Names

A Foundation **must** have a Guardian. The Guardian may not also be a Foundation Council Member, unless the Guardian is the Founder of the Foundation or the Qualified Member of its Council. Each individual, who is a Guardian, must also complete a **Personal Information Form ("PIF")** and supply due diligence documentation in accordance with Forward Group's client take on procedures.

D1: Guardian 1

☐ Forward Directors Limited **AND/OR BELOW:**

D2: Guardian 2

E: Beneficiaries

Beneficiary Names

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

E1a: **Beneficiary 1**

E1b: **Beneficiary 2**

E1c: **Beneficiary 3**

E1d: **Beneficiary 4**

E1e: **Beneficiary 5**

If charities are to be appointed to the Beneficial Class of the Foundation, please provide details.

E2a: **Charity 1**

E2b: **Charity 2**

E2c: **Charity 3**

E3: Please provide details of any intended changes to the Beneficial Class in the next 12 months

If the Foundation structure is a complex arrangement, then a structure chart will need to be provided in order to identify all relevant parties.

Forward Group would need to appoint Jersey lawyers to draft the Charter and Regulations of the Foundation. The Charter and Regulations are filed with the Jersey Registrar of Companies and the Charter is available for public inspection at the Jersey Registry.

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 foundation is tax resident where you are liable to taxes, which is generally based on where the Foundation is managed and controlled and/or where assets owned by the Foundation are located. As a Jersey foundation must be established in Jersey and managed by a local Qualified Person, it is inherently Jersey resident and does not typically claim non-residence. A foundation 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/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 Foundation 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)
F1: Country of Incorporation – AND/OR BELOW:	F1a:
F2:	F2a:
F3:	F3a:

G: Politically Exposed Persons

G1: Politically Exposed Person ("PEP") connections

Do any of the Founder(s), Council Members, Beneficiaries, Guardian(s) 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.

G2: Politically Exposed Person ("PEP") associated connections

Do any immediate family member or close associate of the Founder(s), Council Members, Beneficiaries, Guardian(s), 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.

H: Source of Funds Confirmations

H1: Initial Source of Funds

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

H2: Ongoing Source of Funds

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

I: Transaction Profile

I1: Value and volume of transactions

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

I2: One off or notable transactions

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

I3: Assets Under Management

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

I4: Please list any countries where the Foundation 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.

I5: Please provide details of any major transactions or changes to the Foundation structure in the next 12 months.

J: Foundation Accounting Information

J1: Book currency

- ☐ GBP
- ☐ USD
- ☐ EUR
- ☐ Other:

J2: Accounting year end

__/__/____

J3: Audit required

- ☐ Yes
- ☐ No

If yes, provide details of preferred auditor:

K: Services

Services to be provided to the Foundation

Corporate Services

☐ K1: Registered Office	☐ K5: Guardian
☒ K2: Qualified Member	☐ K6: Administration
☐ K3: Nominated Person	☐ K7: Authorised Signatory
☐ K4: Council Members	

Accountancy Services

☐ K8: Jersey tax returns	☐ K10: Financial statements
☐ K9: Bookkeeping	☐ K11: 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.

L1: Name	
L2: Signature	
L3: Capacity	
L4: Date	