

COMPANY ADMINISTRATION SERVICES AGREEMENT

Company name:	Registered number:
----------------------	---------------------------

APPENDIX No. 2

(To be filled in only if no General Due Dilligence was obtained before)

DUE DILIGENCE CHECKLIST

LEGAL ENTITIES – ULTIMATE HOLDING ENTITIES

Name:	
Position (director, shareholder etc.):	
Date of registration:	Registration No.:
Jurisdiction/Domicile:	
Registered Office Address:	

- Certified copy of Certificate of Incorporation (**one required**)
- Certified copy of Memorandum and Articles of Association (**one required**)
- Original or certified copy of Certificate of Good Standing (**one required if the legal entity was incorporated more than 12 months ago**)
- Register of Directors (**one required unless indicated in other submitted document**)
- Register of Shareholders (**one required unless indicated in other submitted document**)
- Register of Beneficial Owners (**one required**)
- Proof of Authority; showing authorization to act on behalf of the legal entity (**one required**)
 - Resolution
 - Certificate of Incumbency
 - Power of Attorney
- Certified Valid Full Passport of the director(s) (**one required of each director**)
- Certified Valid Full Passport of authorized signatory(s) (**one required of each signatory**)
- Bank Reference Letter (required, if applicable)

Ultimate Holding Entity must also provide all required Due Diligence documents of its private individual Ultimate Beneficial Owners.

The copies of the above mandatory Due Diligence documents may be faxed or emailed to us for review but the **originals** must be sent to us by courier or mail. The LAVECO GROUP may undertake work upon receipt of the above copies but regretfully we cannot deliver the documents relating to the company until the originals have been received. All documents must be in English or if not then a translation from an independent and accredited translator should be attached.

Place and date:

Signature:

Name: