

COMPANY ADMINISTRATION SERVICES AGREEMENT

Company name:	Registered number:
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CHECKLIST

Company Administration Services Agreement	YES	<input type="checkbox"/>
Appendices:		
1. Due Diligence Checklist – Private Individuals	YES	<input type="checkbox"/>
2. Due Diligence Checklist – Legal Entities	YES	<input type="checkbox"/>
3. Declaration of Ultimate Beneficial Ownership	YES	<input type="checkbox"/>
4. Declaration of Source of Wealth and Purpose of Business	YES	<input type="checkbox"/>
5. Appointment / Replacement of Contact Person(s)	YES	<input type="checkbox"/>
6. Acceptance of Appointment/ Replacement of Contact Person	YES	<input type="checkbox"/>
7. Special Personal Data of Contact Person(s) & Code Words.	YES	<input type="checkbox"/>
8. Letter of Wish, Declaration on Transmission of Beneficial Ownership Rights	YES	<input type="checkbox"/>
9. Declaration of Assignee on Transmission of Beneficial Ownership Rights	YES	<input type="checkbox"/>
10. Basic Service Package	YES	<input type="checkbox"/>
11. List of Code Words	YES	<input type="checkbox"/>
12. Signature Specimen	YES	<input type="checkbox"/>
13. Fees for Fiduciary Services (A or B)	YES	<input type="checkbox"/>

Where documents are provided for more than 1 person or where the Appendix contains several documents, the relevant Appendix should be numbered accordingly. If any of the above listed documents is missing or has not been addressed to you, please notify any member of the LAVECO GROUP, please bear in mind that no Agreement can be legally binding in the absence of any one of the above documents.

I hereby verify and certify that all the above documents have been received.

Place and date:

Signature:

Name: