



Form

(For notes on completing this form, see page 4)

1. Company Information		
a. Company Name: <input style="width: 100%; height: 20px;" type="text"/>	b. For Period Ending: <input style="width: 30px; height: 20px;" type="text"/> - <input style="width: 30px; height: 20px;" type="text"/> - <input style="width: 30px; height: 20px;" type="text"/> (dd-mm-yyyy) <i>(Please refer to the invoice for confirmation of period ending date)</i>	
c. Jurisdiction: <input style="width: 100%; height: 20px;" type="text"/> Date of Instruction: <input style="width: 30px; height: 20px;" type="text"/> - <input style="width: 30px; height: 20px;" type="text"/> - <input style="width: 30px; height: 20px;" type="text"/> (dd-mm-yyyy)	d. Accounting Year: from <input style="width: 30px; height: 20px;" type="text"/> - <input style="width: 30px; height: 20px;" type="text"/> - <input style="width: 30px; height: 20px;" type="text"/> (dd-mm-yyyy) to <input style="width: 30px; height: 20px;" type="text"/> - <input style="width: 30px; height: 20px;" type="text"/> - <input style="width: 30px; height: 20px;" type="text"/> (dd-mm-yyyy) <i>(Please refer to initial email for confirmation of accounting year)</i>	
2. Instructions		
The above named company is <input style="width: 100%; height: 20px;" type="text"/> In case of renewal, a full compliance review will be undertaken before the company can be renewed with the relevant authorities.		
3. Beneficial Owner		
a. <input type="checkbox"/> the Beneficial Owner of this company is: <input style="width: 100%; height: 20px;" type="text"/> and Company Services Ltd holds KYC information on file.	b. <input type="checkbox"/> the new Beneficial Owner of this company is: <input style="width: 100%; height: 20px;" type="text"/> Passport #: <input style="width: 100%; height: 20px;" type="text"/> Address: <input style="width: 100%; height: 60px;" type="text"/>	c. Please find attached the following two documents for the beneficial owner(s): 1. Proof of Identification: <input style="width: 100%; height: 20px;" type="text"/> 2. Proof of Address: <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input type="checkbox"/> Additional Beneficial Owners? – Complete in Box 9
4. PSC Register (Apply only for UK Limited and UK LLP)		
a. <input type="checkbox"/> the PSC of this company is: <input style="width: 100%; height: 20px;" type="text"/> and Company Services Ltd holds KYC information and PSC register on file.	b. <input type="checkbox"/> the new PSC of this company is: <input style="width: 100%; height: 20px;" type="text"/> D.O.B (dd-mm-yyyy): <input style="width: 30px; height: 20px;" type="text"/> - <input style="width: 30px; height: 20px;" type="text"/> - <input style="width: 30px; height: 20px;" type="text"/> Address: <input style="width: 100%; height: 60px;" type="text"/> Nationality: <input style="width: 100%; height: 20px;" type="text"/>	c. Please find attached the following two documents for the PSC: 1. Proof of Identification: <input style="width: 100%; height: 20px;" type="text"/> 2. Proof of Address: <input style="width: 100%; height: 20px;" type="text"/> <input style="width: 100%; height: 20px;" type="text"/> <input type="checkbox"/> Additional PSC? – Complete in Box 9



5. Power of Attorney

<p>a. Please issue a Power of Attorney to:</p> <div style="border: 1px solid black; height: 20px; background-color: #ffffcc; margin-bottom: 5px;"></div> <p>The Power of Attorney should be dated until:</p> <div style="border: 1px solid black; height: 20px; background-color: #ffffcc; margin-bottom: 5px;"></div>	<p>b. Please issue a 3rd party Power of Attorney to:</p> <div style="border: 1px solid black; height: 20px; background-color: #ffffcc; margin-bottom: 5px;"></div> <p>Passport #:</p> <div style="border: 1px solid black; height: 20px; background-color: #ffffcc; margin-bottom: 5px;"></div> <p>Address:</p> <div style="border: 1px solid black; height: 60px; background-color: #ffffcc; margin-bottom: 5px;"></div>	<p>c. Please find attached the following documents for all new Power of Attorney:</p> <p>1. Proof of Identification:</p> <div style="border: 1px solid black; height: 20px; background-color: #ffffcc; margin-bottom: 5px;"></div> <p>2. Proof of Address:</p> <div style="border: 1px solid black; height: 20px; background-color: #ffffcc; margin-bottom: 5px;"></div> <div style="border: 1px solid black; height: 20px; background-color: #ffffcc; margin-bottom: 5px;"></div> <p><input type="checkbox"/> Additional Powers of Attorney? – Complete in Box 9</p>
--	---	---

6. Trading Activity

Are you an Agent or a Client

We hereby confirm that the company...

EU Company

is actively trading and information will be forwarded for the purpose of preparing the Financial Statements;

is dormant and has not traded anywhere in the world for the above accounting year and that no active bank account is held. The Beneficial Owner(s) request that the directors of the company file dormant accounts based on this declaration.

Non-EU company

is trading and information in relation to its trading activity along with supporting documentation will be supplied upon request.

is dormant and has not traded anywhere in the world for the above accounting year and that no active bank account is held.

7. Legalisation Package

Please issue the following:

- Standard Package* (including copy of Power of Attorney)
- Standard Package* (including original of Power of Attorney)

** Copies of Certificate of Incorporation, Memorandum and Articles, Minutes, Power of Attorney*

- Power of Attorney – Please state Copy or Original
- Certificate of Good Standing – Please state Copy or Original
- Certificate of Incumbency – Please state Copy or Original
- Other – Detail documents required:

or

Legalisation Package is not required.



8. Dissolution of Company
(only to be completed if company is no longer required and is not to be renewed)

Are you an Agent or a Client

We hereby confirm that:

The Beneficial Owner(s) of this company have confirmed that no trade has been undertaken since the last accounting period and therefore request that the Directors apply for the company to be struck off. (A signed declaration will be sent to the Beneficial Owner(s) to finalise this procedure).

8a)EU companies to complete

The company has ceased trading and shall prepare cessation account prior to the dissolution of the company.

8b)Non EU companies to complete

we no longer wish to retain the good standing of this company and therefore allow the company to be struck off from the Register.

9. Additional Information



Notes – How to complete this form

PLEASE NOTE THAT FAILURE TO PROVIDE A COMPLETED RENEWAL ORDER FORM (ROF) WILL RESULT IN YOUR COMPANY NOT BEING RENEWED WITH THE RELEVANT AUTHORITIES.

The Company Renewal Form includes drop down boxes, date selections and text areas. Failure to complete all boxes relevant to the instruction will result in the form being rejected.

Once complete, please save the form and return it to us electronically with any KYC documentation. A non-editable format (PDF) is preferable but not mandatory.

1) Company Information

This section must be completed for all instructions

- a) **Company Name** – Enter the name of the company.
- b) **For Period ending** – This date can be located towards the top right hand side of the renewal invoice. Enter the period ending date by selecting the relevant day, month and year.
- c) **Jurisdiction** - Enter the jurisdiction of the company by clicking on the drop down box. Select the relevant jurisdiction from the list.
- d) **Accounting Year** - This date can be located in renewal reminder email. Enter the accounting dates by selecting the relevant day, month and year.
- e) **Date of Instruction** - Enter the date of Instruction by selecting the relevant day, month and year.

2) Instructions

This section must be completed for all instructions
Enter the instruction detail for the company by clicking on 'Please select'. A drop down box will appear, select by clicking the correct instruction from the drop down list.

Please note that a full compliance review will be undertaken prior to the instruction being completed.

Any documents which need to be provided to complete the compliance requirements must be received as advised by 's before the instruction will be completed.

3) Beneficial Owner

This section must be completed for all instructions

- a) **To be completed** if the beneficial owner of the company has not changed and Company Services hold the full KYC requirements, enter the name of the Beneficial Owner.

- b) **Only to be completed if** the beneficial owner of the company has changed. Enter the Name, Address and Identification number of the new Beneficial Owner.
- c) **Detail which KYC documentation** is being provided for the new beneficial owner by clicking on 'Please select'. A drop down box will appear, select by clicking the correct item from the drop down list. You may use this field to provide any updated KYC for existing beneficial owner(s).

If the company has more than one beneficial owner, the additional Beneficial Owner details should be provided in Box 9. This is to include the Name, Address and Identification numbers and details of which documentation is being provided for KYC compliance regulations.

4) PSC Register

- a) **Please detail the name** of the PSC as to be noted on the PSC Register. If any changes to KYC have taken place please complete 4c.
- b) **To be completed only if** there is a change in the PSC of the company and the Register should be updated. will contact you under separate cover to collect further details in accordance with the regulations.
- c) **Detail which KYC documentation** is being provided for the new PSC by clicking on 'Please select'. A drop down box will appear, select by clicking the correct item from the drop down list. You may use this field to provide any updated KYC for PSC(s).

If the company has more than one PSC, the additional PSC's details should be provided in Box 9. This is to include the Name, Address and Identification numbers and details of which documentation is being provided for KYC compliance regulations. will contact you under separate cover to collect further details in accordance with the regulations.