

Application Form for Incorporation of Labuan Company

Services Required (please tick ✓)	Business Package			
	Golden Package			
	Platinum Package			
Proposed Name (please see Note 1)				
Alternative Name (in case the first choice is not available)				
Nature of Business				
Share Capital	Paid-up:			
	Par value of shares:			
	Denomination:			
Shareholder(s) (please see Note 2)	Full Name/Name of Corporation:			
	Occupation/Principal Activity(ies):			
	NRIC/Passport No./Registration No.:			
	Nationality/Country of Registration:			
	Registered Address:			
	Correspondence Address:			
	Telephone No.:		Fax No.:	
	Mobile No.:		E-mail Address:	

**Application Form for Secretarial Services
(continued)**

Director(s) (please see Note 3)	Full Name:			
	Occupation:			
	NRIC/Passport No.:			
	Nationality:			
	Correspondence Address:			
	Telephone No.:		Fax No.:	
	Mobile No.:		E-mail Address:	
Additional Secretary				
Proposed Auditors				
Proposed Financial Year-end				
Contact Person	Name:			
	Telephone No.:			
	Fax No.:			
	Mobile No.:			
	E-mail Address:			

(Authorised Signatory/ies)

(Date)

Note 1

- If the name is similar to another company, a written consent is required.
- If the name contains initials, please state what these initials represent.
- If the name is not in Bahasa Malaysia or English Language, please state the meaning of the word(s).

Note 2

- Please provide the following supporting documents:
 - ✓ Certified true copy of NRIC/Passport/Certificate of Incorporation; and
 - ✓ Bank reference letter/photocopy of any utility bill (as proof of residence).
- Kindly use separate sheet of paper if there is more than 1 shareholder.

Note 3

- Please provide the following supporting documents:
 - ✓ Certified true copy of NRIC/Passport/Certificate of Incorporation; and
 - ✓ Bank reference letter/photocopy of any utility bill (as proof of local address).
- Kindly use separate sheet of paper if there is more than 1 director.

Terms
1. Provision of Secretarial Services

Our scope of work includes:

1.1 Compliance with Statutory Requirements

This involves the following:

- a) Preparation and submission of statutory forms pertaining to the annual returns under the Labuan Companies Act, 1990 and Labuan Business Activity Act, 1990 to the relevant authorities.
- b) Proper maintenance of statutory records as follows:
 - Register of Shareholders;
 - Register of Directors and Secretaries;
 - Register of Charges/Mortgages;
 - Register of Debenture Holders; and
 - Minutes File.
- c) Proper maintenance of accounting records.
- d) Appointment of auditor (if any).

1.2 Meetings

This involves the following:

- a) Attending the first directors' meeting and preparing the notices, resolutions and minutes of such meeting.
- b) Attending the Annual General Meeting of the shareholders of the company and preparing the notices, resolutions and minutes of such meeting.

1.3 Share Registration

This involves the following:

- a) Assisting on matters relating to the transfer, issue and allotment of shares and the subsequent issue of share certificates; and
- b) Assisting on matters relating to the cancellation, consolidation and sub-division of shares and the issued capital of the company.

2. Advisory Services

This involves advising the company on other matters relating to general secretarial practices and general compliance with relevant statutes.

3. Fee Structure

Our fees for the provision of the above services are as follows:

Fees attributable to BTL	Business Package	USD3,100
	Golden Package	USD5,500
	Platinum Package	USD8,500

Fee Structure (continued)

Fees attributable to LFSA	For formation of companies with a capital of less the equivalent value of RM50,000.00 including cost for stationery such as statutory books, share certificates, company seal, rubber stamp and amount payable to LFSA	USD500.00							
	For formation of companies with capital exceeding the equivalent value of RM50,000.00 but less than the equivalent value of RM1 million including cost for stationery such as statutory books, share certificates, company seal, rubber stamp and amount payable to LFSA	USD600.00							
	For formation of companies with capital exceeding the equivalent value of RM1 million including cost for stationery such as statutory books, share certificates, company seal, rubber stamp and amount payable to LFSA	USD1,500.00							
Other Optional Services	Provision of corporate director (per year)	USD700.00							
	Provision of resident director (per director/year)	USD900.00							
	Provision of nominee shareholder (per year)	USD500.00							
	Application for work permit (not inclusive of renewals)	USD1,200.00 per employee							
	Application for work permit for dependent(s)	USD300.00 per pax							
	Provision of assistance in the opening of bank account(s)	USD800.00 per account							
	Any legal document as per request	USD300.00							
	Accounting service	USD500.00							
	Audit service	As per cost							
	Other secretarial/administrative services i.e. attending to the change of name of company, amendments to the Articles of Association, etc. including those stated in Section 2.3 above.	Based on time at the following rates: <table border="1" data-bbox="1072 1496 1391 1720"> <tbody> <tr> <td>Director</td> <td>USD210.00 per hour</td> </tr> <tr> <td>CEO</td> <td>USD150.00 per hour</td> </tr> <tr> <td>Trust Officer</td> <td>USD100.00 per hour</td> </tr> <tr> <td>Admin. Officer</td> <td>USD70.00 per hour</td> </tr> </tbody> </table>	Director	USD210.00 per hour	CEO	USD150.00 per hour	Trust Officer	USD100.00 per hour	Admin. Officer
Director	USD210.00 per hour								
CEO	USD150.00 per hour								
Trust Officer	USD100.00 per hour								
Admin. Officer	USD70.00 per hour								
Attending board meetings or Extraordinary General Meetings (other than those specified under Section 2.2) and preparing management accounts (if necessary).	Based on time as per above rates								

Note: Fees are subject to changes from time to time at the sole and absolute discretion of BTL.

4. Payment

We render our invoices periodically and all out-of-pocket expenses incurred in providing our services shall be borne by you. All invoices are payable within thirty (30) days of the date of the invoices. Fees and disbursements must be paid in full before work begins.

In the event of non-payment of any invoice, we reserve the right to suspend further work or to discontinue our services until payment is received, without being liable to you for any losses, damages or penalties whatsoever.

5. Resignation/Termination

We reserve the right to resign or terminate our services by giving you one (1) month's notice in advance of our intention to do so. In such an event, all fees and disbursements then owing by you shall be paid to us, where appropriate on a pro-rata basis, upon such resignation or termination.

6. Consent letter

To execute authorisation to allow Bank Islam Trust Company (Labuan) Ltd to conduct credit checking.

7. Letter of Indemnity

To execute a Letter of Indemnity prior to our commencement of any work stated herein, indemnify and hold us harmless against all claims, losses, demands, obligations, damages, costs, charges, expenses and liabilities arising from, or in connection with the provision of the above services, so long as we perform our duties in good faith. You further agree that we shall not be held liable or accountable for any delays or failures in performance due to circumstances beyond our control.

8. Acceptance

If the above terms and fees are acceptable, we would appreciate if you could kindly return the duly signed acceptance form as attached together with the following for our record:

- a) The duly signed and completed Application Form for setting-up a Labuan company;
- b) Certified true copies of NRIC/Passport of director(s)/shareholder(s) or Certificate of Incorporation, Memorandum & Articles of Association and list of director(s)/ secretaries and/or officers in the event that the director/shareholder is a corporation; and