



HILDA LOE ASSOCIATES

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Company Formation | Statutory Compliance | Bank Introduction
Nominee Service | Virtual Office | Yatch Registration

Notice: We are collecting the information on this form for the purpose of administering your account and providing the services which you are requesting. This information will be retained and used for those purposes and may be passed to another party to achieve these goals. If you agree, we may elect to use this information to inform you of specific products and/or services that we or our associates provide based on the probable relevance to your needs if you check this box. I agree. (Go to <http://hildaloe.com/privacynotice.php> to read our policy in full.)

Completion of this form is necessary to facilitate Hilda Loe Associates in performing the service(s) you require. Once signed, this form becomes a legally binding contract, for this reason, Hilda Loe Associates's Terms and Conditions should be reviewed first. Please email (ops@hildaloe.com) or fax completed form to (SIN) 65 6722 0646.

*Hilda Loe Associates reserves the right not to onboard potential clients that do not provide us with the documents or information necessary for compliance duties with regards to this order form.

ORDER FORM FOR SINGAPORE PRIVATE LIMITED COMPANY

Part A: Company Information

1.	Company Name Registration (Kindly furnish 3 desired names for the proposed company) Proposed Name (Please note that names will end with "Pte. Ltd.")
A)	
B)	
C)	

2.	Name and short description of business activities:- (Please do not indicate just Trading, be specific e.g.: Trading of Textiles)

3.	<p>Proposed directors (Individuals only & at least one director MUST be a local resident) :- HLA to provide Nominee Resident Director?</p> <ul style="list-style-type: none"> ○ YES and to act as Sole Director (SGD 2,500 per year + SGD 2,500 security deposit) (USD 1,850 per year + USD 2,500 security deposit) ○ YES and Client will also act as Director – director info as indicated. (SGD 1,750 per year + SGD 2,000 security deposit) (USD 1,300 per year + USD 2,000 security deposit) ○ NO, please use my director info as indicated.
4.	<p>Do you need HLA to provide Nominee Shareholder for the proposed Company?</p> <ul style="list-style-type: none"> ○ YES by Singapore Natural Person & to issue _____ shares (SGD 750 per year + SGD 1,000 security deposit) (USD 575 per year + USD 1,000 security deposit) ○ YES by BVI Body Corporate & to issue _____ shares (SGD 600 per year + security deposit not required) (USD 450 per year + security deposit not required) ○ YES by HKG Body Corporate & to issue _____ shares (SGD 700 per year + SGD 1,000 security deposit) (USD 520 per year + USD 1,000 security deposit) ○ NO, please use my shareholder info as indicated at Part B ○ To issue Declaration of Trust witnessed by HLA staff (SGD 125/USD100 per Shareholder appointment) ○ To issue Declaration of Trust witnessed by Lawyer (SGD 175/USD 130 per Shareholder appointment)
5.	<p>Nominee Agreement & Appointment Letter to be signed by: (Please indicate full name and address of the **Nominator and authorized signor –info will be reflected on these documents)</p>
	<p>** A Nominator is a person who (or one who) nominates a Nominee Director, signs the nominee agreement and gives directions & instructions to the Nominee Director in the course of the Company's operations.</p>

6.	<p>Proposed paid up capital in Singapore Dollars or US Dollars _____ at \$1.00 par value per share. (Our standard package is SGD1,000 paid up capital and you may increase/decrease to any \$\$ suitable for the Company's operation. Please note the paid up capital must be deposited into the Company's bank account within the same year and must be recorded in the Company's financial statements as part of statutory compliance.)</p>
7.	<p>Proposed registered address if not using our address (leave blank if using our address) :- (MUST be a Singapore office address)</p>

8.	<p>Proposed Financial Year to end on (eg: 30 Jun or 31 Dec of each year. <u>Note: cannot be more than 12 months from date of incorporation</u>):</p>
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9.	<p>Bank Account Opening SGD 975/USD 750 per account. Note visit to Singapore or Hong Kong is required for Singapore and Hong Kong banks)</p> <p>Available Banks:</p> <p><u>Asia:</u></p> <p>o OCBC Bank Singapore o DBS Bank Singapore o HSBC Singapore</p> <p>o MayBank, Singapore Citibank Singapore</p> <p><u>Island Banks</u></p> <p>o ABC Bank Mauritius o Capital Security Bank Cook Islands o Euro Pacific St. Vincent & the Grenadines o CIBC First Caribbean International BVI.</p> <p><u>Central American Banks</u></p> <p>o Belize Bank Int'l o Choice Bank Belize</p> <p><u>European Bank</u></p> <p>o C I M Banque Switzerland</p>

Part B: Personal Information

Nominator, Controller & Shareholder 1 Information (Individual or Corporate)

1.	<p>Are you acting as a Nominator that nominates & instructs the appointed Nominee Director?</p> <p>o Yes</p> <p>o No</p> <p>Are you the Controller of the proposed Company that has the power to appoint or remove directors; has directly or indirectly more than 25% of the shares & members votes; is able to exercise significant control or influence over the Company?</p> <p>o Yes</p> <p>o No</p> <p>Are you also acting as a director?</p> <p>o Yes –If yes, skip Director information section on page 5 (note corporate director is not allowed)</p> <p>o No</p>
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2.	Number of shares to be allotted	
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3.	Full Name (As per passport or Certificate of Incorporation if corporate shareholder)	
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4.	Date and Place of Birth or Incorporation (Please indicate both city and country)	Date <u>(dd/mm/yyyy)</u>	City	
			Country	

5.	Nationality	
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6.	Passport / ID number or Company Number	
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7.	Residence Address or Registered Address	
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8.	Country of Domicile (If multiple, please provide all names)	
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9.	Country, Name on ID & ID No. for each country of which you are a citizen.	
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10.	Telephone		E-mail ID	
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11.	<p>Do you have an alternate address for mailing or other functions?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If Yes, please provide</p>
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12.	<p>Are you a “Politically Exposed Person” (PEP)*?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If Yes, please provide details of the position held and association</p>
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A Politically Exposed Person is someone who, through their prominent position or influence, now, or in the past, is more susceptible to being involved in bribery or corruption. In addition, any close business associate or family member of such a person will also be deemed as being a risk, and therefore could also be added to the PEP list. For more information see: <https://accuity.com/resources/what-is-a-politically-exposed-person-pep/>

13. Do you have any pending or threatened claims or have you ever been convicted of any crimes / fraud under a court of law or under any investigation of any nature or involved in legal proceedings?

- Yes
- No

If Yes, please provide details

14. Are you a United States (US) person*? (as defined for US tax purposes [here](#).)?

- Yes
- No

If Yes, Please provide

- a) Duly signed Form Affidavit (To be provided separately. Click [here](#) for sample.)
- b) One of the following (Please select.)
 - ITIN Number
 - Visa number
 - Green Card Number
 - SSN

15. Source of Wealth (SOW) Information
Please tick all that applies:

Source of Wealth/ Income	Investment Income
<ul style="list-style-type: none"> <input type="checkbox"/> Business Proceeds <input type="checkbox"/> Dividend Income <input type="checkbox"/> Director’s Fees <input type="checkbox"/> Employment Income <input type="checkbox"/> Pension Scheme <input type="checkbox"/> Agent’s Commission <input type="checkbox"/> Intellectual Property Royalties <input type="checkbox"/> Loan Principal/Interest <input type="checkbox"/> Lease Rents <input type="checkbox"/> Insurance <input type="checkbox"/> Savings <input type="checkbox"/> Others (If any please state) 	<ul style="list-style-type: none"> <input type="checkbox"/> Property <input type="checkbox"/> Security <input type="checkbox"/> Equity <input type="checkbox"/> Others (If any please state) <hr style="width: 50%; margin: 10px auto;"/> <p>Inheritance & Gift</p> <ul style="list-style-type: none"> <input type="checkbox"/> Please furnish with support documents (E.g. Death Certificate)

Nominator, Controller & Shareholder 2 Information (Individual or Corporate)

1.	<p>Are you acting as a Nominator that nominates & instructs the appointed Nominee Director?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Are you the Controller of the proposed Company that has the power to appoint or remove directors; has directly or indirectly more than 25% of the shares & members votes; is able to exercise significant control or influence over the Company?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>Are you also acting as a director?</p> <p><input type="radio"/> Yes –If yes, skip Director information section on page 5 (note corporate director is not allowed)</p> <p><input type="radio"/> No</p>
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2.	Number of shares to be allotted	
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3.	Full Name (As per passport or Certificate of Incorporation if corporate shareholder)	
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4.	Date & Place of Birth or Incorporation (Please indicate both city and country)	
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5.	Nationality	
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6.	Passport / ID number or Company Number	
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7.	Residence Address or Registered Address	
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8.	Country of Domicile (If multiple, please provide all names)	
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9.	Country, Name on ID & ID No. for each country of which you are a citizen.	
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10.	Telephone		E-mail ID	
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11.	<p>Do you have an alternate address for mailing or other functions?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If Yes, please provide</p>
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12.	<p>Are you a “Politically Exposed Person” (PEP)#?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If Yes, please provide details of the position held and association</p>
	<p><i>#A Politically Exposed Person is someone who, through their prominent position or influence, now, or in the past, is more susceptible to being involved in bribery or corruption. In addition, any close business associate or family member of such a person will also be deemed as being a risk, and therefore could also be added to the PEP list. For more information see: https://accuity.com/resources/what-is-a-politically-exposed-person-pep/</i></p> <hr/>

13.	<p>Do you have any pending or threatened claims or have you ever been convicted of any crimes / fraud under a court of law or under any investigation of any nature or involved in legal proceedings?</p> <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No <p>If Yes, please provide details</p>
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14.	<p>Are you a United States (US) person*? (as defined for US tax purposes here.)?</p> <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No <p>If Yes, Please provide</p> <p>Duly signed Form Affidavit (To be provided separately)</p> <p>One of the following (Please mark X)</p> <ul style="list-style-type: none"> <input type="radio"/> ITIN Number <input type="radio"/> Visa number <input type="radio"/> Green Card Number <input type="radio"/> SSN
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15.	<p>Source of Wealth (SOW) Information</p> <p>Please tick all that apply:</p>	
	<p>Source of Wealth/ Income</p> <ul style="list-style-type: none"> <input type="checkbox"/> Business Proceeds <input type="checkbox"/> Dividend Income <input type="checkbox"/> Director's Fees <input type="checkbox"/> Employment Income <input type="checkbox"/> Pension Scheme <input type="checkbox"/> Agent's Commission <input type="checkbox"/> Intellectual Property Royalties <input type="checkbox"/> Loan Principal/Interest <input type="checkbox"/> Lease Rents <input type="checkbox"/> Insurance <input type="checkbox"/> Savings <input type="checkbox"/> Others (If any please state) <p>_____</p>	<p>Investment Income</p> <ul style="list-style-type: none"> <input type="checkbox"/> Property <input type="checkbox"/> Security <input type="checkbox"/> Equity <input type="checkbox"/> Others (If any please state) <p>_____</p> <p>Inheritance & Gift</p> <ul style="list-style-type: none"> <input type="checkbox"/> Please furnish with support documents (E.g. Death Certificate)

Director 1 Information ([Corporate Director not allowed](#))

1.	Full Name (As per passport or equivalent)	
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2.	Date & Place of Birth (Please indicate both city and country)	Date (dd/mm/yyyy)	City	
			Country	

3.	Nationality	
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4.	Residence Address	
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5.	Country of Domicile (If multiple, please provide all information)	
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6.	Country, Name on ID & ID No. for each country of which you are a citizen	
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7.	Telephone		E-mail ID	
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8.	<p>Do you have an alternate address for mailing or other functions?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If Yes, please provide</p>
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9.	Passport / ID number	
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10.	<p>Are you a "Politically Exposed Person" (PEP)#?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If Yes, please provide details of the position held and association</p>
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A Politically Exposed Person is someone who, through their prominent position or influence, now, or in the past, is more susceptible to being involved in bribery or corruption. In addition, any close business associate or family member of such a person will also be deemed as being a risk, and therefore could also be added to the PEP list. For more information see: <https://accuity.com/resources/what-is-a-politically-exposed-person-pep/>

11.	<p>Do you have any pending or threatened claims or have you ever been convicted of any crimes / fraud under a court of law or under any investigation of any nature or involved in legal proceedings?</p> <p> <input type="radio"/> Yes <input type="radio"/> No </p> <p>If Yes, please provide details</p>
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12.	<p>Are you a United States (US) person*? (as defined for US tax purposes here.)?</p> <p> <input type="radio"/> Yes <input type="radio"/> No </p> <p>If Yes, Please provide</p> <p>e) Duly signed Form Affidavit (To be provided separately. Click here for sample)</p> <p>f) One of the following (Please select)</p> <p> <input type="radio"/> ITIN Number <input type="radio"/> Visa number <input type="radio"/> Green Card Number <input type="radio"/> SSN </p>
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Director 2 Information ([Corporate Director not allowed](#))

1.	Full Name (As per passport or equivalent)	
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2.	Date & Place of Birth (Please indicate both city and country)	Date (<i>dd/mm/yyyy</i>)	City	
			Country	

3.	Nationality	
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4.	Residence Address	
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5.	Country of Domicile (If multiple, please provide all countries)	
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6.	Country, Name on ID & ID No. for each country of which you are a citizen.	
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7.	Telephone		E-mail ID	
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8.	<p>Do you have an alternate address for mailing or other functions?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If Yes, please provide</p>
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9.	Passport / ID number	
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10.	<p>Are you a “Politically Exposed Person” (PEP)#?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If Yes, please provide details of the position held and association</p>
	<p># A Politically Exposed Person is someone who, through their prominent position or influence, now, or in the past, is more susceptible to being involved in bribery or corruption. In addition, any close business associate or family member of such a person will also be deemed as being a risk, and therefore could also be added to the PEP list. For more information see: https://accuity.com/resources/what-is-a-politically-exposed-person-pep/</p>

11.	<p>Do you have any pending or threatened claims or have you ever been convicted of any crimes / fraud under a court of law or under any investigation of any nature or involved in legal proceedings?</p> <p><input type="radio"/> Yes</p> <p><input type="radio"/> No</p> <p>If Yes, please provide details</p>
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12.	<p>Are you a United States (US) person*? (as defined for US tax purposes here.)?</p> <p><input type="radio"/> Yes <input type="radio"/> No</p> <p>If Yes, Please provide Duly signed Form Affidavit (To be provided separately) One of the following (Please mark X)</p> <p>If Yes, Please provide</p> <p>a) Duly signed Form Affidavit (To be provided separately. Click here for sample)</p> <p>b) One of the following (Please select)</p> <p><input type="radio"/> ITIN Number <input type="radio"/> Visa number <input type="radio"/> Green Card Number <input type="radio"/> SSN</p>
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Part C: Ultimate Beneficial Owner and/or Controller Information (MUST BE A NATURAL PERSON)

This section must be completed if you are neither the Shareholder nor Director listed at Part B above.

1.	Full Name (As per passport)	
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2.	Date & Place of Birth (Please indicate both city and country)	Date <i>dd/mm/yyyy</i>	City	
			Country	

3.	Nationality	
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4.	Passport / ID number	
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5.	Residence Address	
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6.	Country of Domicile (If multiple, please provide all names)	
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7.	Country, Name on ID & ID No. for each country of which you are a citizen.	
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8.	Telephone		E-mail Addr:	
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9.	<p>Do you have an alternate address for mailing or other functions?</p> <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No <p>If Yes, please provide</p>
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10.	<p>Are you a “Politically Exposed Person” (PEP)#?</p> <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No <p>If Yes, please provide details of the position held and association</p>
	<p># A Politically Exposed Person is someone who, through their prominent position or influence, now, or in the past, is more susceptible to being involved in bribery or corruption. In addition, any close business associate or family member of such a person will also be deemed as being a risk, and therefore could also be added to the PEP list. For more information see: https://accuity.com/resources/what-is-a-politically-exposed-person-pep/</p>

11.	<p>Do you have any pending or threatened claims or have you ever been convicted of any crimes / fraud under a court of law or under any investigation of any nature or involved in legal proceedings?</p> <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No <p>If Yes, please provide details</p>
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12.	<p>Are you a United States (US) person*? (as defined for US tax purposes here.)?</p> <ul style="list-style-type: none"> <input type="radio"/> Yes <input type="radio"/> No <p>If Yes, Please provide</p> <ul style="list-style-type: none"> a) Duly signed Form Affidavit (To be provided separately. Click here for sample) b) One of the following (Please select.) <ul style="list-style-type: none"> <input type="radio"/> ITIN Number <input type="radio"/> ITIN number <input type="radio"/> Visa number <input type="radio"/> Green Card Number <input type="radio"/> SSN
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13.	Source of Wealth (SOW) Information Please tick all that applies:	
	Source of Wealth/ Income <ul style="list-style-type: none"> <input type="checkbox"/> Business Proceeds <input type="checkbox"/> Dividend Income <input type="checkbox"/> Director's Fees <input type="checkbox"/> Employment Income <input type="checkbox"/> Pension Scheme <input type="checkbox"/> Agent's Commission <input type="checkbox"/> Intellectual Property Royalties <input type="checkbox"/> Loan Principal/Interest <input type="checkbox"/> Lease Rents <input type="checkbox"/> Insurance <input type="checkbox"/> Savings <input type="checkbox"/> Others (If any please state) 	Investment Income <ul style="list-style-type: none"> <input type="checkbox"/> Property <input type="checkbox"/> Security <input type="checkbox"/> Equity <input type="checkbox"/> Others (If any please state)
		Inheritance & Gift <ul style="list-style-type: none"> <input type="checkbox"/> Please furnish with support documents (E.g. Death Certificate)

Part D: Declaration

1.	I/We (hereinafter the Client) also confirm that the Client has been informed that the structure/Company that the Client is setting up could be reportable and taxable in my country of residency/citizenship, and therefore the Client should obtain appropriate legal and tax advice in my home jurisdiction and all other relevant jurisdictions. The Client hereby declares that the Client will follow the advice received and comply with my reporting obligations if any.
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2.	In the event that Hilda Loe Associates Pte. Ltd.(HLA), as service provider, is at any time under the legal obligation to any applicable governmental authority, directly or indirectly to report the structure or becomes tax liable together with me in relation to the assets held in the structure, HLA may be obligated to enquire or ensure that the Client has sought or implemented any such tax and/or legal advice and that the Client will report all relevant information to the Tax Authorities. In the event of such reporting, The Client shall hold HLA harmless for any damages or actions resulting from such reporting.
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3.	The Client confirm that none of the assets proposed to transfer to the Structure/Company has been derived from or relate to any of the “Designated Categories of Offences”.
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4.	<p>The Client and the undersigned, confirm that the services requested are not used for illegal purposes and hereby consent to act as nominator/controller and/or director and/or principal contact of the Company. Where the information provided in Part A to C is changed from any time hereafter, the Client and the undersigned agree to inform Hilda Loe Associates Pte. Ltd. immediately. The Client and undersigned hereby confirm and declare that all details provided above are true and correct to the best of their knowledge.</p> <p>Name _____ Signature _____</p> <p>Date _____ Place _____</p> <p>Contact Number _____ Email _____</p>
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5.	<p>Designed Categories of Offences List of “Designated Categories of Offences” as per Forty Recommendations on Money Laundering prepared by the Financial Action Task Force (FATF).</p> <ul style="list-style-type: none"> • Participation in an organized criminal group and racketeering. • Terrorism, including terrorist funding. • Human trafficking and migrant smuggling or sexual exploitation, including that of children. • Illicit trafficking of narcotics and psychotropic substances, arms or stolen goods. • Bribery and corruption. • Fraud, counterfeiting currency and the counterfeiting or piracy of products. • Environmental Crime. • Murder and Grievous bodily injury. • Kidnapping, illegal restraint and hostage-taking. • Theft, robbery or smuggling (including those related to custom excise duties and taxes) • Tax crimes (Related to direct taxes and indirect taxes) • Extortion, forgery or piracy. • Insider training an market manipulation.
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Please ensure the following documents are attached or have already been sent to Hilda Loe Associates:

- ✓ Scanned copy of identification in the form of a passport or national ID for each nominator/controller, director, shareholder & ultimate beneficial owner OR a copy of the Certificate of Incorporation & Incumbency or similar for Corporate Shareholders/Nominator.
- ✓ Scanned copy of utility bill or credit card/bank statement as proof of current address for each nominator/controller, director, shareholder & ultimate beneficial owner.
- ✓ Payment for incorporation, nominee services & bank account opening (if applicable).

Thank you for choosing Hilda Loe Associates Pte Ltd