

Virtual Office Services Application Form

Section 1. Instructions for Completing Form

Under the laws of Antigua and Barbuda, in particular, the Corporate Management and Trust Services Providers Act, 2008 as amended, it is obligatory for Nautical Management Services Limited's ("NMSL") to ask certain questions, to safeguard both its own and its clients' interests. This information is required for NMSL purposes only and will be held in the strictest confidence. Further, under the laws of Antigua and Barbuda it is, subject to certain exceptions, a criminal offence for any person to release confidential business information without the clients' consent. Therefore, the information provided in this application and its supporting documents are also subject to the attorney/service provider/client privilege.

Statutory requirements regarding the prevention of terrorism, drug trafficking and money laundering requires NMSL to conduct thorough due diligence of both its clients' identities and the nature of their business. NMSL respect the confidentiality of its clients'; however, NMSL is obligated by law to obtain the following information relating to all beneficial owners, shareholders, settlors, protectors and directors connected to any company, trust or foundation NMSL may form or manage.

For Due Diligence Purposes, we ask that you provide NMSL with the following:

- **Certified copy of your biographical passport page** from your passport or two (2) Government Issued Identification. The documents must show a clear photograph, signature, and document number to confirm the information provided.
- **Certified copy of a current utility bill** or other such proof of residential address. This document must be dated within the last 3 months.
- **Certified copy** of Certificate of Incorporation and/or Business Registration and Articles of Incorporation/By-Laws

Date of Application:

Section 2. Applicant's Information

Name of Applicant:							
Address:							
Place of Birth:					Date of Birth:		
Email:					Contact:		
2.2. Mailing Address							
Provide NMSL with a mailing address if different from your residential address to include Street, City, State Postal Code and Country .							
Mailing Address:							
2.3. Business Address and Contact Details							
Company Name:							
Address:							
Nature of Business:					Work Number:		
Occupation:		Fax Number:		Email Address:			

Section 3. Select Plan

Basic Plan: Set up Fee: US\$100 Maintenance Fee: US\$60 Monthly

- Commercial business address
- Mail receipt up to 60 pieces monthly, over 60 up to 100 will be an additional \$10 monthly
- Mail Forwarding*
- Use address for registration/formation of business
- Address for use on website & business cards
- Notary public service available**

Supreme Plan: Set up Fee: \$175 Maintenance Fee: US\$150 Monthly

- 1 included phone number
- 50 Live answering minutes
- Commercial business address
- Professional setting for meetings
- Personalized live answering between 8:00am – 4:30pm, Monday through Friday
- Message taking, Email delivery of messages
- Voicemail, Email delivery of voicemail
- Mail Receipt up to 150 pieces monthly, over 150 up to 200 will be an additional \$10 monthly
- Mail forwarding*
- Use address for registration/formation of business

* Applicable charges for mode of mail delivery, e.g. regular postal delivery, or courier service (FedEx, DHL)

** Additional fee as per the Notary Public rate

Section 4. Declaration

To be signed by the person named on this form. I hereby certify that all the information provided on this form and any other document provided in support of said form is true and correct. I authorize NMSL to conduct any due diligence that is deemed necessary.

Declarant's Name:	
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Signature:		Date:	
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For Official Use Only

Identification	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached <input type="checkbox"/> Type: <input type="checkbox"/> Expires:
Proof of Address	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached <input type="checkbox"/> Type:
Business Registration	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached <input type="checkbox"/> Date of Registration:
Certificate of Incorporation and Articles of Incorporation/By-Laws	<input type="checkbox"/> Attached <input type="checkbox"/> Not Attached <input type="checkbox"/> Date of Incorporation: