



# Company formation

Information and forms

# Issue 2

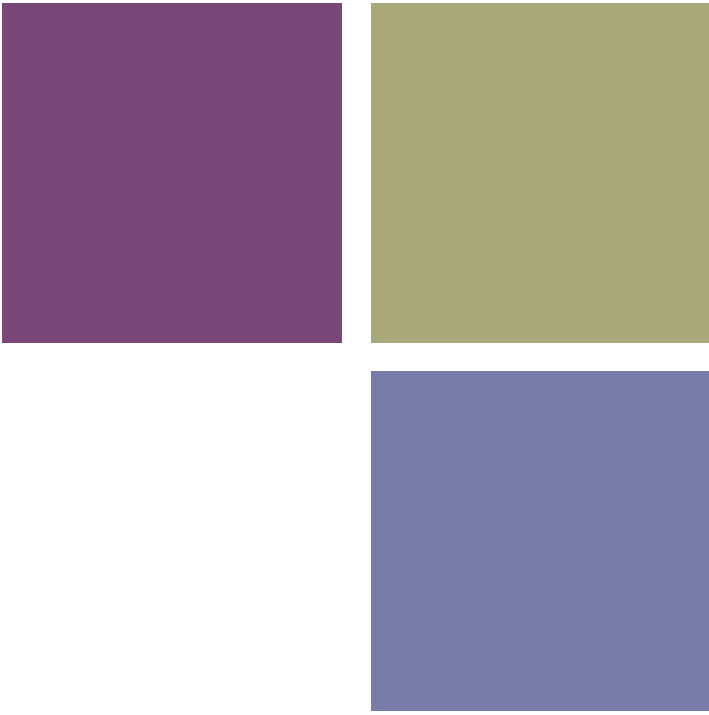
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Company formation files and forms, May 2009



**HoverSmeight**  
trusted around the world



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# Company formation

(what to know about ...)



# What do we need.....

## First: about the way we work

We at HoverSmeight have a rule; if we handle a service, it must be done in the most efficient way. We don't like bothering you too much with all the details.

However there are things you will have to do; we can't live without. But remember, we try to limit your time to the absolute minimum so you can do what you're good at; being a successful entrepreneur.

## The company

The companies to be formed and the information needed can depend on the country where your new company will be domiciled.

If you have opted for a HoverSmeight Service Company you don't have to do anything, but refer to the downloadable Issue 3 on our website [www.hoversmeight.com](http://www.hoversmeight.com).

In some countries a local director is necessary, if so we'll tick the box for you afterwards. (when you haven't chosen it yourself for privacy reasons.

## Lets keep it simple.

The following information is needed in any company formation:

You can copy/paste this in an E-mail which you send to: [formation@hoversmeight.com](mailto:formation@hoversmeight.com), or print and scan/fax it

## About you:

We need a

- readable copy of your passport and
- your address details and
- e-mail address

## About the new company

Ofcourse we need

- a name for the company
- the country where your company should be domiciled (Anguilla, Curacao etc)

Be aware that the names are checked for existence so some alternatives would be nice.

## About the shareholders

- If your "company" is a foundation, you should go to issue 3, "Foundation formation"
- If the shareholder is only you, in private, the information given above is enough. You will be the 100% shareholder
- If the shareholder is a company:

We need the following:

- Articles of incorporation (statutes)
- Excerpt of the chamber of commerce (less than 3 months old)
- The details of the shareholders of THAT company: if the shareholders are private persons we need from them the same details as we asked you:
  - Read-able copy passport
  - Address details
  - Email address



## The information needed

If the shareholder is again a company, repeat the procedure until you reach a private person which is, by the way, called the UBO; ultimate beneficiary owner.

### **If there are more shareholders wanted in the new company:**

Please state the number of shareholders and their percentage of the companies capital. Example:

Shareholder 1: Example Company Ltd 50%

Shareholder 2: Mr. Smith 20%

Shareholder 3: Example Foundation 30%

From every shareholder we need the details as described.

And again, if you are the only shareholder in private, you can skip this part, you will be automatically the 100% shareholder

### **About the shares**

To start, some countries allow bearer shares. This means the shares are not allocated to a person or company but to the person or company who can present the just numbered share certificates.

Although this could be useful for some reasons, a lot of institutes don't like this concept. E.g. opening a bank account is almost impossible.... On the other hand, when you form a company to be listed on a stock exchange, you will need bearer shares.

When a company is started there will be a "start value" of the company. This can be anything. The valuation is used for the opening balance sheet of the company. Either way, the concept is that it reflects what the shareholders put in the company when it starts.

And in some jurisdictions it the amount of money what the initial shareholders are responsible for when the company goes bust, if they didn't initial pay for the shares.....but just gave it a value.

A good rule good be that the invoice of the notary for the formation is the value. When this invoiced is paid by the shareholder(s) it can be accounted for as paying for the shares.

The number of shares is not important, the price of the shares is related.

Be aware that if there are more shareholders the number of shares should be dividable by that number. If you expect more shareholders in the future you should also take this in consideration.

Example: if you have 3 shareholders and you issue 1000 shares you are left with 1 share....

Standard we form with 1000 shares worth 0,01 US\$ each...



## About the companies goal

We need a definition of the companies goal. Its wise to define the goal as wide as possible. You can do separate things in a company; production and investing can be in separate lines of the goal.

Example: The production of toys and related articles. Product design for third parties, international transport and logistics of own and third party goods, controlling and exploiting real estate and investments in the widest sense.

## About the articles of incorporation

The articles of incorporation are the rules of the company. We will send you the standard set for any company that is adaptable to your wishes.

Special attention to the part where the (re)selling of shares is arranged as well as the part of a possible board of directors. If there are more shareholders its wise to check on the "voting" part for changes in the company.

## About the nominee or local director

Every company needs a director. This company or person will be visible for others.(The shareholders are invisible at all times) If you want this to be confidential you will have to express this. If not, the shareholder(s) will be designated as directors as well.

In some countries you need a local director. In that case you will need! to pay for a local director. It is always possible in that case to assign a shareholder as director too. In the latter case confidentiality is gone.

## Company related questions

Depending on your choice there can be extra questions. We will contact you if this is the case.

## Other questions?

Please mail to [info@hoversmeight.com](mailto:info@hoversmeight.com)



# Company order form

## Your information

**PASSPORT COPY!**

Name:

Address:

Zipcode:

City:

Country:

Phone: +

Fax: +

Email:

@

## Company information

country:

Company name:

Alternative:

Alternative:

Goal:

Number of shares:

of

US\$/Euro/NAf or ..... each

## Shareholder(s) if private person(s)

Shareholder # of new company:

percentage: %

Name:

**PASSPORT COPY!**

Address:

Zipcode:

City:

Country:

Phone: +

Fax: +

Email:

@

Shareholder # of new company:

percentage: %

Name:

**PASSPORT COPY!**

Address:

Zipcode:

City:

Country:

Phone: +

Fax: +

Email:

@

## Shareholder(s) if company(ies)

Shareholder # \_\_\_\_\_ of new company: \_\_\_\_\_ percentage: \_\_\_\_\_ %

Name:

Art.of Association  
Chamber of com excerpt

Adress:

Zipcode:

City:

Country:

Phone: + \_\_\_\_\_

Fax: + \_\_\_\_\_

Email: \_\_\_\_\_

@ \_\_\_\_\_

Shareholder # \_\_\_\_\_ 's shareholder **if private person**: \_\_\_\_\_ percentage: \_\_\_\_\_ %

Name:

**PASSPORT COPY!**

Adress:

Zipcode:

City:

Country:

Phone: + \_\_\_\_\_

Fax: + \_\_\_\_\_

Email: \_\_\_\_\_

@ \_\_\_\_\_

Shareholder # \_\_\_\_\_ 's shareholder **if again company**: \_\_\_\_\_ percentage: \_\_\_\_\_ %

Name:

Art.of Association  
Chamber of com excerpt

Adress:

Zipcode:

City:

Country:

Phone: + \_\_\_\_\_

Fax: + \_\_\_\_\_

Email: \_\_\_\_\_

@ \_\_\_\_\_

Shareholder # \_\_\_\_\_ 's shareholder's shareholder **if private person**: \_\_\_\_\_ percentage: \_\_\_\_\_ %

Name:

**PASSPORT COPY!**

Adress:

Zipcode:

City:

Country:

Phone: + \_\_\_\_\_

Fax: + \_\_\_\_\_

Email: \_\_\_\_\_

@ \_\_\_\_\_

Etc. until a ultimate beneficiary owner is reached. If more companies are shareholder please fill in on separate page. Don't forget the articles of association and chamber of commerce excerpt for each company mentioned.

## Director(s)

If you want a nominee or local director  tick the box

Otherwise: (if other than shareholders, remind passport and/or art of Ass and COC excerpt.)

Director # of new company: \_\_\_\_\_

Name:

Adress:

Zipcode:

City:

Country:

Phone: +

Fax: +

Email:

@

**PASSPORT COPY!**

Art.of Association  
Chamber of com excerpt

Director # of new company: \_\_\_\_\_

Name:

Adress:

Zipcode:

City:

Country:

Phone: +

Fax: +

Email:

@

Art.of Association  
Chamber of com excerpt

If you want a accounting  package

If you want a url checked  and reserved (www.newcompanyname.com)

If you want e-mail  addresses yourname@ info@ sales@

If you want a PAY! account  Free! If you order a company (value US\$ 250,00)

If you want bank account

If you want an office

If you want pay rolling

If you want company  maintenance

**Legalized copy  
passport**

Free: online dossier, free: 1200 online example documents. Information on more products see [www.hoversmeight.com](http://www.hoversmeight.com) for pricing of services see our downloadable pricelist. Some combinations cannot be made. We'll contact you with an order confirmation, concept article of association and a proxy. Possible some additional questions... Any questions? [info@hoversmeight.com](mailto:info@hoversmeight.com).



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