



Corporate Services Ltd.
Compliance Update Form

I, the undersigned client, hereby declare that the information set out herein is correct and true and agree to immediately notify H & J Corporate Services Ltd. in writing of any changes therein:

GENERAL INFORMATION:

NAME OF COMPANY: _____

BUSINESS ACTIVITIES:

PRINCIPAL PLACE OF BUSINESS¹: _____

FINANCIAL YEAR END: _____

ACTIVITY(IES) CARRIED OUT BY THE COMPANY²: _____

DOES THE COMPANY OR ANY SUBSIDIARIES OF THE COMPANY ENGAGE IN ANY OF THE FOLLOWING ACTIVITIES?:

Banking Business Yes No Insurance Business Yes No

Fund Management Business Yes No Shipping Business Yes No

Financing and Leasing Yes No Headquarters Business Yes No

Distribution and Service

Centre Business Yes No Commercial use of intellectual property Yes No

Holding Company where one or more of the Company's subsidiaries engages in one of the activities outlined above Yes No

If the answer to any of these questions is yes, a consultation with an Attorney at Higgs & Johnson will be required to discuss the substance requirements prescribed by law.

OWNERSHIP STRUCTURE:

NAME(S) OF SHAREHOLDERS: ADDRESS: AMOUNT OF SHARES HELD: _____

If any shares are held as nominee for another person, please indicate the name and address of the ultimate beneficial owner.

NAME(S) OF PERSONS OWNING OR CONTROLLING (DIRECTLY OR INDIRECTLY) 10% OR MORE OF THE VOTING RIGHTS OF THE COMPANY:

NAME(S) ADDRESS: _____

¹ If the Company carries out business in more than one country please list all of the countries in which the Company carries out business.

² Please provide as detailed an explanation as possible.



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Every natural person owning or controlling (whether directly or indirectly) 10% or more of the shares or voting rights in the Company, authorized signatory, principal controller of the assets and person exercising control over the management of the Company, other than solely in the capacity of a director, advisor or professional manager, must complete an Individual Profile Form.

DESCRIPTION OF THE OWNERSHIP STRUCTURE OF THE COMPANY ALL THE WAY UP TO THE INDIVIDUAL ULTIMATE BENEFICIAL OWNERS (Please attach ownership chart, if applicable):

Every corporate entity in the ownership structure of the Company must complete a Corporate Profile Form.

ARE ANY OF THE ENTITIES IN THE OWNERSHIP STRUCTURE OF THE COMPANY:

1. Listed on a regulated securities exchange³ Yes No

(If yes, please provide details): _____

2. A licensee or registrant under the Banks and Trust Companies Regulations Act, the Investment Funds Act, 2003, the Securities Industry Act, 2011, the Insurance Act, 2009, the External Insurance Act, 2009 or the Financial and Corporate Services Providers Act, 2001 or a wholly owned subsidiary or affiliate of a licensee or registrant? Yes No

If yes, please provide details and a copy of the relevant licence or certificate of registration): _____

³ A regulated securities exchange is the Bahamas International Securities Exchange or any other securities exchange in a country that is a member in good standing with the International Organization of Securities Commissions.



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- 3. A foreign regulated person^4 [] Yes [] No

If yes, please provide details and documentary evidence of status): _____

- 4. A foreign state or a wholly owned subsidiary of a foreign state. [] Yes [] No

(If yes, please provide details): _____

4 A foreign regulated person is a person (a) that is incorporated, registered, licensed or formed, or if it is not a body corporate, has its principal place of business in a jurisdiction outside The Bahamas, (b) that carries on business outside The Bahamas that, if carried on within The Bahamas, would be a financial institution or a designated non-financial business or profession for the purposes of any laws governing reporting of financial transactions and (c) in respect of a business referred to in (b) above, (i) is subject to legal requirements in its jurisdiction for the detection and prevention of money laundering that are consistent with the requirements of the Caribbean Action Task Force Recommendations or Financial Actions Task Force Recommendations in relation to that business and (ii) is properly and adequately supervised for compliance with those legal requirements by a foreign regulatory authority. For this purpose, a "financial institution" includes (a) a bank or trust company licensed under the Banks and Trust Companies Regulation Act; (b) a company carrying on (i) long term insurance business, as defined in section 2 of the Insurance Act; (ii) insurance business as defined in section 2 of the External Insurance Act; or (iii) such other insurance business as the Minister of Finance may designate by notice published in the Gazette; (c) a co-operative credit union registered under The Bahamas Co-operative Credit Unions Act; (d) the holder of a gaming licence, proxy gaming licence, mobile gaming licence, restricted interactive gaming licence and gaming house operator licence under the Gaming Act; (e) a broker-dealer within the meaning of section 2 of the Securities Industry Act, 2011; (f) a trustee, administration manager or investment manager of a superannuation scheme; (g) an investment fund administrator of an investment fund within the meaning of the Investment Funds Act, 2003; (h) a person whose business or a principal part of whose business consists of (i) borrowing or lending or investing money; (ii) administering or managing funds on behalf of other persons; (iii) acting as trustee in respect of funds of other persons; (iv) dealing in life insurance, and insurance business, which is investment related; (v) providing financial services that involve the transfer or exchange of cash, including (without limitation) services relating to financial leasing, money transmissions, credit cards, debit cards, treasury certificates, bankers draft and other means of payment, financial guarantees, trading for account of others (in money market instruments, foreign exchange, interest and index instruments, transferable securities and futures), participation in securities issues, portfolio management, safekeeping of cash and liquid securities, investment related insurance and money changing; but not including the provision of financial services that consist solely of the provision of financial advice; (i) a financial and corporate service provider licensed under the Financial and Corporate Service Providers Act, 2001; (j) a designated non-financial business and profession (defined below); (k) a non-bank entity licensed and regulated by the Central Bank under the Payment Systems Act, 2012; and (l) any other category of institutions that the Minister of Finance may by order designate. A "designated non-financial business and profession" includes the business or profession of (a) real estate agents and brokers, when they are involved as real estate broker in financial transactions for their client concerning the buying or selling of real estate, and with respect to both the vendors and purchasers; (b) land developer engaging in the sale or partition or condominiumizing of any part, parcel, lot or condominium unit of any larger tract or lot of land or any development of land involving the building of units sharing walls, common areas and utilities; (c) a person whose business or any part of whose business consists of (i) buying for the purpose of trade, sale, exchange, or otherwise dealing in any previously owned precious metals or precious stones, whether altering the same after acquisition or not; or (ii) lending of cash on the security of previously owned precious metals or precious stones of which the person takes possession, but not ownership, in expectation of profit, gain or reward; (d) a pay day advance provider, hire purchase lender or any lender whose loans are secured by salary deductions; (e) a counsel and attorney or accountant when they engage in, or carry out transactions for a client concerning (i) the buying or selling of real estate; (ii) a deposit or investment of cash; (iii) the management of client funds or securities; (iv) the management of bank, savings or securities accounts; (v) the organisation of contributions for the creation, operation or management of a legal person; (vi) the creation, incorporation, operation or management of a legal person or legal arrangement, and buying and selling of a business entity; (vii) the provision of a registered office or acting as a registered agent; or (viii) the acting as or arranging for another person to act as, a nominee shareholder for another person; (f) an accountant, but only to the extent that the accountant receives cash in the course of that person's business for the purposes of deposit or investment otherwise than as part of services rendered pursuant to a financial and corporate service provider's license; and (g) a trust and company services providers not otherwise covered by the this definition which, as a business, prepare for and carry out or otherwise provide the following services or transactions to third parties (i) acting as a formation, registration or management agent of legal persons; (ii) acting as, or arranging for another person to act as, a director or secretary of a company or a partner of a partnership, or to hold a similar position in relation to other legal persons; (iii) providing a registered office, business address or accommodation, correspondence or administrative address for a company, a partnership or any other legal person or legal arrangement; (iv) acting as, or arranging for another person to act as, a trustee of an express trust or performing the equivalent function for another, similar for of legal arrangement; (v) acting as, or arranging for another person to act as, a nominee shareholder for another person; (h) the Savings Bank as constituted under the Savings Bank Act; (i) a friendly society enrolled under the Friendly Societies Act; (j) the Bahamas Mortgage Corporation established under The Bahamas Mortgage Corporation Act; (k) the Bahamas Development Bank established under the Bahamas Development Bank Act; and (l) such other businesses and professions as the Minister of Finance may designate by Order.



Corporate Services Ltd.

MANAGEMENT STRUCTURE:

NAME(S) OF DIRECTORS: _____ ADDRESS: _____ OCCUPATION: _____

NAME(S) OF OFFICER(S): _____ ADDRESS: _____ OCCUPATION: _____ OFFICE: _____

NAME(S) OF AUTHORIZED SIGNATORIES/REPRESENTATIVES OF THE COMPANY:

NAME(S) _____ ADDRESS: _____ TITLE: _____

NAME(S) OF PERSONS (OTHER THAN THOSE NAMED ABOVE) WHO HAVE PRINCIPAL CONTROL OVER THE COMPANY'S ASSETS OR WILL EXERCISE CONTROL OVER THE MANAGEMENT OF THE COMPANY:

NAME(S) _____ ADDRESS: _____ NATURE OF RELATIONSHIP _____

POLITICALLY EXPOSED PERSONS:

ARE ANY OF THE SHAREHOLDERS, BENEFICIAL OWNERS (DIRECT OR INDIRECT) OF 10% OR MORE IN THE COMPANY, DIRECTORS, OFFICERS, AUTHORIZED SIGNATORIES, PERSONS HAVING PRINCIPAL CONTROL OVER THE ASSETS OF THE COMPANY OR PERSONS WHO EXERCISE OR WILL EXERCISE CONTROL OVER THE MANAGEMENT OF THE COMPANY, A POLITICALLY EXPOSED PERSON?⁵

Yes No

If yes, please provide the following details and complete the attached Politically Exposed Person Form:

NAME(S): _____ TITLE: _____

⁵ A politically exposed person (1) is an individual who holds or has held within the last 12 months, (a) a position in the executive, legislative, administrative, military or judicial branches of government, whether elected or not, including the position of (i) head of state or head of government, (ii) senior official, (iii) senior official in a major political party and (iv) senior executive in a major statutory or government owned corporation or (b) a senior position at an international organization or branch thereof, (2) includes any parent, sibling, spouse, or child or other family member or close associate of an individual referred to in paragraph (1) above and (3) any corporation, business or other entity formed by or for the benefit of any person referred to in paragraph (1)(a)(i) above.



Corporate Services Ltd.

TAX IDENTIFICATION NUMBER:

The Ministry of Finance has announced that every Bahamian company is required to register with the Department of Inland Revenue (“DIR”) for a Tax Identification Number (“TIN”), irrespective of whether the Company carries on business in The Bahamas.

DOES THE COMPANY CURRENTLY HAVE A TIN ASSIGNED BY THE DIR? Yes No

If yes, please provide TIN: _____

If no, do you require our assistance with TIN registration: Yes No

ACCOUNTING RECORDS DECLARATION FORM UPDATE – FOR INTERNATIONAL BUSINESS COMPANIES ONLY

Please complete the attached updated accounting declaration and return via email, with the original to follow by courier. The original accounting declaration will be filed with the Registrar General’s Department in accordance with the International Business Companies (Accounting Records) Order, 2016.

[THE REMAINDER OF THIS PAGE HAS INTENTIONALLY BEEN LEFT BLANK.
SIGNATURE PAGE FOLLOWS.]



Corporate Services Ltd.

CLIENT SIGNATURE:

Name:

Title:

Date:

FOR OFFICIAL USE ONLY

H & J Corporate Services Ltd.

By:

Name:

Title:

Date: