

## **International Business Company Incorporation Procedure**

Please pay careful attention to the following instruction when filling out the form for an international business company. Also, note carefully, that the provision of Corporate Directors and Company Secretaries is at the full and absolute discretion of CILTRUST International Inc. CILTRUST reserves the right to refuse to provide such services.**Step 1: Inform Yourself**

We recommend reviewing this site in its entirety, so that you are knowledgeable of the jurisdictions and the advantages that IBCs can offer you. Also, CILTRUST International Inc. can assist you by referring you to the appropriate professionals for business planning or legal advice should you require so. You should know who your shareholder(s), director(s) and officer(s) are in the overall structure and organization of your company and you must confirm agreement by all parties involved before you proceed with the incorporation.**Step 2: Fill Out Application**

Complete and submit CILTRUST'S international business company Order Form. Adequate completion and submission of this form, along with the provision of payment, will enable CILTRUST to incorporate your proposed company within one business day. To expedite the process, we recommend making full use of the CILTRUST Online Payment Option which is on a secure server for maximum confidentiality. Our order form can be printed and faxed to CILTRUST at 011+501-223-3501 or mailed to our offices at 35 Barrack Rd., 3rd Floor, Belize City, Belize C.A. All information submitted is strictly confidential.**Step 3: Have Payment Ready** Unless you are paying by credit card, wiring instruction or check payable information will be provided separately on the application. The total amount due, including all government fees, must be paid in advance. CILTRUST will not incorporate your IBC and cannot release company documentation (including the Memorandum and Articles of Association, company seal, share certificates, etc...), or take further action on behalf of the company, until it has confirmation of your payment.**Step 4: Obtain References and Proper Identification**

In accordance with the IFS Practitioners Code of Conduct, a notarized copy of the inside of your passport including the personal information page, a bank reference from a bank or an attorney with whom you have no less than two years professional working experience with and a short introductory letter on the nature of your business and the activities this company will be engaged in are required. If you are making the application on behalf of another corporation, we will also require the following additional information: a Notarized copy of the inside of the passport of at least two directors, a bank or attorney reference for each such director, copies of the Corporate charter of the beneficiary company, a certificate of Good Standing from the jurisdiction the company is registered and a website address if any that we can access to see the nature of activities of the corporation as well as an introductory letter on the nature of the business offered. Note that if you choose to mail in the application form instead of using our online system, the documents should be sent via Federal Express/DHL directly to our offices where they will be held in the strictest of confidence.

### **Step 5: Document Delivery**

Once we have received all the necessary paperwork, we will mail your corporate document to the mailing address you specify in your incorporation order. Depending on how and where you would like us to send the documents; you will have in your possession all corporate documentation within 7 business days. Your possession of these documents finalizes the incorporation process and grants you the right to use the powers of the company as provided for under each specific jurisdiction law. If CILTRUST is serving as Director, we will retain the original documents and company seal, and send you a copy of the memorandum and articles of association. If CILTRUST is to assist in the establishment of a corporate bank account, we will retain the appropriate documents until we have successfully opened the company account at your international bank of choice.