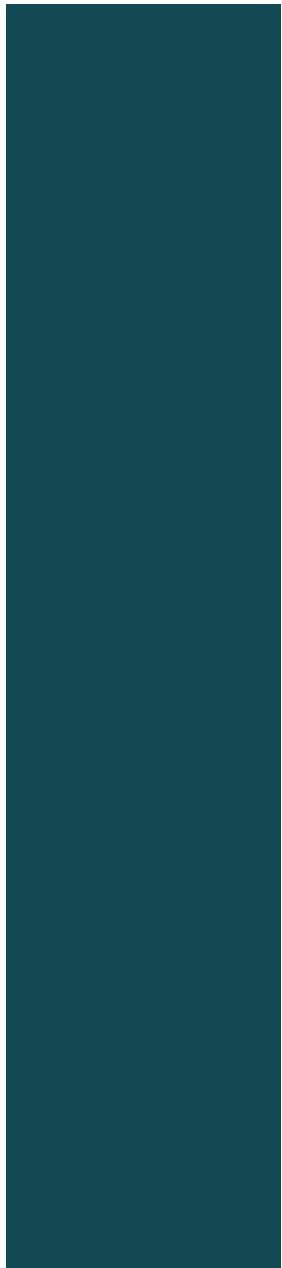




REGULATORY REQUIREMENTS

IN SAMPLE JURISDICTIONS



AFRICA
MENA
ASIA PACIFIC
EUROPE
LATIN
AMERICA
NORTH
AMERICA
OFFSHORE

FRANCE

LEGAL SOURCE

French Commercial Code

ANNUAL COMPLIANCE

WHO'S IN CHARGE

Shareholders

DOCUMENTS REQUIRED

- ✓ Management Report
- ✓ Inventory and annual accounts
- ✓ Minutes of shareholders' general meeting
- ✓ Statutory auditor's report, if applicable

REGISTERED AGENT

Not applicable

COMPANY FORMATION

- ✓ Articles of association
- ✓ Minutes of Board of Directors' meeting appointing a President if applicable
- ✓ Certificate of the bank regarding the funds for the share capital and the list of subscribers
- ✓ Proof of address for the company
- ✓ Copy of legal announcement
- ✓ Copy of director's ID
- ✓ Declaration regarding criminal records
- ✓ M0 form

CHANGE OF DIRECTOR

- ✓ Minutes of shareholders' general meeting
- ✓ Amended articles of association, if applicable
- ✓ Copy of legal announcement
- ✓ Declaration regarding criminal records
- ✓ Copy of director's ID
- ✓ Certificate of registration of the entity, if director is a legal entity
- ✓ M3 form





LUXEMBOURG

LEGAL SOURCE

Luxembourg Commercial Companies Act

ANNUAL COMPLIANCE

WHO'S IN CHARGE

Shareholders

DOCUMENTS REQUIRED

- ✓ Minutes of shareholders' general meeting
- ✓ Notice of meeting and attendance sheet
- ✓ Management Report
- ✓ Inventory and balance sheet
- ✓ Statutory auditor's report, if applicable

REGISTERED AGENT

Not applicable

COMPANY FORMATION

- ✓ Constitutive instrument signed in the presence of a notary
- ✓ Details of each founders
- ✓ Details of every asset being brought to the company
- ✓ Blocking certificate issued by the bank (share capital)
- ✓ Official publication of deed of incorporation

CHANGE OF DIRECTOR

Appointment and removal of directors are processed through a general meeting of shareholders

POLAND

LEGAL SOURCE

Commercial Companies Code of 15 September 2000

ANNUAL COMPLIANCE

WHO'S IN CHARGE

Shareholders

DOCUMENTS REQUIRED

- ✓ Annual Financial Report
- ✓ Management Report
- ✓ Supervisory Report (If applicable)
- ✓ Auditor's Report (If applicable)
- ✓ Minutes of meeting drafted and signed by a notary public
- ✓ Form KRS ZN - submission of financial statement

REGISTERED AGENT

Not applicable

COMPANY FORMATION

- ✓ Articles of Association drafted and signed by a notary public
- ✓ Payment of share capital
- ✓ Application form KRS W3 or KRS W4 signed by the members of management board
- ✓ Registration of company in the Court & Business Gazette

CHANGE OF DIRECTOR

- ✓ Shareholder resolution
- ✓ Form KRS ZI - notice of change of director





SWITZERLAND

LEGAL SOURCE

Swiss Civil Code of Obligations 1911

ANNUAL COMPLIANCE

WHO'S IN CHARGE

Shareholders

DOCUMENTS REQUIRED

Shareholders resolution
Annual Reports prepared by the Board of Directors

REGISTERED AGENT

Not applicable

COMPANY FORMATION

✓ Articles of amendment signed before a notary, who files all required documentation with the Registry of commerce. For some companies, incorporation is done in person.

CHANGE OF DIRECTOR

- ✓ Written, dated and signed request by 1 or 2 directors authorized to represent the company
- ✓ Minutes of general meeting appointing new directors
- ✓ Letter of acceptance of their mandate signed by new directors
- ✓ Copy of valid ID
- ✓ Legalization of signature of the new directors
- ✓ Resignation Letter / Notice from the outgoing director

UKRAINE

LEGAL SOURCE	Law on Joint Stock Companies Law on Limited Liability Companies
ANNUAL COMPLIANCE	
WHO'S IN CHARGE	Shareholders
DOCUMENTS REQUIRED	<ul style="list-style-type: none"> ✓ Confirmation statement on ownership structure and ultimate beneficial owners ✓ Report to the securities commission (Joint-stock companies) ✓ Annual general meeting to approve annual financial statements ✓ Filing Financial Statements to State Statistics Authorities (for limited liability companies)
REGISTERED AGENT	Not applicable
COMPANY FORMATION	<ul style="list-style-type: none"> ✓ Charter of the company ✓ Minutes of incorporation meeting ✓ Application form signed by founders ✓ Information about ultimate beneficial owner(s)
CHANGE OF DIRECTOR	Shareholders, or supervisory board if the company has one

UNITED KINGDOM (ENGLAND & WALES)

LEGAL SOURCE	Companies Act 2006
ANNUAL COMPLIANCE	
WHO'S IN CHARGE	Directors
DOCUMENTS REQUIRED	<ul style="list-style-type: none"> ✓ Confirmation statement ✓ Annual accounts (signed by directors)
REGISTERED AGENT	Mandatory for public companies
COMPANY FORMATION	<ul style="list-style-type: none"> ✓ Memorandum of association ✓ Articles of association ✓ Application to register a company (form IN01 or online)
CHANGE OF DIRECTOR	<ul style="list-style-type: none"> ✓ Shareholders resolution appointing new director ✓ Specific form (AP01 or AP02) ✓ Confirmation of consent to act as a director

WE MANAGE. YOU BENEFIT.

1 LANGUAGES

Our teams can operate in all required languages to work with local authorities.

2 IN-PERSON LOCAL PRESENCE

Our regional hubs work hand in hand with our network of local partners.

3 KNOWLEDGE OF LOCAL LEGAL SYSTEM

We know all local processes and regulatory requirements inside out.

4 COST

We identify the right balance of quality and cost to ensure completion on time and on budget.

5 REPUTATIONAL RISK COVERED

We manage corporate secretarial plans from end to end to prevent any costly mistakes.

GET IN TOUCH

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