

Interview		When
1a	Client questionnaire	HTG to complete, BO to sign and date
1b	Company questionnaire	HTG to complete, BO to sign and date
	Luxembourg or non-Luxembourg	
1c	Description of Services	HTG to give these documents to client for general information
1d	CSSF Licence : Info Required	HTG to give these documents to client for general information
Know Your Client Documents		
2a	BO - Introduction letter	Introducer to complete with his details and BO details, sign and date
2b	BO – Confirmation letter	BO to complete, sign and date
2c	Declaration to notary	To be signed by BO and bear notary legalisation of BO signature for submission to notary to add BO affidavit certifying that he brings the totality of capital amount and document proving that the amount of capital is in the possession of the BO (bank statement/ confirmation from the bank)
2d	BO - Curriculum Vitae	BO to provide
2e	Bank Reference	BO and directors introduced by BO to provide reference letter from their bank
2f	Bank or Credit card statement or certificate of residence or utility bill	BO and directors introduced by BO to provide with original copy not older than 2 months showing name and home address of individual
2g	BO certified copies of valid passport or Identity Card	BO to provide with 4 (four) copies of passport, including citizenship, passport number, photo ID and signature page, certified as a true copy by a notary or public official who confirms that they have checked the original current, valid passport against the copy, in the presence of the passport holder
2h	BO police conduct	BO to provide with an original police conduct (or equivalent) no older than 2 months
Contracts for BO to sign		
3a	Domiciliation agreement	HTG to complete, BO to sign BO version Directors to sign Company version
3b	Engagement letter	HTG to complete, BO to sign BO version. Directors to sign company version and distribute to team leaders.
3c	Directors indemnity	HTG to complete, BO to sign BO and date
3d	Nominee shareholders agreement	HTG to complete, BO to sign and date
3e	Bank Signatory Indemnity	HTG to complete, BO to sign and date
Invoices and transfers		
4a	Invoices	HTG to invoice client for Company formation and time apportioned
4b	Transfers	HTG to prepare bank transfers to pay above invoices and BO/directors to sign
Draft Statutes		
5a	Draft statutes	To be prepared by HTG for submission to bank and notary
5b	Proxy	To be prepared by HTG and legalised by Notary, Shareholders to sign for HTG to appear before notary
5c	Trading Permit	Does object of company require a trading permit, see TP checklist
5d	Directors provided by BO	For each director, BO to provide CAAS with: - 4 (four) copies of passport, including citizenship, passport number, photo ID and signature page, certified as a true copy by a notary or public official who confirms that they have checked the original current, valid passport against the copy, in the presence of the passport holder - business occupation - current home address
5e	Shareholders (individuals and/or companies), provided by BO	For each individual shareholder, BO to provide HTG with: - 4 (four) copies of passport, including citizenship, passport number, photo ID and signature page, certified as a true copy by a notary or public official who confirms that they have checked the original current, valid passport against the copy, in the presence of the passport holder - business occupation - current home address For each company shareholder, BO to provide HTG with the original or an acceptable certified true copy of: - company statutes, - certificate of incorporation - appointment of the first directors, - minutes of the first meeting, - certificate of incumbency no older than 2 months - certificate of good standing no older than 2 months - updated extract of company register - passport/id card of current directors
Bank account opening		
6a	BO to visit bank or BO bank introduction	Either BO comes to Luxembourg or BO's current bank to contact Luxembourg subsidiary bank for introduction
6b	Bank forms	HTG to complete for directors and BO to complete and sign BO bank forms
6c	Letter addressed to Luxembourg bank to open company bank account and BO to transfer share	BO to complete, sign and send to HTG to return to the bank.
6d	Blocked capital certificate	HTG to request bank to issue certificate directly to notary
7	Visit notary	HTG to finalise statutes