



**CHECK LIST ON INITIAL SETTING UP OF A SAMOA COMPANY**

**COMPANY NAME:**

- (1) Minimum Authorized Capital : US\$1,000,000
- (2) Minimum Issued Capital : US\$1 (1 share of US\$1 each)
- (3) Shareholders

Name : \_\_\_\_\_ Nominee

\* I.D. Card No./Passport No. : \_\_\_\_\_ Beneficiary Owner: \_\_\_\_\_

No. of share per person : \_\_\_\_\_  
(US\$ 1 each)

Nationality : \_\_\_\_\_

Occupation : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name : \_\_\_\_\_ Nominee

\* I.D. Card No./Passport No. : \_\_\_\_\_ Beneficiary Owner: \_\_\_\_\_

No. of share per person : \_\_\_\_\_  
(US\$ 1 each)

Nationality : \_\_\_\_\_

Occupation : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Name : \_\_\_\_\_ Nominee

\* I.D. Card No./Passport No. : \_\_\_\_\_ Beneficiary Owner: \_\_\_\_\_

No. of share per person : \_\_\_\_\_  
(US\$ 1 each)

Nationality : \_\_\_\_\_

Occupation : \_\_\_\_\_

Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(4) Directors

Name : \_\_\_\_\_ Nominee   
\* I.D. Card No./Passport No. : \_\_\_\_\_ Beneficiary Owner:  
Nationality : \_\_\_\_\_  
Occupation : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_

Name : \_\_\_\_\_ Nominee   
\* I.D. Card No./Passport No. : \_\_\_\_\_ Beneficiary Owner:  
Nationality : \_\_\_\_\_  
Occupation : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_

Name : \_\_\_\_\_ Nominee   
\* I.D. Card No./Passport No. : \_\_\_\_\_ Beneficiary Owner:  
Nationality : \_\_\_\_\_  
Occupation : \_\_\_\_\_  
Address : \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(5) **Secretary** : \_\_\_\_\_

(6) **Registered Office** : <Samoa Address>

(7) **Mailing Address for Client** : \_\_\_\_\_  
\_\_\_\_\_

(8) **Bank Account Details**

Name of Bank : \_\_\_\_\_  
Type of Bank Account : \_\_\_\_\_  
Name of Authorized Signer (s) : \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
Signing Arrangement : \_\_\_\_\_

\_\_\_\_\_  
\* Bank correspondence address : \_\_\_\_\_

9) For use in PRC :

外商獨資企業 (WFOE) /

外商代表處 (Representation Office) /

分公司 (Branch office)

**<PASSPORT / I.D COPIES>**

- Please fax a copy of I.D. Card or Passport for all DIRECTORS, SHAREHOLDERS, AUTHORIZED SIGNERS and BENEFICIAL OWNERS for records.

**<BANK REFERENCE LETTERS>**

- Please provide bank reference letters for all DIRECTORS, AUTHORIZED SIGNERS and SHAREHOLDERS or BENEFICIAL OWNERS holding 10% or more of the total issued shares for account verification purposes.
- If any of the Directors and Shareholders are CORPORATE, bank reference letters is also required for the INDIVIDUAL BENEFICIAL OWNERS of the Corporate Directors or Shareholders.
- Please also provide the Certificate of Incorporation, Memorandum and Articles of Association and Register of Directors and Members for the Corporate Directors or Shareholders.

**<ADDRESS PROOF>**

- Please also provide Address Proof for all Directors, Bank Authorized Signers and shareholders or beneficial owners holding 10% or more of the total issued shares. Please note the following requirements regarding the address proof:
- The address proof MUST contain your full name and your residential address;
- The date of address proof MUST be within three months before the date of application of opening bank account;
- Tenancy agreements and statements regarding mobile phones or cable TV are NOT accepted as address proof. E-statements are also NOT acceptable.

- **Only statements regarding home telephone, utilities, etc. which are the routine and long-term expenses are accepted. The statements MUST have been physically sent to you by mail.**