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ONBOARDING QUESTIONNAIRE

1. BENEFICIAL OWNER

I, _____ in my capacity of Ultimate Beneficial Owner (the “UBO”) of the entity to be formed or acquired hereby confirm and declare the following:

Full legal name (including any other names or aliases)

b) Gender

c) Nationality



d) Date of birth

e) Place of birth

f) Tax residence

g) Principal residential address

h) Mobile phone and telephone

i) Personal email

j) Passport number

k) Passport valid until

l) Occupation / Profession

m) Commercial address

n) Business email

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2. SOURCE OF FUNDS

Detail the origin of your incomes.

Choose and complete the details of a, b, c and/or d.

a) Inheritance

- i. Name
- ii. Relationship
- iii. Type of assets received
- iv. Estimated value of the asset received

b) Business:

- i. Name of the company
- ii. Position
- iii. Activity of the company
- iv. Website
- v. Telephone

c) Investments

- i. Type of assets
- ii. Value of assets
- iii. Custodian/Broker Dealer/Location of the assets

d) Other type of income

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SIGNATURE

3. DETAILS OF THE ENTITY TO BE INCORPORATED, ACQUIRED OR TRANSFERRED

Select one option:

I would like for the company **to be incorporated/acquired** to have the following features:

The company **to be transferred** has the following features:

a) **Name of the company** (for companies to be incorporated give three options in order of preference):

- 1.
- 2.
- 3.

Check one of the below boxes:

If the above names are not available I hereby authorize UNTITLED to choose a similar one.

If the above names are not available please contact me again.

b) Type of entity

c) Jurisdiction

d) Number of Shares

e) Number of Shares to be Issued

f) Type of Shares

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g) Principal place of Business (name each country where the entity will carry on any activity)

h) Proposed business activity

i) Type of Assets to be held

j) Estimated value of the assets to be held

k) Physical location of books and records (including financial records) 

l) Name of the person who maintains and controls the company's records 

m) Has persons who are politically exposed/has immediate family members who are politically exposed? 

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4. SHAREHOLDERS OF THE ENTITY TO BE INCORPORATED/TRANSFERRED

NAME OF THE SHAREHOLDER	TELEPHONE NUMBER AND EMAIL	OCCUPATION / PROFESSION / ACTIVITY	NUMBER AND CLASS OF SHARES

4. DIRECTORS OF THE ENTITY TO BE INCORPORATED/TRANSFERRED

NAME OF THE DIRECTOR	TELEPHONE NUMBER AND EMAIL	OCCUPATION / PROFESSION / ACTIVITY

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5. OTHER SERVICES WE PROVIDE

- a) Director Services: Click to download Director Services Agreement. Must be signed and enclosed with this application.
- b) Nominee Shareholder: Request the Nominee Shareholder Services Agreement.
- c) Physical location books and records (including financial records):
 - i. The original documents of the company will be send to the address informed. If Director Services is provided, we will be keeping the documents in our office in Montevideo, Uruguay. .
 - ii. If the entity was already formed please confirm where are the original documents.
 - iii. If you wish, we can provide a Custody Services. Click to download the Custody Agreement that must be signed and enclosed with this application.

6. KYC CHECKLIST


The following documentation **is mandatory** for the incorporation of the company. The compliance department may request additional information and/or documentation.

- a) Directors/Members/Ultimate Beneficial Owner (individual)
 - A **clear and legible** certified copy of the passport. Black and white copies won't be accepted;
 - A **clear and legible** Certified copy of another identity card (ex. Driver's license) Black and white copies won't be accepted;
 - Certified copy of an utility bill, showing your name and residential address, of any public services **with less than 3 months of issued**;
 - Banking reference letter. This is a letter issue by a bank that provides you any banking service. The letter must confirm your name, id number and the services provided. Download template.
 - Professional reference letter. This is a letter issue by a lawyer or accountant that provides you services for more than 3 years. Download template.
 - Onboarding Questionnaire (only for Beneficial Owners).

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b) Directors/Members (companies)

-  Certified copy of the certificate of incorporation;
- Original or certified copy of the certificate of good standing;
- Copy of the Register of Members;
- Copy of the Register of Directors (issued by the Register of Corporate Affairs)

c) Additional Information

- STRUCTURE CHART: If there are more than 1 company involve we suggest that you provide us a chart explaining the structure. This way the revision of the KYC and the identification of the UBO's will be simpler.
- If there is a corporate director and/or a corporate shareholder we will need the documents detailed in b). If this company have also a corporate director and/or corporate shareholder we will also need the documentation detailed in b). This is because we need to know all the natural persons that own and/or control the proposed company.

All the documentation must be in English or duly translated.


All the documents must be sent to Juncal 1305, Suite 2101, Montevideo, Uruguay. Att. Daniela Baldovino.

7. INCORPORATION PROCESS

1. Payment of the incorporation fees
2. Send all the KYC requested in 6. And the Onboarding Questionnaire duly completed and signed by the UBO/s
3. Compliance department will review the KYC and inform its comments and/or approval for the incorporation. This takes 24-48 hs.
Until all the documentation is provided by the client, the lawyers may provide their comments on partial documentation that you sent. Be aware that only the compliance department is entitled to approve the KYC.
4. After the Compliance Department provides the approval, the company will be incorporated. This takes 24 hs.
5. Elaboration of corporate documents. 24 to 72 hs later you will receive a digital copy of the corporate documents.
6. In order to be able to send the original you must comply with the following steps:

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- a) If you are the director, you must send an scanned copy of the following signed documents:
-  I. Letter of Consent to act as Director
 - II. Inaugural minutes
 - III. Share certificates
- b) Send the original documents of the KYC to Juncal 1305, Suite 2101, Montevideo, Uruguay. Atte. Daniela Baldovino.
- c) Provide any other additional information and/or documentation that the Compliance Department considers necessary.
- d) Provide your mailing address, name and telephone.
If you have any doubt with this document please contact your lawyer and coordinate a conference call.