

COMPANY ADMINISTRATION SERVICES AGREEMENT

Company name:	Registered number:
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CHECKLIST

Company Administration Services Agreement Annexes:

- | | | |
|---|-----|--------------------------|
| 1. Appointment / Replacement of Contact Person(s) | YES | <input type="checkbox"/> |
| 2. Acceptance of Appointment/ Replacement of Contact Person | YES | <input type="checkbox"/> |
| 3. Special Personal Data of Contact Person(s) & Code Words. | YES | <input type="checkbox"/> |
| 4. Letter of Wish, Declaration on Transmission of Beneficial Ownership Rights | YES | <input type="checkbox"/> |
| 5. Declaration of Assignee on Transmission of Beneficial Ownership Rights | YES | <input type="checkbox"/> |
| 6. Basic Service Package | YES | <input type="checkbox"/> |
| 7. List of Code Words | YES | <input type="checkbox"/> |
| 8. Signature Specimen | YES | <input type="checkbox"/> |
| 9. Fees for Fiduciary Services | YES | <input type="checkbox"/> |
| 10. Written Instruction From the Client for Electronic Banking Authorisation | YES | <input type="checkbox"/> |

Where documents are provided for more than 1 person or where the Annex contains several documents, the relevant Annex should be numbered accordingly. If any of the above listed documents is missing or has not be addressed to you, please notify any member of the LAVECO GROUP, please bear in mind that no Agreement can be legally binding in the absence of any one of the above documents.

I hereby verify and certify that all the above documents have been received.

Place and date:

Signature:

Name: