**NEVIS INCORPORATION CHECKLIST**

**Name Of the Company (MUST provide 3 alternatives in order of preference):**

**1. \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**2.** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**3.** **\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

|  |  |
| --- | --- |
| **Shareholder(s) Name:** | **Number of** **Shares Issued to Each Shareholder: (company can issue a maximum of 100,000)**  |
|  |  |
|  |  |
|  |  |
|  |  |
| **USE SEPARATE PAGE FOR ADDITIONAL SHAREHOLDERS** |
| **DIRECTOR(S) (minimum of 1 required – must be over 18 years old):** | **Officers (Optional):** |
| **1.** | **President -**  |
| **2.** | **Secretary -**  |
| **3.** | **Treasurer -**  |
| **USE SEPARATE PAGE FOR ADDITIONAL DIRECTORS** |
| **Purpose of Company:**  | **Address:**  |

**required due diligence**

* Confirm the asset which will be held by the company (i.e. bank account, real property, etc.);
* Confirm the approximate value of the asset to be held by the company;
* Provide the names of the Beneficial Owners on a Separate page IF the beneficial owners are different than the Shareholders;
* Passport copy for all Directors;
* Passport copy for all Shareholders;
* Passport copy for all Beneficial Owners (applicable if the beneficial owners differ from the Members);
* Proof of Address (i.e. Utility Bill) – MUST BE UNDER 3 MONTHS OLD;
	+ For all Directors
	+ For all Members
	+ For all Beneficial Owners
* Professional Reference Letter (Required for EACH Shareholder & Director);
	+ Must come from an Accounting Firm or Law Firm
	+ Address to:

MERIDIAN TRUST COMPANY LIMITED

Hunkins Waterfront Plaza, Suite 556

Main Street

Charlestown, Nevis

West Indies

* Financial Institution Reference Letter (Required for EACH Shareholder & Director).
	+ Address to:

MERIDIAN TRUST COMPANY LIMITED

Hunkins Waterfront Plaza, Suite 556

Main Street

Charlestown, Nevis

West Indies

**\*\*Failure to provide all of the information requested above will result in a delay in the formation of your company.\*\***