

Company Registration Questionnaire

Please fill the form as completely as possible to avoid any delays in processing your registration. If you are unable to complete the online form and require a printable file to complete offline or by hand, please contact our support@clarenceabogados.com and we will email you a pdf version to the 'from' email address.

***Required**

1. General Information

Please note that this questionnaire will be used to complete the applicable formalities.

1. 1.1. Proposed Company Names *

Please provide 3 possible names in order of preference and we will check availability in that order.

2. 1.2 Proposed Company Registered Address. *

Clarence's registered address can be used for a small fee until your company has an address.

3. 1.3. Company Website (if available)

4. 1.4. Contact Person: Full Name *

This is the person we can contact to discuss the application

5. 1.5. Contact Phone Number (primary) *

Only use numbers

6. 1.6. Contact Email Address *

Enter a valid email address

2. The Company

This information is for the proposed company you are setting up.

7. 2.1. What will be the object (activities) of the Company? *

Please provide a short outline

8. 2.2. What is the full name and nationality of each of the shareholders? *

9. 2.3 What is the shareholding of each shareholder? *

10. 2.4 What are the type of shares allocated to each shareholder? *

Shares can be ordinary non-voting, preferential, deferred.

11. 2.5 Details of the Company's Statutory Auditors (if applicable)

12. 2.6 Who would be the members of the Board (if applicable)?

This is applicable to Public Limited Companies. Companies may also be members of the board.

13. 2.7 Who would be the Managing Director or General Manager and what is his/her nationality? *

14. 2.8 Do you want to limit the powers of the Managing Director or General Manager? If affirmative, what will be the limitations?

3. Funding

This information is for the proposed company you are setting up.

15. 3.1 What is the level of funding the Company expects to receive from its shareholders or any other third parties upon registration? Please include details of the origin of the funds, too *

16. 3.2 Please provide the forecasted revenue (in XAF or USD) for the first 3 years. *

4. Additional Information

17. 4.1 Which local banking entity would you require assistance to open an account with? *

The following banks operate in Equatorial Guinea: Societe Generale, Ecobank, CCEI Bank, BGFI Bank and BANGE

Tick all that apply.

Societe Generale

Ecobank

CCEI Bank

BGFI

BANGE

Other: _____

18. 4.2 Do you have a business plan for submission to the local authorities if requested? *

Mark only one oval.

Yes

No

Other: _____

5. Documentation

Please make sure you read our Privacy Policy:
<https://clarenceabogados.com/privacy-policy/>

19. 5.1 Below is a list of documents which should be provided to Clarence. Please tick those that are ready at the time of this application.

The documents can be uploaded below or supplied via email. File formats allowed: documents, spreadsheets, pdf, jpg, png

Tick all that apply.

- A certified copy of the parent company's articles of association in Spanish, if applicable;
- A certified copy of the parent company's registration and VAT certificates in Spanish, if applicable;
- An original copy of the resolution of the Board of Directors of the parent company approving the registration of the company in Equatorial Guinea in Spanish, if applicable ;
- An original copy of the power of attorney granted to Clarence to complete the formalities associated with the registration of the company;
- Passport copies of the members of the board of directors and managing director/general manager, if applicable;
- CV's of the members of the board of directors;
- Criminal records certificates of any expatriate members of the board, managing director or general manager;
- A higher quality passport size photograph, against a white background of the company's managing director or general manager;
- A copy of the company's initial organigram; and
- A business plan (if available)

6. Privacy, Declaration & Signature

Please make sure you read our Privacy Policy:
<https://clarenceabogados.com/privacy-policy/>

IMPORTANT: BY SUBMITTING THIS FORM YOU CONSENT TO THE FOLLOWING:

We, Clarence Abogados & Asociados, as well as companies trading under Clarence International Limited, will use the information supplied by you (including, without limitation, sensitive personal data) to aid the application process, associated administrative functions including compliance auditing processes and where appropriate engagement process.

This involves us, processing and storing information (including, without limitation, sensitive personal data) and passing, (or making available online) such information to prospective employers (or third parties assisting them in their application process).

We collect and aggregate data from the information supplied by you to help us to understand your requirements in obtaining employment. We use Third Party Services by "Google Inc" to do so.

We will process any data which you provide in completing the online registration or application forms and any further forms, assessments or personal details which you complete or provide to us with GDPR (General Data Protection Regulations).

If you decide that you no longer wish us to hold and process your details you can contact us and confirm this in writing, at which point we will destroy all data held save for instances where we are obliged to retain your data for legislative purposes and in cases for the defence, establishment or exercise of legal claims. In all instances we will confirm our actions to you.

Personal information comprising of the content of this application, sensitive information and any other data which could potentially lead to your identity may be accessed through the database by third parties both inside and outside the European Economic Area ("EEA").

Further information relating to our Privacy Policy can be found here: <https://clarenceabogados.com/privacy-policy/>

20. 6.1 Do you consent to our Privacy Policy? *

Please note, we only accept online applications that consent to our Privacy Policy (<https://clarenceabogados.com/privacy-policy/>). If you prefer to complete a physical copy, please request one from support@clarenceabogados.com

Tick all that apply.

Yes

21. 6.2 Signature Agreement *

I confirm the information provided is the truth to the best of my knowledge and understand that by submitting the application I have consented to the use of the provided information to begin the registration process of my company

Tick all that apply.

Yes

Google Forms