

Dear Client:

We thank you for choosing Lex Management Limited, an affiliate of Alexiou Knowles Counsel & Attorneys (Alexiou Knowles), as your corporate service provider. Since 1973, Lex Management has been providing exemplary service to corporate clients, while fulfilling our obligations under the laws of The Bahamas.

Customer due diligence

One of our mandates is to ensure that we maintain, for every client, adequate “know your customer” (KYC) documentation. To this end, Lex Management will, from time to time, request certain documents from you or any entity or individual affiliated with your company for the duration of our contractual relationship.

These documents include but are not limited to:

- Copies of current passports;
- Home address verifications;
- Updated due diligence forms;
- Reference letters;
- Corporate documents.

Lex Management reserves the right to terminate any contract where such documentation is not provided within sixty (60) days of the initial request. If you are unable to provide the requested documents within this time frame, you should contact Lex Management to arrange a date for compliance.

Lex Management is committed to maintaining client confidentiality and will take every reasonable step to protect your information. However, in the event disclosure of client information is required by Bahamian law, it will be Lex Management’s intention to cooperate with authorities.

Accounting records

In accordance with section 67 of the International Business Companies (Amendment) Act, 2011, all international business companies (IBCs) must maintain reliable accounting records for their companies’ operations. These records must be made accessible by the registered office/registered agent upon request.

Reliable accounting records:

- Detail all sums of money received and expended by the company;
- Show the assets and liabilities of the company.
- Allow the company’s financial position to be determined at any time;
- Enable financial statements to be prepared where necessary.

Commercial Entities (Substance Requirements) Act, 2018 (CESRA)

CESRA mandates that commercial entities registered in The Bahamas, which are engaged in banking business , insurance business, fund management business , finance and leasing business, headquarters business, distribution and service centre business, shipping business, commercial use of intellectual property or as a holding company engaged, or where one or more of its subsidiaries is engaged in one of the activities listed and trades, maintain a significant economic presence here in The Bahamas.

It is *mandated* that a declaration be submitted annually by commercial entities registered in The Bahamas, which are not primarily resident-owned to the Minister of Finance.

Lex Management completes the CESRA declaration reporting for all applicable clients for a service charge. Please contact Lex Management if you require further details.

Termination

In the event that this service agreement must be terminated by Lex Management, you will be given sufficient notification to allow for the company’s transfer. Lex Management agrees to transfer all statutory documents to the licensed Bahamian corporate service provider of your choice.

Kindly initial this letter and return the same to Lex Management as acknowledgement and acceptance of the terms of agreement outlined herein within 30 days.

Yours sincerely,
LEX MANAGEMENT LIMITED

LEX MANAGEMENT CLIENT APPLICATION AND PROFILE FORM

INDIVIDUAL CLIENT INFORMATION

Existing Client: New Client:

First Name: _____ Middle Name: _____ Last Name: _____

Address: _____ Contact Address: _____

Phone #: (H) _____ (C) _____ (W) _____ Email: _____

Date of birth: _____ Place of birth: _____ Citizenship: _____ Other Nationality: _____

Job title (if retired, former profession): _____ Employer: _____

Have you ever been convicted of a financial crime: Yes: No:

If yes, explain: _____

Are you a PEP (politically exposed person) *: Yes: No:

*A PEP is an individual who has been entrusted with a prominent domestic or foreign public function such as a legislator; politician; senior government, judicial or military official; senior member of a public entity or a political party official. Any relative/close associate of such an individual is also considered a PEP.

Copy of current passport: Yes N/A Valid Address Verification: Yes N/A

Auxiliary Due Diligence Form: Yes N/A Character Reference Letter: Yes N/A

LEGAL ENTITY (if shareholder is a Legal Entity)

Entity Name: _____ Entity Type: IBC Domestic Other _____

Entity Description, Products or Services: _____

Principal Place of Business: _____

Registered Address: _____ Incorporation Date: _____

Certified Copy of Certificate of Incorporation: Yes N/A Certified Copy of Memorandum of Association: Yes N/A

Certified Copy of Articles of Association: Yes N/A Certified Copy of Certificate of Good Standing: Yes N/A

Certified Copy of Register of Shareholders: Yes N/A Certified Copy of Register of Directors: Yes N/A

Certified document authorizing natural person to act on behalf of the company: Yes N/A (Only if the request is not being conducted by a Director or Beneficial Owner) Trust Deed: Yes N/A

Other Yes N/A _____

TITLE

Title: Director Officer Shareholder Ultimate Beneficial Owner (individuals only)

(select all that are applicable)

Company Name: _____ Officer Title (if applicable): _____ Number of Shares (if applicable): _____

PRIMARY CONTACT PERSON

Primary Contact Person: _____ Primary Contact Phone#: _____ Primary Contact Email: _____

I CERTIFY THAT THE INFORMATION AS NOTED ON THIS FORM IS TRUE AND CORRECT:

Client signature: _____ Date: _____

FOR OFFICIAL USE ONLY

Reviewed By: _____ Signature: _____ Date: _____