

Pre-Incorporation ID & Address Verification Checks

The Central Registry is carrying out verification checks prior to processing incorporation applications made under the Companies Act 1931 (CA 1931), where the application is not submitted by a licensed Corporate Service Provider.

These checks are to verify the details of the people associated with the company (subscribers, company officers & presenter), to ensure that the registered office address is valid and that the company has authority to use the stated address of the incorporation application prior to reviewing the application. The application for incorporation will not be considered unless the additional information is provided.

Additional information required to accompany the incorporation application

1. Photographic ID and address verifying information is required for each individual (shareholder, director, secretary, nominated officer & the presenter of the Form 1, who must be resident in the Island (s20(1A) CA 1982).
2. Where the registered office address has no direct association with the individuals listed in the incorporation application, confirmation in writing from the owner of the stated registered office address that the company has permission to use, and will be at the address immediately upon the incorporation of the company.

Examples of acceptable types of verifying information can be found in Practice Note PN24/2023

Any ID and address verifying information will be retained securely by Central Registry for one month from the completion of the incorporation application and it will then be destroyed.

PLEASE REMOVE THIS PAGE PRIOR TO SUBMISSION OF THE FORM 1.

Company Number

Form Number 1

THE COMPANIES ACT 1931 - 2004

STATEMENT OF FIRST DIRECTORS, SECRETARY, NOMINATED OFFICER AND INTENDED SITUATION OF REGISTERED OFFICE

Pursuant to sections 20 and 22(1) and (2) of the Companies Act 1982 as amended by section 36(1) of the Companies Act 1986 and Section 7 of the Beneficial Ownership Act 2017 and the Beneficial Ownership (Nominated Officer Exemption) (Class 4 Regulated Activity) Order 2017.

Please complete legibly in black type, or bold block lettering

Name of company:

	Limited
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The intended situation of the registered office of the company on incorporation is as stated below:

BENEFICIAL OWNERSHIP ACT 2017

Particulars of nominated officer (Beneficial Ownership Notes 1 to 5):

Name:	
Address:	
I hereby consent to act as the nominated officer of the above legal entity:	Dated:

If the Beneficial Ownership Act 2017 does not apply to this legal entity, please complete the insert sheet at the end of this Form.

Presented by:

THE COMPANIES ACT 1931 - 2004**BENEFICIAL OWNERSHIP ACT 2017**
NOTES

1. Any references in this document to a "nominated officer" include, in the case of a legal entity which is exempt from the requirement to have a nominated officer, the person authorised by an Order made by Treasury under section 6(8) of the Beneficial Ownership Act 2017, to undertake on behalf of that entity, any role or responsibility for which a nominated officer is responsible under the Act.
2. Section 6(2) of the Act specifies that "The nominated officer must be —
 - (a) a natural person who is resident in the Island; or
 - (b) the holder of a licence issued under section 7 of the Financial Services Act 2008 which permits the holder to carry on the regulated activity (within the meaning of section 3(1) of that Act) of providing corporate services."

(In the case of a legal entity which is exempt from the requirement to have a nominated officer, the relevant Treasury Order will specify by whom the roles and responsibilities of the nominated officer may be carried out.

3. In the case of a nominated officer who is a natural person, the officer's name and home address in the Island must be listed. In all other cases, the officer's corporate or firm name and registered office or place of business address in the Island must be listed.
4. A legal entity must, within one month of section 7 of the Act coming into operation, give notice to the Department for Enterprise (Companies Registry) of the appointment of its first nominated officer and of the date on which the appointment was made.

A legal entity must also give notice to the Department, within one month of the date of:

- (a) an appointment of a nominated officer;
- (b) a change in a nominated officer; or
- (c) a change in the details in its record of a nominated officer,

and of the date on which it occurred.

5. **If the Beneficial Ownership Act 2017 does not apply to this legal entity, please complete the insert sheet at the end of this Form.**

Company Number

Form Number 1

THE COMPANIES ACT 1931 - 2004

Important: The particulars to be given are those referred to in section 20(2)(a) of the Companies Act 1982 and section 143(1) of the Companies Act 1931. Please read the notes on the last page before completing this part of the form.

The names and particulars of the persons who are to be the first **directors** of the company are as follows:

Name (note 1):		
Former name(s) (note 2):		
Address (note 3):		
Occupation (note 4):	Nationality and nationality of origin if different:	Other directorship (note 4):
I hereby consent to act as director of the company named on page 1:		Dated:

Name (note 1):		
Former name(s) (note 2):		
Address (note 3):		
Occupation (note 4):	Nationality and nationality of origin if different:	Other directorship (note 4):
I hereby consent to act as director of the company named on page 1:		Dated:

PLEASE PHOTOCOPY THIS PAGE AND USE IT AS A CONTINUATION SHEET IF REQUIRED

Company Number

Form Number 1

THE COMPANIES ACT 1931 - 2004

Important: The particulars to be given are those referred to in section 20(2)(a) of the Companies Act 1982 and section 143(1) of the Companies Act 1931. Please read the notes on the last page before completing this part of the form.

The name(s) and particulars of the person or persons who are to be the first secretary, or joint secretaries and assistant secretary if applicable of the company are as follows (note 5):

Name (note 1):	
Former name(s) (note 2):	
Address (note 3):	
I hereby consent to act as secretary/joint secretary of the company named on page 1:	Dated:

Name (note 1):	
Former name(s) (note 2):	
Address (note 3):	
I hereby consent to act as secretary/joint secretary/assistant secretary of the company named on page 1:	Dated:

THE COMPANIES ACT 1931 - 2004

PLEASE PHOTOCOPY THIS PAGE AND USE IT AS A CONTINUATION SHEET IF REQUIRED

Signed by or on behalf of the subscribers of the memorandum*

Signature:

(subscriber)(agent)**

Date:

Signature:

(subscriber)(agent)**

Date:

Signature:

(subscriber)(agent)**

Date:

Signature:

(subscriber)(agent)**

Date:

The Companies Act 1931-2004
Form 1 - Notes

1. Full names must be given. In the case of an individual, his present Christian names and surname must be given. 'Christian name' includes a forename, and 'surname' in the case of a peer or person usually known by a title different from his surname means that title. In the case of a corporation, which is a secretary, its corporate name must be given.
2. In the case of an individual, any former Christian names and surname must be given in addition. The expression 'Christian name' includes a forename. 'Former Christian name' and 'former surname' do not include: -
 - a. In the case of a peer or a person usually known by a British title different from his surname, the name by which he was known previous to the adoption of or succession to the title; or
 - b. In the case of any person, a former Christian name or surname where that name or surname was changed or disused before the person bearing the name attained the age of eighteen years or has been changed or disused for a period of not less than twenty years; or
 - c. In the case of a married woman, the name or surname by which she was known previous to the marriage.
3. Usual residential address must be given or, in the case of a corporation, which is a secretary, the registered or principal office.
4. Where the director has no business occupation other than their current directorship, the words NONE or NO OTHER OCCUPATION should be completed for Business Occupation, but where the director is a director of one or more companies then one of those directorships must be stated and the OCCUPATION stated as 'Director' (an example of one other IOM directorship is sufficient. Secretaries do not need to state nationality or occupation.
5. Where all the partners in a firm are joint secretaries the name and principal office address of the firm also may be stated.

THE COMPANIES ACT 1931 - 2004

Insert Sheet

(This page should only be completed if the Beneficial Ownership Act 2017 does not apply to the legal entity)

Where the Beneficial Ownership Act 2017 does not apply to a legal entity please complete the following confirmation statement (Note 1).

The Beneficial Ownership Act 2017 does not apply to this legal entity because –

- The Company is listed on a stock or investment exchange recognised by the Treasury (Note 2);

- The Company is a wholly owned subsidiary of a legal entity listed on a stock or investment exchange recognised by Treasury, where the disclosure obligations on the legal entity include beneficial ownership information in respect of the entity and its subsidiaries;

- The company is one to which an Order made by the Treasury under section 5(4) of the Beneficial Ownership Act 2017 applies (Note 3). The Order is:

.....

and I confirm that the Order applies to the Company.

Full Name _____ Date _____

Signed _____ Director/Secretary/Authorised Signatory*

* please delete as appropriate

NOTES

1. Section 5(2) of the Beneficial Ownership Act 2017 lists the entities to which that Act does not apply.
2. Section 5(3) of that Act specifies that "an exchange is "**recognised**" if its name or another suitable description of it is published by the Treasury in such manner as the Treasury determines".
3. Section 5(4) of the Beneficial Ownership Act 2017 allows the Treasury to amend the list of entities in section 5(2) to which that Act does not apply. If the Treasury has added to the list, details of the relevant Order and confirmation that the Order applies to the Company should be included.