

NEW FOUNDATION

Procedure for Incorporation and Registration of a Cook Islands Foundation

1. Complete the Foundation Registration Form electronically, send us a copy for review, and then print and sign. If further information is required, we will call you to confirm.
2. Due Diligence requirements: Collate your identity documents (otherwise known as KYC Documents) and have all relevant parties complete the Tax Status Self-Certification Forms. Refer to DD Memorandum.
3. Attend upon a Notary Public or approved Certifier to:
 - witness the execution of the Foundation Registration Form; and
 - verify the proof of identity documents (KYC Documents). Ensure you take all originals to be sighted.
4. Email us copies of the completed documents to confirm that all is in order prior to sending the originals by courier/post.

Email: Nadine@trusteescookislands.com

5. Pay the initial fees by wire transfer. Wire transfer details as follows:

Pay via Fedwire type code

Pay via Fedwire type code 1000 Customer Transfer utilising product code center.

Pay to receiver

- ABA#021000089
- CITIBANK NA
- NEW YORK NY

For A/C with bank

- A/C 10933728
- BANK OF NEW ZEALAND
- WELLINGTON

Favour (beneficiary)

- CUSTOMERS ACCOUNT NAME - *Trustees & Fiduciaries (Cook Islands) Limited.*
- RESIDENTIAL ADDRESS *461B Hibiscus Coast Highway, Orewa 0931, Auckland, New Zealand.*
- BNZ ACCOUNT NUMBER *711291-0000 (USD Account)*

Payments for credit into a Foreign Currency Account should have “DO NOT CONVERT” noted on the payment.

6. All original documents should be sent by DHL or Fedex as follows:
Trustees & Fiduciaries
T&F Chambers
Main Road, Rarotonga
Cook Islands
Tel. +682 29214
Attn. Nadine Newnham
7. Upon receipt of the initial fees and the emailed copies of completed registration and KYC documents, T&F will register the Foundation and forward to you the e-kit complete with copies of the relevant corporate documents.



TRUSTEES & FIDUCIARIES
(COOK ISLANDS) LTD

COOK ISLANDS INTERNATIONAL FOUNDATION REGISTRATION & INFORMATION FORM

The completion of this form will provide T&F with the relevant information needed to register and activate the Foundation.

1. NAME OF FOUNDATION:		
2. FOUNDER(S):		
IF ANY PERSON WHO'S NAME APPEARS IN THIS FORM IS A PEP - POLITICALLY EXPOSED PERSON - PLEASE INDICATE THIS BY PUTTING "PEP" BESIDE THEIR NAME.		
	Founder 1	Founder 2
Name:		
Date of Birth:		
Nationality: (Please list all)		
Occupation & Industry:		
Residential Address:		
Telephone:	+ ()	+ ()
Email:		
Tax Residency and TIN number:		
Passport / Social Security No.:		
Source of Funds/Wealth:	Please identify all sources:	Please identify all sources:
	<input type="checkbox"/> Inheritance <input type="checkbox"/> Employment <input type="checkbox"/> Investments <input type="checkbox"/> Ownership of a Business <input type="checkbox"/> Other: (Please also complete BIO Form referred to below)	<input type="checkbox"/> Inheritance <input type="checkbox"/> Employment <input type="checkbox"/> Investments <input type="checkbox"/> Ownership of a Business <input type="checkbox"/> Other: (Please also complete BIO Form referred to below)
3. COUNCIL MEMBER(S) (Provide name, occupation and contact details for each initial Council Member).		

	Council Member 1	Council Member 2
Name:		
Date of Birth:		
Nationality: (Please list all)		
Occupation & Industry:		
Tax Residency and TIN Number		
Residential Address:		
Email:		
Relationship to Founder/ Beneficial Owner		
	Council Member 3	Council Member 4
Name:		
Date of Birth:		
Nationality: (Please list all)		
Occupation & Industry:		
Tax Residency and TIN number:		
Residential Address:		
Email:		
Relationship to Founder/ Beneficial Owner		
4. ENFORCER (if applicable)		
Name:		
Date of Birth:		
Nationality: (Please list all)		
Occupation & Industry:		
Tax Residency and TIN number:		
Residential Address:		
Telephone:		
Email:		
Relationship to Founder/ Beneficial Owner		

5(A). BENEFICIARIES (Specific individuals, corporations or charities)			
	Beneficiary 1	Beneficiary 2	
Name:			
Date of Birth:			
Nationality: (Please list all)			
Occupation & Industry:			
Residential Address:			
Tax Residency and TIN number:			
Relationship to Founder/ Beneficial owner (if any)			
	Beneficiary 3	Beneficiary 4	
Name:			
Date of Birth:			
Nationality: (Please list all)			
Occupation & Industry:			
Residential Address:			
Tax Residency and TIN number:			
Relationship to Founder/ Beneficial owner (if any)			
5(B). BENEFICIARIES – PURPOSE. Please detail any charitable/non-charitable purposes which the Foundation is intended to operate for the benefit of. The description should be clear and ascertainable:			
6. PROFESSIONAL ADVISORS			
	Attorney	Banker/Investment	CPA
Name:			
Address:			
Telephone:			
Email:			
Other:			

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7. FOUNDATION ASSETS

Describe the assets, valuation and date of anticipated transfer/endowment to the Foundation

Date (to be) endowed	Asset	Description (for corporate or partnership entities detail the nature of the business)	Value (USD) (at settlement date)

8. CONTACT PERSON

Name:	
Company Name: (If any)	
Address:	
Place of Business:	
Mailing Address:	
Telephone:	
Email:	

9. EXECUTION

By signing below the Founder/asset contributor acknowledges that T&F is required to carry out various reporting obligations under FATCA/CRS and agrees to provide T&F with all information as determined by T&F for this purpose. The Founder confirms all details contained herein to be accurate and true.

Signature:	
Name:	
Title:	
Date:	

Notary Public or Approved Certifier:

DUE DILIGENCE PACKAGE

Check that you have attached to this form the KYC Documents for:

- **Founder(s);**
- **Council Member(s); and**
- **Enforcer(s).**

Certified True Copies of:

- i. A valid photographic identification document such as a Passport or Driver's License; and
- ii. A utility bill or a bank statement proving residential address or any other national document that can verify the residential address (dated within the last 3 months).

Originals of:

- iii. T&Fs Tax Status Self-Certification form, including where appropriate an IRS W9 or W8 form.
- iv. T&Fs Client Bio Form for the founder/asset contributor providing source of funds details (*see notes below*)

Where any of the due diligence subjects are entities, please refer to the **DD Memorandum** for information required on the entity.

Notes:

1. Certification

Certification should bear the following statement "I hereby certify this to be a true copy of the original [and that the photograph bears a true likeness to the individual**]"

** added when a passport copy or other photo ID is being certified

2. Approved Certifier

Refer to **DD Memorandum** for a list of approved certifiers

3. Source of Wealth/Funds ("SOW")

You may be required to provide evidence of your SOW. This can be established through a combination of sources, such as evidence of title, official documents, copies of trust deeds (detailing dividends), audited documents, receipts, documents confirming salary, tax returns, bank statements etc.

Examples of sources of wealth and proof of wealth documents:

Inheritance of a family fortune	Employment	Business gain from a company sale
Name of deceased	Nature of employer's business	Copy of the contract of sale
Relationship to the client	Name and address of the employer	Internet research of Company Registry/Media Coverage
Date of death	Annual salary and bonuses for the last couple of years	Name and Address of Company
Date it was received	Last month/recent payslip	Total sales price
Entire amount	Confirmation from the employer of annual salary	Clients' share participation
Solicitor's details	Latest accounts or tax declaration if self-employed	Nature of business
Tax clearance documents		Sale date and the receipt of funds