

Nevis LLC Checklist

1. Please complete and sign the **Application and Due Diligence Form**.

2. Enclose the **following documents** for each Manager and Beneficial Owner:

(a) For Individuals

- (1) Notarized copies of two forms of Government issued identification, which must contain the individual's photograph and signature (e.g. Passport, National ID or Driver's License)
- (2) Original or notarized utility bill, bank statement or other proof of address, not older than 3 months
- (3) Bank Reference Letter
- (4) Professional Reference Letter (Accountant, Lawyer)
- (5) Short Curriculum Vitae which includes:
 - * Contact information
 - * Education history (name of institution(s), period attended and qualifications obtained)
 - * Employment history (name of institution(s), period employed and positions held)
 - * Any skills

(b) For Companies

- (1) Certificate of Incorporation
- (2) Articles of Incorporation
- (3) Register or Notice of Directors
- (4) Notice of Address (or other form of proof of address)
- (5) Company Secretary (if applicable)
- (6) Certificate of Good Standing
- (7) Bank Reference Letter
- (8) Professional Reference Letter

3. Scan all completed forms and your documents; then email everything to nevis@staatenlos.ch

4. Forward the originals **via courier** (address will be provided)