

# Global Entity Formation and Management Services

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The Maples Group's full suite of entity formation and management services helps clients centralise and streamline data reporting and compliance, improve transparency, mitigate risks and reduce costs. We provide our clients with reliable and secure access to all of their corporate records through our robust and scalable technology solution. In addition, our highly experienced legal and corporate services professionals work collaboratively to ensure the seamless and efficient provision of high quality and full service support.

## Formation Services

- Provide entity formation services to Abu Dhabi, Bermuda, British Virgin Islands, Cayman Islands, Dubai, Hong Kong, Ireland, Jersey, Luxembourg, Netherlands, Singapore, UK and US entities;
- Prepare corporate records including company seal, company stamp, share certificates, registers and minute books;
- Provide a registered office address, domiciliation agent or registered agent (as applicable) and manage all local communications relating to the company;
- Assist with the establishment of pre-incorporation bank accounts where relevant;
- Ensure all the statutory and regulatory filings are made and all ongoing corporate requirements are satisfied under the relevant laws and regulations; and
- Provide secure online access to entity data via our online portal, eServices. Information available via the portal includes key corporate records such as registers, memorandum and articles of association and transaction documents.

## Company Secretarial & Board Support Services

- Act as the named company secretary and registered office, maintaining the statutory registers, minute books and seals;
- Provide meeting facilities and initiate and attend board of director and annual general meetings either in person or via telephone;
- Prepare and distribute agendas, board packs, minutes and action items to relevant parties; and
- Sign secretarial certificates, arrange the execution of agreements, liaise with third parties and provide copies of other documents prepared or retained by us as company secretary.

## Accounting, Tax & Agency Services

- Prepare GAAP and IFRS consolidated accounts;
- Monitor obligations and prepare waterfall or other calculations required under the transaction documents;
- Act as escrow agent and provide paying agent services;

- Provide daily or monthly corporate / management accounting where required;
- Liaise with the IRS on behalf of a client company for the purposes of an EIN application;
- Prepare IRS Form SS4 for corporations, partnerships and LLCs\*;
- Prepare relevant IRS Forms W-8 or W-9\*;
- Provide designated US based "Partnership Representative" as required for US partnerships for tax purposes; and
- Liaise with auditor(s), where applicable.

### Entity Management Services

- Coordination of all necessary entity and regulatory filings (including the payment of annual and government fees) in order to maintain the regulatory compliance and good standing of entities;
- Centralised compliance, data management, document management and billing;

- Protocol and processes development to ensure efficiencies across teams and regions; and
- Assigned global liaison and single point of contact to work with clients' current service providers to ensure all entities are managed effectively.

### Liquidation Services

- Provide voluntary wind up of Bermuda, Cayman Islands and non-regulated British Virgin Islands companies;
- Provide dissolution of trusts and partnerships;
- Arrange simultaneous de-registration of funds which are registered as mutual funds with the Cayman Islands Monetary Authority;
- Provide winding-up and dissolution of US limited liability companies and limited partnerships; and
- Provide liquidation support services in Hong Kong, Ireland, Jersey, Luxembourg, the Netherlands and Singapore.

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For further information on our services, please contact:

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\*based on certain confirmations from qualified tax advisors