

ESSENTIAL DOCUMENTATION FOR GIVING A TRUST MANDATE

SETTLORS

- Photocopy of identity document and tax code of the settlor/actual owner
- Address for sending correspondence and telephone number
- Name of the person delegated to operate by mandate on behalf of the settlor and photocopy of identity document and tax code
- Percentage of company capital subscribed
- Chosen tax system

For several registrants:

- Percentage share of units subscribed by each settlor
- Trust set up jointly, disjointedly, or jointly and severally

If settlor is a legal entity:

- Deed of incorporation
- Chamber of Commerce search with list of shareholders
- Most recent updated articles of association
- Most recent approved financial statements
- Identity documents and tax codes of the legal representatives and their powers/actual owner
- Chosen tax system

COMPANY TO BE MANAGED BY TRUST

- Name of company
- Registered office of the company
- Capital stock
- Purpose of the company
- Tax code and chamber of commerce search (if already incorporated)
- Depositary of share certificates

Setting up through incorporation:

- Provision of the entire capital stock
- Name of notary who drew up deed
- If away from office, by power of attorney, details on attorney and photocopy of identity document and tax code

Setting up through acquisition:

- Provision for the acquisition
- Details on the seller
- Deed of incorporation and most recent updated articles of association
- Most recent approved financial statements
- If **away from office**, by power of attorney, details on attorney and photocopy of identity document and tax code