

INSTRUCTIONS FOR COMPLETING THE FORM

Before starting to complete the Service Order Form, please take note of the documentation you must have available, in order to complete the procedure correctly and efficiently.

Note on the Board of Directors

The Board of Directors is the body that, under Panamanian law, manages and represents the company. It must be composed of three directors. One person may simultaneously hold the positions of president, secretary, and treasurer; however, even in this case, two additional directors must still be appointed to act as board members. If the client wishes the company to be of a nominee nature, nominee directors must be requested, with an additional cost per director.



If the company is not of a nominee nature, it is mandatory to attach copies of the identification documents of the members of the Board of Directors.

To complete the KYC procedure, the following documents must be attached:



Valid identification document and/or passport



Selfie in which the identification document is clearly visible next to the face



Utility bill showing the address (water, electricity, or gas)



Proof of income of the Beneficiary (tax return or bank statement)



Selfie holding a signed sheet of paper next to the face, where both the signature and the face are clearly visible

Note: If there is more than one Beneficiary, each Beneficiary must complete and sign their own individual KYC form and attach the corresponding documentation.

SERVICE ORDER FORM

Type of service requested

	Company incorporation
	Company renewal

Select the company

Offshore Company in Panama	S.A.
Merger by absorption of companies in Panama	Inc.
Holding company with bearer shares	Incorporated
Creation of a DAO and offshore company	Corp
Delaware Offshore Company	Corporation
Register an offshore company in Nevis	AG
Exchange – company and license in Poland	Note: There is no legal difference between these types of companies

Select the legal structure

Company name

First alternative company name

Second alternative company name

Brief description of the economic activity

BOARD OF DIRECTORS

By law, three directors must be appointed. One person may simultaneously hold the positions of president, secretary, and treasurer. This option is recommended when the beneficiary wishes to assume these roles directly. In this case, the same name must be repeated in the three corresponding fields.

Nevertheless, it will still be mandatory to appoint two additional directors. These may be designated by the client or provided by us at a cost of EUR 100 per director per year. If the directors are provided by us, the word "nominee" must be entered in the corresponding fields.

Directors provided by OPM Corporation to ensure anonymity

Yes, I want 3 Nominee Directors (EUR 100 per director / year)
No, I will appoint them myself
I need 1 Nominee Director
I need 2 Nominee Directors

Attention: By including their names in the Board of Directors, the directors lose anonymity, since by law the names of directors appear in the Public Registry.

President – Full Name

Secretary – Full Name

Treasurer – Full Name

Note: A copy of the identification document of each director must be attached.

Owner – Full Name

Are there other shareholders?

Number of shareholders (maximum 3)

Yes	1
No	2
	3

Shareholder #1 Full Name

Percentage (%)

Phone

Email

Address			
Shareholder #2		Percentage (%)	
Full Name			
Phone	Email		
Address			
Shareholder #3		Percentage (%)	
Full Name			
Phone	Email		
Address			
SOURCE OF FUNDS			
Indicate the source of the funds of the beneficial owners to start the activity or the funds the company receives on a recurring basis (bank transfers).			
COUNTRY OR COUNTRIES OF OPERATION			
Indicate specifically all countries in which the company will operate. References to continents, regions, or generic terms are not accepted. "Operate" means the country where the company has clients and/or suppliers or from where it is effectively managed.			
Physical address from which the company will be administered			
ASSETS AND FUTURE INTERESTS OF THE COMPANY			
Holding	specify the type of participation:		
Other companies	indicate names and locations:		
Real estate	Indicate location and estimated value:		
Bonds, shares, or other securities			
Commercial, e-commerce, or industrial activity	Describe the activity:		
Operational and/or investment bank accounts	Indicate banks and addresses:		
Other activities	Detailed description:		
Full Name of the accounting officer			
Phone	Email		
Address			

Do you wish to add accounting modules? (additional cost)

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No
APPLICANT DETAILS (if different from the Beneficiary)	
Full Name	
Phone	Email
Address	

DOCUMENT DELIVERY

<input type="checkbox"/>	PDF delivery and storage of originals in our office
<input type="checkbox"/>	Registered mail (may take up to 30 days)
<input type="checkbox"/>	DHL (additional fee)

BENEFICIARY – KYC

Full Name	
Phone	Alternative phone
Email	Alternative email
Nationality	Tax identification number
Address	
Tax residence	
Document delivery address (if different)	
Occupation or profession (detailed description)	

Please specify your position and for whom you work. Avoid generic terms.

Marital status

<input type="checkbox"/>	Married
<input type="checkbox"/>	Single
<input type="checkbox"/>	Separated / Divorced

Are you or any family member a Politically Exposed Person (PEP)?

<input type="checkbox"/>	Yes
<input type="checkbox"/>	No

REFERENCES

Reference 1		Reference 2	
<input type="checkbox"/>	Lawyer	<input type="checkbox"/>	Lawyer
<input type="checkbox"/>	Bank	<input type="checkbox"/>	Bank
<input type="checkbox"/>	Accountant	<input type="checkbox"/>	Accountant
<input type="checkbox"/>	Commercial reference	<input type="checkbox"/>	Commercial reference
Full Name		Full Name	
Phone		Phone	

Email	Email
Address	Address
Full Name	
Digital signature	
Date	