

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		Select the legal structure	
		Offshore Company in Panama	
		S.A.	
		Merger by absorption of companies in Panama	
		Inc.	
		Holding company with bearer shares	
		Incorporation	
		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	
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		Percentage (%)	
Full Name			
Phone		Email	

Address			
Shareholder #2 Full Name			Percentage (%)
Phone		Email	
Address			
Shareholder #3 Full Name			Percentage (%)
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)	
	Yes
	No
APPLICANT DETAILS <i>(if different from the Beneficiary)</i>	
Full Name	
Phone	Email
Address	
DOCUMENT DELIVERY	
	PDF delivery and storage of originals in our office
	Registered mail (may take up to 30 days)
	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			
	Married		
	Single		
	Separated / Divorced		
Are you or any family member a Politically Exposed Person (PEP)?			
	Yes		
	No		
REFERENCES			
Reference 1		Reference 2	
	Lawyer		Lawyer
	Bank		Bank
	Accountant		Accountant
	Commercial reference		Commercial reference
Full Name		Full Name	
Phone		Phone	

Email		Email	
Address		Address	
Full Name			
Digital signature			
Date			