

# **INSTRUCTIONS FOR COMPLETING THE FORM**

Before starting, please take note of the information and documents required to correctly complete the Foundation Order Form.

In the form, you will be asked to indicate the Foundation Council, the Founder, and, where applicable, the Protector, which are figures provided for under the legal structure of a Private Interest Foundation.

## **FOUNDATION COUNCIL**

The Foundation Council is the administrative body of the Foundation. It must be composed of three natural persons or one legal entity. The client may directly appoint the Foundation Council or request a nominee Foundation Council provided by the firm, at an additional cost.

Members of the Foundation Council are recorded in the Public Registry and, therefore, their names are public.

If the Foundation Council is not of a nominee nature, the following documentation must be available:



**copy of the identification document of the directors, if they are natural persons**



**copy of the articles of incorporation or the certificate of incorporation, if it is a legal entity**

## **FOUNDER**

The Founder is the natural or legal person who establishes the Foundation. The Founder may be appointed by the client or provided by the firm.

Required documentation:



**copy of the identification document, if a natural person**



**copy of the articles of incorporation or the certificate of incorporation, if a legal entity**

## **PROTECTOR**

The Protector is an optional figure with control and supervisory functions over the Foundation Council.



**If appointed, a copy of the Protector's identification document must be provided.**

# FOUNDATION ORDER FORM

## Type of service requested

Foundation incorporation

Foundation renewal

## Foundation name

### First alternative Foundation name

### Second alternative Foundation name

## Brief description of the Foundation's activity

## FOUNDATION COUNCIL, FOUNDER, AND PROTECTOR

The Foundation Council is the administrative body of the Foundation.

The Founder is the person who establishes the Foundation pursuant to Law 25/1995.

The Protector is an optional figure with control and supervisory functions.

### FOUNDATION COUNCIL

The applicant declares that they wish to appoint the Foundation Council of the Private Interest Foundation according to one of the following modalities:

Council appointed by the client (attach full details of the members)

Nominee Council provided by the firm

The client requests that the firm provide a nominee Foundation Council, appointed exclusively for formal purposes and to ensure maximum confidentiality.

**Attention:** by including their names in the Foundation Council, directors lose anonymity, since by law the names of administrators appear in the Public Registry and are therefore public.

### If natural persons are appointed, indicate the complete details of three directors:

#### Full Name of the first Director

#### Full Name of the second Director

#### Full Name of the third Director

### If a legal entity is appointed, indicate its complete details:

#### Name of the legal entity (company)

**Note: It is mandatory to attach a copy of the identification document of each director if the Foundation Council is composed of natural persons; or a copy of the articles of incorporation or certificate of incorporation if the Foundation Council is composed of a legal entity.**

### FOUNDER

The client selects the method of appointment of the Founder:

Founder appointed by the client (natural or legal person)

Founder provided by the firm

The client requests the use of a designated Founder for reasons of confidentiality and legal structuring.

#### Full Name of the natural person / Name of the legal entity

**Note: It is mandatory to attach a copy of the identification document if the Founder is a natural person; or a copy of the articles of incorporation or certificate of incorporation if the Founder is a legal entity.**

## PROTECTOR

This figure is optional; the Protector may revoke or modify members of the Foundation Council.

☐ Appoint a Protector

☐ Do not appoint a Protector

The client declares that they understand that the Foundation will operate without a Protector.

## Full Name of the Protector

**Note: It is mandatory to attach a copy of the Protector's identification document.**

## BENEFICIARY AND BENEFICIARIES IN CASE OF DEATH

The primary beneficiary receives the benefits of the Foundation. Beneficiaries in case of death will only take effect if the primary beneficiary is no longer alive.

Full Name of the Beneficiary

Phone

Email

Address

### Beneficiaries in case of death

For each beneficiary, indicate full name, phone number, email, full address, and assigned percentage (the total of the percentages must equal 100%).

## SOURCE OF FUNDS OF THE FOUNDATION

Indicate the source of funds of the beneficial owners to start the activity or the funds that the Foundation receives on an ongoing basis (by bank transfer).

**COUNTRY WHERE THE FOUNDATION WILL OPERATE**

Provide specific details of all countries in which the Foundation will operate.  
References to continents, regions, or "world" are not accepted.

**Physical address from which the company or foundation will be administered****Full Name of the person responsible for accounting****Phone****Email****Address****Do you wish to add accounting modules? (additional cost)**

Yes

No

**APPLICANT DETAILS***(if different from the Beneficiary)***Full Name of the applicant****Phone****Email****Address****DOCUMENT DELIVERY**

Send documents in PDF and keep them in your offices

Registered mail (may take up to 30 days)

DHL (additional fee)