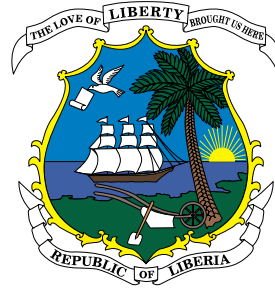


# Beneficial Owner(s) Declaration Form: Domestic Corporations



Pursuant to Business Corporation Act,  
Beneficial Ownership Disclosure Regulations

Pursuant to section 1.2(c) and Chapter 8 of the Business Corporations Act, and the the Liberia Beneficial Ownership Disclosure Regulation for Domestic Corporations, all Domestic Corporations doing business in the Republic of Liberia are required to establish the identity of their beneficial owner(s). You can use this form to provide us with the identity of the beneficial owner(s) of your corporation. Please complete one form for each beneficial owner. Follow the steps below and return the completed form to the Liberia Business Registry.

- Complete all relevant sections in English. If any information to be included on the form, such as a person’s name, is not originally in the Latin alphabet, please use a recognized transliteration into the Latin alphabet.
- Spell out all words – no abbreviations
- \* All fields are mandatory unless specified optional

## Step 1: Corporation Information

<b>Name of Corporation</b>	<input type="text"/>		
<b>Corporation Registration Number</b> <i>(if applicable)</i>	<input type="text"/>		
<b>Corporation TIN</b> <i>(if applicable)</i>	<input type="text"/>		
<b>Corporation’s Registered Address</b>	<b>Street/Landmark</b>	<input type="text"/>	
	<b>Town/City</b>	<b>County</b>	<input type="text"/>
	<b>Postal Code</b>	<b>Country</b>	<input type="text"/>
	<input type="text"/>		
<b>Date of Incorporation or Registration</b> <i>(if applicable)</i>	<input type="text"/>		

## Step 2: Type of Corporation

Please indicate which of the following applies to your corporation

- Resident Domestic
- Non-resident Domestic
- Foreign

Indicate the type of Corporation:

- **Non-resident domestic corporation:** means a domestic corporation not doing business in Liberia
- **Resident domestic corporation:** means a domestic corporation doing business in Liberia.
- **Foreign corporation:** means a corporation for profit formed under the laws of a foreign jurisdiction but authorised to do business in Liberia

## Step 3: Purpose of Declaration

Please indicate which of the following applies to your corporation

- Initial Submission of BO information for existing corporations
- Submission of BO information during incorporation
- Amendments of existing BO information
- Add a beneficial owner
- Remove a beneficial owner
- Change/update details of an existing beneficial owner

Effective date of amendment:

DDMMYYYY

Indicate the purpose of the beneficial ownership declaration. Effective date of amendment means the date the new natural person became a beneficial owner, the date the natural person ceased to be a beneficial owner and the date the details of the existing beneficial owner changed.

## Step 4: Beneficial Owner's Particulars

(Please refer to Step 5b for details on how to identify a beneficial owner)

**Full first or given name**

Insert the full first or given name or names of the individual beneficial owner

**Full Surname/Family Name**

Insert the full surname or family name or names of the individual beneficial owner

**Middle Name** (if applicable)

Insert middle name of beneficial owner

**Any previous name**

Insert any previous names used by the beneficial owner including maiden names and any alias

**Date of Birth**

DDMMYYYY

**Gender**

- Male  Female

**Nationality(ies)**

Nationality of the beneficial owner. If dual nationalities, please list both.

**Residential Address**Street  
Town/City  
County  
Postal Code  
Country  

Insert the residential address (including street name, city, country, and Postal code), even if that is outside of Liberia.

**Service Address**Street  
Town/City  
County  
Postal Code  
Country  

Insert the service address (including street name, city, country, and Postal code). This can be the office address through which the beneficial owner can be contacted or the reporting company's address.

**Tax Identification Number (TIN)***(if applicable)**TIN issued by Liberia Revenue Authority***Telephone/Mobile Number**

Include country code

**Email address****Primary ID Number***(Please attach a copy of your ID)*

For Liberian beneficial owners: national ID card or Passport Number. For foreigners: Passport, National Identity card or Driving licence.

**Primary ID Type**

See previous section's instructions

**ID Issuing Country/State/Province**

Insert the country, state or province which issued the primary ID identified.

**Position of Designation in the Corporation**

This is only for natural persons who are senior managing officials of the reporting entity. See the introductory statement of Step 5b for guidance.

## Step 5a: Means of Exercising Beneficial Ownership Interest

Means of exercising beneficial ownership interest, if indirect

- Intermediary corporation or entity
- Informal contract or agreement
- Formal contract agreement
- Other:

Indicate means through which an individual exercises his/her beneficial ownership interest. Formal contracts are written contracts that are documented and executed by the contracting parties while informal contracts are unwritten contracts such as verbal or oral agreements.

## Step 5b: Nature of Interest of Beneficial Owner

NB: Where no natural person is identified under (1) to (5) below, the relevant natural person(s) who holds the position of senior managing officer should be provided.

1. Does the individual directly or indirectly own 5% or greater shareholding in the company?

- Yes
- Percentage held directly:
- Percentage held indirectly:
- No (skip to 2)

Effective percentage interest is the estimate of the extent of ownership interest in a declaring company. Where the beneficial owner is a domestic PEP, his/her shareholding requirement should be 1% or more.

2. Does the individual directly or indirectly hold 5% or more voting rights in the company?

- Yes
- Percentage held directly:
- Percentage held indirectly:
- Right to Veto:  Yes  No
- No (skip to 3)

Effective percentage interest is the estimate of the extent of ownership interest in a declaring company. Where the beneficial owner is a domestic PEP, his/her voting rights requirement should be 1% or more.

3. Does the individual have a right to appoint or remove a majority of directors or partners in the company?

- Yes
- No

4. Does the individual have the right to exercise, or actually exercises direct or indirect influence over significant decisions related to the running of business of the company?

Please select as many as applicable

- the appointment and removal of the head managing director, chief executive officer or equivalent position
- the appointment or removal of majority of Board members
- the right to veto or the right to overrule Board decisions
- changes to the nature of business
- amending business plans
- approval of, lending, or other significant transactions other than administrative signatories per force of employment
- an individual is a signatory to the bank account of the company other than administrative signatories per force of employment
- any other decision that affects the overall direction of the company

5. Does the individual has the right to benefit, or actually benefits from up to fifteen percent or greater of the company's annual profit
- Yes
- No

Please select whether the Natural Person directly or indirectly benefit from the company's annual profit.

6. Is the natural person the senior management official of the company?

Where no natural person is identified under (1) or (5) above, the relevant natural person(s) who holds the position of senior managing officer should be provided.

## Step 6: Politically Exposed Persons Status

- Is the individual named above a Politically Exposed Persons, as a result of holding a position of importance or being a close relative or associate of a person holding a position of importance?
- Yes, domestic Liberian PEP
- Yes, Foreign PEP
- No (skip to Step 7)

Liberian PEP means a Liberian national who holds prominent public function in Liberia.

Foreign PEP is a non-Liberian national and/or holds a prominent public function in an International or multilateral organization, including embassies, UN, NGOs, etc.

- Nature of Connection to office holder
- In Person (skip to Part D)
- Immediate Family of PEP
- Close Associate of PEP

Immediate family member includes spouse or civil partner; children; parents; siblings; grandparents; grandchildren and immediate in-laws.

Close associates include but not limited to: (i) any individual who are joint owners of a corporation, partnership, NGO or foundation with a PEP; (ii) any individual who manages a corporation, enterprise, NGO or foundation set up by a PEP or who is a key manager, officer, agent or known operative of said entity or enterprise; (iii) any individual who has joint beneficial ownership, is a key manager, officer, agent or known operative of a Corporate vehicle.

Reason for PEP Status

(See instructions)

- Head of State / Government
- Senior Political Party Official
- Executive
- Judiciary
- Legislature
- Foreign PEPs (including International and multilateral organizations)
- Other

Qualification of a PEP includes a rank equivalent to a director or above, including board members.

A person identified as a PEP remains a PEP for five years after the person entrusted in a prominent public position has left that office and not been entrusted in another prominent public position.

Please refer to Appendix 1 of Liberia's Beneficial Ownership Regulations for details on qualifying positions categorised as PEPs.

Role title of this office holder and office/department

Family or surname of office holder

Insert the full surname or family name(s) of the individual office holder

Full first or given name of office holder

Insert the full first or given name or names of the individual office holder

Any previous name (e.g., maiden name)  
of office holder

Insert any previous names used by the office holder including maiden names and any alias

Date of Birth of office holder

D D M M Y Y Y Y

## Step 7: Attestation

Failure to provide accurate and reliable information shall constitute a violation of the Associations Law of Liberia, Title 5, Liberian Code of Laws Revised, Vol. II. Any violation shall be liable to a fine of not less than Three Thousand United States Dollars (US\$3,000.00) but not exceeding Five Thousand United States Dollars (US\$5,000.00), or subject to withdrawal of the legal status of good standing, revocation of formation documents or licence to operate, certificate to do business, or dissolution, or any combination of the penalties prescribed herein as the Registrar shall deem appropriate or commensurate to the gravity of the violation.

### ATTESTATION

1. I, undersigned, for and on behalf of the reporting company confirm that all information provided in the above beneficial ownership declaration is accurate and reliable.

Name of Authorised Person 1

Signature

Position

Date

D D M M Y Y Y Y

2. I, undersigned, for and on behalf of the reporting company confirm that all information provided in the above beneficial ownership declaration is accurate and reliable.

Name of Authorised Person 2

Signature

Position

Date

D D M M Y Y Y Y

Where you believe that there is no natural person that meets the threshold of ownership and control, kindly write to the Liberia Business Registry for advice.