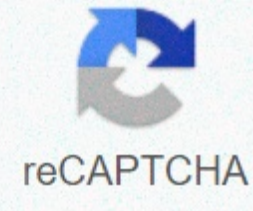




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# Domiciliation agreement template

30th March 2017 The Manager NIGERIAN BOTTLING COMPANY COCA COLA IDDO HOUSE OYINGBO. LAGOS Dear Sir, Attention: Mr James Ojewunmi REQUEST FOR DOMICILIATION OF PAYMENT TO GT BANK PLC We hereby request for Domiciliation of payment to Guaranty Trust Bank on the award of contract for Nigeria Bottling Company, Plot 126, Trans Amadi layout. PHC, Rivers State. LPO No 4501839517. Below is our Bank Details. Account Name: MULTIPRO ALUMINIUM CITY LTD ACCOUNT No: 0007550660 TIN NO: 105712690001 SORT CODE: 058152117 BANK: GTBank Yours faithfully, For: Multipro Aluminium City Ltd. Yinka Omiyale M.D/C.E.O 31st Oct 2016 The Manager NIGERIAN BOTTLING COMPANY COCA COLA IDDO HOUSE OYINGBO. LAGOS Dear Sir, LETTER OF ENQUIRY TO FIRST BANK NIG LTD We hereby request that you divulge any Enquiry regarding to LPO No 4501839517 to our Banker First Bank Nig Ltd. We will also appreciate if the PO number is also quoted in the correspondence. Yours faithfully, For: Multipro Aluminium City Ltd. Yinka Omiyale M.D/C.E.O NOTE: As per the Luxembourg Law, domiciliation to companies through a fiduciary service provider can only be granted to holding companies. If the Luxembourg company is a commercial one, in order to get the business license, the businessman will have to deliver a copy of your lease agreement to the Luxembourg administration. As a result, a domiciliation solution is not really possible, although our local law firm will be able to find a real office solution for your business in Luxembourg. On request, you can receive the following dedicated services: A notable business address, a virtual assistant, mail collecting and forwarding, voice mailbox are only a few of the domiciliation services you can purchase in Luxembourg if you are interested in doing business in this country. There are many entrepreneurs who do not have enough time to wait to look for a place to rent in Luxembourg, and instead, they want to buy domiciliation services in Luxembourg and get straight to business. Marketing strategies and plans are often in the attention of fresh entrepreneurs looking for business development in Luxembourg, and a domiciliation might represent a proper start. In matters of expenses, it is good to know that a domiciliation in Luxembourg is at a fraction of costs compared to a traditional office where you need to consider the rental costs, utility bills, office supply, the minimum share capital for a business, costs for hiring employees and many more. This is among the reasons and also the benefits for deciding on purchasing domiciliation services in Luxembourg when thinking of minimizing the business costs. Moreover, a domiciliation means having a notable business address, a virtual assistant taking care of the daily duties in the firm, and the possibility of implementing all kind of marketing strategies that can help an investor decide on the business direction later on. Luxembourg is one of the most expensive countries in Europe, therefore renting office space here can have quite an impact on a business owner's pocket. With a virtual office the costs related to leasing office space in a renowned business center are significantly reduced. Also, most of the virtual office spaces come equipped with all the technology required to do business in a modern office. The virtual office can also be used as registered office when starting a business in Luxembourg. Compared to a traditional office which requires maintenance, therefore generating additional costs, the virtual office does not imply maintenance and the amount of money saved can be directed towards other purposes. Employment costs can also be reduced when using a virtual office instead of a traditional one. How can I buy a virtual office in Luxembourg? If you want to buy a virtual office, you just need to contact us, and we will present you our offer. Is it hard to buy such services in Luxembourg? No, a Luxembourg virtual office package can be purchased like any other service. Do I need to bring someone to the stay in that office? You don't need to have an employee who handles the virtual office, as we will assign an assistant. Can I have business meetings in a virtual office? Yes, you can rent meeting rooms in the same business center where the virtual office is. We can assist with meeting room rentals. How much does a virtual office cost in Luxembourg? The price of a virtual office is usually given by its location and the services required. We can make personalized offers. Luxembourg is of the richest countries in Europe which is why it represents a very attractive jurisdiction for foreign investments. During the last several years, the government has focused on the development of the research and development sector which has enabled the creation of numerous companies in the IT field. Cryptocurrency and blockchain technology have also become appealing for young enterprisers and now form two of the top industries in Luxembourg. Domiciliation has its own law in Luxembourg – the Law of May 31st of 1999 which defines domiciliation as a service provided by a third party in relation to the establishment of a registered office for a company in the Grand Duchy. The Domiciliation Act is not the only law to provide for such services, as a recent circular issued by the Financial Supervisory Authority of Luxembourg (CSSF) has extended the appliance of this law to investment funds. The laws which now provides for domiciliation in Luxembourg are: the Law of 12 November 2004 which provides for anti-money laundering and financing of terrorism; the Company Law which provides for the establishment of commercial companies in Luxembourg; the Law on Processing of Personal Data which is now completed by the new GDPR legislation; the Law on right of establishment and regulating the access to some professions which was created in 1988. Our law firm in Luxembourg can offer more information on the legislation which covers the activities to be completed by a domiciliation agent. The domiciliation agent is required when setting up a business in Luxembourg. Not all types of companies need a domiciliation agent, as sole traders usually do not request such services, however, the following types of companies are the most common clients of domiciliation agents: - holding companies; - SOPARFI companies; - Special Purpose Vehicles (SPVs); - investment companies. All Luxembourg domiciliation agent services are offered based on a contract. The Luxembourg Domiciliation Law states which professionals may act as domiciliation agents: - credit institutions and other professionals operating in the financial or insurance sectors; - lawyers; - external auditors; - chartered accountants. Domiciliation agents must identify clients, beneficial owners, the purpose and object of transactions and generally maintain a rigorous monitoring of the relationship with the company. Domiciliation agents should also maintain an adequate internal organization and fully cooperate with the authorities. In performing the necessary tasks, domiciliation agents in Luxembourg should act according to law and in a professional manner. Some of the rules of conduct and obligations are as follows: - to act honestly and fairly in the best interest of the client; - to act with due skills; - to minimize the risk of conflicts of interests; - to comply with all regulatory requirements. Our attorneys in Luxembourg can offer additional information on the obligations of domiciliation agents. The contract signed between the agent and the client is called a domiciliation agent and it must be drafted by the company or professional offering the services. Just like any other contract is must contain the following elements: the name and address and other identification data of the service provider and the details of the client; the services offered through the contract (these can vary) and the costs associated with these services; the date of signing the contract and the date of ending the services of the domiciliation agent; the signatures of both client and domiciliation agent and other elements, depending on the services offered. The contract must be notarized by a public notary in Luxembourg and registered with the Companies Registrar if it will serve as a legal address for the company. Luxembourg is one of the few European countries to have such services regulated and our local law firm can offer such services to those interested in starting a business in this country. Foreign companies can operate in Luxembourg through branches and subsidiaries. According to the Corporate Law, these must have a registered address in Luxembourg in order to be considered resident companies and a domiciliation agent can cover the services related to having a legal address in their cases. The domiciliation agent can also be used by foreign companies seeking to relocate their activities to Luxembourg. We can advise foreign investors who want to set up branches and subsidiaries in Luxembourg and we can also assist those who want to relocate their companies in the Grand Duchy. In most countries, the services offered by a domiciliation agent related to the legal address of a company are known as virtual office services and are often not regulated by specific laws. Some of the benefits of our domiciliation services in Luxembourg are: - registered office in Luxembourg; - mail forwarding; - assistance for incoming and outgoing faxes with a dedicated fax number; - local phone number in Luxembourg; - call redirecting and many others; - access to meeting and conference rooms with a previous notification; - collection of bank statements; - organization of documents. Our Luxembourg lawyers can provide more information on the services which can be offered by a domiciliation agent in the Grand Duchy. If you need virtual office for your business in another country/region, such as Dubai, we can put you in touch with our local partners. As mentioned above, domiciliation is a very common alternative for those setting up investment funds and companies in charge with the management of such funds in Luxembourg. Under the new circular issued by the CSSF, domiciliation agents can take on additional roles related to the services they offer. Among these, they can prepare and review documents related to the administration of the funds. The new circular also provides for choosing specialized IT service providers which administer the systems used to compile the documents of the funds. Our lawyers in Luxembourg can also assist with the registration of various types of investment funds and investment companies.

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