

# ***PERSONAL OFFICE BV***

## **Checklist company formation / company transfer**

**( Please fill in the form and submit it by letter or fax )**

**By letter to:**

**By fax to:**

**Personal Office BV  
Keullerstraat 4**

**5911 BK Venlo  
The Netherlands**

**+31 - 77 - 320 29 21  
Attachments:  
Date:**

To give serious advice to you and to determine the optimal savings in your individual case we shall need some information on you and your ongoing business. A first one hour consultancy in our office is absolutely free of charge and free of any obligation. We hereby confirm that any information given by you will be treated confidentially. No materials whatsoever will be published or given to any third party.

### **Personal**

Name:	First name:
Mail address:	Post code, city:
Phone:	Mobile:
Phone ( private ):	Fax:
Email:	Internet:
Company name:	Legal form:

I am self employed  and acting on my own behalf  acting as an agent   
I am a starter  want to secure the future of my family

### **Information on an existing company**

Sector:	Priority product / service 1:
Number of employees:	Priority product / service 2:
Annual turnover:	Service extension scheduled?
Gross income:	Operative business in foreign countries scheduled?

Do you fear external problems with only a limited chance to find a satisfying solution for your company? yes  no

If yes, which are the most important ( multiple choice possible )?

Tax office  impending insolvency   
split caused by separation, heritage or the like   
fulfillment of legal obligations that are unnecessary for company operation   
others  please specify on the following page:

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Which internal cost factors or problems are the most important for you to start any optimisation ( multiple choice possible )?

- |              |                          |                   |                          |                                     |                          |
|--------------|--------------------------|-------------------|--------------------------|-------------------------------------|--------------------------|
| Taxes        | <input type="checkbox"/> | staff costs       | <input type="checkbox"/> | strong reglementation of labour     | <input type="checkbox"/> |
| Sales prices | <input type="checkbox"/> | purchasing prices | <input type="checkbox"/> | strong reglementation of the sector | <input type="checkbox"/> |
| distribution | <input type="checkbox"/> | others            | <input type="checkbox"/> | please specify:                     |                          |

Which solution do you prefer:

- |  |                                  |
|--|----------------------------------|
| A company in an European Union country     | <input type="checkbox"/>         |
| A company in Swiss or Liechtenstein        | <input type="checkbox"/>         |
| A company in another European country      | <input type="checkbox"/>         |
| A company in a non european country        | <input type="checkbox"/>         |
| An offshore - company                      | <input type="checkbox"/>         |
| A holding company <input type="checkbox"/> | a trust <input type="checkbox"/> |

Did you think about a specific legal form? yes  no

If yes, which? .....

If you start a restructuring, are you interested in subsidies? yes  no

If you start a restructuring, are you interested in a legal and safe relocation of corporate or private assets? yes  no

Are you owner of rights like patents or copyrights interested in tax optimised licensing via a foreign company? yes  no

If yes, which kind of rights we are talking about? .....

Which is the most important reason for you to think about a foreign company?

.....

Do you have a wish or need that is not covered by the known actual offerings of Personal Office BV? .....

I have taken notice that the submission of this form to Personal Office BV and the first one hour consultancy is free of any charge or obligation.

City, date:

Signature: