

Nevis LLC Registration Procedures and Fees

The LLC mentioned in this article, unless otherwise advised, refers to limited liability company registered in Nevis in accordance with the Nevis Limited Liability Company Ordinance 2017.

Our fee for handling the formation and registration of a LLC in Nevis is USD2,250. Our fee includes our professional registration service, provision of a registered agent and registered office service for one year and the payment of official filing fees to the Nevis Government. In short, our fee covers all formalities to bring a Nevis LLC into existence. However, our fee stated above does not cover application for special licence or permit, if needed.

For the purpose of registration of a LLC in Nevis, client needs to provide us the name of the LLC, the amount of capital, identification proof, such as passport, and address proof, such as utility bill and telephone bill, of all shareholders and directors. If the LLC structure contains corporate manager and/ or corporate member, it is necessary to provide its corporate document.

The registration of a Nevis LLC can be completed in 2 working days. However, 3 to 4 more working days should be allowed for delivery of corporate documents from Nevis.

Upon request, Kaizen may assist you to set up a corporate bank account for your Nevis LLC with an offshore bank for a fee of USD850.

Important Note: please note that the fees quoted here are for reference only and are subject to change from time to time.

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1. Nevis LLC Registration Fees

Our fee handling the registration of a Nevis LLC is USD2,250. In particular, our fee includes the following services:

- (1) Answering client's questions regarding the registration and maintenance of an LLC in Nevis.
- (2) Preparation of incorporation documents and filing of the documents with the Registrar for incorporation.
- (3) Payment of official filing fee.
- (4) Preparation of one standard operating agreement.
- (5) Provision of registered office service (first year).
- (6) Provision of registered agent service (first year).
- (7) One company kit, including common seal and chop.

Note:

- (1) Our fee quoted above excludes delivery charge. The amount of courier charge will be advised upon confirmation of delivery address.
- (2) Our fee quoted above does not include the application for special licence or permit, if applicable.

2. Other Services (Optional)

No.	Services	Fee (USD)
1	Certificate of Incumbency	450
2	Certificate of Good Standing - Digital or Original copy	450
3	CPA Certification (per document) (Note 1)	50
4	Bank account introductory services (Note 2)	850
5	Notarization and legalization of incorporation documents (Note 3)	TBA

Note:

- (1) Kaizen can certify the corporate documents in a bundle for a fee of USD200, with a maximum of 5 documents in a bundle. Our CPA will sign on one page only.
- (2) Fee for bank account introductory service also include a set of CPA certified corporate documents.
- (3) Kaizen can arrange to have the registration documents of your company notarisation by Notary Public and legalisation by the consulate general and designed attesting officers in Nevis. Our fee for these services will be quoted upon request.

3. Payment Terms and Method

Upon receipt of your confirmation of engagement, we will issue and send an invoice together with the wiring instructions to you for your settlement. When you arrange the payment, please put our invoice number of account number in the message section and then send email a copy of the remittance receipt to us for our records. Because of the nature of service, we require full payment in advance. And once the service is commenced, no refund of service fee will be made.

We accept cash, HKD check, TT and credit card through Paypal. An extra handling fee of 5% will be charged if paid by Paypal.

4. Materials Required for Nevis LLC Registration

Documents and Information listed below should be provided by client for the purpose of registration of an LLC in Nevis:

- (1) A copy of passport of each individual member and manager.
- (2) A copy of residential address proof, such a utility bill, telephone bill and bank statement, of each individual member and manager.
- (3) A set of corporate documents, such as Certificate of Incorporation and Memorandum and Article of Association of each corporate member.
- (4) An organization chart in the case where the member of the LLC is a corporation.
- (5) A professional reference letter (issued by a lawyer or accountant) of each member and manager (Kaizen will draft the letter for client).
- (6) A bank reference letter of each member and manager (Kaizen will draft the letter for client).
- (7) A duly completed and signed Nevis Company Incorporation Order Form (Provide by Kaizen)

Items (1) to (3) listed above be certified by Kaizen, or by a CPA, lawyer or official attesting officer. For certification by Kaizen, we will perform certification by video call or clients can visit any of our offices with the original copy of the identification documents of the member and manager and we will perform certification. In the case where certification is performed by third parties, the full name, detail address, capacity, telephone no. or email address of the certifier should be stated on the document.

Valid proof of address can be water and electricity bill or bank statement which include holder's full name, full residential address, issuing date, name of issuing authority etc. The document must be issued in English. Otherwise, certified translation will be required.

5. Nevis LLC Registration Procedures and Time Frame

The registration of an LLC in Nevis normally takes 2 working days in a smooth case. The following table shows the time required for each of the steps:

Step	Description	Days
1	Client places an order for incorporation with Kaizen and Kaizen issues an invoice to client for settlement.	Client's schedule
2	Client arranges and provides the materials listed in Section 4 to Kaizen by email or post.	Client's schedule
3	Kaizen arranges with client to verify the identification documents of the member(s) and manager(s). Alternatively, Client arranges the certification by third party and deliver the certificated documents to Kaizen.	Client's schedule
4	Kaizen performs name availability search and reservation	1
5	Kaizen or its associate files the incorporation documents with the Registrar of Companies in Nevis.	1
6	The Registrar of Companies issues the Certificate of Incorporation	2
7	Kaizen prepares other corporate documents and sends them to client for signing	1
8	Client returns the duly signed documents back to Kaizen by email or post	1
9	Whole process completed; company kit being delivered to Client	Courier's schedule

6. Registration Documents Returned to Client after Registration

After the company is officially registered, Kaizen will return the following documents and materials to client:

- (1) Certificate of Incorporation;
- (2) Endorsement Certificate;
- (3) Articles of Incorporation;
- (4) Description of Incorporation/Subscriber;
- (5) Appointment of First Managers;
- (6) Resolution of the Organizer;
- (7) Acceptance letter of Registered Agent;
- (8) Register of Managers, Members and Ultimate Beneficial Owners;
- (9) A copy of Certificate of Ownership;
- (10) A copy of standard operating agreement;
- (11) Common Seal and Company Chop.

7. Annual Fees for Second and Subsequent Years

The current annual maintenance costs for the second and subsequent years of a standard Nevis LLC are USD1,275. The annual maintenance costs include annual license fees, annual registered office and registered agent fee.

In addition to the basic annual renewal requirements stated above, an LLC is also required to file a corporate income tax (CIT) return. Our minimum fee to file the CIT return is USD450 (annually), but additional fees will apply in cases where robust review and additional support is required.

Nevis LLC should be renewed according to its anniversary day. The renewal must be conducted within one month starting from its anniversary day. Otherwise, penalty may be imposed. The company will be strike off if the renewal is not completed within a year of its anniversary.

If you wish to obtain more information or assistance, please visit our official website at www.kaizencpa.com or contact us through the following means:

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