

Samoa Company and Bank Account Package

The Samoa company stated in this quotation, unless otherwise indicated, refers to an international company (“IC”) incorporated under the International Business Companies Act 1988 as amended (the “IC Act”) of Samoa. This type of company is also commonly known as offshore company, international business company or tax free company.

Our fee for this Samoa company registration and bank account opening package is USD2,150. The fee covers 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 Samoa Government. Kaizen will also assist client to open a corporate bank account with an offshore bank for the new Samoa company.

The materials required for the purpose of registration of a company in Samoa and opening of bank account include the identification document and residential address proof, such as utility bill, of each person who will be the shareholder and director of the company. Certain business proof documents are also required for bank account opening.

The registration can be completed in 2 working days. However, 3 to 4 more working days should be allowed for delivery. The opening of bank account would take around 4 weeks.

If special permit or licence is required, Kaizen can provide services for applying special permit/ licence and our fee will be quoted separately.

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. Samoa Company and Bank Account Services and Fees

Our fee for registering a Samoa company (with share capital of USD1,000,000 and standard articles of association) and opening of a corporate account with an offshore bank is USD2,150. In particular, our fees include the following services.

(1) Samoa Company Registration

- (a) Answering client's questions in respect of the registration and maintenance of a Samoa company;
- (b) Conducting Client Due Diligence, including verification of the shareholders' and directors' identification document and residential address proof;
- (c) Name availability search and reservation;
- (d) Preparation of incorporation documents and filing of the documents with the Registrar (of Companies Registry of Samoa) for incorporation;
- (e) Filing of initial register of directors
- (f) Provision of registered office service (first year)
- (g) Provision of registered agent service (first year)
- (h) One company kit, including common seal and chop

(2) Application for Certificate of Incumbency

Application for one Certificate of Incumbency (also known as Registered Agent's Certificate) for client's Samoa company immediately after the company is registered for the purpose of bank account opening. The Certificate of Incumbency details the particulars of the share capital, directors and shareholders of the Samoa company and must be presented to the bank.

(3) Corporate Bank Account

Kaizen will help client to pen a corporate account with a bank in Hong Kong, Mauritius, Seychelles, Nevis or certain other jurisdictions. Depending on the jurisdictions, certain banks, such as those in Hong Kong and Singapore, may require at least the authorised signer and a director visit their branch personally for the purpose of due diligence requirements. Certain others, such as those in Mauritius and Nevis, bank account opening will be processed through email or teleconference, no physical meeting is required.

Note:

- (1) Our fee stated above covers up to 2 shareholders and 2 directors.
- (2) Readymade company is available in Samoa at the same cost.
- (3) Chinese name is available for an extra fee of USD260.
- (4) The fee stated above excludes delivery charge. The amount of courier charge will be advised upon confirmation of delivery address.

2. Time of Billing and Payment Methods

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.

3. Materials Required

For the purpose of company registration in Samoa and opening of bank account, we will need client to prepare and provide the following materials:

- (1) Copy of passport (in the case there is no passport, national identity card) and residential addresses proof (such as utility bill or telephone bill or bank statement) in respect of each member and director; if any member or director is a corporation, a copy of the registration documents of and the identification and address proof of any member holding 10% or more of interest in that corporation.
- (2) If the shareholder is not the ultimate beneficiary owner of Samoa company, the identification documents of the beneficiary owner.
- (3) If any member is a corporation, a group chart illustrating the relation between the Samoa company and its ultimate beneficiary owner(s).
- (4) A duly completed and signed Offshore Company Incorporation Order Form (Provide by Kaizen).
- (5) Business proof of the Samoa company, such as sales and purchase agreement, service agreement or business plan.
- (6) Any other materials as may be required by the bank.

The identification document must be certified by Kaizen, or by a practicing CPA, lawyer or attesting officer. Our staff will perform certification by video call or clients can visit any of our offices with the original copy of the identification documents of the shareholder and director and our staff will perform certification.

If the certification is not performed by Kaizen, please state the full name, detail address, capacity, telephone no. or email address of the certifier on the document.

If any of the identification and address proof document are not in in English, and certified translation should be provided.

4. Samoa Company Registration Procedures and Time Frame

The registration 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 of Samoa company with Kaizen; Kaizen issues invoice to client.	Client's schedule
2	Client provides the materials in Section 5 to Kaizen by email or post, and at the same time settles Kaizen's invoice.	
3	Client arranges to have the identification documents of the shareholder(s) and director(s) certified by Kaizen or other attesting officers	Client's schedule
4	Kaizen performs name availability search and reservation	1
5	Kaizen or its associate in Samoa files the incorporation documents with the Registrar of Companies	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	1
10	Kaizen delivers the company registration documents and business proof documents to the bank for preliminary review.	1
11	Bank confirms preliminary agreement to open account.	5
12	Kaizen arranges with client to fill out the account opening documents	Client schedule
13	Bank processes account opening application.	14-28

Note: The procedures stated above apply to offshore banks, such as those in Seychelles, BVI and Mauritius. For banks in Hong Kong or Singapore, the directors of the Samoa company may need to visit the bank in person.

5. Registration Documents Returned to Client after Registration

After the Samoa company is officially registered, Kaizen will return the following documents and materials for retention:

- (1) Original copy of Certificate of Incorporation;
- (2) 3 printed copies of Memorandum and Articles of Association;
- (3) Appointment of first directors, first board minutes/written resolution, registers of directors, members and others;
- (4) Issued share certificates(s);
- (5) One signature chop and one common seal;
- (6) Board minutes for bank account opening.

7. Annual Maintenance

Currently, starting from the year following the registration, a Samoa company is required to pay an annual renewal fee of USD950 (applicable to company with registered capital of no more than USD1,000,000) to maintain in good standing. In particular, the annual maintenance fee covers the annual license fee, annual registered agent fee and annual registered office fee, but does not cover economic substance reporting.

The annual renewal fee needs to be paid not later than 30 November every year following the year of incorporation. We will send a renewal notice to all our clients 2 months before the due date for payment. If you do not receive our renewal notice by 31 October, please inform us accordingly.

We will send the renewal notice to the email address designated by you. If you changed your email address, please share us with your new email address within one month of change.

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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