

BBS Application & Incorporation Requirements

What You Need to Apply

This checklist provides an overview of the requirements for the Bermuda Business Services ISAC Ltd. ("BBS") screening process, as well as the complete incorporation process.

BBS Application: Screening Documents

You will need to provide the following documents electronically for the initial BBS Application.

- ☐ A digital photo or PDF of your valid passport(s), including a Bermudian-status endorsed passport
- ☐ A PDF of your current CV
- ☐ A digital copy of your proof of residential address (utility bill, bank statement less than 3 months old, or current signed lease) - note: A phone bill, wifi bill, and driver's license are not acceptable forms of proof of address

Incorporation Process: Additional Document, Certifications & Payment

If you are successful in the initial screening process to onboard with BBS, you will need to provide the following documents electronically to complete the incorporation process. Further information and guidance on certifications can be found on the BBS website under Applicant Resources.

- ☐ **Proof of Payment:** If successful in your initial application to onboard with BBS, you will be required to wire transfer BBS your one-time onboarding fee of \$1,350 to complete the incorporation process.
- ☐ **A digital copy or photo of your certified valid passport(s).** Ensure your Bermudian-status stamp is visible. The document must be certified within the last 3 months.

The certifier must include the following wording:

"I confirm that I have reviewed the original documentation and can certify this as a true copy of the original. I also confirm that I have met this person face to face and the photograph is a true likeness of the individual."

- ☐ **A digital copy or photo of your certified proof of residential address.** The document must be certified within the last 3 months.

The certifier must include the following wording:

"I confirm that I have reviewed the original documentation and can certify this as a true copy of the original."

- ☐ **A digital copy or photo of your ISA Ownership Structure Chart** - Note: Examples are shown below and downloadable templates can be found through our application process.

The certifier must include the following wording:

"Certified as a true copy and confirmed that the information on this structure chart is true and accurate to date."

Helpful Information:

Certification Guidelines

Who can certify a document? An attorney, police officer, CPA (Certified Public Accountant), or justice of the peace can certify documents.

The following must be included in the certification by the certifier:

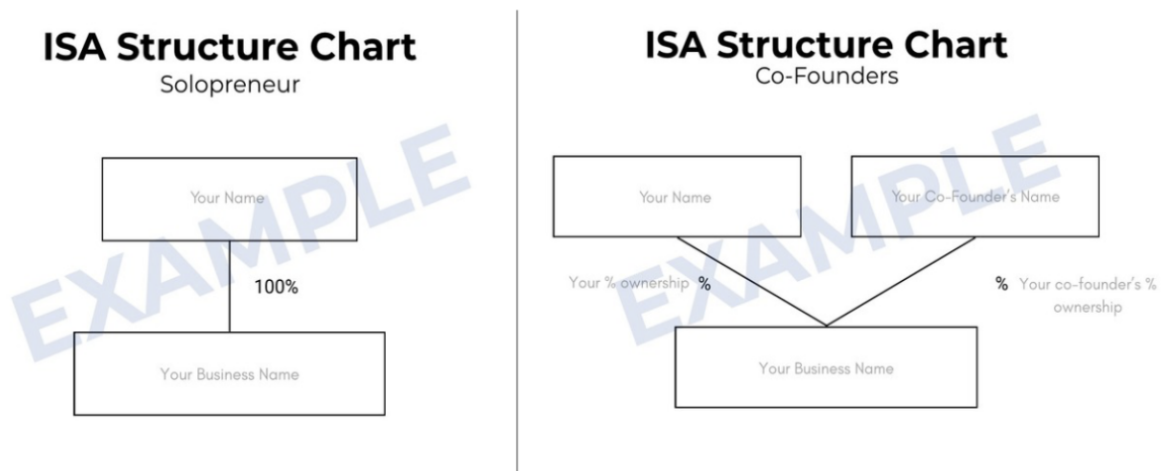
1. Full name
2. Signature
3. Capacity (e.g. lawyer)
4. Registration number
5. Contact details
(email/address and phone number) and
6. Date of certification.

****Further guidance on certification can be found on the BBS website under 'Applicant Resources'**

Proof of Address

What counts as proof of residence? A current lease agreement or a bank or utility bill dated within the last 3 months. A utility bill is a Belco bill. You CANNOT use a cell phone or mobile bill, or driver's license.

ISA Structure Chart



Above is an example of an ISA ownership structure chart. It must have your business name, your name, your co-founder's name (if applicable) and the percentage of ownership for each. For solopreneurs, this will be 100%. For co-founders, you will need to determine an amount that adds up to, but does not exceed, 100%. A downloadable version is available through our application process.