

**Company Formation/Customization  
Instructions/Instrucciones**

Constitución de Cía \_\_\_\_ o Acta \_\_\_\_\_

1. **Beneficiary Owners:** full name, id #, and % ownership / **Registro de Socios:**

1.1 **Indicate Full Name Owner #1 Percentage of ownership:** \_\_\_\_%

\_\_\_\_\_

- Id # / type passport/DriversLicense/SocialSecurity:

\_\_\_\_\_

1.2 **Full Name Owner #2 (if applicable) Percentage of ownership:** \_\_\_\_%

\_\_\_\_\_

- Id #/type passport/DriversLicense/SocialSecurity:

\_\_\_\_\_

1.3 **Full Name Owner #3 (if applicable) Percentage of ownership:** \_\_\_\_%

\_\_\_\_\_

- Id #/type passport/DriversLicense/SocialSecurity:

\_\_\_\_\_

1.4 **Full Name Owner #4 (if applicable) Percentage of ownership:** \_\_\_\_%

\_\_\_\_\_

- Id #/type passport/DriversLicense/SocialSecurity:

\_\_\_\_\_

2. **Controlling Directors:** full name, id # and Signing Powers / **Directores Apoderados:**

2.1 **Director One:** Full Name

\_\_\_\_\_

- Id #/type pass/DriLic/SocSec:

\_\_\_\_\_

2.2 **Director Two:** Full Name

\_\_\_\_\_

- Id #/type pass/DriLic/SocSec:

\_\_\_\_\_

2.3 **Director Three:** Full Name

\_\_\_\_\_

- Id #/type pass/DriLic/SocSec:

\_\_\_\_\_

2.4 **Director Four:** Full Name

\_\_\_\_\_

- Id #/type pass/DriLic/SocSec:

\_\_\_\_\_

2.5 **Signing Powers:** All Directors Full Powers Signing Independently, if other Specify / **Poderes:** todos los Directores Poder Generalísimo firma independiente; si es otra especificar:

a- Only Director One / Solo Director Uno \_\_\_\_

b- Director One and Two / Director Uno y Dos Independent/Independiente \_\_\_\_

Joint/Conjunta \_\_\_\_

c- Director One, Two and Three/Director Uno, Dos y Tres Independent/Independiente  
\_\_\_ Joint/Conjunta \_\_\_  
d- Other/Otra

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3. **Registered Offices:** CR Law offices @USD100/yearly / **Domicilio Social** CR  
Law: Jacó \_\_\_ SJ\_\_\_; other specify / otro:

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4. **Name Options:** any language, must be ten (10) syllables different from 600K  
names in the Registry / **if name bounces we must use a random ten digit  
number as Default Name** ex: "3-101-123456". Yes: \_\_\_

4.1

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4.2

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5. **Shelf Company** from CR Law's Inventory / **Shelve de Inventario de Oficina:**  
Yes (initials) \_\_\_

5.1 Shelf Name / ShelveNombre:

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5.2 Ced Jur 3-102- \_\_\_\_\_ T \_\_\_\_\_ F \_\_\_\_\_ A \_\_\_\_\_

6. Other: Absentee Incorporation / Cliente Ausente Yes \_\_\_ Nominees

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7. Incorporation Fees/Taxes are accepted and due by Client @**USD750** dollars.

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Client .....  
Place/Date .....

\_\_\_\_\_: The undersigned Notary Public of  
....., hereby certify that the above signature is an act  
of deed of ..... Same Place and  
Date, My commission expires .....

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By CR Law Ltda. ....  
Place/Date .....

Fax to: +506/2643-2419, and mail by UPS/DHL (only) original with id copy to Lic.  
José Juan Sánchez/CRLaw Residencial Jacó Sol Casa 7B, Jacó Beach, Puntarenas,  
Costa Rica, Tel.+506/2643-2386.

### **Incorporation Instructions:**

**1.** To incorporate absentee, print, fill out, sign, notarize and send to us by FAX and  
UPS or DHL (only), the attached form with legible copies of your passport.

**2.** Fill out the full names, id number, street address, fax and phones, of Beneficiary  
Owners and Controlling Directors. Specify signing powers instructions.

**3.** Supply two optional names in any language. Choose SA (corporation) or LTDA  
(limited liability company). Designate a legal domicile (registered office) or use our  
CR Law offices by default at USD100 dollars per year.

**4.** Term: approximately six to eight weeks (6-8).

**5.** Costs:

-USD600 Lawyer/assistant Incorporation Fees.

-USD150 one time incorporation taxes/books' legalization.

-USD750 total.

**6.** Wiring Instructions:

a. Banco de Costa Rica  
Avenida Central, calles 4 y 6,  
San José, Costa Rica  
(International Department Phone: +506/2287-9044)  
SWIFT # BCRICRSJ

**Intermediary banks:**

Wachovia Bank, New York, swift # PNBUS3NNYC, or  
Wells Fargo Bank, San Francisco, swift # WFBIUS6S.

Beneficiary Account # **001-262908-9.**

Beneficiary Name **MANADATUM TITLE & TRUST LTDA.**

Beneficiary Address: Beneficiary address: Residencial Jaco Sol Casa 7B, (behind KFC/Mall), Jaco Beach, Garabito, Puntarenas, Costa Rica, 61101. Tel. +506-2643 2386.

b. add USD25 local bank wire charge.

CR Law Ltda.

Lic. José Juan (JJ) Sánchez

International Law LL.M.

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