

CERTIFICATE OF INCUMBENCY (SAMPLE)

Name of Company: _____

We, (name of registered agent _____) of (address _____),
being the duly appointed Registered Agent of (name of the company _____) (the "Company"),
an International Business Company incorporated in the (country _____) on (date of
incorporation _____) with (registration number _____) hereby confirm the
followings:-

1. the Company is in Good Legal Standing in the (country of registration _____);
2. that as far as can be determined from the documents retained at the Registered Office of the Company at
(registered office address _____) :

- a) ☐ the authorised capital of the Company is (total amount of authorised capital
_____) divided into (total number of shares _____)
shares of (amount of authorised capital for each share _____) each.

OR

- ☐ the Company is authorised to issue no more than _____ shares issued *with a
par value _____ / without a par value.

- b) the current directors are:

Name	Date of Appointment

- c) the current secretary is:

Name	Date of Appointment

- d) the current principal shareholder(s) (i.e. companies/individuals with 10% or more of the
shares/voting rights of the Company, of which none are held in the form of bearer shares) are:

Name	% of Share(s) / Voting Rights

For and on behalf of
(Name of Registered Agent)

Signed by Authorised Signature

Date: _____

Note: *Please delete whichever is not appropriate.

**Certification Letter from Notary Public/Lawyer/CPA/Registered Agent/Actuary/Corporate
Secretarial Service Providers/Member of HKICS**
(SAMPLE)

To: The Hongkong and Shanghai Banking Corporation Limited

Date: _____

Dear Sirs

I/We _____
(name of the Notary Public or Lawyer or CPA or Registered Agent or Actuary or Corporate Secretarial Service Provider or HKICS member) of _____

_____ (address), being a *Notary Public / Lawyer /
Certified Public Accountant / Registered Agent / Actuary / Corporate Secretarial Service Provider / Member
of the HK Institute of Chartered Secretaries of _____ (country), certify
that the information contained in the following attached document(s) is correct and accurate as at the date
hereof.

- ☐ Certificate of Incumbency
- ☐ Director / Principal Shareholder / Beneficial Owner Declaration
- ☐ Organisation Chart certified by director

Yours faithfully

Signature

Name:

Country of registration:

(Country of registration of the Notary Public or Lawyer or CPA or Registered Agent or Actuary or Corporate Secretarial Service Provider)

Note: *Please delete whichever is not appropriate.