



COMPANY SEARCH AND DOCUMENT REQUEST

R820

BVI Business Companies Act, 2004 [Section 233]

Rev. 03/2023

Please submit form via email to Registrar of Corporate Affairs at
internationalsearches@bvifsc.vg OR submit completed hard copy to
P.O. Box 418, 18 Pasea Estate Road, Tortola VG1110, British Virgin Islands
Tel: (284) 494 5355/6

Please fill form in **BLOCK** or **TYPE** face only.

DATE:

(dd)

(mm)

(yy)

A) Name/Applicant

B) Company/ Employer:

C) Address/Mailing Information:

Telephone:

Address 1:

Fax:

Address 2:

City:

Country:

State/Province:

Zip Code:

Primary Email:

Secondary Email:

D) Services and Fees: Please note that some fees have been changed by an amendment to Schedule 1 of the BVI Business Companies Act, 2004 which went into force on July 1st 2021 and January 2023.

Service	Fees	Notes	Service	Fees	Notes
Certified copy of a certificate of: Incorporation, Restoration, Merger, Consolidation, Arrangement, Continuation, Discontinuance, Dissolution	\$75.00 each	\$100.00 for all other certified certificates not listed	Uncertified copy of a certificate of: Incorporation, Restoration, Merger, Consolidation, Arrangement, Continuation, Discontinuance, Dissolution	\$50.00 each	\$100.00 for all other uncertified certificates not listed
Certificate of Goodstanding (BC only)	\$100.00		Company Search (BC, LP, FC)	\$50.00	
Certified or uncertified copy of a memorandum and/or Articles or any other document for which a fee is not specifically stated (BC, LP, FC)	\$100.00 each		Physical copy of any certificate where an electronic copy is issued (BC, LP, FC)	\$50.00	If customer receives an electronic copy and requests a physical copy as well, there will be an additional charge of \$50.00
Special Worded Certificate (A draft of the wording must be sent)	\$75.00		A Duplicate Certificate	\$50.00	
Request for List of Directors (Stamped Electronic & Physical)	\$75.00 each	\$100.00 for certified	Certificate of Goodstanding (LP only)	\$75.00 electronic	

MAILING: *Please check desired method of delivery. When sending via express mail, ensure that the address information entered above is complete and correct.*

Email

Fax

Express Mail

Courier

Courier Account #

Requests: *Please state company number if known. If request is 'Other' than services offered in D; please type your request in the selected box.*

LP/Company Number and/or Name:**Request:****Fee:****Additional Notes:****E) Payment Details (please choose one):**

Payment must be received and processed in full in US FUNDS ONLY before services are provided. It can be made in any of the following forms: credit card, company cheque, bank draft/money order or wire transfer. Company cheque and bank drafts/money orders must be drawn from a US Bank and made payable to "BVI Financial Services Commission". Personal cheques are not accepted.

Credit Card:**Name exactly as it appears on card:****Individual authorised to use the above credit card:****Card Type:**

Card Number:

Exp. Date:

mm/yy

I/We

hereby authorise the BVI Financial Services Commission**to charge the credit card listed above for payment of fees related to this company search and document request.****Cardholder Signature:****Date:**

Payment on Account: **Account #:**

Payment must be received and processed before search information is provided.

Bank Draft/ Money Order drawn from a U.S. bank: **Ref #:**

Company Cheque drawn from a U.S. bank: **Cheque #:**

Wire Transfer: *Please pay all bank fees in FULL*

Reference/Confirmation #

Remitting Bank:

If the transfer is coming from a bank that is **in the U.S.A**

Have the remitting bank send the funds using the Federal Wire Payment System (Fedwire) to:

Firstbank Puerto Rico
1519 Ponce de Leon Avenue
San Juan
Puerto Rico 00908-0146
ABA Number 221571473

For further credit to:

Account Name: Financial Services Commission
Account Number: 7292002740

If the transfer is coming from a bank that is **outside of the U.S.A.**

Have the remitting bank send the funds to:

Correspondent/intermediary bank

Citibank
New York, NY, USA
Swift Code CITIUS33
Account Name: Firstbank Puerto Rico
1519 Ponce de Leon Avenue, San Juan
Puerto Rico, 00908-0146
Account Number: 36063046

For further credit to beneficiary bank

Firstbank Puerto Rico
1519 Ponce de Leon Avenue, San Juan
Puerto Rico, 00908-0146
SWIFT Code FBPRPRSJ
ABA Number 221571473
Account Name: Financial Services Commission
Pasea Estate, Road Town, Tortola VG1110
British Virgin Islands
Account Number: 7292002740

Printed Name:

Signature:

For Internal Use Only:

Received Date:

Reference #:

(dd)

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