

**Aletar (HK) Ltd.**

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Company Purchase Application Instruction

The following instruction is a guideline to complete the application to purchase a company. All forms are in PDF and have form fields that can be edited. Please fill in the missing information.

All signatures have to be original and in **Blue Ink**. Please send all completed and signed documents back to us directly. Each separate transaction requires a separate application with all required forms to be completed regardless of the fact that information might have been submitted previously in for a different transaction.

1) Application for Company Purchase

Please ensure that all information is correct and complete missing information, endorse every page and sign it.

2) Client Information Sheet

2a) Private application

Please complete the CIS completely with all information provided. Sections that do not apply to you (example corporate information) have to be marked with N/A (Not Applicable). Should you have an Accountant, Certified Public Accountant, Tax advisor and/or an attorney their information should be listed in the CIS. A copy of your passport and your CV has to be supplied.

2b) Corporate application

Please complete the CIS completely with all information provided. Sections that do not apply to you (example corporate information) have to be marked with N/A (Not Applicable). Should you have an Accountant, Certified Public Accountant, Tax advisor and/or an attorney their information should be listed in the CIS. A copy of your passport and your CV has to be supplied. For each Officer and Director of the corporation a separate CIS has to be supplied.

2c) Joint Venture or Partners

A separate CIS will have to be supplied for every Joint Venture Partner or General Partner.

3) Type of company (Exhibit JPPR1)

Please complete the exhibit instructing us the type of company you would like to purchase.

4) Supporting Documents

The applicant as well as each nominated shareholder or director needs to supply in addition to the CIS his or her copy of a passport, Local ID with address and verification of address (example utility bill).

5) Fees

In addition to the purchase price Bank or Credit Card charges have to be added. For an incoming SWIFT Wire Transfer we kindly ask to add US\$ 100 to the purchase price. For Credit Card Charges we require that 4% Credit Card Fees will be added to the amount sent utilizing PayPal.

6) Original

In addition to sending all applications and supporting documentation etc. by e-mail, originals need to be sent by mail or courier to our offices **signed in blue ink!**

Respectfully,

Aletar (HL) Ltd.