



# The ID Register

## *Guide to International Documentation Types*



The ID Register is a trading name of Ipes Investor Services Limited. Ipes Investor Services (UK) Limited is registered in England and Wales with No.09891889 at 9th Floor, 1 Minster Court, Mincing Lane, London, EC3R 7AA. Ipes Investor Services (Jersey) Limited is registered in Jersey with No.120289 at Sixth Floor, 37 Esplanade, St Helier, Jersey, JE4 5SJ. Ipes Investor Services (Guernsey) Limited is registered in the Bailiwick of Guernsey with No.60966 at 1 Royal Plaza, Royal Avenue, St Peter Port, Guernsey, GY1 2HL.

## Guide to International Documentation Types

### Key Documentary Requirements

1. Legal Proof of Existence
2. Authorised Signatory List (ASL)
3. Certificate of Incorporation / Registration
4. Limited Partnership Agreement (LPA)
5. Memorandum and Articles of Association (M&A)
6. Register of Directors
7. Register of Limited Partnership
8. Register of Shareholders

**Note:** The below listed documents may cover a number of key documentary requirements such as Register of Shareholders and Directors. However, if the documents are aged, for example accurate at incorporation which was a number of years ago, more recent supplementary evidence will be required.

## Guide to International Documentation Types by Country (A – B)

Country	Document	Notes	May Contain (from Key Documentary Requirements)
Austria	Firmenbuchauszug / Auszug mit aktuellen Daten	Austrian commercial registry extract. A document entitled <i>Auszug mit aktuellen Daten</i> is the equivalent of a Certificate of Incumbency (a summary of company detail at a specific date).	1, 2, 3 & 6
Belgium	Constitution SA (Constitution / Statuts / Nominations)	Constitution of a Belgian <i>Société Anonyme</i> (SA) private company. Similar to a UK M&A. Contains Director / Officer detail, along with signing powers. May cover ASL and Register of Director requirements for a recently established entity.	1, 2, 5 & 6
Belgium	Extrait intégral des données d'une entreprise personne morale	Company / Legal Entity data extract.	1, 3 & 6

## Guide to International Documentation Types (C – F)

Country	Document	Notes	May Contain (from Key Documentary Requirements)
Canada	Articles of Association / Statuts Constitutifs	May cover directors of a recently incorporated entity. May include details of shareholders. As per directors, new documents / assurances will be required if the company is not recently incorporated.	1, 5, 6 & 8
Canada (Quebec)	Certificat de Constitution	Equivalent to a Certificate of Registration.	1 & 3
Canada (Quebec)	Certificat de Modification	Change of name document.	1
Canada (Quebec)	Statuts de Fusion	Merger document: used where corporations governed by the Business Corporations Act wish to amalgamate and continue as one business corporation under that Act.	1
Canada (Quebec)	Statuts de Modification	Amendment to Statutes (M&A equivalent)	1 & 5 (in combination with original version)
Curacao (Netherlands Antilles)	Statuten	Curacao (Netherlands Antilles) constitutional document (statutes). Equivalent to M&As.	1 & 5
Czech Republic	Stanovy	Statutes / Constitutional Document	1 & 5
Czech Republic	Výpis z obchodního rejstříku, vedeného Městským soudem v Praze	Listing from the Commercial Register kept by the Municipal Court in Prague.	1, 3 & 6
Denmark	Erhvervs-og selskabsstyrelsen	Danish commerce and companies agency. Usually takes the form of a registry extract. Please note these certificates are used for both companies and partnerships.	1, 2, 3, 4, 6, 7 & 8
Denmark	Vedtægter	The statutes of a Danish company.	1 & 5
Estonia	Äriregistri teabesüsteem - Registry Information Card	Similar to a Certificate of Registration. A print out / certificate from the Estonian business register information system (Äriregistri teabesüsteem).	1 & 3
Finland	Ote Kaupparekisteristä	Extract from the Commercial Register of the Finnish Patent and Registration Office (PRH).	1, 2, 3 & 6

## Guide to International Documentation Types (F – L)

Country	Document	Notes	May Contain (from Key Documentary Requirements)
France	Statuts	French constitutional document (statutes). Equivalent to M&As.	1 & 5
France	Extrait d'Immatriculation Principale au Registre du Commerce et des Societes Principale au Registre du Commerce et des Societes	Extract form the Register of Commerce and Societies. AKA: Kbis Extract.	1, 3 & 6
Germany	Gesellschaftsvertrag	Constitutional document, similar to M&As. May also refer to a partnership agreement.	1, 4, 5 & 7
Germany	Handelsregister A [Issuing Region]	[German Partnerships] There are a number of Handelsregister formats. The preferred form is the CD (Chronologischer Abdruck / Chronological Print) format. In this format, red underlined data refers to historical information that is no longer valid. Information in standard print is current.	1, 2, 3 & 7
Germany	Handelsregister B [Issuing Region]	[German Corporations] – format guidance is as above.	1, 2, 3 & 6
Germany	Satzung	German constitutional document (statutes). Equivalent to M&As.	1 & 5
Italy	Costituzione della Societa	Constitutional document, similar to M&As. Like M&As, the detail stated is as at incorporation.	1, 5, 6 & 8
Italy	Visura Ordinaria Societa' di Capitale	Some regional variations: This is a document produced by a regional Italian "Camera di Commercio" (Chamber of Commerce). This is a snapshot of the entity as at the date the certificate was produced.	1, 2, 3, 5 & 6
Luxembourg	Registre de Commerce et des Sociétés Extrait	Extract from the Luxembourg commercial register.	1, 2, 3, 6 & 8

## Guide to International Documentation Types (N – S)

Country	Document	Notes	May Contain (from Key Documentary Requirements)
Netherlands	Akte van statutewijziging	Amendment to a Constitutional Document of a Netherlands entity.	1 & 5
Netherlands	Uittreksel Handelsregister Kamer van Koophandel	Chamber of Commerce Business Register Extract	1, 2, 3, 6 & 8
Norway	Brønnøysundregistrene Firmaattest	Brønnøysundregistrene is the Norwegian government's central registry department. A Firmaattest is a Company Certificate - a basic company registry document.	1, 2, 3, 5 & 6
Panama	Protocoliza el Pacto Social de la sociedad anónima	Constitutional document of a Panamanian company. Please Note: The details set down in this document are as at incorporation. Companies will often be established by a lawyer / corporate services provider and the initial detail may change immediately after incorporation.	1, 2, 3, 5, 6 & 8
Panama	Registro Publico de Panama	Panamanian public registry certificate. Similar to a Certificate of Incumbancy. Shows the current detail of the company as at a given date.	1, 2, 3 & 6
Raz Al Khaimah (RAK)	Certificate of Formation	Raz Al Khaimah is an emirate of the United Arab Emirates (UAE).	1 & 3
Singapore	Business Profile (BizFile)	BizFile is the on-line business service portal of ACRA (Accounting and Corporate Regulatory Authority), a component of the Singaporean Ministry of Finance and their national regulator of business entities.	1, 3, 6 & 8
Spain	Constitución de Sociedad Limitada	Constitution of a Limited Company, similar to M&As. Like M&As, the detail stated is as at incorporation.	1, 2, 5, 6 & 8
Sweden	Bolagsverket e-Certificate (registreringsbevis)	Bolagsverket is the Swedish Companies Registration Office.	1, 2, 3 & 6

## Guide to International Documentation Types (S)

Country	Document	Notes	May Contain (from Key Documentary Requirements)
Switzerland	Handelsregister des Kantons [***]	See also Zefix entry. This is a German language document produced by a given Swiss Kanton (region). The Swiss central (cross-Kanton) registry is known as Zefix. Documents are produced in multiple languages (German, French, English).	1, 2, 3 & 6
Switzerland	Registre du Commerce de Geneve - Extrait du Registre	Commercial register extract. Regional Swiss (canton) register. See also Zefix.	1, 2, 3 & 6
Switzerland	Zefix Extract	May be received in English, German or French languages. Copies may be downloaded free of charge from Zefix in any of these languages. The Zefix system is the central commercial	1, 2, 3 & 6