

Step by Step Guide to Appointment

1. The Principal or their Agent, to download and complete our Standard agreement with tracked changes so DXCLLP can check it quickly and complete our part of the agreement.



2. DXCLLP will send final Agreement to the Principal to sign and get the Notary certificate completed and collate the required identity documentation.



3. The Principal **MUST** complete 2 copies of the Agreement & Schedules 1+2 thereof



4. The Principal **MUST** sign both copies of Agreement in the presence of Notary Public/Lawyer who **MUST** complete certificate of documents seen & signatures verified



5. Both completed copies of ORIGINAL agreements **MUST BE SENT** to DXCLLP to counter sign, **TOGETHER WITH CONFIRMATION** of remittance of the fees payable (Send copy of Swift Advise). The fees payable are as per table 3 of the agreement. If in doubt contact us so we can confirm the amounts payable.



6. DXCLLP will counter sign the Agreements once clear funds for fees payable have been received. DXCLLP will then send a copy of completed countersigned agreement to Principal by way of acceptance by e-mail.



7. DXCLLP will SENDS BY AIRMAIL POST, one copy of the signed agreement (or courier if additional fees is remitted)

Information To Be filled in on the draft agreement with tracked changes so DXCLLP can check and accept changes quickly.

1. Name of the Company (The Principal)
2. The Company Registration Number
3. Location of Register at which the Company is Legally Residing
4. The Registered Office
5. Location of the Principal Admin Office
6. The Contact's Name
7. The Contact's Telephone Number
8. The Contact's Fax Number
9. The Contact's Email Address
10. Full Name and address of the Company Director who will be signing on behalf of the Principal
11. Full Name and address of the Company Secretary who will be signing on behalf of the Principal