**Prospective Client Questionnaire - Corporate Secretarial Services**

|  |  |  |
| --- | --- | --- |
| **No.** | **Questions** | **Comment** |
| 1. | Company’s Name |  |
| 2. | Company’s Shareholders |  |
| 3.  4. | The Company’s Director  The Company’s Commissioner |  |
| 5. | The Company’s Address |  |
| 6. | When was the Company incorporated? |  |
| 7. | When is the Company’s financial period? |  |
| 8. | What is the business field of the Company? |  |
| 9. | How many times the Company changing in BoD and BoC in 1 year? |  |
| 10. | How many times the Company changing in increasing of capital in 1 year? |  |
| 11. | Whether the company has the following licenses? |  |
|  | * Principle License from BKPM | Yes  No |
|  | * Business Licenses (SIUP) | Yes  No |
|  | * Domicile Letter (SKDP) | Yes  No |
|  | * Company’s Registered Certificate (TDP) | Yes  No |
|  | * Social Security Program Certificate (BPJS Ketenagakerjaan) | Yes  No |
|  | * Health Insurance Certificate (BPJS Kesehatan) | Yes  N |
|  | * Tax Identification Number (NPWP) | Yes  No |
|  | * Importer Licences (API-U/API-P) | Yes  No |
|  | * Customs Registration Number (NIK) | Yes  No |
|  | * Others: (please specify) |  |
| 12. | Where does the company maintain the legal documents / records? |  |
| 13. | How many permanent employees does the company have? |  |
| 14. | Are there any expatriates? If yes, please state the number. | Yes  No |
| 15. | If the answer is “Yes” for No.14, are the expatriates have KITAS? | Yes  No |
| 16. | Are there any local employee? If yes, please state the number. | Yes  No |