
SECTION 1 – COMPANY SETUP INFORMATION
(NOTE all companies in Costa Rica are Numbered companies)

SECTION 2 – PRIMARY CONTACT(S) INFORMATION (Go-to contact for all communications)

Primary Contact Name:	
Primary Contact Email:	
Secondary Contact Name:	
Secondary Contact Email:	

ONLY Primary & Secondary contacts should be notified. Exclude all other contacts from further communications.

SECTION 3 – INDIVIDUAL CUOTAHOLDER(S) INFORMATION (if Company, skip ahead to section 3).

	Cuotaholder 1	Cuotaholder 2	Cuotaholder 3	Cuotaholder 4
Last Name				
Given Name(s)				
Full Address				
Passport Number				
Expiry Date				
Date of Birth				
Place of Birth				
Country of Tax Residency				
Email Address				
Telephone Number				
Profession				
Marital Status				
Number of shares held				

SECTION 4 – CORPORATE CUOTAHOLDER(S) INFORMATION (If cuotas to be held by another company)

	Cuotaholder 1	Cuotaholder 2	Cuotaholder 3	Cuotaholder 4
Company Name				
Registered Address				
Tax ID/Registration				
Jurisdiction				
Date of incorporation				
UBO Same as new Company? Y/N				
Number of shares held				

SECTION 5 – ULTIMATE BENEFICIAL OWNER(S). Check box if UBO and Cuotaholder are the same

	UBO 1	UBO 2	UBO 3	UBO 4
Last Name				
Given Name(s)				
Full Address				
Passport Number				
Expiry Date				
Date of Birth				
Place of Birth				
Country of Tax Residency				
Email Address				
Telephone Number				
Profession				
Marital Status				
Ultimate Beneficial Ownership as a %				

SECTION 6 – MANAGING DIRECTOR(S). Check box if Managing Director and Cuotaholder are same

	Director	Director	Director	Director
Last Name				
Given Name(s)				
Full Address				
Passport Number				
Expiry Date				
Date of Birth				
Place of Birth				
Country of Tax residency				
Email Address				
Telephone Number				
Profession				
Marital Status				

Nominal Value of Cuotas (Default is 100 CRC per cutoa)	
Number of Cuotas to be Issued? (Default is 1,000 Cuotas)	

Nature of business of the proposed company:	
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