

eQ Account Opening Luxembourg Entities

Guidance notes

For entities that are **already incorporated**, the account opening process is split into two stages on eQ, with each stage requiring bank approval.



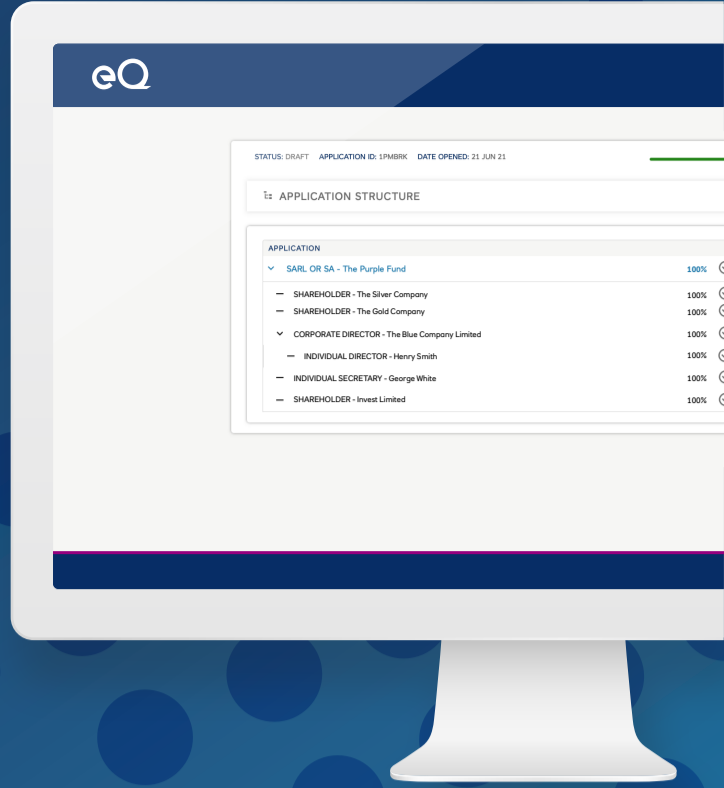
For entities **not yet incorporated**, needing to deposit share capital on account in order to be incorporated, the process is split into three stages on eQ. Each stage requires bank approval.



The percentage bar at the top of the window indicates how complete your entire application is, based on the entities you have created. When the percentage bar shows 100%, this does not mean that your application is complete: it simply means that the data and documents for the Key Principals you have added to the structure are 100% complete.



Due to the timeout security feature on eQ, please remember to save your data regularly to avoid losing it. After 4 minutes of inactivity, a 1 minute countdown message will appear to prompt you to save your data.



Application Stages in Detail

Pre-assessment



Programme selection:

Use the **Companies and Trusts programme** for standard limited companies that are not related to fund structures, trusts, ultimately owned by individuals or listed companies such as captive companies, insurance entities, limited companies and trusts.

Use the **Funds (CIS) programme** for fund entities such as master, feeder or co-invest funds.

Use the **Fund related entities programme** for any entities that would be part of a fund structure such as GPs, Fund Managers, SPVs & Limited Partnerships.

First question:

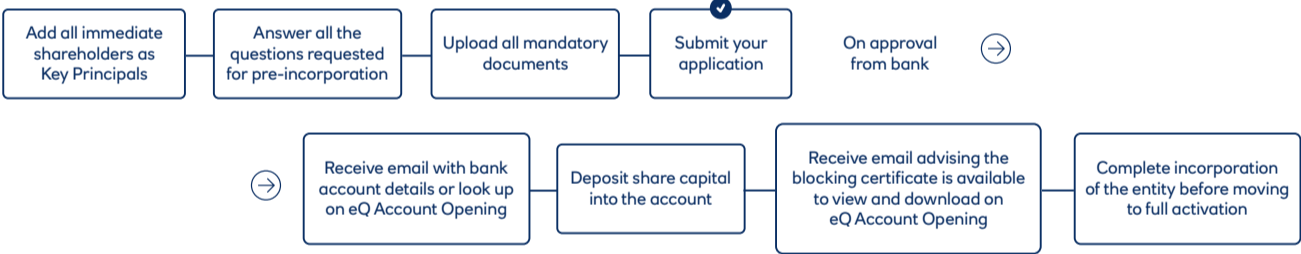
It is very important that you answer this first question correctly, "Do you need to place initial Share Capital to facilitate the incorporation?" Answer no if your entity is already incorporated. Answer yes if your entity is not yet incorporated. Please note that we cannot amend this for you once your application has been submitted.

Application submission:

Once your application has been submitted, it will be sent to your relationship director to approve or reject. You will see a status of "Awaiting Review". Whilst the application is with the bank for review, you are able to view the application, but you cannot edit it.

Status will start as "Awaiting Review". If approved, status will change to "Ready to start pre-incorporation".

Pre-incorporation



The fields you completed during pre-assessment are shown for your reference at the top of the form. You can hide these by clicking on the toggle button. Some of the questions are also pre-populated with the information you completed during pre-assessment. Please check these and amend them or delete any information that is no longer correct.

Add all immediate shareholders to the structure. If you have submitted applications before where the shareholder has been part of the structure, you can re-use this information by selecting "Using an existing Principal" – this will save you a lot of time re-keying. You will not be able to submit the application without at least one Shareholder.

For the question "Proposed Industry sector", which is Industry description incl SIC code, please select the value that best describes the business activity. You can type a keyword in here to help you search for the most appropriate value.

Application submission:

Once your application has been submitted, it will be sent to your relationship director to approve or reject. You will see a status of "Awaiting Review". Whilst the application is with the bank for review, you are able to view the application, but you cannot edit it.

Status will start as "Awaiting Review". If approved, and once share capital has been received, we will upload your blocking certificate. Status will change to "Blocking Certificate Available. (Ready to start Full Activation)"

Full activation



Please do not start this stage until the company has been incorporated, as the documents you complete and sign must be dated **after** the incorporation date.

You will need to add all Key Principals, which includes all directors, shareholders, partners, significant controllers and corporate entities connected to the business. It is very important that you include all individuals and legal entities who directly or indirectly own or control 25% or more of the business or who have a material interest in the business. If you do not provide these details, your application might be rejected and you will be asked to apply again.

Application submission:

If your application is NOT submitted under reliance you will need to send all supporting documentation to the Luxembourg branch office quoting your application ID and must include "wet ink" certified copies of KYC for all parties related to your application.

Status will start as "Awaiting Review". If approved, the status will change to "Application approved".

If you need further information or have any questions please get in touch with your relationship director.

