

Economic Substance Notification and Reporting under BVI Economic Substance (Companies and Limited Partnerships) Act, 2018 (as amended).

Instructions: Complete this form if the entity is a Relevant Entity that is engaged in the following Relevant Activity: Holding Business. Refer to the [BVI Economic Substance Webpage](#) for more information.

Complete this form using Adobe Acrobat. The form does not need to be signed. Send the completed form to regulationbvi@campbellslegal.com

If any of the information set out below changes, you should notify Campbells within 21 days of the change by email to regulationbvi@campbellslegal.com

Name of the Entity (the "Entity"):	
Entity Incorporation Number: (You will find this number in the email from Campbells)	
Entity ES Financial Period Start Date: (dd/mm/yyyy) (You will find this date in the email from Campbells)	
Entity ES Financial Period End Date: (dd/mm/yyyy) (You will find this date in the email from Campbells)	
Entity financial year end (dd/mm)	
Change ES Financial Period for subsequent ES Financial Periods to coincide with the Entity's financial year end? If Yes, complete the attached Application to Change ES Financial Period.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Entity Reference Number: (You will find this number in the email from Campbells)	
Relevant Activity:	Holding Business <input type="checkbox"/>
Was the Relevant Activity carried on for only part of the ES Financial Period? If Yes, insert the Relevant Activity start date and Relevant Activity end date in the fields below.	Yes <input type="checkbox"/> No <input type="checkbox"/>
Relevant Activity Start Date (dd/mm/yyyy)	
Relevant Activity End Date (dd/mm/yyyy)	
Total number of employees engaged in the Relevant Activity:	
Total number of employees engaged in the Relevant Activity physically present in the British Virgin Islands:	
Go to Schedule I, Part A and provide details on qualifications of the BVI employees. (response is optional)	
Go to Schedule I, Part B and provide addresses of all premises within the British Virgin Islands used in connection with the Relevant Activity.	

Does the Entity actively manage its equity participations (e.g. does it does it frequently trade equities, or frequently vote at shareholders' meetings/sign written shareholder resolutions in respect of the entities in which it holds equity participations)?		Yes <input type="checkbox"/> No <input type="checkbox"/>		
Please provide any comments to support your Economic Substance Declaration:				
Attachments. Go to Schedule I, Part C and describe any documents attached to support your Economic Substance Declaration.				
This Form Four was completed by:				
Print Name:				
Date:				
Please update your Campbells contact details:				
Billing Contact(s) at the Entity:				
First Name	Last Name	Position	Telephone	Contact email
Legal/Regulatory Contact(s) at the Entity:				
First Name	Last Name	Position	Telephone	Contact email

Name of the Entity (the “Entity”):	
Entity Reference Number:	

Schedule I

Part A

Please provide details on qualifications of the BVI employees (response is optional)		
Name of BVI Employee	Qualification	Years of Relevant Experience

Part B

Please provide addresses of all premises within the British Virgin Islands used in connection with the Relevant Activity:		
BVI Premises Address Line 1	BVI Premises Address Line 2	Country
		VGB
		VGB
		VGB
		VGB
		VGB

Part C

Please describe any supporting documents to support your Economic Substance Declaration and attach copies.	
Document Description	Document Attached
	[]
	[]
	[]
	[]

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Instructions: Complete this Application if the Entity wishes to change its ES Financial Period. Refer to the [Application to Change ES Financial Period Instructions](#) for more information.

Complete this form using Adobe Acrobat. The form does not need to be signed. Send the completed form to regulationbvi@campbellslegal.com

Name of the Entity (the "Entity"):	
Entity Reference Number: (You will find this number in the email from Campbells)	
Entity Incorporation Number: (You will find this number in the email from Campbells)	
Date of Entity Formation: (You will find this date in the email from Campbells)	
Entity's financial year end: (dd/mm)	
Change ES Financial Period for subsequent ES Financial Periods to coincide with the Entity's financial year end?	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
First ES Financial Period Start Date: (dd/mm/yyyy) (You will find this date in the email from Campbells)	
First ES Financial Period End Date: (dd/mm/yyyy) (You will find this date in the email from Campbells)	
Transition ES Financial Period Start Date: (dd/mm/yyyy) (You will find this date in the email from Campbells)	
Transition ES Financial Period End Date: (dd/mm/yyyy) (You will find this date in the email from Campbells)	
New ES Financial Period Start Date: (You will find this date in the email from Campbells)	
New ES Financial Period End Date: (You will find this date in the email from Campbells)	
Reason(s) for the proposed change to the ES Financial Period (e.g. to coincide with the Entity's financial year end.)	
This Application to Change ES Financial Period was completed by:	
Print Name:	
Date:	