



Form Three(R) – (Banking Business, Insurance Business, Fund Management Business, Finance and Leasing Business, Shipping Business, Distribution and Service Centre Business, Headquarters Business) – Legal Entity, Relevant Activity - Reporting

Economic Substance Reporting under BVI Economic Substance (Companies and Limited Partnerships) Act (2020 Revision)(as amended).

Instructions: Complete this Economic Substance return Form Three(R) if the entity is a Legal Entity that is engaged in one or more of the following Relevant Activity(s): Banking Business, Insurance Business, Fund Management Business, Finance and Leasing Business, Shipping Business, Headquarters Business, Distribution and Service Centre Business. Refer to the [BVI Economic Substance Webpage](#) for more information.

This Form Three(R) covers the ES Financial Period set out below, and must be filed within six (6) months of the ES Financial Period End Date set out below.

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 "Named Entity"):	
Named Entity's Reference Number: (See email from Campbells)	
Registered Office Address:	
Business Address: (if different from Registered Office Address)	
Named Entity's ES Financial Period Start Date: (dd/mm/yyyy) (See email from Campbells)	
Named Entity's ES Financial Period End Date: (dd/mm/yyyy) (See email from Campbells)	
Named Entity's Financial Year End (dd/mm):	
Relevant Activity: (If more than one Relevant Activity is applicable, complete a separate Form Three(R) for each Relevant Activity)	
Banking Business	Headquarters Business
Insurance Business	Shipping Business
Fund Management Business	Distribution and Service Centre Business
Finance and Leasing Business	
Was the Relevant Activity carried on for only part of the ES Financial Period?	Yes No
If Yes, insert the Relevant Activity start date and Relevant Activity end date in the fields below.	
Relevant Activity Start Date (dd/mm/yyyy):	
Relevant Activity End Date (dd/mm/yyyy):	
Tax ID Number or equivalent (if any):	
Issued by:	
Is the Relevant Activity directed and managed in the British Virgin Islands:	Yes No
Please provide details of the persons responsible for the direction and management of the Relevant Activity:	

Name of person for direction and management of Relevant Activity	Resident in the BVI	Relation to the Entity	Qualification	Years of Relevant Experience
Number of board meetings the Entity held during the financial period with relations to this activity:				
The quorum for board meetings:				
Of those board meetings, how many were held in the British Virgin Islands where a quorum of directors was physically present:				
Are the minutes of these board meetings being held in the British Virgin Islands?	Yes	No		
If the meetings are held in BVI, please provide a list of persons responsible for direction and management that attend each of the meeting (response is optional):				
Meeting #	Name of Person attending Meeting	Present in BVI	Relation to entity	Qualification
Reporting currency (Use Currency Code found here):				
Type of mobile income:				
Amount and type of gross income in relation to the Relevant Activity during the ES Financial Period:	Amount:			
	Type:			
Total expenditure incurred in the operations of the Relevant Activity during the ES Financial Period (including outsourcing, if applicable):	Amount:			
Total expenditure incurred in the British Virgin Islands operations of the Relevant Activity during the ES Financial Period (including outsourcing, if applicable):	Amount:			
Amount and type of assets and premises held in the course of carrying out the Relevant Activity during the ES Financial Period:	Amount:			
	Type:			
Net book values of tangible assets held in the course of carrying out the Relevant Activity during the ES Financial Period:				
Total number of employees of the Named Entity:				
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:				
Please provide details on the BVI employees:				
Name of BVI Employee	Full Time (FT) or Part Time (PT)	Qualification	Years of Relevant Experience	
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		
Outsourcing. Has any core income generating activity (CIGA) been outsourced to another entity?		Yes	No	
If Yes, please provide details of outsourcing providers:				
Name of entity to whom outsourced	Details of resources deployed by the entity in carrying out the activity on their behalf	Number of staff employed in carrying out CIGA for the entity	Hours per month each person employed for this relevant activity	Is the entity able to monitor and control carrying out of the outsourced activity? (Y/N)
Total expenditure incurred on outsourcing in the British Virgin Islands during the ES Financial Period:		Amount:		
Go to Schedule I and complete:				
<ul style="list-style-type: none"> Part E and select Core Income Generating Activities conducted/carried out in the British Virgin Islands for the Relevant Activity. Complete only the questions under the heading matching the Relevant Activity selected above. Part F if Other activity is applicable. 				
For any supporting documents:				
<ul style="list-style-type: none"> Go to Schedule I, Part H and describe any documents attached to support your Economic Substance Declaration. 				
Please provide any comments to support your Economic Substance Declaration:				
This Form Three(R) was completed by:				

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 "Named Entity"):				
Named Entity Reference Number:				

Schedule I

Part E

Please select Core Income Generating Activities conducted/carried out in the British Virgin Islands for the Relevant Activity. Complete only the questions under the heading matching the Relevant Activity selected above.	
Banking	
Raising funds, and managing risks, including credit risk, currency risk and interest risk.	Yes
Taking hedging positions.	Yes
Providing loans, credit or other financial services to customers.	Yes
Managing regulatory capital.	Yes
Preparing regulatory reports and returns.	Yes
Other activities. Please provide details of other activities on Schedule I, Part F.	Yes
None.	None
Insurance	
Predicting and calculating risk.	Yes
Insuring or re-insuring against risk.	Yes
Providing insurance business services to clients.	Yes
Other activities. Please provide details of other activities on Schedule I, Part F.	Yes
None.	None
Fund Management Business	
Taking decisions on the holding and selling of investments.	Yes
Calculating risks and reserves.	Yes
Taking decisions on currency or interest fluctuations and hedging positions.	Yes
Preparing relevant regulatory or other reports for government authorities and investors.	Yes
Other activities. Please provide details of other activities on Schedule I, Part F.	Yes
None.	None

Finance and Leasing Business	
Agreeing funding terms.	Yes
Identifying and acquiring assets to be leased (in the case of leasing).	Yes
Setting the terms and duration of any financing or leasing.	Yes
Monitoring and revising any agreements.	Yes
Managing any risks.	Yes
Other activities. Please provide details of other activities on Schedule I, Part F.	Yes
None.	None
Headquarters Business	
Taking relevant management decisions.	Yes
Incurring expenditures on behalf of affiliates.	Yes
Co-ordinating group activities.	Yes
Other activities. Please provide details of other activities on Schedule I, Part F.	Yes
None.	None
Shipping	
Managing crew (including hiring, paying and overseeing crew members).	Yes
Hauling and maintaining ships.	Yes
Overseeing and tracking deliveries.	Yes
Determining what goods to order and when to deliver them.	Yes
Organising and overseeing voyages.	Yes
Other activities. Please provide details of other activities on Schedule I, Part F.	Yes
None.	None
Distribution and Service Centre Business	
Transporting and storing goods.	Yes
Managing stocks	Yes
Taking orders	Yes
Providing consulting or other administrative services.	Yes
Other activities. Please provide details of other activities on Schedule I, Part F.	Yes
None.	None

Part F

Please provide details of other CIGA activities.

Part H

Please describe any supporting documents to support your Economic Substance Declaration and attach copies.

Document Description	Document Attached