

## Economic Substance Reporting under BVI Economic Substance (Companies and Limited Partnerships) Act (as revised).

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

This Form Four(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.

A Legal Entity will be treated as carrying on a Relevant Activity during any ES financial period in which it receives income from that activity.<sup>1</sup> If the Named Entity will not be carrying on a Relevant Activity during the current [ES Financial Period](#), please complete [Form One](#).

Complete this form using Adobe Acrobat. The form does not need to be signed. Send the completed form to [regulationbvi@campbellslegal.com](mailto: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](mailto:regulationbvi@campbellslegal.com)

<b>Name of the Entity (the "Named Entity"):</b>	
<b>Entity Reference Number:</b> (You will find this number in the email from Campbells)	
<b>Named Entity <a href="#">financial year</a> end: (dd/mm)</b>	
<b>Named Entity has made and confirmed with ITA a change to the ES Financial Period.</b> (You will find this information in the email from Campbells) 6a	Yes  No
<b>Named Entity <a href="#">ES Financial Period</a> Start Date: (dd/mm/yyyy)</b> (You will find this date in the email from Campbells) 6b	
<b>Named Entity ES Financial Period End Date: (dd/mm/yyyy)</b> (You will find this date in the email from Campbells) 6c	
<b>Named Entity Details</b>	
<b>Named Entity Tax Payer Identification Number (TIN)</b> (enter NOTIN if the Named Entity has no TIN) 6f	TIN: _____  NOTIN
<b>Gross total annual income of the Named Entity</b> 6g	
<b>Reporting currency:</b> (Use Currency Code found <a href="#">here</a> ) 6g	
<b>Amount</b> (If the Named Entity had no income during the ES Financial Period, enter 0) 6g	
<b>The Named Entity's business office in the BVI is the same as its Registered Agent?</b>  If No, please provide the Named Entity's address in the BVI below. 6h	Yes  No
<b>Address Line 1:</b> 6h-1	
<b>Address Line 2:</b>	
<b>Address Line 3:</b>	

<sup>1</sup> Rule One, [Rules on Economic Substance in the Virgin Islands](#), page 4.

Is the Named Entity a constituent entity of a <a href="#">MNE Group</a> for the purposes of the Country-by-Country reporting (CbCR) framework? 6i	Yes  No
Name Group: Name of MNE Group, if different from Entity name. 6i.1	
Does the Named Entity have an <a href="#">Ultimate Parent</a> ?  If Yes, complete the Ultimate Parent questions in the fields below.  If the Named Entity has more than one Ultimate Parent, complete an <a href="#">Addendum</a> . 6i	Yes  No
Ultimate Parent– Ultimate Parent Name: 6j.1	
Ultimate Parent– Ultimate Parent Alternative Name: (optional) 6j.2	
Ultimate Parent– Ultimate Parent’s Jurisdiction of Formation/Incorporation: (Use ISO Alpha-3 Country Code found <a href="#">here</a> ) 6j.3	
Ultimate Parent Entity – Ultimate Parent’s Formation/Incorporation Number: 6j.4	
Ultimate Parent – Ultimate Parent’s Tax ID Number or equivalent: 6j.5	
Does the Named Entity have an <a href="#">Immediate Parent</a> ?  If Yes, complete the Immediate Parent questions in the fields below.  If the Named Entity has more than one Immediate Parent, complete an <a href="#">Addendum</a> . 6k	Yes  No
How many Immediate Parents does the Entity have? 6k.1	
Immediate Parent Name: 6k.2	
Immediate Parent Alternative Name: (optional) 6k.3	
Immediate Parent’s Jurisdiction of Formation/Incorporation: (Use ISO Alpha-3 Country Code found <a href="#">here</a> ) 6k.4	
Immediate Parent’s Formation/Incorporation Number: 6k.5	
Immediate Parent’s Tax ID Number or equivalent: 6k.6	
<b>Relevant Activity</b> 7	
<b>Holding Business</b> 7a	Yes  No If the Named Entity is not engaged in Holding Business, please review the <a href="#">decision tree</a> to determine the correct ES Notification form or contact your Campbells attorney.
<b>Details for the Relevant Activity</b>	

<p><b>The Named Entity is a legal entity that only holds equity participations in other entities and only earns dividends or capital gains.</b></p>	<p><b>Yes</b></p> <p><b>No</b>      <b>The Named Entity does not meet the definition of a Legal Entity engaged in a Relevant Activity for the current ES Financial Period. Complete <a href="#">Form One</a>.</b></p>
<p><b>Income (check below)</b>  A legal entity will be treated as carrying on a Relevant Activity during any financial period in which it receives income from that activity.</p>	
<p><b>The Named Entity received income from the Relevant Activity indicated above during the current <a href="#">ES Financial Period</a>.</b></p>	<p><b>Yes</b></p> <p><b>No.</b>    <b>The Named Entity does not meet the definition of a Legal Entity engaged in a Relevant Activity for the current ES Financial Period. Complete <a href="#">Form One</a>.</b></p>
<p><b>Was the Relevant Activity carried on for only part of the ES Financial Period?</b></p> <p><b>If Yes, insert the Relevant Activity start date and Relevant Activity end date in the fields below.</b></p>	<p><b>Yes</b></p> <p><b>No</b></p>
<p><b>Relevant Activity Start Date (dd/mm/yyyy)</b></p>	<p><b>7b</b></p>
<p><b>Relevant Activity End Date (dd/mm/yyyy)</b></p>	<p><b>7c</b></p>
<p><b>Tax Residency</b></p>	<p><b>8</b></p>
<p><b>Does the Named Entity intend to make a claim of tax residency outside the BVI under <a href="#">Rule 2</a>?</b></p>	<p><b>8a</b></p> <p><b>No</b></p> <p><b>Yes</b>      <b>This Form Four (R) should only be completed by a Named Entity who is engaged in a Relevant Activity and who is NOT tax resident in a jurisdiction outside the BVI. If the Named Entity intends to claim tax residency outside the BVI, complete <a href="#">Form Two(R)</a>.</b></p>
<p><b>Gross Income</b></p>	
<p><b>9a.1</b></p> <p><b>Total gross income for the relevant activity during the ES Financial Period</b></p>	
<p><b>Amount:</b></p>	<p><b>9a.1a</b></p>
<p><b>Currency:</b> (Use Currency Code found <a href="#">here</a>)</p>	
<p><b>Type of gross income in relation to the relevant activity.</b></p>	<p><b>9a.1b</b></p>
<p><b>Expenditure</b></p>	
<p><b>9a.2</b></p> <p><b>Total expenditure incurred in the operations of the Relevant Activity during the ES Financial Period</b> (including outsourcing, if applicable):</p>	
<p><b>Amount:</b></p>	<p><b>9a.2a</b></p>
<p><b>Currency:</b> (Use Currency Code found <a href="#">here</a>)</p>	
<p><b>Total expenditure incurred in the Virgin Islands in the operations of the Relevant Activity during the ES Financial Period</b> (including outsourcing, if applicable):</p>	
<p><b>Amount:</b></p>	<p><b>9a.2b</b></p>
<p><b>Currency:</b> (Use Currency Code found <a href="#">here</a>)</p>	
<p><b>Pure Equity Holding Entity</b></p>	
<p><b>9a.3</b></p>	

Does the entity actively manage its equity participations? 9a.3a		Yes Complete 9a.4 and 9a.5 below.  No Please go to 10.	
<b>Employees</b> 9a.4			
Total number of employees of the Named Entity: 9a.4			
Total number of employees engaged in the Relevant Activity: 9a.4a			
Total number of employees engaged in the Relevant Activity physically present in the British Virgin Islands: 9a.4b			
Please provide details on the BVI employees:			
Name of BVI Employee 9a.4c	Qualification	Years of Relevant Experience	
<b>Premises</b> 9a.5			
Please provide addresses of all premises within the British Virgin Islands used in connection with the Relevant Activity: The address of Campbells Corporate Services Limited (BVI) has been added below. 9a.5a			
BVI Premises Address Line 1	BVI Premises Address Line 2	Country	
Floor 4, Banco Popular Building	Road Town, Tortola	VGB	
		VGB	
		VGB	
		VGB	
Does the Named Entity comply with its statutory obligations under the BVI Business Companies Act (as revised) or the Limited Partnership Act (as revised) (whichever is relevant)? 9a.3b		Yes  No	
<b>Comments</b> 10			
Please provide any comments to support your Economic Substance Declaration:			
<b>Supporting Documents</b> 11			
Please provide any documents to support the Economic Substance Declaration.			
<b>This Form Four(R) was completed by:</b>			
Name:			
Role:			
Date:			
<b>Please update your Campbells contact details:</b>			

<b>Billing Contact(s) at the Named Entity:</b>				
<b>First Name</b>	<b>Last Name</b>	<b>Role</b>	<b>Telephone</b>	<b>Contact email</b>
<b>Legal/Regulatory Contact(s) at the Named Entity:</b>				
<b>First Name</b>	<b>Last Name</b>	<b>Role</b>	<b>Telephone</b>	<b>Contact email</b>