

# How to complete our forms

## Body Corporate Owner Form - This form feeds to Body Corporate form flow

Please complete a form for each Body Corporate Owner

### Form BC

FormBC Representative Persons Direct Body Corporate Owners

Company Name Country of Registration Reg. No.

Each Body Corporate (Company) in the Ownership Structure will need to complete forms and submit documents about its structure and ownership. Please confirm the following:

**FORM FILLER** - This is the person who will complete the forms and upload documents. It may be an **Authorised Officer of the Body Corporate** or it could be a **Registration Agent**. If this is an Authorised Officer of the Body Corporate then this person could also be the Agreement Signer.

First Name Last Name Email

**AGREEMENT SIGNER** - This should be an **Authorised Officer of the Body Corporate** which is the direct owner of the vessel.

First Name Last Name Email

We will now send the **form filler** an email with links to the forms that need to be completed and signed.

Please tick box when you have read and completed this form ☐

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### Form BC Body Corporate Owner Form

This form should be only used for EACH Direct Body Corporate Owner of the Vessel or Company shown on the Form Links Document which linked to the form. The Company Name, Registration Number and Country of Registration should be entered.

The Form is used to nominate the "Form Filler" and the "Agreement Signer" for this Body Corporate Owner.

It will send an email to the Form Filler with a "Form Links Document" to download, allowing them to complete the forms and upload the required documents for that Body Corporate. These forms are shown on the Body Corporate Form Flow diagram.

The "Form Filler" will complete forms and upload documents for the Company, and its Individual Owners (UBOs), and nominate the "Form Filler" and "Agreement Signer" for any Parent Companies.

For Parent companies, you will should access this form from the "Form Links Document" of the "Child" company.

The Body Corporate Form Flow needs to be completed for every Body Corporate in the Ownership Structure.

Please contact us if you have any questions.  
info@bluewatersupplies.com

