

Chartwell Trust Services



Picture by courtesy of Christophe Gevrey (www.cri.ch)

In Theory, there is no difference
Between theory and practice,
But in practice there is.

Jan L.A. van de Snepscheut

Chartwell Trust Services

Chartwell Trust Services is a Swiss company head-quartered in Geneva and designed to support and service banking and financial institutions – as well as corporations and individuals – in setting up, delivering and managing on and off-shore corporate entities.

Chartwell Trust Services operates in most jurisdictions and may assist in the formation and registration of limited companies, holding companies, foundations, trusts, as well as other structures for tax planning, succession, flexibility or confidentiality purposes.

Chartwell Trust Services is a fully owned company and as such is totally independent from any external corporate, financial or administrative structure. It is not related to any bank, financial company, law firm or external advisor. Being a fully regulated company it complies with, and is controlled by the Swiss regulatory authorities.

Chartwell Trust Services

Jurisdictions

We provide incorporation, necessary directorships, administrative support and related services mainly in the following jurisdictions.

- Bahamas
- British Virgin Islands (BVI)
- Cyprus
- Hong-Kong
- Luxembourg
- Netherlands
- Netherlands Antilles
- Nevada
- Panama
- Samoa
- Seychelles
- Switzerland
- United Kingdom

For other jurisdictions please contact us.

Chartwell Trust Services

Areas of expertise

Chartwell is designed to service your needs, in all aspects of company set-up, administration and management. This includes:

Incorporation:

Chartwell will handle all the necessary registration process for the corporate structure of your choice and in the jurisdiction you prefer – whether it be an off-the-shelf or a newly named company – and provide you with a regularly incorporated and fully operational company. Chartwell may also act as custodian of your company's documents if you so desire.

Domiciliation:

Beyond its official registered address in the selected jurisdiction, your company may need a mailbox in Switzerland (or elsewhere) to ensure speedy processing of incoming and outgoing correspondence. Chartwell may provide such an address including name plate, administration of incoming mail, managing corporate records and telephone services.

Operations:

Chartwell may administer your company and can act as, or provide you with resident or non resident Directors, Corporate Secretaries or Executive Directors.

Chartwell will handle the company's day to day management activities, hold the regular board and shareholders meetings and record the necessary minutes, liaise with the appropriate partners in the various jurisdictions, and more generally handle all formalities with the relevant Trade Registers to ensure that the company operates and remains in good standing. Chartwell may also assist you when needing corporate lawyers, tax advisors or business consultants.

Chartwell Trust Services

Areas of expertise

Administration:

Chartwell may handle filing and maintenance of records (either on paper or numeric support), provide administration, secretarial, legalisation, accounting and financial management support and establish your certified or standard set of accounts.

Secretarial support may be carried out in French, English and German. In the event other languages are needed, Chartwell has access to certified translators in most European languages including Eastern European.

Chartwell is equipped to certify, legalise and apostille your documents, and provide you with certified translations by legally appointed translators. Although Chartwell will not issue legal advice under its own name, we work closely with internationally reputed law firms and public accounting firms and may help either in obtaining professional advice, or in setting up your network of professional partners.

If your company employs staff, Chartwell may assist with payroll operations in Switzerland or find suitable partners in other jurisdictions, and assist in setting up adequate pension, health and corporate benefits structures.

Chartwell may also assist in the selection and hiring of staff, either directly or with the assistance of reputed executive search firms.

Chartwell may also keep your accounting records and financial statements and provide you with certified or non-certified financial statements. Certified statements are produced by recognised international audit firms.

Chartwell Trust Services

Areas of expertise

Reception and answering services:

Chartwell can set up your personal telephone answering and messaging system (the phone is answered in your name, messages are taken and forwarded by e-mail or calls are transferred directly to your mobile or fixed telephone, etc.). The same applies to fax and e-mail administration.

Banking and financial services:

Chartwell may assist in all aspects of banking services, from opening a bank account with a local or foreign institution, ordering transactions and payments, handling debit/credit administration, maintaining records, and transferring orders of any legitimate kind¹.

Chartwell may also apply for your off-shore credit card and ensure payments are made in a timely fashion. Although Chartwell does not engage itself in portfolio management activities, it works closely with Swiss private banks and insurance companies which manage the assets of several of its off-shore clients.

Internet and e-mail:

Chartwell can set up your personalized e-mail account (i.e. [Your Name]@[Your Offshore Company.com]) and manage incoming and outgoing e-mails if necessary.

¹ Please note that opening of bank accounts is subject to appropriate due diligence.

Chartwell Trust Services
Contact information

Chartwell Trust Services Sàrl
5 rue des Vollandes
1207 Geneva
Switzerland

Contact information :

<http://www.chartwell-partners.com>

james.klein@chartwell-partners.com

Telephone :

+41.22.792.81.18.

Fax :

+41.22.792.15.81.