Checklist: international family office

This list gathers the documents the family sets aside to choose the place for its family office and to prove its assets, control and staff to a regulator.

FAMILY DOCUMENTS

- ☐ Set aside the passport of each family member who takes part in the family office.
- ☐ Gather the birth and marriage certificates that prove each family tie, from the common ancestor down.
- ☐ Draw the family chart, with the line of descent and the spouses.

ASSET DOCUMENTS

- ☐ Collect the statements that prove the family's net assets, with the valuation at market value.
- ☐ Set aside the bank records of the family's liquid assets, for the DMCC minimum of US$ 1 million.
- ☐ List each asset under the family office's management, with its country, value and holder.

ENTITY DOCUMENTS

- ☐ Attach the incorporation deed of each company and each family vehicle under the family office's management.
- ☐ Add the register of owners that shows full family ownership, which DMCC and the American rule ask for.
- ☐ Collect the agreement of any family office the family already has, with its regulator and place of operation.

TEAM AND GOVERNANCE

- ☐ List the board members, with at least one family member.
- ☐ Set aside the contracts and CVs of the investment professionals and of the full-time employees.
- ☐ Prepare the entity's annual budget of local spending, which Singapore and Hong Kong require.

> The Discovery will confirm this list for the family's case, and the licensed professional in each country may ask for more documents.