



RECOMMENDED BY MAJOR LAW, AUDIT AND TAX ADVISORY FIRMS



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| TRANSFER PROCESS AND DOCUMENTS - LIMITED LIABILITY COMPANY

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| TRUST, FACILITATION & CLOSURE



Dear
Sir/Madam

The attached documents will be required from the Purchaser for the purpose of acquiring a Trinity Shelf Company.

No	Document	Description	Responsible party
Legal person			
1.	Excerpt from the Commercial Register of the new shareholder	Original or notarized, apostilled and sworn translated into Polish. The document should not be older than three months.	Client Trinity can organize the sworn translation, if necessary.
Physical person			
2.	ID/Passport of the new shareholder	Copy. Original will have to be presented to the notary on signing of the Share Transfer Agreement.	Client
Physical Or Legal person			
3.	Share Transfer Agreement	<p>There are three possibilities of concluding the agreement:</p> <p>(i) The agreement can be signed in person by the representative/ representatives of the purchaser in Poland in the presence of a notary and sworn translator (if the person representing the purchaser is not a fluent Polish speaker);</p> <p>(ii) The agreement can be signed first by the purchaser in the country of origin in the presence of a notary (apostille required). On receipt of signed notarized and apostilled originals Trinity will sign the agreement in front of a Polish notary (in such case the agreement is legally binding from the date of the last signature);</p>	Trinity prepares the Share Transfer Agreement in negotiations with the Client or his legal advisors.
4.	Power of Attorney (required only in case iii)	<p>(iii) The agreement can be signed by a proxy on behalf of the shareholder in front of a Polish notary on the basis of a Power of Attorney issued by the purchaser (such PoA should be signed by the Management Board Member/Members authorized to represent the legal entity according to its representation rules shown in the excerpt from the commercial register or by the physical person shareholder. The PoA must be notarized, apostilled and sworn translated into Polish. The client may use the Trinity bilingual standard PoA for such transaction in which case the translation is not required. Trinity staff can be appointed as such proxy if required at no extra cost).</p>	Client Trinity may draft the required Power of Attorney and/or arrange necessary translations.