

[Customer Self-Registration User Guide \(Incorporation Portal\)](#)

Introduction

These User Registration and Login instructions provide guidance for a new or existing customer of Appleby Global Services to register online their user account and provide information needed for incorporation / formation of various structures in each jurisdiction serviced by Appleby Global Services.

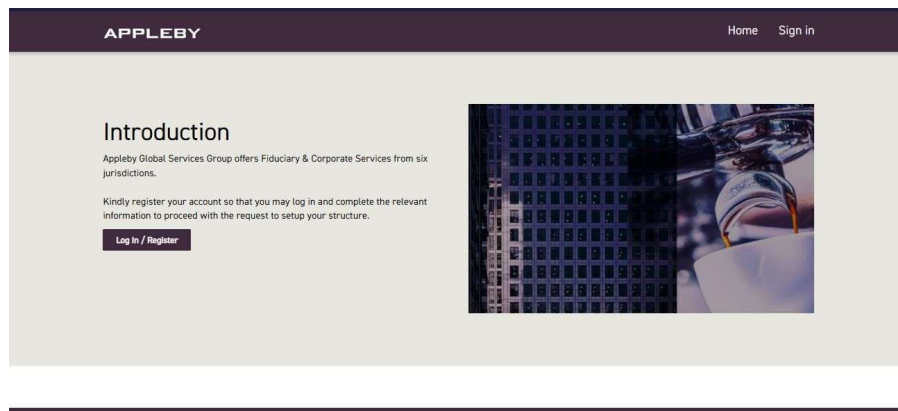
A customer representative / applicant may use the online portal to self-register for an individual user account on the AGS Incorporation portal, complete online application forms, and send request(s) for incorporation in the selected jurisdictions. If a customer

1. How to access the portal.

The AGS Incorporation Portal is accessible on the Internet via : <https://incorporation.appleby-gs.com> using a supported internet browser such as Google Chrome or Microsoft Edge.

2. Home page.

The default home page shown below is displayed when opening the portal.



3. Sign in using valid user account.

If you have previously registered and already have a valid login and password, please click or tap on the “Sign In” button in the top right corner of the Home page to access your online dashboard for AGS Incorporation requests.

APPLEBY

Sign in

Sign in with your email address

[Forgot your password?](#)

Sign in

Don't have an account? [Sign up now](#)

4. Self-Register for a new user account.

If you do not yet have a valid login account, please click or tap on the “Login / Register” button to start the self-registration process and sign-in afterwards with your newly created account credentials.

1. Kindly provide your work email address as username
2. During the registration, a verification code will be emailed to your email address for validation purposes.
3. Please input the security code from your validation email into the online portal and choose “Verify code” to complete your account registration.

APPLEBY

User Details

Send verification code

Create

5. Email Verification code for user self-registration.

After validation of the code, please specify your password, given name, surname and desired display name.

APPLEBY

User Details

Verification code has been sent to your inbox. Please copy it to the input box below.

6. AGS Incorporation services dashboard.

After login on the AGS Incorporation portal, you may create one or multiple draft requests and send your request(s) for Incorporation to AGS.

To start a new draft request, click or tap on the “Apply New” button, choose the applicable jurisdiction and select the desired structure / entity type to start a request and complete the online form.

You can prepare and edit as many draft requests as needed and send individually. Each created draft will have a unique reference number and will be listed on the dashboard together with the first entity name.

It is possible to save an incomplete draft and retrieve the draft from the list in the dashboard later to complete the required information for sending a request to AGS.

APPLEBY
Home

List of Applications

Company:

SUBMITTED

DRAFT

Apply New

Reference	Form	Date Created	Created By	Status

@2019 Appleby Global Services

Once a request is sent to Appleby Global Services, it will be listed under “Submitted” tab and will no longer appear under “Drafts” tab in your dashboard and will no longer be editable.

Each request will bear a unique tracking number for ease of reference and the user who eventually sends a request will become the focal point of AGS for subsequent email communications for the specific request sent.

7. Preparing your request(s) for Incorporation

While preparing your request, you can save a partially completed request and resume later from the “draft” list for completion.

The screenshot displays the Appleby Global Services web interface. At the top, there is a dark purple header bar with the 'APPLEBY' logo on the left and a 'Home' link followed by a search bar on the right. Below the header, the main content area has a light purple background. It starts with a 'Choose Jurisdiction:' label and a dropdown menu currently set to 'Seychelles'. Below this is a section titled 'Choose Your Form' which contains a list of six questionnaire options, each in a dark purple box with a chevron icon on the right: 'A. Corporate Questionnaire', 'B. Foundation Establishment Questionnaire', 'C. IBC Questionnaire', 'D. Limited Partnership Questionnaire', 'E. Special License Company Questionnaire - CSL', and 'F. Trust Establishment Questionnaire'. The 'C. IBC Questionnaire' option is expanded, revealing a white box with the text: 'Kindly fill in the IBC Questionnaire if you wish to set up an International Business Company under Seychelles International Business Companies Act2016.' and a 'Start Form' button.

8. Complementary Information.

Kindly refer to the complementary incorporation guide for the appropriate structure and jurisdiction for instructions to successfully complete your application.

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9. Support Helpdesk.

Should you require additional assistance, please feel free to contact us by email and we shall be glad to assist at the soonest.