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Site Visit Report	
SAMPLE SERVICES (BVI) LIMITED	
Country	**British Virgin Islands**
Company Number	**0000000 (sample)**
Request Date	**Jun 18, 2026**

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Verification code: sample-a0962b62

1. Background of the request

Sample / demonstration report. This is a fictional sample created to show the format of a physical site visit to a BVI company. Names, dates, company details, interview information and findings are illustrative. The photographs are real buildings and streetscapes in Road Town, Tortola, British Virgin Islands, included as an illustrative photographic record only; they are not evidence that the fictional sample company occupies any depicted building.

Request	
Subject	SAMPLE SERVICES (BVI) LIMITED
Registered address visited	Harbour Point House, 3rd Floor, Waterfront Drive, Road Town, Tortola, VG1110, British Virgin Islands
Interviewee	Jane A. Smith
Position	Managing Director / Compliance Officer
Visit date	18 June 2026
Visit time	10:15 a.m. – 11:02 a.m.
Visit type	Pre-arranged physical site visit

PURPOSE. On 18 June 2026, a pre-arranged physical site visit was carried out at the address above. The purpose of the visit was to assess whether the stated premises appeared consistent with an operating corporate-services office and to record objective observations concerning the location, access, staffing, office infrastructure and business activities described by the interviewee.

SCOPE OF THE VISIT. The visit consisted of an exterior inspection of the building and immediate area, confirmation of access to the stated office, an interview with the designated representative, a limited walk-through of office areas made available to the visitor, and a photographic record. The visit was not an audit, regulatory inspection, title search, lease verification or legal opinion, and no conclusion is expressed regarding beneficial ownership, solvency, licensing status or regulatory compliance except to the extent expressly supported by observations made during the visit.

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2. The premises and the visit

BUILDING AND AREA. In this sample scenario, SAMPLE SERVICES (BVI) LIMITED operates from a suite within a multi-storey commercial building in central Road Town, Tortola. The surrounding area is characterised by professional offices, retail premises, financial-services businesses and other commercial occupiers. Vehicular and pedestrian activity was observed in the immediate vicinity, and the location appeared readily accessible from the principal Road Town commercial streets.

The building is of modern concrete construction with glazed windows and direct street access. The suite entrance is reached from a shared ground-floor lobby. A nameplate for the subject company was observed adjacent to the internal suite entrance. The exterior and area photographs in the last chapter are illustrative Road Town photographs and are not proof of occupancy by the fictional subject company.

ARRIVAL, ACCESS AND INTERVIEW. At approximately 10:15 a.m., the visitor entered the building and asked for SAMPLE SERVICES (BVI) LIMITED. A receptionist confirmed the company name and contacted the interviewee. The visitor was then admitted to the office suite and invited to wait in the reception area. Within several minutes, Jane A. Smith attended, introduced herself as Managing Director / Compliance Officer and accompanied the visitor to a meeting room.

The interviewee presented a business card and a government-issued photographic identification document for visual comparison. The name and position stated during the interview were consistent with the details supplied in advance of the visit. No copies of personal identification were retained.

TOUR OF THE OFFICE. Following the interview, the visitor was shown the reception area, an open-plan workspace, the interviewee's office and meeting room, a records room and a small staff kitchenette. The open-plan workspace contained six desks, desktop or laptop computer equipment, office telephones and storage units. Five individuals were observed working at the premises during the visit. A printer/scanner and general office supplies were also visible.

The records room contained lockable filing cabinets and archive boxes. The interviewee stated that access to physical records is restricted to authorised personnel and that electronic files are maintained on access-controlled systems. The visitor did not inspect individual client files, passwords, server contents or other confidential records. The office was furnished and appeared capable of supporting the administrative activities described by the interviewee.

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3. **The business**

DESCRIPTION OF THE BUSINESS. The interviewee stated that the company provides corporate administration and fiduciary support services for BVI business companies. Services described included company incorporation support, registered-office and registered-agent administration, maintenance of corporate records, post-incorporation filings, transaction support, coordination of banking documentation and general corporate secretarial services. Client-facing work is conducted both locally and with overseas professional intermediaries.

The interviewee also provided a sample service schedule, a business card and printed company information as examples of materials ordinarily available to clients. For this demonstration report those supporting items are treated as fictional examples and are not reproduced.

BUSINESS FUNCTIONS AT THE LOCATION. The interviewee stated that the Road Town office is used for day-to-day administration, client communication, document preparation, statutory record maintenance, compliance support, billing and management functions. The premises were described as the company's principal BVI administrative office.

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4. Observed indicators and assessment

Indicators observed during the visit	
Indicator	**Observation**
Physical access	The visitor was able to enter the stated building and office suite by prior arrangement.
Company identification	A company nameplate was present at the suite entrance.
Staff presence	Five staff members were observed working in the office during the visit.
Office infrastructure	Workstations, computers, telephones, filing and storage facilities and meeting space were observed.
Business activity	The configuration and equipment appeared consistent with an administrative / corporate-services office.
Photographic evidence	Eight Road Town photographs are appended as the photographic record.

VISIT ASSESSMENT. Based on the facts set out in this sample, the premises appeared to be established office accommodation with personnel and infrastructure consistent with the business functions described by the interviewee. The visit is therefore recorded as satisfactory for the limited purpose of confirming apparent physical presence at the stated location, subject to the limitations below.

Result	
Visit result	SATISFACTORY – PHYSICAL PRESENCE INDICATORS OBSERVED

LIMITATIONS AND RELIANCE. This report records observations that a visitor could reasonably make during a short, pre-arranged physical visit. It does not verify ownership or tenancy rights, the authenticity of corporate records, the company's legal standing, regulatory status, source of funds, client activity, tax position or ongoing operations outside the time of the visit. The report distinguishes between matters directly observed, statements made by the interviewee, documents reviewed, and information obtained from external sources.

The photographs depict real buildings and streetscapes in Road Town, Tortola, British Virgin Islands, and show how the photographic evidence of a visit is embedded and captioned. No independent geolocation verification was performed for this sample, and no claim is made that the fictional sample company occupies any building shown.

CONCLUSION. The site visit commenced at approximately 10:15 a.m. and concluded at approximately 11:02 a.m. In a live engagement, the final report is issued together with the photographs, any permitted supporting documents and the visitor's declaration, in accordance with the requesting client's instructions and the applicable confidentiality requirements.

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5. Photographic record

Photographs taken in Road Town, Tortola, British Virgin Islands. In this sample they are illustrative only and are not linked to the fictional subject company.



Photo 1: Street-level commercial frontage in Road Town, Tortola, BVI. Client-supplied illustrative area photograph.



Photo 2: Multi-storey commercial building and adjacent streetscape in Road Town. Client-supplied illustrative exterior photograph.

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Photo 3: Side/rear elevation and service-access area of a Road Town commercial building. Client-supplied illustrative photograph.



Photo 4: Road Town commercial streetscape with third-party professional-services signage visible. Included for area context only.

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Photo 5: Large commercial/office building and parking area in Road Town, Tortola. Client-supplied illustrative photograph.



Photo 6: Vanterpool Plaza streetscape view in Road Town, with retail/pharmacy signage visible. Included for area context only.

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Photo 7: Additional exterior angle of a multi-storey commercial building in Road Town. Client-supplied illustrative photograph.



Photo 8: Road Town professional-services building and surrounding hillside streetscape. Included for area context only.

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