

INTERNATIONAL · #3

International *Country Partner* clerical verification playbook

The role, the safety rules, the verification workflow and the 57 nations where we recruit.

PRIORITY GUIDE #3

The International Country Partner role

Country Partners are vetted local professionals who help clients in their nation move through company administration with confidence. The work is clerical and relational, never financial.

What Country Partners do

- Light clerical checks: confirm a client's onboarding file is complete and matches what the client submitted
- Local document coordination: collect, organize and courier documents between the client, notaries and registries
- Registry and banking orientation: explain the local steps so the client knows what to expect
- Regional business outreach: introduce founders, accountants and business groups to our services
- Join translated video calls with clients when a local voice helps

What Country Partners never do

- Receive, hold or transfer client money (all payments go directly to Start My Business Inc.)
- Open bank, payment or crypto accounts for anyone, or lend their own identity or accounts
- Ask anyone for passwords, card numbers, PINs or one-time codes
- Give legal or tax advice (licensed local professionals handle that)
- Promise approvals, results or earnings

Red flags: stop and report. Anyone asking you to receive a transfer, forward a parcel of cards, open an account in your name or share a verification code is attempting fraud. Stop, do not reply, and report it to support@startmybusiness.us.

The clerical verification workflow

1. **Receive the assignment.** Our team sends a task in the partner portal with the client's first name, city and the checklist. You never receive full ID or account numbers.
2. **Check completeness.** Confirm each required document type on the checklist is present and legible. Mark anything missing.
3. **Check consistency.** Names, company name spelling and addresses match across documents. Note differences; do not correct documents yourself.
4. **Coordinate originals.** Where the registry or notary needs originals, arrange courier or appointment times with the client.
5. **Orient the client.** Explain what the registry and bank will ask for and typical local timing, in plain language.
6. **Report back.** Submit the checklist result in the portal: complete, incomplete (what is missing) or inconsistent (what differs).
7. **Close the task.** Our team and licensed local professionals complete filings. Your task closes when the file is handed off.

Privacy and record keeping

- Work only inside the partner portal and official email. Do not store client files on personal devices.
- Delete any temporary copies once a task closes. Keep no screenshots of client documents.
- Follow the privacy law of your nation and the partner agreement at all times.

57 nations, 7 regions: where we recruit

Region	Nations
North America	Canada, Mexico, United States
Central America	Costa Rica, Guatemala, Honduras, Nicaragua, Panama
Caribbean	Dominican Republic, Haiti, Jamaica, Trinidad and Tobago
South America	Argentina, Brazil, Chile, Colombia, Peru
Europe and the United Kingdom	Austria, Belgium, Czech Republic, Denmark, Finland, France, Germany, Ireland, Italy, Netherlands, Norway, Poland, Portugal, Romania, Spain, Sweden, Switzerland, Ukraine, United Kingdom
Africa	Democratic Republic of the Congo, Ethiopia, Ghana, Kenya, Malawi, Nigeria, South Africa, Tanzania, Uganda, Zambia, Zimbabwe
Asia-Pacific	Australia, Hong Kong, India, Indonesia, Japan, Malaysia, New Zealand, Philippines, Singapore, South Korea

How to apply

1. Open your nation's page at startmybusiness.us/worldwide and read the role.
2. Submit the Country Partner application (about 3 minutes). Never include ID, passport, tax, bank or card numbers.
3. We reply by email, usually within two business days, and schedule a short video interview.
4. Approved partners receive portal access, the partner agreement and their first orientation call.

Inventory totals ($458,867.80 standard retail and $257,909.30 promotional value across 178 distinct services) come from published service schedules. Commission figures are illustrative calculations from published rates and are not an income guarantee; payouts depend on settled qualifying client orders. Start My Business Inc. provides commercial formation, administration and software services. We are not a law firm and do not give legal, tax or investment advice; licensed local professionals are engaged wherever local law requires them.