

COMPANY FORMATION INSTRUCTION FORM

Please complete all sections.

COMPANY TYPE			
Company Type All prices quoted are subject to + VAT		Private Limited Company	£60
		Limited Liability Partnership	£90
		Limited by Guarantee	£120
		Limited by Guarantee Exempt Under Section 60	£120
		Flat / Estate Management Company (special objects)	£180
	N/A	Public Limited Company	N/A
Items marked N/A are currently unavailable. We constantly strive to improve our portfolio and it is always a good idea to ensure you have the very latest version of our instruction form.			

COMPANY DETAILS	
Company Name	
SIC Code	
SIC (Standard Industry Classification). If not provided by you, we will use code: (82990 - Other business support service activities not elsewhere classified)	
Registered Office Address	

NOMINEE SERVICE				
If you are unable to provide the full details of the necessary appointments needed to incorporate your chosen company type then we offer a NOMINEE service at an additional cost of £10 + VAT per officer appointed. It is important to understand that this service is only used to enable company incorporation and that once incorporated our officer(s) will be immediately resigned from said company before the company is released to you for you to appoint your own officers.				
Nominee Service		Yes		No

APPOINTMENT

Please complete all personal names **in full**. Do not use initials and please remember to check that the names match the ID provided. For multiple appointments please copy the **Appointments** table below adding it to a new page and please remember to complete all relevant sections.

APPOINTMENT				
Appointment Type (tick all that apply)	<input type="checkbox"/>	Director / Member (LLP's)		
	<input type="checkbox"/>	Secretary		
	<input type="checkbox"/>	Subscriber / Shareholder		
	<input type="checkbox"/>	PSC		
CORPORATE BODY / COMPANY APPOINTMENT (if applicable)				
Please complete this section if the appointment is a corporate body / company. Include the details of an existing officer of the corporate body / company who is authorised to authenticate its appointment in the section below.				
Company Name				
Company Number				
Legal Form (Ltd, PLC etc)				
Law Governed (EW, I, SC etc)				
Place of Registration (EW, I, SC etc)				
Member of EEA (European Economic Area)	<input type="checkbox"/>	Yes	<input type="checkbox"/>	No
PERSON / OFFICER DETAILS				
Title (Mr, Mrs, Miss, Dr, Rev, Sir etc)				
Full Name (FIRST & MIDDLE)				
Surname				
Date of Birth (dd/mm/yyyy)				
Occupation				
Nationality				
Country of Residence				
Residential Address Mandatory (This address will not appear on public record!)				

SERVICE ADDRESS Mandatory (This address will appear on public record!)	
TO AUTHENTICATE THE DIGITAL SIGNATURE PLEASE PROVIDE ANY THREE DETAILS FROM BELOW:-	
Town of Birth (first three letters)	
Director's father's first name (first three letters)	
Eye Colour (first three letters)	
Director's Mother's maiden name (first three letters)	
National Insurance number (last three digits)	
Passport number (last three digits)	
Telephone number (last three digits)	
SHARE HOLDING	
Number of Shares held	
Price Paid PER SHARE (GBP)	
Price Un-Paid PER SHARE (GBP)	
Share Type (leave blank for default*)	
Prescribed Particulars (leave blank for default*)	

*Unless indicated otherwise we will use the share type 'Ordinary' using the following prescribed particulars:

1. Each share is entitled to one vote in any circumstance.
2. Each share is entitled equally to dividend payment or any other distribution.
3. Each share is entitled equally to participate in a distribution arising from a winding-up of the company.