
**COMPANY FORMATION
INFORMATION GATHERING FORM**

Legal Clarity.

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COMPANY FORMATION

To incorporate your company, we need some specific information. Please complete the form below.

SECTION 1 - COMPANY DETAILS

Proposed company name

What type of company would you like to form?

Standard Limited Company (private company limited by shares)	<input type="checkbox"/>
Private Company limited by Guarantee	<input type="checkbox"/>
Public Limited Company (PLC)	<input type="checkbox"/>
Other (please specify)	<input type="checkbox"/>

Proposed registered office address (including post code)

Country of Incorporation

England and Wales/Scotland/Wales/Northern Ireland

The following link provides a list of Standard Industrial Classification (SIC) Codes:

<http://resources.companieshouse.gov.uk/sic/>

You can pick up to 4 codes:

SECTION 2 - DIRECTORS

NOTE: COMPANIES REQUIRE AT LEAST ONE INDIVIDUAL DIRECTOR

You can appoint as many directors as you wish but there must be at least one (two in the case of a PLC). This form contains space for three individual and two corporate directors. If you need to appoint additional directors please provide the relevant information on a copy of this form.

Individual Director (1)

Title

Mr/Mrs/Miss/Ms/Sir/Dame/Lord/Lady

Full name

Date of Birth

Nationality

Occupation

Residential Address

(including post code)

Service Address

We will use your company's Registered Office as the address to which notices and other correspondence can be sent for the attention of this director (the 'Service Address'). If you would like to use a different address please provide a Service Address below (this Address will appear on the public record at Companies House).

Service Address
(including post code)

Authentication Information

In order to appoint a person as a director of the proposed company you need their consent. Traditionally the person you are appointing would signify their consent by signing a form, but this company will be formed electronically, as a result we use a different method which is approved by Companies House.

Simply ask the person you are appointing for their consent to be a director. If they agree, ask them to provide the following pieces of information in place of their signature.

Town of birth

Mother's maiden name

Father's first name

<input type="text"/>
<input type="text"/>
<input type="text"/>

Individual Director (2)

Title

Full name

Date of Birth

Nationality

Occupation

Residential Address
(including post code)

Mr/Mrs/Miss/Ms/Sir/Dame/Lord/Lady
<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Service Address

We will use your company's Registered Office as the address to which notices and other correspondence can be sent for the attention of this director (the 'Service Address'). If you would like to use a different address please provide a Service Address below (this Address will appear on the public record at Companies House).

Service Address
(including post code)

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Authentication Information

In order to appoint a person as a director of the proposed company you need their consent. Traditionally the person you are appointing would signify their consent by signing a form, but this company will be formed electronically, as a result we use a different method which is approved by Companies House.

Simply ask the person you are appointing for their consent to be a director. If they agree, ask them to provide the following pieces of information in place of their signature.

Town of birth	
Mother's maiden name	
Father's first name	

Individual Director (3)

Title	Mr/Mrs/Miss/Ms/Sir/Dame/Lord/Lady
Full name	
Date of Birth	
Nationality	
Occupation	
Residential Address (including post code)	

Service Address

We will use your company's Registered Office as the address to which notices and other correspondence can be sent for the attention of this director (the 'Service Address'). If you would like to use a different address please provide a Service Address below (this Address will appear on the public record at Companies House).

Service Address (including post code)	
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Authentication Information

In order to appoint a person as a director of the proposed company you need their consent. Traditionally the person you are appointing would signify their consent by signing a form, but this company will be formed electronically, as a result we use a different method which is approved by Companies House.

Simply ask the person you are appointing for their consent to be a director. If they agree, ask them to provide the following pieces of information in place of their signature.

Town of birth

Mother's maiden name

Father's first name

SECTION 3 - SECRETARY

Private companies do not require a company secretary (PLCs do). We would suggest that there is no need to appoint a secretary unless there is a specific reason for doing so.

NOTE: IF THE COMPANY DOES NOT HAVE A SECRETARY SKIP STRAIGHT TO SECTION FOUR OF THIS FORM

Individual Secretary

Title	Mr/Mrs/Miss/Ms/Sir/Dame/Lord/Lady
Full Name	
Date of Birth	
Nationality	
Occupation	
Residential Address (including Post Code)	

Service Address

We will use your company's Registered Office as the address to which notices and other correspondence can be sent for the attention of this secretary (the 'Service Address'). If you would like to use a different address please provide a Service Address below (this Address will appear on the public record at Companies House).

Service Address (including post code)	
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Authentication Information

In order to appoint a person as a secretary of the company you need their consent. Traditionally the person you are appointing would signify their consent by signing a form, but this company will be formed electronically, as a result we use a different method, which is approved by Companies House.

Simply ask the person you are appointing for their consent to be a director. If they agree, ask them to provide the following pieces of information in place of their signature.

Town of birth	
Mother's maiden name	
Father's first name	

Corporate Secretary

NOTE: IF THE COMPANY DOES NOT HAVE A CORPORATE SECRETARY SKIP STRAIGHT TO SECTION FOUR OF THIS FORM

Company Name:

Registered Office Address
(including Post Code):

If the Corporate Director is registered in the EEA

Place of Registration (name of
Registry)
Registered Number

<input type="text"/>
<input type="text"/>

If the Corporate Director is registered outside the EEA

Name of Registry

Law Governing the Company

Company Number

Legal Form (the type of company)

<input type="text"/>
<input type="text"/>
<input type="text"/>
<input type="text"/>

Authentication Information – Corporate Secretary

You need the consent of the company that is going to be a secretary of the company. Firstly you need to provide the name of a director or secretary that is consenting on behalf of the company that will be a director of the company you are forming.

Authoriser's Surname

Authoriser's Forename

<input type="text"/>
<input type="text"/>

Next you need the authorising director of the company to provide the following pieces of information about themselves in place of their signature.

Town of birth

Mother's maiden name

Father's first name

<input type="text"/>
<input type="text"/>
<input type="text"/>

SECTION 4 - SHARES

Please provide details of the shareholders in your prospective company.

NOTE: IF THE COMPANY YOU ARE FORMING IS LIMITED BY GUARANTEE SIMPLY STATE THE AMOUNT OF THE GUARANTEE AND THE NAMES OF THE MEMBERS IN THE LARGE BOX BELOW.

List of Shareholders

Shareholder Name	Class of Share	Quantity	Nominal Value of each share	Premium paid on each share
			£	£
			£	£
			£	£
			£	£

If there is more than one share class, please provide details of the rights to be attached to each class of shares:

*** Please note that an additional fee will be payable if the company is to be incorporated with multiple classes of shares.**

People with Significant Control (PSC)

From April 2016 all companies and LLPs registered in the UK are required to maintain a register of Persons with Significant Control, which sets out the details of those individuals who are able to exercise significant control over the company.

Confirmation is therefore needed for persons who:

- A. directly or indirectly hold more than 25% of the issued share capital in the company;
- B. directly or indirectly hold more than 25% of the voting rights in a company;
- C. directly or indirectly hold the right to appoint or remove a majority of directors;
- D. has the right to exercise, or actually exercise, significant control in a company; or
- E. has the right to exercise, or actually exercise, significant control over the activities of a trust or firm holding shares in a company, which is not itself a legal entity but which would meet any of the first four conditions if it were an individual.

Please indicate which of the above category(ies) each of the relevant persons fall into (A to E).

For each of these persons, please provide their:

Shareholder Name	Residential Address	Nationality	Date of Birth

Further and better details are set out on our website at the following page:

<https://www.legalclarity.co.uk/people-of-significant-interest.htm>

Shareholder/Guarantor Details (1)

Title	Mr/Mrs/Miss/Ms/Sir/Dame/Lord/Lady
Full Name	
Date of Birth	
Nationality	
Occupation	
Residential Address (including Post Code)	

Service address

We will use your company's Registered Office as the address to which notices and other correspondence can be sent for the attention of this shareholder (the 'Service Address'). If you would like to use a different address please provide a Service Address below (this Address will appear on the public record at Companies House).

Service Address (including post code)	
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Authentication Information

In order to appoint a person as a shareholder of the company you need their consent.

Simply ask the person you are appointing for their consent to be a shareholder. If they agree, ask them to provide the following pieces of information in place of their signature.

Town of birth	
Mother's maiden name	
Father's first name	

Shareholder/Guarantor Details (2)

Title	Mr/Mrs/Miss/Ms/Sir/Dame/Lord/Lady
Full Name	
Date of Birth	
Nationality	
Occupation	

Residential Address
(including Post Code)

Service address

We will use your company's Registered Office as the address to which notices and other correspondence can be sent for the attention of this shareholder (the 'Service Address'). If you would like to use a different address please provide a Service Address below (this Address will appear on the public record at Companies House).

Service Address
(including post code)

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Authentication Information

In order to appoint a person as a shareholder of the company you need their consent.

Simply ask the person you are appointing for their consent to be a shareholder. If they agree, ask them to provide the following pieces of information in place of their signature.

Town of birth

Mother's maiden name

Father's first name

Corporate Shareholder/Guarantor Details (1)

Company Name:

Registered Office Address
(including Post Code):

If the Corporate Director is registered in the EEA

Place of Registration (name of Registry)
Registered Number

If the Corporate Director is registered outside the EEA

Name of Registry
Law Governing the Company
Company Number
Legal Form (the type of company)

Authentication Information – Corporate Shareholder

You need the consent of the company that is going to be a shareholder of the proposed company.

Firstly you need to provide the name of a director or secretary that is consenting on behalf of the company that will be a shareholder of the company you are forming.

Authoriser’s Surname
Authoriser’s Forename

Next you need the authorising director of the company to provide the following pieces of information about themselves in place of their signature.

Town of birth
Mother’s maiden name
Father’s first name

Corporate Shareholder/Guarantor Details (2)

Company Name:

Registered Office Address
(including Post Code):

If the Corporate Director is registered in the EEA

Place of Registration (name of
Registry)
Registered Number

<input type="text"/>
<input type="text"/>

If the Corporate Director is registered in the EEA

Name of Registry

Law Governing the Company

Company Number

Legal Form (the type of company)

Authentication Information – Corporate Shareholder

You need the consent of the company that is going to be a shareholder of the proposed company.

Firstly, you need to provide the name of a director or secretary that is consenting on behalf of the company that will be a shareholder of the company you are forming.

Authoriser's Surname

Authoriser's Forename

Next you need the authorising director of the company to provide the following pieces of information about themselves in place of their signature.

Town of birth

Mother's maiden name

Father's first name

SECTION 4 - PERSON AUTHORISING THE INCORPORATION

Please confirm the name of the shareholder/member who is authorising the incorporation of the company, including the submission of the information on this form to Companies House.

Full name