

COMPANY FORMATION INSTRUCTION FORM

Please complete all sections.

COMPANY TYPE	
Company Type	<input type="checkbox"/> Same Day Service* (please also state the company type)
	<input type="checkbox"/> Private Limited Company
	<input type="checkbox"/> Limited Liability Partnership
	<input type="checkbox"/> Limited by Guarantee
	<input type="checkbox"/> Limited by Guarantee Exempt Under Section 60
	<input type="checkbox"/> Flat / Estate Management Company (special objects)
	<input type="checkbox"/> Public Limited Company
<p>*For the Same Day Service, all completed details including any necessary supporting data must be sent to us by 2:30pm. This will ensure all data is submitted before Companies House's deadline of 3pm. Companies are processed before close of business of the same day.</p>	

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

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)	<table border="1"><tr><td><input type="checkbox"/></td><td>Director / Member (LLP's)</td></tr><tr><td><input type="checkbox"/></td><td>Secretary</td></tr><tr><td><input type="checkbox"/></td><td>Subscriber / Shareholder</td></tr><tr><td><input type="checkbox"/></td><td>PSC</td></tr></table>	<input type="checkbox"/>	Director / Member (LLP's)	<input type="checkbox"/>	Secretary	<input type="checkbox"/>	Subscriber / Shareholder	<input type="checkbox"/>	PSC
<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)	<table border="1"><tr><td><input type="radio"/></td><td>Yes</td><td><input type="radio"/></td><td>No</td></tr></table>	<input type="radio"/>	Yes	<input type="radio"/>	No				
<input type="radio"/>	Yes	<input type="radio"/>	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! SAME AS Registered Office <input type="checkbox"/>									

<p>Service Address Mandatory (This address WILL appear on public record!)</p> <p style="text-align: center;"> SAME AS Residential Address SAME AS Registered Office <input type="checkbox"/> <input type="checkbox"/> </p>	
<p>TO AUTHENTICATE THE DIGITAL SIGNATURE PLEASE PROVIDE ANY THREE DETAILS FROM BELOW:-</p>	
<p>Town of Birth (first three letters)</p>	
<p>Director's father's first name (first three letters)</p>	
<p>Director's Mother's maiden name (first three letters)</p>	
<p>National Insurance number (last three digits)</p>	
<p>Passport number (last three digits)</p>	
<p>Telephone number (last three digits)</p>	
<p>SHARE HOLDING</p>	
<p>Number of Shares held</p>	
<p>Price Paid PER SHARE (GBP)</p>	
<p>Price Un-Paid PER SHARE (GBP)</p>	
<p>Share Type (leave blank for default*)</p>	
<p>Prescribed Particulars (leave blank for default*)</p>	

