

# 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"/>
	<input type="checkbox"/>	Private Limited Company	<input type="checkbox"/>
	<input type="checkbox"/>	Limited Liability Partnership	<input type="checkbox"/>
	<input type="checkbox"/>	Limited by Guarantee	<input type="checkbox"/>
	<input type="checkbox"/>	Limited by Guarantee Exempt Under Section 60	<input type="checkbox"/>
	<input type="checkbox"/>	Flat / Estate Management Company (special objects)	<input type="checkbox"/>
	<input type="checkbox"/>	Public Limited Company	<input type="checkbox"/>
<p><b>*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.</b></p>			
<p><b>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.</b></p>			

COMPANY DETAILS	
Company Name	<input type="text"/>
SIC Code	<input type="text"/>
<p><b>SIC (Standard Industry Classification). If not provided by you, we will use code:</b>  <a href="#">(82990 - Other business support service activities not elsewhere classified)</a></p>	
Registered Office Address	<input type="text"/>

## **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.

<b>APPOINTMENT</b>				
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		
<b>CORPORATE BODY / COMPANY APPOINTMENT (if applicable)</b>				
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
<b>PERSON / OFFICER DETAILS</b>				
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 <b>Mandatory</b> (This address <b>WILL NOT</b> appear on public record!  SAME AS Registered Office				

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

