

COMPANY FORMATION INSTRUCTION FORM

Please complete all sections.

COMPANY TYPE	
Company Type	☐ Same Day Service* (please also state the company type)
	☐ Private Limited Company
	☐ Limited Liability Partnership
	☐ Limited by Guarantee
	☐ Limited by Guarantee Exempt Under Section 60
	☐ Flat / Estate Management Company (special objects)
	☐ Public Limited Company
*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.	

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	
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)	☐	Director / Member (LLP's)	
	☐	Secretary	
	☐	Subscriber / Shareholder	
	☐	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)	☐	Yes	☐ 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 ☐			

Service Address Mandatory (This address WILL appear on public record!) SAME AS Residential Address SAME AS Registered Office ☐ ☐	
From November 18, 2025, Identity Verification (IDV) is a legal requirement for all new and existing company directors and people with significant control (PSCs). Please provide the appointments Unique ID Verification code below.	
Unique ID Verification number) (11 characters without '-')	
If you need help obtaining a unique ID Verification number then why not take advantage of our global IDV service. As a Companies House registered ACSP, we are authorized to issue such codes subject to the applicants successful ID Verification. All we need to start the process is the applicants full name (stated above) as it appears on their ID and either their email address or mobile phone number (both is extremely helpful). If you do not require our global IDV service then miss this section and move onto SHARE HOLDING if applicable to this appointment.	
Email Address	
Mobile Number	
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*)	

Clear Form

Print Form

Submit Form