

Company Name	
Preferred Name	
Alternative Name 1	
Alternative Name 2	

Registered Address		Service Address (if different from Registered Address)
Street Address		
Town		
County		
Postcode		

Company Situation	
Please indicate which country the company is situated in	<input type="checkbox"/> England <input type="checkbox"/> England and Wales <input type="checkbox"/> Wales <input type="checkbox"/> Scotland <input type="checkbox"/> Northern Ireland

Accounting Reference Date	
Please indicate the date to which the annual accounts will be made up	<input type="checkbox"/> 31 March <input type="checkbox"/> 31 December <input type="checkbox"/> Other _____

Nature of business	
Please indicate the main type of business the company is going to be engaged in	

Applicants (Please note that a PLC must appoint a minimum of two directors and one secretary)

	Applicant 1	Applicant 2	Applicant 3
Title			
Surname			
Forenames			
Former names used in business			
Residential Address			
Service Address (if different from Residential Address)			
Country of Residence			
Date of Birth			
Town of Birth			
Nationality			
Director	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Other UK Directorships			
Secretary	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Business Occupation			
Shareholder	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Number of shares			
Member	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

Security Information

	Applicant 1	Applicant 2	Applicant 3
Eye Colour			
Town of Birth			
(Home) Telephone Number			

Share Information (A PLC may have one just one share issued to incorporate the company but must have a minimum issued capital of £50,000 and least 25% (£12,500) of this minimum must be fully paid up before the Registrar of Companies can issue a Certificate for Commencement of Trading. This Certificate must be issued before the company commences any business transactions)

Share details	
Amount of shares issued and to whom	
Are shares are to remain unpaid on incorporation?	<input type="checkbox"/> No <input type="checkbox"/> Yes amount per share _____
Are the shares are to have a premium on them?	<input type="checkbox"/> No <input type="checkbox"/> Yes amount per share _____

Identification Requirements (To Comply with Money Laundering and Proceeds of Crime legislation we must see some of the documentation listed below. We need to see either 1,2 or 3 AND either 4 or 5)

	Applicant 1	Applicant 2	Applicant 3
1. Current Signed Passport	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
2. Driving licence	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
3. National Identity card	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
4. Utility Invoice	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
5. Recent Bank Statement	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes

The details given in the questionnaire, pertaining to the incorporation of _____ Limited (or a company with an alternative name listed in Part 1 of this questionnaire) are to the best of my knowledge and belief correct AND THAT the company is being formed for a legitimate business the purpose of which and proceeds from, will not infringe the Laws of the United Kingdom or directly infringe the laws of a Country with which the United Kingdom has full diplomatic relations, to the extent that it will render the company or its officers liable to prosecution in that Country.

All Costs incurred by Shipleys LLP on behalf of the company will be reimbursed in full (incorporation fees, stamp duty etc.)

.....
 Signature of the promoter of the company _____ Date _____
 Name of Promoter
 Address of Promoter

Privacy

Please note that the information given on this form will only be used for company registration purposes. It may be necessary to request identical information from you if you require another service from us.

Company Name

A company may not be registered with a name identical to that already on the Companies Register. Consequently, please give your preferred name and two alternatives we can use, if this is not available. It is possible to check whether a company name has already been taken by visiting www.companieshouse.gov.uk which lists brief details of all the companies in the UK.

Registered Office Address

This is the address to which all official correspondence should be sent.

Authorised Capital

The authorised capital is the amount and type of share capital the directors are authorised to issue in the company. This is normally set at £100 'Ordinary' Shares to begin. However, if you wish to issue more than £1000 in capital in the first year of trading, please indicate this amount. The authorised capital can be increased at a later date

Accounting Reference Date

This is the date to which the Annual Accounts of the company will be made up. It can be any date but is usually set at 31 March or 31 December

Security Information

This information will not appear on the public record file, but it is required for security purposes, in the electronic filing of documents (only 3 out of 7 of the items of information listed on the form are required)

Identification Requirements

To Comply with Money Laundering and Proceeds of Crime legislation we require evidence of identification of all the directors, the shareholders and company secretary, before we can release the company to you. This will include sight of:

1. A current signed passport **OR**
2. Driving licence bearing a photograph issued by any member state of the EU **OR**
3. National Identity card issued by a country within the EU bearing a photograph

AND evidence of current residential address. This may be

4. A recent utility invoice for example Electricity, Gas and Water. (mobile telephone invoices are not acceptable) **OR**
5. A recent bank statement. (not older than 3 months)

For Corporate Directors, Secretaries and Shareholders

We require

6. A Copy of the certificate of incorporation. For companies incorporated outside the UK we require the certificate certified as a true copy of the original (see below for details should certify the documents) **AND**
7. Names and addresses of the beneficial owners of the company and the directors and officers of the company

For Companies, which will form part of a group structure, we will need a clear plan of the group structure, showing who the ultimate beneficial owners will be and who is controlling the activities of the company that is being incorporated. We may require evidence of identity of the ultimate controlling officers and shareholders as in 1-6 above.

For those clients unable to visit our offices in person, please note that we require all evidence of identity certified a true copy of the original document by a Solicitor/Commissioner for Oaths, Justice of the Peace or Notary Public. For those clients located outside the UK, the documents giving the evidence of identity should be certified by: A Notary Public, a British Consul, the Partner of another AGN office, or a Law / Accounting firm accredited by Shipleys LLP as being able to certify the validity of the required documents.