



Order online at  
[www.yorkplace.co.uk](http://www.yorkplace.co.uk)

## LEEDS

White Rose House,  
28a York Place  
Leeds LS1 2EZ

FORMATIONS & GENERAL  
TEL: 0113 224 5450

FAX: 0113 224 5498

DX: 26436 –  
Leeds Park Square

Email:  
[formations@yorkplace.com](mailto:formations@yorkplace.com)

PROPERTY  
TEL: 0113 224 5450

FAX: 0845 299 1309

Email:  
[property@yorkplace.com](mailto:property@yorkplace.com)

## LONDON

41 Chalton Street  
London NW1 1JD

TEL: 020 7554 2298

FAX: 0845 299 1309

DX: 2103 – Euston

Email:  
[london@yorkplace.com](mailto:london@yorkplace.com)

## On this form:

### UK companies

- ◆ Private limited
- ◆ Private unlimited
- ◆ Public
- ◆ Guarantee
- ◆ Charity
- ◆ Community Interest
- ◆ Residents' Management
- ◆ Right to Manage
- ◆ Commonhold Association

Please contact us for  
Limited Liability Partnerships  
EEIG

Societas Europaea  
International Companies



[www.yorkplace.co.uk](http://www.yorkplace.co.uk)

York Place is a trading division of  
Stanley Davis Group Limited

Registered Office:

41 Chalton Street London NW1 1JD

Registered in England  
Company No. 2413680

## Company Formation Request

### THE UK COMPANY

#### ADVANTAGES OF INCORPORATION

Limited liability for members (shareholders)
Protection of charity trustees assets
Perpetual succession as companies carry on even though directors/members leave
The company name is unique and therefore protected
There is a governing structure set out in the Articles of Association
Share capital can be created with varying rights to facilitate investment
It is possible to create a floating charge over the company assets
Registered UK company costs are amongst the lowest in the world and no audit required if turnover is below minimum limit – currently £5,600,000. (Charities – £250,000)
There can be pensions and tax advantages and we suggest you seek independent financial advice
Fullfilling a statutory purpose, eg property companies under the Commonhold and Leasehold Reform Act
There are grants available to not-for-profit companies

#### ADVANTAGES OF USING YORK PLACE

Experts in company formation with many years experience, and managed by Chartered Secretaries
Articles of association settled by counsel and guaranteed to be compliant with the Companies Act 2006
State of the art systems for fast electronic incorporation with most companies incorporated in 1-2 days with a guaranteed sameday option available
Multiple share class companies incorporated electronically
Readymade companies are available
A range of products to suit all requirements and budgets
Quality service and presentation
Happy to discuss your issues and give advice at no charge
No hidden extras
No fees for helping with problem names
Full telephone support
Bank account opening service

## What our Clients say

"Just to confirm receipt of the pack in the above and to thank you for your prompt and efficient service; a service which I would have no hesitation in using again or recommending."

"I can't thank you enough for all that you do!"

"Thanks, that's excellent news! You should see the size of the smile on my face! I'd been worried that name would get pulled out from underneath me somehow, so having it all confirmed really is very very good news!"

"Thank you for your help, your expert advice, and for the speed of service. You have helped make something that was proving more complicated than I'd have liked into something really quite simple. Thanks again."

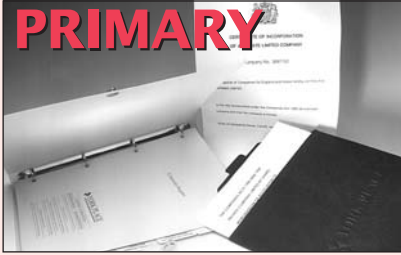
"All credit to you guys for not charging for the extra work you did on this. This sort of service is what strengthens customer relations"

"You are just wonderful! Thank you!"

These are genuine unsolicited comments.

**On the following pages please complete the information we need to incorporate your company. If you have any problems or questions, please call or email us. Payment is required unless you have a credit account. Credit cards accepted. Send completed form FREEPOST to York Place, NEA 1234, Leeds LS1 1YY or order direct from our website [www.yorkplace.co.uk](http://www.yorkplace.co.uk)**

## Private Limited Company Formation Packages



### The Primary package provides the essentials including:

- ◆ Certificate of incorporation
- ◆ Stock transfer form
- ◆ Letters of resignation of the first nominee officers
- ◆ Certificate of non-trading
- ◆ One copy of the Articles of Association as lodged on incorporation
- ◆ Statutory registers in looseleaf format

All documents are presented in a smart A4 size wallet with secure fastening clasp.

Any additional elements to the Primary pack will require an upgrade to either the Nine Star or the Ten Star formation packages.



### The Nine Star package is an enhanced formation package providing useful post incorporation documentation in addition to the core elements comprising:

- ◆ Certificate of incorporation
- ◆ One copy of the Articles of Association as lodged on incorporation
- ◆ One bound copy of the Articles of Association incorporating any changes since incorporation
- ◆ York Place exclusive Forms Pack with enclosures guide including director's resolution to appoint new officers, resignation letters of first officers, certificate of non-trading, stock transfer form, agenda
- ◆ and minutes of first board meeting, statutory forms, blank stock transfer form, What Next? guidance notes to post incorporation requirements, copies of the forms filed at Companies House
- ◆ Statutory and other useful registers bound into a hard backed combined register

The Nine Star classic package is presented in a durable black slip case.



### The Ten Star package is a fully comprehensive formation package leaving nothing to chance. The package consists of all the essential elements for the formal incorporation of the company together with fully completed post registration minutes, statutory forms and registers and includes:

- ◆ Certificate of incorporation
- ◆ Fully completed duty-paid stock transfer form
- ◆ One copy of the Articles of Association as lodged on incorporation
- ◆ Two bound copies of the Articles of Association incorporating any changes since incorporation
- ◆ York Place exclusive forms pack with enclosures guide including director's resolution to appoint new officers, resignation letters of first officers, certificate of non-trading
- ◆ Fully completed first board minutes
- ◆ Fully completed statutory forms
- ◆ Share certificates prepared and ready for signature
- ◆ Blank statutory forms for post incorporation use, What Next? guidance notes, copies of forms filed at Companies House
- ◆ Statutory and other useful registers fully completed and secured in a top quality A4 size looseleaf register housed in a boxed slip case for easy shelf filing. A useful ID pocket on the spine makes for easy retrieval
- ◆ Company seal in hand plier style presented in a black vinyl wallet



### The Corporate package consists of a formation package and first full year annual support service comprising:

- ◆ Preparing the first board minutes which document the first officers and shareholders/members, bankers, accounting reference date and other important elements
- ◆ Providing a nominee secretary or joint secretary
- ◆ Providing a registered office if required
- ◆ Filing all necessary documents with Companies House
- ◆ Updating and maintaining the statutory records to reflect changes of directors/members and share transfers and allotments
- ◆ Advising on duty payable on share movements
- ◆ Preparing and filing the Annual Return
- ◆ AGM documentation including notices, resolutions and minutes if required
- ◆ Providing update summaries of the shareholders/members, officers, location of records etc. on request
- ◆ Telephone advice service on matters of compliance



### The revolutionary e-pack ordered online @[www.yorkplace.co.uk](http://www.yorkplace.co.uk) provides by electronic delivery (for private limited companies only):

- ◆ Certificate of incorporation
- ◆ Transfer documentation
- ◆ Articles of Association
- ◆ Statutory registers

The documents can be printed and hard copies retained in the company file. Alternatively the statutory records can be retained on your pc for security and update purposes. The e-pack is available at £79.50 inclusive.

## What is a Company?

**A company is an association of people formed together for some common purpose. The registration process makes a company a legal person, distinct from its members and directors.**

**It can therefore:**

- Enter into contracts in its own name
- Sue and be sued in its own name
- Buy, sell and lease property in its own name

**Type of corporate structure**

- The Companies Act permits the following structures:
- Limited by shares – private or public
- Limited by guarantee
- Unlimited

**Registration Requirements** For incorporation the following information and documents are required:

- ◆ Company name – must be chosen carefully to avoid conflicts with existing names and must not contain any controlled words without permission

- ◆ Articles of Association – must be carefully drafted to ensure that the company has the power to do what it needs to do and that its internal regulations are suitable
- ◆ Share capital – every company with a share capital must state the denomination and currency of its shares (For guarantee companies, the members guarantee to pay a fixed sum on winding up)
- ◆ Directors – all companies need at least one director. Public companies need two. A secretary is required by a public company but this is optional for private companies
- ◆ Shareholders/Members – at least one is required
- ◆ Address of the registered office – the address which will receive official correspondence. This may or may not be the same as the trading address

## What type of Company?

If you are looking to set up in business for profit you will need one of our commercial company packages. The majority of the companies incorporated are private companies limited by shares. This is the most popular and flexible format for companies set up to trade for profit. A public company will give you the added status of 'plc' but there are no audit exemptions for this type of company and at least £50,000 of shares must be issued and they must be at

least 25% paid up before you can start trading.

An unlimited company is similar in format to a private limited company. The members have unlimited liability but the company does not have to file accounts at Companies House. We recommend our annual support service to keep you compliant with your company filing requirements and you can save by ordering our Corporate Package.

**York Place not only form commercial companies but also assist with other more specialised companies including:**

### RESIDENTS' AND PROPERTY MANAGEMENT COMPANIES

**Traditionally, leaseholders have used residents' management companies (limited by shares or guarantee) to manage the common parts of property developments and/or in addition to own the freehold of the property.**

Each dwellingholder becomes a shareholder/member of the company and all or a proportion of the dwellingholders act as directors. The Articles of Association provide only for the management of the property and do not permit any excess funds to be distributed by way of dividend.

**Right to Manage (RTM)** companies enable the long leaseholders (a long lease is one with a term exceeding twenty-one years) of residential flats to collectively manage their own flats whether or not the landlord agrees. The RTM company can

only be formed for the sole purpose of the acquisition and exercise of the right to manage the premises by long leaseholders of residential flats and the company name must end with the words '...RTM Company Limited'.

Commonhold is a type of tenure for flats and other independent units under which owners of properties, can own the freehold of their homes and have an interest in an organisation which owns and manages the common parts of the development in which they live. The organisation is known as a **Commonhold Association** which must be a company limited by guarantee. Commonhold can only be created out of freehold land or a freehold building and comes into effect as commonhold when the land is registered at the Land Registry as commonhold.

### CHARITIES

Many charities are established as trusts or unincorporated associations and do not therefore have a separate legal identity. Such a charity cannot enter into contracts in its own name but it is up to the trustees instead. Trustees must consider their possible personal liability for losses to the charity's assets. Where

a charity is a company, it is the company that is principally responsible for liabilities, not the individual charity trustees. Trustees can still be liable if found guilty of misconduct or mismanagement but generally incorporation is a good way to minimise risks to the trustees.

### COMMUNITY INTEREST COMPANIES (CICs)

Defined as a vehicle for 'social enterprises' community interest companies or CICs are businesses which trade with a social purpose. Activities must be for the benefit of the community rather than for members or employees. To be incorporated an application must pass the "community interest test" rules which restrict ability to transfer or distribute assets. The Regulator of Community Interest Companies has to be convinced that the company will satisfy this test before a company can be formed or become a CIC so prior approval is needed. Examples

of possible eligible organisations: Childcare; social care for older people; social housing; a commercial company where employees are drawn from disadvantaged groups; fair trade companies; trading subsidiaries of charities; sports clubs. The formation procedure for a CIC takes slightly longer than normal because papers have to be submitted to Companies House who then pass them to the Regulator of CIC's for approval. A Community Interest Statement must be prepared giving a clear outline of the company's purpose and proposed activities.



## IMPORTANT NOTES

- ◆ York Place electronically incorporates all company formations permitted by Companies House. This reduces the incorporation period to 1-2 days. A stock of readymade companies is held for the situation where incorporation is required even faster
- ◆ York Place provides post incorporation company secretarial services including registered office, annual secretarial compliance and nominee support. (Refer to No. 13, Annual Support Services on page 7 for more details)

## INSTRUCTIONS

- ◆ Complete the request sheet
- ◆ Attach the appropriate payment unless you have a credit account with us or you can pay by credit card and send FREEPOST to York Place, NEA 1234, Leeds LS1 1YY or apply online at [www.yorkplace.co.uk](http://www.yorkplace.co.uk)

## Choose your company and package

Custommade  or Readymade

Custommade companies (apart from unlimited and CICs) can be incorporated electronically in 1-2 days. Readymade companies can be reserved from our stock - please call us.

**The e-pack and all companies can be ordered online @ [www.yorkplace.co.uk](http://www.yorkplace.co.uk)**

All charges are inclusive of VAT unless otherwise stated

Company Type	TEN STAR	NINE STAR	PRIMARY
<b>COMMERCIAL COMPANIES</b>			
◆ PRIVATE COMPANY LIMITED BY SHARES The most common form of incorporation. Suitable for most business users	<input type="checkbox"/> £196.00	<input type="checkbox"/> £147.00	<input type="checkbox"/> £118.00
◆ UNLIMITED COMPANY Similar to a private limited company except that the shareholders have unlimited liability	<input type="checkbox"/> £225.00	<input type="checkbox"/> £175.00	
◆ PUBLIC COMPANY LIMITED BY SHARES A company which can raise funds from the general public, with the enhanced status that 'plc' offers	<input type="checkbox"/> £196.00	<input type="checkbox"/> £147.00	
◆ SUBSIDIARY COMPANY A private limited company with articles amended to consolidate the power of the holding company. Version available for trading company of a charity	<input type="checkbox"/> £196.00	<input type="checkbox"/> £147.00	
<b>RESIDENTS' AND PROPERTY MANAGEMENT (NOT FOR PROFIT)</b>			
◆ RESIDENTS/INDUSTRIAL MANAGEMENT COMPANY To own the freehold of and manage a residential/industrial development - limited by shares	<input type="checkbox"/> £290.00	<input type="checkbox"/> £250.00	
◆ RESIDENTS/INDUSTRIAL MANAGEMENT COMPANY as above but limited by guarantee	<input type="checkbox"/> £290.00		
◆ RTM (RIGHT TO MANAGE) COMPANY Enables leaseholders of flats to control the management of their building	<input type="checkbox"/> £290.00		
◆ COMMONHOLD ASSOCIATION A company limited by guarantee suitable for owners of property to buy the freehold	<input type="checkbox"/> £290.00		
<b>OTHER NOT FOR PROFIT COMPANIES</b>			
◆ COMPANY LIMITED BY GUARANTEE A company with no share capital whose liability is limited to a fixed sum guaranteed by the members - suitable for companies which can not distribute profits including charities, social and athletic clubs	<input type="checkbox"/> £290.00		
◆ COMMUNITY INTEREST COMPANY A company with special additional features created for those who wish to establish a social enterprise for community benefit, eg environmental improvement, community transport, fair trade etc	<input type="checkbox"/> £305.00		
<b>GUARANTEED SAMEDAY OPTION</b>			
◆ Company incorporations expedited on the day of instructions	<input type="checkbox"/> £85.00 ADDITIONAL FEE		
<b>CORPORATE PACKAGE</b>			
◆ Taking any Ten Star Package with Annual Support Services - see section 13 - results in an automatic discount of £50 on the combined price	<input type="checkbox"/>	<b>Banking Cashback</b> - use our bank account opening service to earn £25 cashback on all the above prices	

# What we need to know

Please complete the following

## ALL COMPANIES

### 1. (a) Proposed custommade company name

Please list up to three names in order of priority. The Registrar will accept any name for registration provided it is not identical to one already registered, or it is not on the list of sensitive names (words like 'royal' or 'international' which require either special permission or further information about the company). The greatest care must be taken when selecting a name which is too like one already registered, you may be required to change should the existing company choose to object to the Secretary of State or the Company Names Adjudicator.

- i) \_\_\_\_\_
- ii) \_\_\_\_\_
- iii) \_\_\_\_\_

### 1.(b) Readymade company reserved

If you require a company immediately, please telephone us in order that we can reserve a readymade company for you.

### 1.(c) Name to be changed to:

£40.00

See first paragraph – Proposed Custommade Company Name.

- i) \_\_\_\_\_
- ii) \_\_\_\_\_
- iii) \_\_\_\_\_

### Expedited readymade change of name

£100.00

### 1.(d) Domain name search

Where it is likely that the company on incorporation will require an internet domain name, it is advisable to carry out a check of existing domain names before registration of the company. There is no charge for this service.

Domain Name Search

No Fee

Proposed Domain Name: \_\_\_\_\_

### 2. (a) Registered Office

The company must have an address to which legal notices can be served. This can be the head office or main address of the company or some other address.

Address: \_\_\_\_\_

Post Town: \_\_\_\_\_ County: \_\_\_\_\_

Postcode: \_\_\_\_\_ Country: \_\_\_\_\_

### 2. (b) Where York Place is providing the registered office

Leeds

£125.00

London

£180.00

### 3. Main objects

If required, you may restrict a company's objects – this option is most commonly used by not for profit companies.

Summary of main objects

Commercial company – general objects

NO FEE

Commercial company  
– restricted objects as detailed below

£35.00

Other companies – please detail below

NO FEE

### 4. Share Capital – share companies only

A private company must have a minimum of one share in issue. A public company must issue £50,000 worth of shares before it can trade and these must be 25% paid up. Shares are usually denominated as £1 but can be any amount or any currency.

### 4. (a) Shares and share classes

Class 1 –  Ordinary shares/Other \_\_\_\_\_ (please specify)

Denomination £1 sterling/Other \_\_\_\_\_ (please specify)

eg 1 euro, 10p

\* Rights (only if you choose more than one class of shares)

Extra fee for more additional share classes

£35.00

Class 2 – Name \_\_\_\_\_ (please specify)

Denomination £1 sterling/Other \_\_\_\_\_ (please specify)

\* Rights

Class 3 – Ordinary shares/Other \_\_\_\_\_ (please specify)

Denomination £1 sterling/Other \_\_\_\_\_ (please specify)

\* Rights

Class 4 – Ordinary shares/Other \_\_\_\_\_ (please specify)

Denomination £1 sterling/Other \_\_\_\_\_ (please specify)

\* Rights

If you have more than one class of shares please also specify the total monetary amount that the directors are authorised to allot, either in total or broken down by class

£ \_\_\_\_\_

\* If rights are complex please detail on a separate sheet. A higher charge may apply.

**4. (b)  Guarantee limit – guarantee companies only**

A company limited by guarantee must state the amount which members undertake to contribute in the event of winding up. Readymade Guarantee companies have a guarantee limit of £1 and this cannot be changed.

The guarantee limit is to be £ \_\_\_\_\_

**5.  Printed Articles of Association**

Some copies are already supplied depending on your package. Additional number of copies required: \_\_\_\_\_ **£3.00 Each**

We advise that you have sufficient copies for each director, each shareholder/member and the company secretary as well as for bankers, accountants, solicitors and other professional advisors.

**FOR COMMERCIAL COMPANIES ONLY**

**6. Optional Articles of Association:**

Our standard draft Articles of Association for a private company are very comprehensive, have been settled by Counsel and are fully up-to-date. In addition we offer a number of optional articles which allow the company to be tailored to individual requirements. The most common option is a pre-emption clause on transfer (optional articles 1a and 1b). These articles restrict the rights of shareholders to transfer their shares and set out a detailed procedure in case of dispute.

- Article 1: Partnership option – Where there is more than one shareholder. This article provides that shares must be offered to the other shareholders first and sets out valuation provisions:
  - a) in favour of other members with provision for the company to buy or
  - b) as above, except shares are freely transferable to family.
- Article 2: Deadlock option – Under standard articles the Chairman of a board meeting has a casting vote. This is not always desirable so this article removes that vote.
- Article 3: Enhanced voting rights – For the director with a minority shareholding whose position needs to be entrenched. This article will make it impossible for the director to be outvoted on a resolution to remove him from office.
- Article 4: Appointment and powers of associate directors – Where you have senior employees who could be designated as Associate Directors, it is important that the Articles make it clear that they are not actually board members.

Any combination for **£35.00**

**FOR PROPERTY MANAGEMENT COMPANIES ONLY**

**7. Address of development/premises:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Minimum number of Directors** (at least one, normally 2)

\_\_\_\_\_

**Quorum for general meetings** (we advise at least 2)

\_\_\_\_\_

Please consider if the property is a new development and the developer requires a controlling vote until the last unit is sold off.

- Yes  No

**Name and address of developer (if applicable):**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**FOR CHARITIES ONLY**

**8. Payments to Directors:**

A charity director may not derive any financial benefit from his or her office unless specifically authorised to do so by the Charity Commission or the express terms of the Articles of Association. York Place will provide the appropriate Articles of Association to suit.

Please indicate whether directors should be able to receive remuneration?

- Yes  No

**OPTIONAL EXTRAS FOR ALL COMPANIES**

**9. NETReg**

An internet domain name is often a requirement after incorporation as companies wish to have an e-mail address and possibly a web site. Registration can be effected subject to the name being available. Refer to Section 1(d).

**Domain Name(s) required:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

- Registration and maintenance of a domain name.UK (eg .co.uk)
- International (eg .com)

**£25 per 2 yrs**

**£30 per 2 yrs**

**10. Trade Mark Search**

If the use of the proposed name relates to goods or services it may well conflict with that of an existing registered trademark. In most cases it is prudent to carry out a same name trademark search, and if it is the intention to register a trademark, a full trademark search is recommended.

**Trade Mark Search – Same Name**

- UK and EU

**£58.75**

**Trade Mark Search – Full**

- UK and EU

**£170.38**

Proposed Trademark

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Related Product/Service

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**11. Bank Account**

- Bank account opening service with cashback as soon as account is opened. Select this option and you will be contacted by a High Street Bank. Barclays - £40. HSBC - £25.

**12.  First Board Minutes Service**

This service is included within our Ten Star package and ensures that the statutory registers, share/membership certificates and minutes are all properly written up.

**Service Includes:**

preparation of minutes of first board meeting, letters of resignation of first officers (if applicable), first director's resolution to appoint new officers (if applicable), stock transfer forms, share/membership certificates, writing up of statutory registers and forms and lodging of forms if required.

Year End \_\_\_\_\_

Auditors \_\_\_\_\_

(If applicable)

Ten Star **No Fee**    Nine Star **£49.50**    Primary **£49.50**

(An extra charge of £10 will be levied for each additional shareholder/member and/or director where there are more than four shareholders/members and/or four directors and for each additional class of shares).

**13. The Annual Support Services including registered office and nominee secretary**

York Place offers company secretarial support services which provide assistance to newly formed and existing UK companies, on an immediate and ongoing basis. York Place will interest itself in ensuring all post incorporation matters are correctly in place and monitor statutory compliance to ensure companies under its control do not fall into default.

**This service includes:**

- ◆ Preparing the first board members minutes which document the first officers and shareholders/members, bankers, accounting reference date and other important elements
- ◆ Providing a nominee secretary or joint secretary
- ◆ Providing a registered office if required
- ◆ Filing all necessary documents with Companies House
- ◆ Updating and maintaining the statutory records to reflect changes of directors, members and share transfers and allotments
- ◆ Advising on duty payable on share movements
- ◆ Preparing and filing the Annual Return
- ◆ AGM documentation including notices, minutes and resolutions
- ◆ Providing update summaries of the shareholders, officers, location of records etc. on request
- ◆ Telephone advice service on matters of compliance

Leeds **£260.00**  
 London **£305.00**  
 Corporate Package      Deduct **£50.00**

**14. Service address for directors (per director)**

Leeds **£70.00**    London **£80.00**

*Please ask for further company secretarial support services as required.*

**15. Company seal**

A company seal is not legally required but it is a useful tool for executing documents particularly for companies with a single director. A seal can be affixed with one signature if the articles permit but documents executed without one require at least two signatures.

(Plier seal included in Ten Star Package at no extra charge)

Plier **£35.00**       Leverpress **£40.00**

**16.  Registered Office Nameplate and Wooden Mounting Board**

**£25.00**

Every company is obliged by the Companies Act to display its name at every office or place of business in a conspicuous position and in easily legible letters.

**CHECKLIST**

- Choose your preferred formation package from Page 4
- Complete all the points on the 'What we need to know' section marking N/A where any section does not apply
- Complete and sign your request below for us to proceed

**PLEASE PROCEED WITH THE INSTRUCTIONS GIVEN ON THIS REQUEST SHEET IN ACCORDANCE WITH YOUR STANDARD CONDITIONS OF BUSINESS:**

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

REF: \_\_\_\_\_

FIRM/COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

POSTCODE: \_\_\_\_\_

TEL NO: \_\_\_\_\_

MOBILE NO: \_\_\_\_\_

FAX NO: \_\_\_\_\_

E-MAIL: \_\_\_\_\_

**PAYMENT INFORMATION**  
**PLEASE COMPLETE THE FOLLOWING DETAILS:**

ACCOUNT HOLDER:  Yes    No

PAYMENT ENCLOSED:  Yes    No

CHEQUE:  Yes    No

CREDIT CARD:  Yes    No

CREDIT CARD TYPE: \_\_\_\_\_

NAME OF CARD HOLDER: \_\_\_\_\_

CREDIT CARD NUMBER: \_\_\_\_\_

ISSUE NUMBER: \_\_\_\_\_ (Switch Card Only)

CVC: \_\_\_\_\_ (3 Digit Security Number)

EXPIRY DATE: \_\_\_\_\_

We accept the following credit/debit cards:



## What we need to know (cont.)

### 17. Company Directors, Secretary, and Shareholders/Members

Please note that from 6 April 2008 a private company need no longer appoint a secretary. We do however recommend that companies consider making an appointment.

Important notes: Minimum numbers are as follows:	Directors	Secretary	Shareholder/Member
Private limited (A sole director cannot be a company, nor can a sole director be the secretary)	1	0	1
Unlimited (A sole director cannot be a company, nor can a sole director be the secretary)	1	0	1
Public	2	1	1

BUT a company's articles may set a higher figure. If you take Annual Support Services York Place can be the company secretary.

COMPANY NAME: \_\_\_\_\_

DATE OF APPOINTMENT:    /    /    /

Note: from 1/10/2009 directors are permitted to supply a service address for the public record. This may state simply 'Registered Office'. A residential address must also be supplied but this will only be used by Companies House and other official agencies and will not appear on the public record. York Place can supply a service address for directors if required (see page 7). Secretaries and Members need only supply a service address.

<input type="checkbox"/> Director <input type="checkbox"/> Secretary <input type="checkbox"/> Member/Shareholder (delete as appropriate)	
TITLE: (eg Mr Mrs) (Optional) _____	
SURNAME: _____	
FORENAME(s): _____	
DATE OF BIRTH*: _____	
SERVICE ADDRESS: _____	RESIDENTIAL ADDRESS: _____
_____	_____
POSTCODE: _____	POSTCODE: _____
PREVIOUS NAMES: _____	
NATIONALITY*: _____	
OCCUPATION*: _____	
_____	
NO. OF SHARES†: _____	

Personal Authentication Details	
(Complete any three)	
The first three letters of town of birth:	□ □ □
The last three digits of telephone number:	□ □ □
Last three characters of national insurance number:	□ □ □
The last three digits of passport number:	□ □ □
The first three letters of mother's maiden name:	□ □ □
The first three letters of eye colour:	□ □ □
The first three letters of father's first forename:	□ □ □
I authorise York Place to file these details electronically	
Signed _____	
Name (if other than the above) _____	

<input type="checkbox"/> Director <input type="checkbox"/> Secretary <input type="checkbox"/> Member/Shareholder (delete as appropriate)	
TITLE: (eg Mr Mrs) (Optional) _____	
SURNAME: _____	
FORENAME(s): _____	
DATE OF BIRTH*: _____	
SERVICE ADDRESS: _____	RESIDENTIAL ADDRESS: _____
_____	_____
POSTCODE: _____	POSTCODE: _____
PREVIOUS NAMES: _____	
NATIONALITY*: _____	
OCCUPATION*: _____	
_____	
NO. OF SHARES†: _____	

Personal Authentication Details	
(Complete any three)	
The first three letters of town of birth:	□ □ □
The last three digits of telephone number:	□ □ □
Last three characters of national insurance number:	□ □ □
The last three digits of passport number:	□ □ □
The first three letters of mother's maiden name:	□ □ □
The first three letters of eye colour:	□ □ □
The first three letters of father's first forename:	□ □ □
I authorise York Place to file these details electronically	
Signed _____	
Name (if other than the above) _____	

<input type="checkbox"/> Director <input type="checkbox"/> Secretary <input type="checkbox"/> Member/Shareholder (delete as appropriate)	
TITLE: (eg Mr Mrs) (Optional) _____	
SURNAME: _____	
FORENAME(s): _____	
DATE OF BIRTH*: _____	
SERVICE ADDRESS: _____	RESIDENTIAL ADDRESS: _____
_____	_____
POSTCODE: _____	POSTCODE: _____
PREVIOUS NAMES: _____	
NATIONALITY*: _____	
OCCUPATION*: _____	
_____	
NO. OF SHARES†: _____	

Personal Authentication Details	
(Complete any three)	
The first three letters of town of birth:	□ □ □
The last three digits of telephone number:	□ □ □
Last three characters of national insurance number:	□ □ □
The last three digits of passport number:	□ □ □
The first three letters of mother's maiden name:	□ □ □
The first three letters of eye colour:	□ □ □
The first three letters of father's first forename:	□ □ □
I authorise York Place to file these details electronically	
Signed _____	
Name (if other than the above) _____	

†REMINDER: Shares - The shareholder will be liable to pay the company for these shares \*Directors only to complete


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