

## CHETTLEBURGH'S LIMITED- Company Package Order Form

Each package includes the registration fee, vat and postage.

**JUST REGISTRATION-** For **£57.00** What you get  Select here-

(not available for Ready-Made companies)

Well not much really

- We will undertake all necessary work to register the company on-line.
- On incorporation we will e-mail you the certificate and a copy of the Memorandum and Articles of Association.
- The hard copy of the certificate to follow by 1st class post.

(Please note that although this package does not include the supply of a Statutory Register it is a legal requirement for all Limited Companies to keep and maintain one but this does not have to be in a paper format)

**ECONOMY PACKAGE** - For **£112.00** What you get  Select here-

Now your talking

- We will undertake all necessary work to register the company on-line.
- On incorporation we will supply 3 bound copies of the Memorandum and Articles of Association.
- Supply a Slim-Line Combined Register (uncompleted).
- Hard copy of the Certificate.
- Draft First Minutes.
- Form SH01 for the allotment of further shares.
- Form AA01 for change of Accounting Reference Date.

**COMPLETE PACKAGE-** For **£162.00** What you get  Select here-

The full works

- We will undertake all necessary work to register the company on-line or in paper format if preferred.
- On incorporation we will supply 6 bound copies of the Memorandum and Articles of Association.
- A Loose Leaf Company Register fully completed with details of the Directors, Secretary, Shareholders and Share Certificates.
- Hard copy of the Certificate.
- Draft First Minutes.
- Form SH01 for the allotment of further shares.
- Form AA01 to change the Accounting Reference Date.
- Plier type Company Seal.
- Solidly made cardboard delivery and storage box.

### Choose alternative items to customise ~~our~~ & DUW U Y

Item 1 - Desk type Company Seal  Select here-  
(Instead of Plier Seal)

Item 2 - Slim-Line Combined Company Register  Select here-  
(Instead of Loose Leaf Register)

Item 3 - 6 x 3 inch brass finish self adhesive name plate  Select here-  
(Instead of a Seal)

### Company Package enhancements

All-in-One Loose Leaf Accounts Book ..  £41.00 Select here-  
incorporating examples of how to complete it.

Boxed Company Kit ... ..  £42.00 Select here-

Temple House, 20 Holywell Row, London EC2A 4XH

Tel: 020 7377 0381- Fax: 020 7377 6646 - Email: info@chettleburghs.co.uk - Web: www.chettleburghs.co.uk

## New Company Registration Form

THIS FORM WILL NOT BE FILED AT COMPANIES HOUSE. THE INFORMATION ON IT WILL BE USED TO CREATE THE DATA THAT WILL BE TRANSMITTED ELECTRONICALLY TO COMPANIES HOUSE.

### Changes brought about by the Companies Act 2006

Private companies no longer need to appoint a Company Secretary but they must appoint at least one real person to act as a Director. Companies no longer have objects clauses in their Memorandum or have an authorised share capital. The capital of the company is the amount of shares issued. Every Director must now give a Service Address which will appear on the public record as well as their residential address that can only be accessed by Companies House and Credit Agencies.

A declaration of compliance will form part of the documents we transmit to Companies House. This requires the signature of each shareholder/Subscriber. We will consider the completion of this form to be your consent for us to submit this Form on your behalf.

### PROPOSED NAME

### DIRECTOR'S APPOINTMENT

(Please go to Page 4. for the appointment of a Corporate Director or Secretary)

#### Shareholder?

Yes  No

Class, number and value of shares taken

  

(e.g. 100 x £1)

Name Style / Title

Forename(s)

Surname

Country/State of Residence

Day Month Year

Date of birth

Nationality

Business Occupation

#### Director's Service Address

Address

Post Town

County/Region

Postcode

Country

This is the address that will appear on the public record. It does not have to be your usual residential address. Please state R/O if at Registered Office.

### The Information in this section will not appear on the public record

#### Director's usual residential Address

This address cannot be a PO Box or DX Box

Address

Post Town

County/Region

Postcode

Country

This information is used to create a code which will be your 'Electronic Signature' and your consent to act as a Director

Eye colour

Telephone number

Town of birth

## DIRECTOR'S APPOINTMENT

Shareholder?

Yes  No

Class, number and value of shares taken

X

(e.g. 100 x £1)

Name Style / Title

Forename(s)

Surname

Country/State of Residence

Day Month Year

Date of birth

Nationality

Business Occupation

### Director's Service Address

Address

This is the address that will appear on the public record. It does not have to be your usual residential address.

Please state R/O if at Registered Office.

Post Town

County/Region

Postcode

Country

### The Information in this section will not appear on the public record

#### Director's usual residential Address

This address cannot be a PO Box or DX Box

Address

Post Town

County/Region

Postcode

Country

This information is used to create a code which will be your 'Electronic Signature' and your consent to act as a Director

Eye colour

Telephone number

Town of birth

## SECRETARY'S APPOINTMENT (Optional for Private Companies)

Shareholder?

Yes  No

Class, number and value of shares taken

X

(e.g. 100 x £1)

Name Style / Title

Forename(s)

Surname

### Secretary's Service Address

Address

There is no requirement for a Secretary to give their usual residential address

Post Town

County/Region

Postcode

Country

### The Information in this section will not appear on the public record

This information is used to create a code which will be your 'Electronic Signature' and your consent to act as Secretary

Eye colour

Telephone number

Town of birth

**PROPOSED REGISTERED OFFICE**

(PO Box number not allowed unless contained within a full address)

Post town

County / Region

Postcode

**ADDITIONAL SHAREHOLDERS NOT ALREADY SHOWN AS A DIRECTOR OR SECRETARY**

Details of shares issued to the Director(s) and Secretary should be inserted next to their appointments on pages one and two.

The additional shareholders listed below will be shown along with any shares issued to the Director(s) and Secretary as the First Subscribers to the Memorandum of Association. Please complete the ID Signature box.

Where a non officer shareholder is a corporate body or a child please insert the name of a person who will be responsible for signing documents on their behalf and complete the ID signature boxes.

Name:

Class, number and value of shares taken

Address:

**X**

(e.g. 100 x £1)

Name of person signing for and on behalf of where applicable

Name:

Class, number and value of shares taken

Address:

**X**

(e.g. 100 x £1)

Name of person signing for and on behalf of where applicable

Name:

Class, number and value of shares taken

Address:

**X**

(e.g. 100 x £1)

Name of person signing for and on behalf of where applicable

The information below will not appear on the public record

Eye colour

Town of birth

Tel. number

Personal ID "Signature"

Eye colour

Town of birth

Tel. number

Personal ID "Signature"

Eye colour

Town of birth

Tel. number

Personal ID "Signature"

All shares will be assumed to be Ordinary with full rights as to voting, dividend payment and distribution in the event of liquidation unless indicated below.

Details of any specific rights, privileges, restrictions or class differentiation. The inclusion of these details will require specific drafting to meet the circumstances and will generally attract an additional charge.

**DIRECTOR'S APPOINTMENT**

<b>Shareholder?</b>	<b>Name</b>	<b>Style / Title</b>	<input type="text"/>
<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	<b>Forename(s)</b>	<input type="text"/>	
<b>Class, number and value of shares taken</b>	<b>Surname</b>	<input type="text"/>	
<input type="text"/>	<b>Country/State of Residence</b>	<input type="text"/>	
<b>X</b>	<b>Date of birth</b>	<input type="text"/> Day <input type="text"/> Month <input type="text"/> Year	<b>Nationality</b> <input type="text"/>
(100 x £1)	<b>Business Occupation</b>	<input type="text"/>	
<b>Director's Service Address</b>			
<b>Address</b> <input type="text"/>			
<input type="text"/>			
<b>Post Town</b> <input type="text"/> <b>County/Region</b> <input type="text"/>			
<b>Postcode</b> <input type="text"/> <b>Country</b> <input type="text"/>			

This is the address that will appear on the public record. It does not have to be your usual residential address. Please state R/O if at Registered Office.

**The Information in this section will not appear on the public record**

<b>Director's usual residential Address</b>	
<b>Address</b>	<input type="text"/>
<input type="text"/>	
<b>Post Town</b>	<input type="text"/> <b>County/Region</b> <input type="text"/>
<b>Postcode</b>	<input type="text"/> <b>Country</b> <input type="text"/>

<b>This information is used to create a code which will be your 'Electronic Signature' and your consent to act as a Director</b>	<b>Eye colour</b> <input type="text"/>	<b>Telephone number</b> <input type="text"/>
	<b>Town of birth</b> <input type="text"/>	

**DIRECTOR'S APPOINTMENT**

<b>Shareholder?</b>	<b>Name</b>	<b>Style / Title</b>	<input type="text"/>
<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	<b>Forename(s)</b>	<input type="text"/>	
<b>Class, number and value of shares taken</b>	<b>Surname</b>	<input type="text"/>	
<input type="text"/>	<b>Country/State of Residence</b>	<input type="text"/>	
<b>X</b>	<b>Date of birth</b>	<input type="text"/> Day <input type="text"/> Month <input type="text"/> Year	<b>Nationality</b> <input type="text"/>
(100 x £1)	<b>Business Occupation</b>	<input type="text"/>	
<b>Director's Service Address</b>			
<b>Address</b> <input type="text"/>			
<input type="text"/>			
<b>Post Town</b> <input type="text"/> <b>County/Region</b> <input type="text"/>			
<b>Postcode</b> <input type="text"/> <b>Country</b> <input type="text"/>			

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<b>Director's usual residential Address</b>	
<b>Address</b>	<input type="text"/>
<input type="text"/>	
<b>Post Town</b>	<input type="text"/> <b>County/Region</b> <input type="text"/>
<b>Postcode</b>	<input type="text"/> <b>Country</b> <input type="text"/>

<b>This information is used to create a code which will be your 'Electronic Signature' and your consent to act as a Director</b>	<b>Eye colour</b> <input type="text"/>	<b>Telephone number</b> <input type="text"/>
	<b>Town of birth</b> <input type="text"/>	

**CORPORATE DIRECTOR or SECRETARY'S APPOINTMENTS**

Please indicate Director  or Secretary

**Shareholder?**

Yes  No

Class, number and value of shares taken

(e.g. 100 x £1)

Name of Corporate Body

Address of Corporate Body

Post Town

County/  
Region

Postcode

Country

Country in which the company is registered  
i.e. England/Wales, USA

Registration Number

Legal form of the corporate body or firm  
i.e. Limited Company, Partnership

Governing Law

**The Information in this section will not appear on the public record**

Name and ID Signature of person signing on behalf of Corporate Body

**This information is used to create a code which will be your 'Electronic Signature' for and on behalf of the Corporate body**

Eye colour

Telephone number

Town of birth

COMPANY NAMES and STANDARD TERMS OF ENGAGEMENT

Companies House may, with specific exceptions specified under the Companies Act register any company name even where it is very similar to an existing name already on the Index. Therefore the fact that a name is registered does not mean it is safe to use without another party objecting. It is therefore essential that a proposed company name is well researched before you instruct us to register it. We will not be responsible for any problem resulting from an objection to a name following registration where there would have been a clear area of doubt as to its safety. It should also be borne in mind that neither we, nor Companies House consult the Register of Trade Marks when considering proposed names and there is no official register of Business Names. We will provide guidance and advice on the use of company names where a client seeks our advice but we will not necessarily question every proposed name suggested by a client on the basis that they would have considered the advisability of the name prior to instructing us. The Companies House Index of existing company names can be freely examined on their web site at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) in the first instance. If in any doubt please seek our advice.

**PACKAGE DELIVERY ADDRESS**

(Please note that the package must be signed for on delivery and cannot be delivered to a PO box number.)

Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

**CORRESPONDENCE ADDRESS**

(If different)

Name: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

Telephone: \_\_\_\_\_

Fax: \_\_\_\_\_

**DIRECTOR'S APPOINTMENT**

<b>Shareholder?</b>	<b>Name</b>	<b>Style / Title</b>	<input type="text"/>
<b>Yes</b> <input type="checkbox"/> <b>No</b> <input type="checkbox"/>	<b>Forename(s)</b>	<input type="text"/>	
<b>Class, number and value of shares taken</b>	<b>Surname</b>	<input type="text"/>	
<input type="text"/>	<b>Country/State of Residence</b>	<input type="text"/>	
<input checked="" type="checkbox"/>	<b>Date of birth</b>	<input type="text"/> Day <input type="text"/> Month <input type="text"/> Year	<b>Nationality</b> <input type="text"/>
(100 x £1)	<b>Business Occupation</b>	<input type="text"/>	
<b>Director's Service Address</b>			
<b>Address</b> <input type="text"/>			
<input type="text"/>			
This is the address that will appear on the public record. It does not have to be your usual residential address. Please state R/O if at Registered Office.			
<b>Post Town</b>		<input type="text"/>	<b>County/Region</b> <input type="text"/>
<b>Postcode</b>		<input type="text"/>	<b>Country</b> <input type="text"/>

**The Information in this section will not appear on the public record**

<b>Director's usual residential Address</b>			
This address cannot be a PO Box or DX Box	<b>Address</b>	<input type="text"/>	
	<input type="text"/>		
	<b>Post Town</b>	<input type="text"/>	<b>County/Region</b> <input type="text"/>
	<b>Postcode</b>	<input type="text"/>	<b>Country</b> <input type="text"/>
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	<b>Town of birth</b>	<input type="text"/>	

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	<b>Town of birth</b>	<input type="text"/>	

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<b>Shareholder?</b> Yes <input type="checkbox"/> No <input type="checkbox"/> Class, number and value of shares taken <input type="checkbox"/> <b>X</b> (100 x £1)	<b>Name</b>	Style / Title <input type="text"/>
		Forename(s) <input type="text"/>
		Surname <input type="text"/>
	<b>Country/State of Residence</b>	<input type="text"/>
	<b>Date of birth</b>	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/> Nationality <input type="text"/>
	<b>Business Occupation</b>	<input type="text"/>
	<b>Director's Service Address</b>	
	<b>Address</b>	<input type="text"/>
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	<b>Post Town</b>	<input type="text"/> County/Region <input type="text"/>
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		<input type="text"/>
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		Forename(s) <input type="text"/>
		Surname <input type="text"/>
	<b>Country/State of Residence</b>	<input type="text"/>
	<b>Date of birth</b>	Day <input type="text"/> Month <input type="text"/> Year <input type="text"/> Nationality <input type="text"/>
	<b>Business Occupation</b>	<input type="text"/>
	<b>Director's Service Address</b>	
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	<b>Post Town</b>	<input type="text"/> County/Region <input type="text"/>
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	<b>Town of birth</b>	<input type="text"/>		