# Company Package Order Form

Each package and added extras include the registration fee, VAT and postage.

## **Basic Package** - £64.00

(Not available for Ready-Made companies)

#### Includes:

- We will undertake all necessary work to register the company online.
- On incorporation we will e-mail you the Certificate of Incorporation and a copy of the Memorandum and Articles of Association as well as the authentication code for future online filing.
- 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 - £124.00**

- We will undertake all necessary work to register the company online.
- 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.

# Complete Package - £172.00

- We will undertake all necessary work to register the company online 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.
- Plier Type Company Seal.
- Solidly made cardboard delivery and storage box.

#### Additional Share Classes – from £60.00

- We offer the addition of multiple classes of shares with appropriate accompanying articles for all our company packages.
- We specialise in the drafting of Articles of Association to accommodate multiple share classes for the efficient payment of dividends etc.
- Specific details of your requirements via email will be necessary upon order of your selected company package.

## **Company Package Enhancements**

- 6 x 3-inch solid brass name plate £24.00
- Desk type Company Seal (Instead of Plier Seal) additional £24.00

Upon completion, please submit this form to rk@chettleburghs.co.uk



**e10** 

The Office, 12 Westfield Close, Gravesend, Kent, DA12 5EH

Tel: 07775 398594 - Email: rk@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 HM Revenue and Credit Agencies.

A contact email address to receive communications from Companies House is also required.

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 NA	AME								
SIC CODE/S									
EMAIL ADRES	S								
DIRECTOR'S A	PPOINTMENT	- (Please go t	o Page 4.	for the a	opointment o	of a Corporate Dire	ector or Secretary)		
Shareholder?	Name	Style / Title							
Yes No Class, number		Forename(s)							
and value of shares taken		Surname							
	Соц	untry/State of Residence							
X			Day	Month	Year				
(e.g. 100 x £1)		Date of birth	l			Nationality			
	Busines	s Occupation							
			Directo	Director's Service Address					
This is the address appear on the pub		Address							
It does not have to be your usual residential address. Please state R/O if at Registered Office.  Post Town									
		Post Town				County Region			
		Postcode				Country	/		
The Information in this section will not appear on the public record						ic record			
Director's u					al resident	ial Address			
This address cannot be a Address PO Box or DX Box		i							
		Post Town				County Region			
		Postcode				Country	/		
which represents your 'Electronic N Signature' at the point of registration and			Telephone Number own of birt			NI Number Only the last 3 these fields are	characters of each of e required.		
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# **DIRECTOR'S APPOINTMENT** Shareholder? Name Style / Title No Yes Forename(s) Class, number and value of Surname shares taken Country/State of Residence Day Month Year X Date of birth Nationality (e.g. 100 x £1) **Business Occupation Director's Service Address** This is the address that will Address appear on the public record. It does not have to be your usual residential address. Please state R/O if at Registered County/ Post Town Office. Region Country Postcode The Information in this section will not appear on the public record **Director's usual residential Address** This address cannot be a Address PO Box or DX Box County/ Post Town Region Postcode Country Telephone This information is used to create a code NI Number which represents your 'Electronic Number Signature' at the point of registration and Only the last 3 characters of each of Town of birth your consent to act as a Director. these fields are required. SECRETARY'S APPOINTMENT (Optional for Private Companies) Shareholder? Style / Title Name Yes No Forename(s) Class, number and value of Surname shares taken Secretary's Service Address Address X (e.g. 100 x £1)

There is no requirement for a Secretary to give their usual	Post Town		County/ Region	
residential address	Postcode		Country	
The Information	in this section w	vill not appear	on the public record	
This information is used to create a which represents your 'Electronic	T.1		NI Number	
Signature' at the point of registration your consent to act as a Secretary.	n and Town of Birth		Only the last 3 characters of these fields are required.	each of
				Page 2
				Page

PROPOSED REGISTERED OFFICE							
(PO Box number not allowed unless contained within a full address							
contained within a full address	,						
Post town	1						
County / Region	1	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 corp be responsible for signing documents on							
	Class, number and value of	The information below will not appear on the public record					
Name:	shares taken	NI Number					
Address:		Town of birth					
	X	Tel. number					
Name of person signing for and on behalf of where applicable	(e.g. 100 x £1)	Personal ID "Signature"					
Name:	Class, number and value of shares taken	NI Number					
Address:		Town of birth					
	X						
	(e.g. 100 x £1)	Tel. number					
Name of person signing for and on behalf of where applicable		Personal ID "Signature"					
Name:	Class, number and value of shares taken	NI Number					
Address:		Town of birth					
	Х	Tel. number					
	(e.g. 100 x £1)						
Name of person signing for and on behalf of where applicable		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.							

<b>DIRECTOR'S</b>	<u>APPOINTMENT</u>								
Shareholder?	Name Style /	Γitle							
Yes No	Forename	e(s)							
Class, number and value of	Surna								
shares taken	Country/State Reside								
			Day	Month		Year		Г	
X	Date of b	oirth					Na	ationality	
(100 x £1)	Business Occupa								
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your consent t	o act as a Director.							triese rielu	s are required.
DIRECTOR'S	<u>APPOINTMENT</u>								
Shareholder?	Name Style /	Γitle							
Yes No	Forename	e(s)							
Class, number and value of	Surna	ame							
shares taken	Country/State Reside								
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	o act as a Director.	IOW	vn of birt	п				these field	ds are required.

# CORPORATE DIRECTOR or SECRETARY'S APPOINTMENTS Please indicate Director or Secretary Shareholder? Name of Corporate Body Yes No Class, number and value of Address of Corporate Body shares taken County/ X Post Town Region (e.g. 100 x £1) 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 Telephone NI Number This information is used to create a code Number which will represent your 'Electronic Only the last 3 characters of each of Town of birth Signature' for and on behalf of the these fields are required. Corporate body at the point of registration. 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 in the first instance. If in any doubt please seek our advice. PACKAGE DELIVERY ADDRESS CORRESPONDENCE ADDRESS (Please note that the package must be signed for on delivery (If different) and cannot be delivered to a PO box number.) Name: Name:

Address: \_

Telephone:

Address: .

Telephone:

DIRECTOR'S	<u>APPOINTMENT</u>				
Shareholder?	Name Style / Title	e			
Yes No	Forename(s)	(2)			
Class, number and value of	Surname				
shares taken	Country/State of Residence				
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Х	Date of birth	Nationality			
(100 x £1)	Business Occupation				
	Address	Director's Service Address			
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DIRECTOR'S	APPOINTMENT				
Shareholder?	Name Style / Title	е			
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shares taken	Country/State of				
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DIRECTOR'S	<u>APPOINTMENT</u>					
Shareholder?	Name Style / Tit	tle				
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Class, number and value of	Surnam					
shares taken	Country/State ( Residence					
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	<u>APPOINTMENT</u> Name Style / Tit	itle				
Shareholder? Yes No	Forename(					
Class. number	`					
and value of shares taken	Surnan Country/State					
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