

Company Package Order Form

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

Basic Package - £116.00 (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 - £164.00

- 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 - £212.00

- 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

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 NAME

SIC CODE/S

EMAIL ADDRESS

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

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.

Address

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 represents your 'Electronic Signature' at the point of registration and your consent to act as a Director.

Telephone Number NI Number

Town of birth Only the last 3 characters of each of these fields are required.

DIRECTOR'S APPOINTMENT

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

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.

Address

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 represents your 'Electronic Signature' at the point of registration and your consent to act as a Director.

Telephone Number

NI Number

Town of birth

Only the last 3 characters of each of these fields are required.

SECRETARY'S APPOINTMENT (Optional for Private Companies)

Shareholder?

Yes No

Class, number and value of shares taken

(e.g. 100 x £1)

Name Style / Title

Forename(s)

Surname

Secretary's Service Address

Address

Post Town

County/Region

Postcode

Country

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

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

This information is used to create a code which represents your 'Electronic Signature' at the point of registration and your consent to act as a Secretary.

Telephone Number

NI Number

Town of Birth

Only the last 3 characters of each of these fields are required.

PROPOSED REGISTERED OFFICE

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

<input type="text"/>	
<input type="text"/>	
Post town	<input type="text"/>
County / Region	<input type="text"/>
Postcode	<input type="text"/>

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:	<input type="text"/>	Class, number and value of shares taken
Address:	<input type="text"/>	<input type="text"/>
	<input type="text"/>	X
		(e.g. 100 x £1)

Name of person signing for and on behalf of where applicable

Name:	<input type="text"/>	Class, number and value of shares taken
Address:	<input type="text"/>	<input type="text"/>
	<input type="text"/>	X
		(e.g. 100 x £1)

Name of person signing for and on behalf of where applicable

Name:	<input type="text"/>	Class, number and value of shares taken
Address:	<input type="text"/>	<input type="text"/>
	<input type="text"/>	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

NI Number

Town of birth

Tel. number

Personal ID "Signature"

NI Number

Town of birth

Tel. number

Personal ID "Signature"

NI Number

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

Shareholder?

Yes No

Class, number and value of shares taken

(100 x £1)

Name Style / Title
Forename(s)
Surname
Country/State of Residence
Date of birth Day Month Year Nationality
Business Occupation

Director's Service 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.

Address

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 represents your 'Electronic Signature' at the point of registration and your consent to act as a Director.

Telephone Number NI Number
Town of birth Only the last 3 characters of each of these fields are required.

DIRECTOR'S APPOINTMENT

Shareholder?

Yes No

Class, number and value of shares taken

(100 x £1)

Name Style / Title
Forename(s)
Surname
Country/State of Residence
Date of birth Day Month Year Nationality
Business Occupation

Director's Service 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.

Address

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 represents your 'Electronic Signature' at the point of registration and your consent to act as a Director.

Telephone Number NI Number
Town of birth Only the last 3 characters of each of these fields are required.

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 represent your 'Electronic Signature' for and on behalf of the Corporate body at the point of registration.

Telephone Number

NI Number

Town of birth

Only the last 3 characters of each of these fields are required.

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

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

Name: _____

Address: _____

Telephone: _____

CORRESPONDENCE ADDRESS

(If different)

Name: _____

Address: _____

Telephone: _____

DIRECTOR'S APPOINTMENT

Shareholder?

Yes No

Class, number and value of shares taken

X

(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

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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 represents your 'Electronic Signature' at the point of registration and your consent to act as a Director.

Telephone Number

Ni Number

Town of birth

Only the last 3 characters of each of these fields are required.

DIRECTOR'S APPOINTMENT

Shareholder?

Yes No

Class, number and value of shares taken

X

(100 x £1)

Name Style / Title

Forename(s)

Surname

Country/State of Residence

Day Month Year

Date of birth

Nationality

Business Occupation

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County/Region

Postcode

Country

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Telephone Number

Ni Number

Town of birth

Only the last 3 characters of each of these fields are required.

DIRECTOR'S APPOINTMENT

Shareholder?

Yes No

Class, number
and value of
shares taken

(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

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Region

Postcode

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Signature' at the point of registration and
your consent to act as a Director.**

Telephone
Number

Ni Number

Town of birth

Only the last 3 characters of each of
these fields are required.

DIRECTOR'S APPOINTMENT

Shareholder?

Yes No

Class, number
and value of
shares taken

(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

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Signature' at the point of registration and
your consent to act as a Director.**

Telephone
Number

Ni Number

Town of birth

Only the last 3 characters of each of
these fields are required.