

Incorporation checklist

(for companies limited by shares)

Choose a company name



Proposed
company name:

Choose suffix:

Limited:

Ltd:



Registered office address details

Registered
office address:

Postcode:

Registered
email address:

SIC code(s):

Share structure and particulars



*Additional share
classes can be added
on page A*

Share class
name:

Ordinary:

Other:

Currency:

GBP £:

Other:

Nominal value
of each share:

£1.00:

Other:

Prescribed
particulars:

Suggested wording:
(below)

Other: (enter on additional page A)

.....

Each share is entitled to one vote in any circumstances. Each share is entitled pari passu to dividend payments or any other distribution. Each share is entitled pari passu to participate in a distribution arising from a winding up of the company.

Additional officers can be added on pages B and C



Officer details

Individual officer #1:

Director: Secretary:

First name(s): Surname:

Service address:

Postcode:

Residential address:

Postcode:

Date of birth: / / Nationality:

Occupation: [Individual has given consent to act:](#)

Individual officer #2:

Director: Secretary:

First name(s): Surname:

Service address:

Postcode:

Residential address:

Postcode:

Date of birth: / / Nationality:

Occupation: Individual has given consent to act:

Additional
shareholders can be
added on pages D
and E



Subscriber shareholder details

Shareholder #1:

First name(s): Surname:

Correspondence address:
 Postcode:

Number of shares owned: Consideration paid:

Security questions (choose any 3):

1. Town of birth	2. Telephone number	3. National insurance number
4. Father's first name	5. Passport number	6. Mother's maiden name

Questions: Answers:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Shareholder #2:

First name(s): Surname:

Correspondence address:
 Postcode:

Number of shares owned: Consideration paid:

Security questions (choose any 3):

1. Town of birth	2. Telephone number	3. National insurance number
4. Father's first name	5. Passport number	6. Mother's maiden name

Questions: Answers:

<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>

Details of any persons with significant control



Additional PSCs and corporate RLEs can be added on pages F and G

PSC #1:

First name(s): Surname:

Residential address:

Postcode:

Date of birth: / / Nationality:

Service address:

Postcode:

[PSC control reasons:](#)

Individual has given confirmation that they are a PSC:

PSC #2:

First name(s): Surname:

Residential address:

Postcode:

Date of birth: / / Nationality:

Service address:

Postcode:

PSC control reasons:

Individual has given confirmation that they are a PSC:



Incorporation extras

Incorporation documents and registers

Printed incorporation documents



Bound company registers



Letter notifying HMRC the company is dormant



[Business address service:](#)

Companies House services

Same day service



[Certificate of good standing](#)

Company stamps, seals etc

[Company seal](#)



Company stamp



Company name plate



Web domain



Share structure and particulars



Custom prescribed
particulars:

*(only required if
standard wording
not used)*

Additional share class name (if required):

Share class
name:

Currency:

GBP £:

Other:

Nominal value
of each share:

£1.00

Other:

Prescribed
particulars:

As per first
share class:

Other:



Officer details (Individual)

Individual officer:

Director:

Secretary:

First name(s):

Surname:

Service address:

Postcode:

Residential
address:

Postcode:

Date of birth:

Nationality:

Occupation:

Individual has given consent to act:



Officer details (Corporate)

Corporate officer:

Director: Secretary:

Corporate name:

Registration
number:

Service address:

Postcode:

Is the corporate
registered in the
UK?

Yes:

No:

If answered 'No'
above, give legal
details of the form
of the company:

Individual
authorised to act
for this corporate
person:

Forename(s):

Surname:

Email:

Individual representing the corporate person has given consent to act:



Subscriber details (Individual)

First name(s):

Surname:

Correspondence
address:

Postcode:

Number of
shares owned:

Consideration paid:

Security questions
(choose any 3):

1. Town of birth	2. Telephone number	3. National insurance number
4. Father's first name	5. Passport number	6. Mother's maiden name

Questions:

Answers:



Subscriber details (Corporate)

Corporate name:

Registration number:

Service address:

Postcode:

Registered in the UK?

Yes:

No:

If answered 'No' above, give legal details of the form of the company:

Number of shares owned:

Consideration paid:

Individual authorised to act for this corporate person:

Forename(s):

Surname:

Email:

Individual representing the corporate person has given consent to act:

Security questions (choose any 3):

1. Town of birth	2. Telephone number	3. National insurance number
4. Father's first name	5. Passport number	6. Mother's maiden name

Questions:

Answers:

Details of any persons with significant control



First name(s):

Surname:

Residential
address:

Postcode:

Date of birth:

Nationality:

Service address:

Postcode:

PSC control
reasons:

Individual has given confirmation that they are a PSC:

Details of any relevant legal entity (RLE)



Registrable relevant legal entity: Registrable government body, international organisation:

Corporate name:

Registration number:

Service address:

Postcode:

Registered in the UK? Yes: No:

If answered 'No' above, give legal details of the form of the company:

[RLE control reasons:](#)

Individual authorised to act for this corporate person: Forename(s):

Surname:

Email:

Individual representing the corporate person has given consent to act: