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)*

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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:

Personal Code:

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:

Personal Code:

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:

Shareholder #2:

First name(s): Surname:

Correspondence address:

Postcode:

Number of shares owned: Consideration paid:

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: ☐

Personal Code:

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: ☐

Personal Code :

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:

Personal Code:

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: ☐

Personal Code :

Subscriber details (Individual)

First name(s):

Surname:

Correspondence address:

Postcode:

Number of shares owned:

Consideration paid:

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: ☐

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: ☐

Personal Code :

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: ☐

Personal Code :