**ORDER FORM**

**Private Limited Company (LTD)**

This Order Form is designed to take your instructions for the incorporation of a new LTD. Completion of this form will enable us to:

1. advise you on the persons whose identity we must verify in relation to this transaction[[1]](#footnote-1); and
2. advise you of our fees for this particular task.

The information requested will be kept confidential at all times and will be used solely for the purposes for which it is intended.

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| 1. **Your details** |
| Name:  Address:  Address:  Post town:  County/region:  Post code:  Country:  Phone:  Email: |
| 1. **Proposed name[[2]](#footnote-2)** |
| *Please suggest two different names[[3]](#footnote-3) in order of preference:*  *1st choice:       Limited/LTD*  *2nd choice:       Limited/LTD* |

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| 1. ***Share capital*** | |
| Nominal value of shares[[4]](#footnote-4): £1.00  Other:[[5]](#footnote-5)  Number of shares to be issued on formation[[6]](#footnote-6):       share(s) | |
| 1. **Shareholders[[7]](#footnote-7) (Individual)** | |
| **Number of shares:**  Title:[[8]](#footnote-8)  Forename(s):  Surname:  **Usual residential address**  Address:  Address:  Post town:  County/region:  Postcode:  Country:  **Only 3 answers are required below[[9]](#footnote-9):**  Town of birth  (first 3 letters):  National Insurance No.  (last 3 characters):  Passport number  (last 3 digits):  Mother’s maiden name  (first 3 letters):  Eye colour  (first 3 letters):  Father’s forename  (first 3 letters): | **Number of shares:**  Title:  Forename(s):  Surname:  **Usual residential address**  Address:  Address:  Post town:  County/region:  Postcode:  Country:  **Only 3 answers are required below:**  Town of birth  (first 3 letters):  National Insurance No.  (last 3 characters):  Passport number  (last 3 digits):  Mother’s maiden name  (first 3 letters):  Eye colour  (first 3 letters):  Father’s forename  (first 3 letters): |
| 1. **Shareholders (Corporate)** | |
| **Number of shares:**  Name of corporate:  **Registered or principal address[[10]](#footnote-10)**  Address:  Address:  Post town:  County/region:  Postcode:  Country:  **EEA corporates[[11]](#footnote-11)**  Where is the corporate registered:  Registration number:  **Non EEA corporates**  Governing law:  Legal form of the corporate:  Where is the corporate registered:  Registration number:  **Name of authorised signatory on behalf of corporate shareholder:**  **Only 3 answers are required in relation to authorised signatory:[[12]](#footnote-12)**  Town of birth  (first 3 letters):  National Insurance No.  (last 3 characters):  Passport number  (last 3 digits):  Mother’s maiden name  (first 3 letters):  Eye colour  (first 3 letters):  Father’s forename  (first 3 letters): | **Number of shares:**  Name of corporate:  **Registered or principal address**  Address:  Address:  Post town:  County/region:  Postcode:  Country:  **EEA corporates**  Where is the corporate registered:  Registration number:  **Non EEA corporates**  Governing law:  Legal form of the corporate:  Where is the corporate registered:  Registration number:  **Name of authorised signatory on behalf of corporate shareholder:**  **Only 3 answers are required in relation to authorised signatory:**  Town of birth  (first 3 letters):  National Insurance No.  (last 3 characters):  Passport number  (last 3 digits):  Mother’s maiden name  (first 3 letters):  Eye colour  (first 3 letters):  Father’s forename  (first 3 letters): |
| 1. **Directors[[13]](#footnote-13)** | |
| **Director**  Title:[[14]](#footnote-14)  Forename(s):  Surname:  Former name(s):[[15]](#footnote-15)  **Personal details**  Date of birth:  Nationality:  Occupation:  Country of residence:  **Usual residential address**  Address:  Address:  Post town:  County/region:  Postcode:  Country:  **Service address[[16]](#footnote-16)**  Building name/No:  Street:  Post town:  County/region:  Postcode:  **Only 3 answers are required below[[17]](#footnote-17):**  Town of birth  (first 3 letters):  National Insurance No.  (last 3 characters):  Passport number  (last 3 digits):  Mother’s maiden name  (first 3 letters):  Eye colour  (first 3 letters):  Father’s forename  (first 3 letters): | **Director**  Title:  Forename(s):  Surname:  Former name(s):  **Personal details**  Date of birth:  Nationality:  Occupation:  Country of residence:  **Usual residential address**  Address:  Address:  Post town:  County/region:  Postcode:  Country:  **Service address**  Building name/No:  Street:  Post town:  County/region:  Postcode:  **Only 3 answers are required below:**  Town of birth  (first 3 letters):  National Insurance No.  (last 3 characters):  Passport number  (last 3 digits):  Mother’s maiden name  (first 3 letters):  Eye colour  (first 3 letters):  Father’s forename  (first 3 letters): |
| 1. **Company secretary[[18]](#footnote-18)** | |
| Do you wish us to provide the company secretary?[[19]](#footnote-19) Yes  No  Do you wish to appoint another company secretary? If so, please complete the details below:  Name:  Address:    Address:  Post town:  County:  Post code: | |
| 1. **Registered office[[20]](#footnote-20)** | |
| Do you wish us to provide the registered office?[[21]](#footnote-21)  Yes  No  If no, please complete the box below. Please note that the statutory registers of the LTD must be kept at the registered office[[22]](#footnote-22) unless special arrangements are made.  Address:    Address:  Post town:  County:  Post code: | |
| 1. **Business objectives** | |
| Please provide brief description of the business, trade, profession or occupation to be carried on by the LTD: | |
| 1. **First board meeting[[23]](#footnote-23)** | |
| **Accounting reference date (ARD)[[24]](#footnote-24)**  Day:  Month: | |
| **Chairman[[25]](#footnote-25)**  Title:  Forename(s):  Surname: | |
| **Meeting venue[[26]](#footnote-26)**  Building name/No:  Street:  Post town:  County/region:  Postcode: | |
| **Meeting date[[27]](#footnote-27)**  dd/mm/yy | |

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| 1. **Register of People with Significant Control (PSC)** | |
| **Who is a PSC?** A PSC can be an individual or a UK registered company. Individuals may meet one of the conditions below through direct or indirect shareholdings. UK companies are registrable on the PSC register if they meet one of the conditions below and have a direct interest in your company. If the direct interest lies with a company registered outside the UK, scrutiny of the full group structure is required until an individual or UK registered company can be identified as the PSC.  **There are 5 separate conditions, any one of which will result in an individual or legal entity (another UK registered company) being registrable on the PSC register.** These are:  **Condition 1**: holds, directly or indirectly, more than 25% of the shares in the company.  **Condition 2**: holds, directly or indirectly, more than 25% of the voting rights in the company.  **Condition 3**: holds the right, directly or indirectly, to appoint or remove a majority of the board of directors of the company.  **Condition 4**: has the right to exercise, or actually exercises, significant influence or control over the company.  **Condition 5**: exercises significant influence or control over the trustees of a trust or partners of a firm, where that trust or firm is not a separate legal entity, but where those trustees or partners would otherwise meet the conditions above. | |
| 1. **PSC (Individual)** | |
| **Forename(s):**  **Surname**:  **Nationality**:  **Date of birth**:  **Usual country/state of residence**:  **Usual residential address** (this will not appear on the public record)  Address:  Post town:  County/region:  Postcode:  Country:  **Nature of control**:[[28]](#footnote-28)  Condition 1:  Condition 2:  Condition 3:  Condition 4:  Condition 5: | **Forename(s):**  **Surname**:  **Nationality**:  **Date of birth**:  **Usual country/state of residence**:  **Usual residential address** (this will not appear on the public record)  Address:  Post town:  County/region:  Postcode:  Country:  **Nature of control**:  Condition 1:  Condition 2:  Condition 3:  Condition 4:  Condition 5: |
| 1. **PSC (Corporate[[29]](#footnote-29))** | |
| **Name of corporate/firm/trust**:  **Registered or principal address**  Address:  Address:  Post town:  County/region:  Postcode:  **Legal form:**  **Applicable company register and number**:  **Nature of control[[30]](#footnote-30)**:  Condition 1:  Condition 2:  Condition 3:  Condition 4:  Condition 5: | **Name of corporate/firm/trust**:  **Registered or principal address**  Address:  Address:  Post town:  County/region:  Postcode:  **Legal form:**  **Applicable company register and number**:  **Nature of control**:  Condition 1:  Condition 2:  Condition 3:  Condition 4:  Condition 5: |
| 1. **Registration with HMRC[[31]](#footnote-31)** | |
| When will the company start trading? Date: | |
| Will the company be taking over an existing business? If so please provide brief details: | |

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| 1. **Corporate services** |
| We will provide you with the following upon completion of the formation:   * Certificate of Incorporation * 3 copies of the Memorandum and Articles of Association * Share Certificate(s) * Statutory registers * Minutes of the first board meeting * Copy of the incorporation documents for your records * Domiciliation services, if required, for an annual fee |
| 1. **Payment** |
| The fee for the formation of the LTD is £395.00 exclusive of VAT (if you are registered for VAT purposes within the EU or domiciled outside the EU) or £474.00 inclusive of VAT.  Please arrange for payment of the relevant amount in accordance with the enclosed Payment Instructions. We will hold any sum in our client account until the incorporation is completed.  Should you require domiciliation services, these would be agreed and invoiced separately. |

I/we hereby request the formation of a private limited company in accordance with the above[[32]](#footnote-32).

Date:

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Contact’s signature Shareholder’s(s’) signature(s), if different

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Shareholder’s(s’) signature(s), if different

1. We will specify clearly what identity document we need to verify your ID in accordance with the EU Money Laundering Directive. [↑](#footnote-ref-1)
2. Certificates will be issued in upper case only. [↑](#footnote-ref-2)
3. If you are going to use words such as “International”, “Holding” or “Group”, you may be required to prove that the company will have international contracts or a subsidiary respectively or is a member of a group of companies. [↑](#footnote-ref-3)
4. Complete as appropriate. [↑](#footnote-ref-4)
5. Please specify. [↑](#footnote-ref-5)
6. Minimum 1 subscriber share of GBP1.00. [↑](#footnote-ref-6)
7. Please contact us if you wish us to provide a nominee shareholder. [↑](#footnote-ref-7)
8. Optional. [↑](#footnote-ref-8)
9. This information is used by Companies House to replace signatures on statutory forms and must be provided by each shareholder. It will not appear on the public record. [↑](#footnote-ref-9)
10. This address will appear on the public record. It must be a physical location for the delivery of documents. It cannot be a PO Box number etc. [↑](#footnote-ref-10)
11. For a list of European Economic Area countries, visit the Companies House website: www.companieshouse.gov.uk [↑](#footnote-ref-11)
12. This information is used by Companies House to replace signatures on statutory forms and must be provided by each officer. It will not appear on the public record. [↑](#footnote-ref-12)
13. The LTD is required to have at least one natural director. [↑](#footnote-ref-13)
14. Optional. [↑](#footnote-ref-14)
15. Include any former name by which known for business purposes within the last 20 years. [↑](#footnote-ref-15)
16. This address will appear on the public record. It does not have to be your usual residential address and could be the LTD’s registered office. [↑](#footnote-ref-16)
17. This information is used by Companies House to replace signatures on statutory forms and must be provided by each member. It will not appear on the public record. [↑](#footnote-ref-17)
18. A company secretary is no longer required but we recommend to appoint one in particular for overseas clients. [↑](#footnote-ref-18)
19. The registered company secretary will be Canute Secretaries Limited. [↑](#footnote-ref-19)
20. Please note that it is common to operate with a trading address that is different to the registered office address. [↑](#footnote-ref-20)
21. The registered office address will be at 17-18 Aylesbury Street, London EC1R 0DB. [↑](#footnote-ref-21)
22. The registered office must be in England or Wales. [↑](#footnote-ref-22)
23. Optional. The first board minutes will be dated the date of incorporation and with the registered office as venue. All directors are present and a director will chair the meeting. Should you have alternative requirements, please let us know. [↑](#footnote-ref-23)
24. This is the date the company’s accounts are made up to. The LTD’s ARD will default to the last day of the month in which the anniversary of the LTD’s date of incorporation falls. If you require an alternative, please enter it here and we will minute the change and supply the relevant form for filing at Companies House. The LTD’s accounting period cannot be extended to cover a period of more than 18 months or shortened so that it is less than 6 months. [↑](#footnote-ref-24)
25. Must be a director. [↑](#footnote-ref-25)
26. Please enter the venue at which the first meeting will be held, if different from registered office. [↑](#footnote-ref-26)
27. The meeting date will default to the date of incorporation. If you require an alternative, please enter it here. [↑](#footnote-ref-27)
28. Please select the condition(s) that applies to the individual (for more information on the conditions please see page 7 of the form) [↑](#footnote-ref-28)
29. UK company only [↑](#footnote-ref-29)
30. Please select the condition(s) that applies to the legal entity (for more information on the conditions please see page 7 of the form) [↑](#footnote-ref-30)
31. Optional. We will file the form on your behalf but you may also wait. [↑](#footnote-ref-31)
32. NB! Any order is subject to our standard terms and conditions for Corporate Services. [↑](#footnote-ref-32)