



Commercial Company Formation Order Form

Please complete this form and return it:

by email: formations@yorkplace.com

by fax: **+44 (0) 113 224 5498**

by post: **Freepost RTHA-AGTA-EURC
York Place
Elizabeth House
13-19 Queen Street
LEEDS LS1 2TW**

Details of directors, secretary and shareholders must be added on a separate form.

Or complete our online order form at www.yorkplace.co.uk

IMPORTANT NOTES

- ◆ York Place electronically incorporates all company formations permitted by Companies House. This reduces the incorporation period to 1–2 days. Unlimited companies cannot be incorporated electronically.
- ◆ A stock of readymade companies is held for the situation where incorporation is required even faster.
- ◆ York Place provides post incorporation company secretarial services including registered office and nominee support. Please enquire.

Note: all prices include VAT.

If you need any guidance, please call the formations helpline on **0113 224 5452**.

YOUR DETAILS

Name:

Position:

Firm (if applicable):

Address:

Tel:

Mobile:

Fax:

Email:

Note: we will not pass your details to any third party. Some services may require further information to comply with anti money laundering regulations.

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Commercial Company Formation Order Form

STEP 1

Type of Company (Please tick one box)		Package Type (Please tick the package required)	
PRIVATE COMPANY LIMITED BY SHARES	<input type="checkbox"/>	PRIMARY	<input type="checkbox"/>
UNLIMITED COMPANY	<input type="checkbox"/>	NINE STAR	<input type="checkbox"/>
PUBLIC COMPANY LIMITED BY SHARES	<input type="checkbox"/>	TEN STAR	<input type="checkbox"/>
SUBSIDIARY COMPANY	<input type="checkbox"/>	CORPORATE	<input type="checkbox"/>

Guaranteed Same Day option (Please tick if required)

STEP 2

Proposed Company Name (Please list in order of priority)	Please add LIMITED OR LTD, public limited company or p.l.c. as appropriate
<hr/>	<hr/>
<hr/>	<hr/>
<hr/>	<hr/>

STEP 3

Registered Office
<hr/> <hr/> <hr/>

STEP 4

Share Denomination	
<p>A private company must have a minimum of one share in issue. A public company must issue £50,000 worth of shares before it can trade and these must be 25% paid up. Shares are usually denominated as £1 but can be any amount or any currency.</p> <p>Please state share denomination or £1 will be used as a default.</p>	<hr/> <hr/> <hr/>

Articles of Association
<p>Our standard draft Articles of Association for a private company are very comprehensive, have been settled by leading lawyers and are fully up to date. In addition we offer a number of optional articles which allow the company to be tailored to individual requirements. The most common option is a pre-emption clause on transfer (optional articles 1a and 1b). These articles restrict the rights of shareholders to transfer their shares and set out a detailed procedure in case of dispute.</p> <p>Article 1: Partnership option – Where there is more than one shareholder. This article provides that shares must be offered to the other shareholders first and sets out valuation provisions:</p> <p><input type="checkbox"/> a) in favour of other members with provision for the company to buy or</p> <p><input type="checkbox"/> b) as above, except shares are freely transferable to family.</p>

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Commercial Company Formation Order Form

STEP 4 continued

Articles of Association continued

Add £36.00 for any combination

- Article 2: Deadlock option** – Under standard articles the Chairman of a board meeting has a casting vote. This is not always desirable so this article removes that vote.
- Article 3: Enhanced voting rights** – For the director with a minority shareholding whose position needs to be entrenched. This article will make it impossible for the director to be outvoted on a resolution to remove him from office.
- Article 4: Appointment and powers of associate directors** – Where you have senior employees who could be designated as Associate Directors, it is important that the Articles make it clear that they are not actually board members.

Share capital – multiple share classes

Add £36.00

A company limited by shares may have multiple classes of shares with the same or different rights. We can define the rights in the Articles of Association for an extra fee but require the following information.

Name of class of share	Denomination	Rights attaching to share – if not completed we will assume all shares have equal rights (“pari passu”)

Please enter detailed instructions here or in separate letter:

If you have more than one class of shares please also specify the total monetary amount that the directors are authorised to allot, either in total or broken down by class, eg “£1000 for A Ordinary Shares, £2000 for B Ordinary...”etc.

For further guidance, please contact us.

Principal business activity

Please show the trade classification code number(s) for the principal activity or activities.

Classification code 1

Classification code 2

Classification code 3

Classification code 4

If you cannot determine a code, please give a brief description of the company’s business activity below.

Principal activity description:

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STEP 5 – Optional Extras

Additional prints of Articles of Association

Additional number of copies required: _____ **£5.00 each**

We advise that you have sufficient copies for each director, each shareholder/member and the company secretary as well as for bankers, accountants, solicitors and other professional advisors.

Domain Name

Domain Name(s) Required:

Registration and maintenance of a domain name.
UK (eg .co.uk) **£25.00 for 2 years**

.com **£36.00 for 2 years**

Trade Mark Search

Same Name – UK and EU **£72.00**

Full search – UK and EU **£192.00**

Proposed mark

Goods or Services to be covered

Company Seal

Plier (Note: A plier seal is included in the Ten Star package.) **£36.00**

Leverpress **£48.00**
(or £12 with Ten Star Package)

Nameplate

Registered Office Nameplate and
Wooden Mounting Board **£25.00**

Registered Office Service

Leeds **£132.00**

London **£192.00**

Edinburgh also available for Scottish companies on request

Director's Service Address (Per director)

Leeds **£72.00**

London **£84.00**

Annual Support Service

Leeds **£265.00**

London **£315.00**

Corporate Package **Deduct £50.00**

First Board Minutes

First Board Minutes Service **£60.00**
This service is included within our Ten Star package and ensures that the statutory registers, share certificates and minutes are all properly written up.

Optional information

Year End:

The month end of the anniversary of incorporation is the default but this may be changed to a period not exceeding 18 months from the date of incorporation.

Auditors Name and Address:

Lloyds Bank Account Cashback Offer

Bank account opening service with cashback as soon as account is opened. Select this option and you will be contacted by Lloyds. Cashback = £40.

Required information: Nature of business

STEP 6 – Company Appointments – see separate form. Or use York Place for set up purposes



Company Formation Company Appointments Form

Officer/Shareholder/Member Details

Company Name: _____ _____	Service address: _____ _____ _____
Date of Appointment: (Date of incorporation will be used unless York Place nominees have acted for set up purposes)	Residential address**: _____ _____ _____
<input type="checkbox"/> Director <input type="checkbox"/> Secretary <input type="checkbox"/> Shareholder/Member	Former name: (Maiden name not needed)
Number of shares: (if shareholder)	Nationality:
Class of Shares:	Business Occupation**:
Corporate Name: _____ _____	Personal authentication details: (Choose any 3 items)
(if a company please insert name and use fields below for details of corporate representative who must be a natural person*)	First 3 letters of town of birth: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Place of Registration:	First 3 letters of mother's maiden name: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Registration Number:	First 3 letters of eye colour: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Legal Form:	First 3 letters of father's first forename: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Governing Law:	Last 3 digits of telephone number: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Title, eg Mr, Mrs etc	Last 3 characters of NI number: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Surname:	Last 3 digits of passport number: <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>
Forenames:	
Date of birth**:	

Notes: *Notes re. corporate bodies – A corporate body cannot be a sole director and needs a natural person to be its representative. Please enter the persons' surname, forename and personal authentication details.

**For non-corporate directors only to complete.

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Leeds Office: Elizabeth House, 13-19 Queen Street, Leeds LS1 2TW ♦ **London Office:** One George Yard, London EC3V 9DF
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Person with Significant Control (PSC) – Company

Company Name:	Commencement Date leave blank if from incorporation
----------------------	---

Complete this section for an Individual	Complete this section for a Corporate Relevant Legal Entity
Title:	Corporate Name:
Surname:	Address of registered office or principal office:
Forename(s):	Register, including details of state if applicable:
Date of Birth:	Registration Number:
Service Address: Use Registered Office <input type="checkbox"/>	Legal Form:
Residential Address:	Governing Law:
Country, State or part of the UK where PSC usually lives:	
Nationality:	
Restrictions on disclosing PSC's information:	

Conditions met. Mark X in appropriate box or enter relevant condition below.	
Holds, directly or indirectly, more than 25% but not more than 50% of the shares in the company	
Holds, directly or indirectly, more than 50% but less than 75% of the shares in the company	
Holds, directly or indirectly, 75% or more of the shares in the company	
Holds, directly or indirectly, more than 25% but not more than 50% of the voting rights in the company	
Holds, directly or indirectly, more than 50% but less than 75% of the voting rights in the company	
Holds, directly or indirectly, 75% or more of the voting rights in the company	
Has the right to exercise, or actually exercises, significant influence or control over the company	
Holds the right, directly or indirectly, to appoint or remove a majority of the board of directors	
Other condition:	

Confirmed by: (please enter the name of the person completing this form)
--

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Company Name:	Commencement Date leave blank if from incorporation
----------------------	---

Complete this section for an Individual	Complete this section for a Corporate Relevant Legal Entity
Title:	Corporate Name:
Surname:	Address of registered office or principal office:
Forename(s):	Register, including details of state if applicable:
Date of Birth:	Registration Number:
Service Address: Use Registered Office <input type="checkbox"/>	Legal Form:
Residential Address:	Governing Law:
Country, State or part of the UK where PSC usually lives:	
Nationality:	
Restrictions on disclosing PSC's information:	

Conditions met. Mark X in appropriate box or enter relevant condition below.	
Holds, directly or indirectly, more than 25% but not more than 50% of the shares in the company	
Holds, directly or indirectly, more than 50% but less than 75% of the shares in the company	
Holds, directly or indirectly, 75% or more of the shares in the company	
Holds, directly or indirectly, more than 25% but not more than 50% of the voting rights in the company	
Holds, directly or indirectly, more than 50% but less than 75% of the voting rights in the company	
Holds, directly or indirectly, 75% or more of the voting rights in the company	
Has the right to exercise, or actually exercises, significant influence or control over the company	
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