



Not for Profit 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/members 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. CICs 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.

Go to next page

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STEP 1

Type of Company (Please tick one box)

PRIVATE COMPANY LIMITED BY GUARANTEE

PRIVATE COMPANY LIMITED BY GUARANTEE TO REGISTER AS CHARITY

COMMUNITY INTEREST COMPANY LIMITED BY SHARES

COMMUNITY INTEREST COMPANY LIMITED BY GUARANTEE

PRIVATE COMPANY LIMITED BY SHARES BUT NOT FOR PROFIT

Guaranteed Same Day option (Please tick if required)

Note: Community Interest Companies cannot be registered electronically and there is no same day service

STEP 2

Proposed Company Name (Please list in order of priority)

Please add LIMITED OR LTD, community interest company or CIC as appropriate

STEP 3

Registered Office

STEP 4

Articles of Association

A private company must have a minimum of one shareholder or member. Shares are usually denominated as £1 but can be any amount or any currency.

Please state share denomination or guarantee **£1 will be used as a default.**

Main Objects

Payments to Directors

Please indicate whether directors should be able to receive remuneration? Yes No

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

Two bound copies are already supplied.
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 or .org.uk) **£27.60 for 2 years**

.com .org **£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

A hand plier seal is included in the package.

Leverpress Upgrade price **£12.00**

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**

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:

For further guidance, please contact us.

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



Not for Profit Company Formation Order Form

For Community Interest Companies only

Step 1

Details of the company's activities/ objectives and how these will benefit the community. Please also forward a copy of any mission statement or constitution.

Step 2

Geographical area in which the CIC will operate.

Step 3

Name of another CIC or charity which will take the Company's assets in the event of winding up. If none, the CIC regulator will decide.

Step 4

In respect of the work with young and/or vulnerable people, please confirm if you have registered or sought registration with an appropriate body and confirm that controls are in place when recruiting staff to work with these individuals.

Step 5

Please confirm which articles are most suitable:

Company limited by guarantee with a small membership

Designed for use by private companies limited by guarantee, all of whose directors are members of the company and all of whose members are directors of the company.

Company limited by guarantee with a large membership

Designed for use by private companies limited by guarantee, which have more members than they have directors. Although it assumes that the directors will take most day to day decisions about the company's business, it also gives the members a strong role in controlling the overall governance of the company.

Schedule 2 company limited by shares with a small membership

Designed for use by private companies limited by shares, all of whose directors are members of the company and all of whose members are directors of the company. Allows payment of dividends to specified asset locked bodies, or other asset locked bodies with the consent of the Regulator.

Schedule 2 company limited by shares with a large membership

Designed for use by private companies limited by shares, which have more members than they have directors. Allows payment of dividends to specified asset locked bodies, or other asset locked bodies with the consent of the Regulator.

Schedule 3 company limited by shares with a small membership

Designed for use by private companies limited by shares, all of whose directors are members of the company and all of whose members are directors of the company. Allows payment of dividends to shareholders who are not asset locked bodies, including private investors, but the payment of a dividend to a private financial investor is subject to a dividend cap.

Schedule 3 company limited by shares with a large membership

Designed for use by private companies limited by shares, which have more members than they have directors. Allows payment of dividends to shareholders who are not asset locked bodies, including private investors, but the payment of a dividend to a private financial investor is subject to a dividend cap.



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

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 **Tel:** 0113 224 5452 ♦ **Fax:** 0113 224 5498 ♦ **DX:** 26436 – Leeds Park Square ♦ **Email:** formations@yorkplace.com

York Place is a trading division of Stanley Davis Group Limited. Registered Office: One George Yard, London EC3V 9DF. Registered in England Company No. 2413680



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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"/>
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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**: _____	

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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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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	
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