



# YORK PLACE<sup>®</sup>

COMPANY FORMATION • INFORMATION  
ADMINISTRATION • PROPERTY SEARCHES

## Property Management Company Formation Order Form

Please complete this form and return it:

by email: [formations@yorkplace.com](mailto: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](http://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.
- ◆ 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**.

#### ◆ Term and Privacy

By completing and returning this form you are taken to have accepted our Terms and Conditions which can be viewed at:  
[www.yorkplace.com/TermsAndConditions](http://www.yorkplace.com/TermsAndConditions)

### 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

[www.yorkplace.co.uk](http://www.yorkplace.co.uk)

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## Property Management Company Formation Order Form

### STEP 1

#### Type of Company (Please tick one box)

RESIDENTS MANAGEMENT COMPANY  
LIMITED BY SHARES

COMMERCIAL PROPERTY MANAGEMENT COMPANY  
LIMITED BY SHARES

RESIDENTS MANAGEMENT COMPANY  
LIMITED BY GUARANTEE

COMMERCIAL PROPERTY MANAGEMENT COMPANY  
LIMITED BY GUARANTEE

RTM (RIGHT TO MANAGE) COMPANY

COMMONHOLD ASSOCIATION

**Guaranteed Same Day option** (Please tick if required)

**Corporate Package**

### STEP 2

#### Proposed Company Name (Please list in order of priority)

Please add LIMITED OR LTD, or RTM  
as appropriate

### STEP 3

#### Registered Office

### STEP 4

#### Articles of Association

The 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 or **£1 will be used as a default.**

### STEP 5

Address of development/premises:

Minimum number of directors (2 recommended):

Quorum for general meetings (at least 2):

If the property is a new development, the developer may wish to retain control of the company until the last unit is sold. If this option is required please ensure that the developer is added as shareholder/member and enter the developer's name here:



## Property Management Company Formation Order Form

### STEP 6 – 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.

#### Company Seal

Note: A hand plier seal is included.

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.

#### 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.

**STEP 7 – Company Appointments** – see separate form. Or use York Place for set up purposes



## Company Appointments Form

### Appointment of Director, Secretary, Shareholder or Member

<b>Company Name:</b> _____ _____	<b>Service address:</b> _____ _____ _____
<b>Date of Appointment:</b> (Date of incorporation will be used unless York Place nominees have acted for set up purposes)	<b>Residential address**:</b> _____ _____ _____
<input type="checkbox"/> <b>Director</b> <input type="checkbox"/> <b>Secretary</b> <input type="checkbox"/> <b>Shareholder/Member</b>	<b>Former name:</b> (Maiden name not needed) _____
<b>Number of shares:</b> (if shareholder)	<b>Nationality**:</b> _____
<b>Class of Shares:</b> (default is ordinary)	<b>Business Occupation**:</b> _____ _____
<b>Title, eg Mr, Mrs etc</b>	<b>Personal authentication details:</b> (Choose any 3 items)
<b>Surname:</b>	First 3 letters of town of birth: _____
<b>Forenames:</b>	First 3 letters of mother's maiden name: _____
<b>Date of birth**:</b>	First 3 letters of father's first forename: _____
<b>Only complete this section if a corporate body is being appointed*</b>	Last 3 digits of telephone number: _____
<b>Corporate Name:</b>	Last 3 characters of NI number: _____
_____ _____ _____	Last 3 digits of passport number: _____
<b>Place of Registration:</b>	
<b>Registration Number:</b>	
<b>Legal Form:</b>	
<b>Governing Law:</b>	

**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 on this form.

\*\*For non-corporate directors only to complete.

[www.yorkplace.co.uk](http://www.yorkplace.co.uk)

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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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## Person with Significant Control (PSC) – Company

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

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:	

<b>Confirmed by:</b> (please enter the name of the person completing this form)
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Complete this section for an Individual	Complete this section for a Corporate Relevant Legal Entity
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<b>Surname:</b>	<b>Address of registered office or principal office:</b>
<b>Forename(s):</b>	<b>Register, including details of state if applicable:</b>
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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	
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