

Corporate Administration Solutions

Service Address

Service Address

Officers of UK companies are becoming increasingly conscious of the need to keep their personal details private, especially in relation to their residential addresses.

The Companies Act 2006 distinguishes between a director's service address and his usual residential address. While the service address is publicly available Companies House need only disclose a residential address to public authorities and credit reference agencies in certain circumstances.

In contrast to directors, secretaries only need to provide a service address to Companies House. They do not file their residential address.

Any residential address, for either a director or a secretary, which was publicly available at Companies House on 1 October 2009, became that officer's service address on that date.

Both directors and secretaries are able to change the address that is on the public record to help keep their details confidential and Jordans can offer an address for use as a service address.

For officers of UK companies, Jordans can offer 1 Mitchell Lane, Bristol BS1 6BU to use as a Service Address.

Please note that under no circumstances may this address be used as or be advertised as a trading or general correspondence address. Also you may not use this address without our prior consent.

Price

The use of our service address is £150 plus VAT **per appointment per annum**.

Postage and a small handling charge of £1 for each item forwarded is also charged.

How to order

Complete the attached order form or visit the Corporate Administration Solutions area of our website: www.jordans.co.uk.

Other services

Please contact **Angela Cotton** on **0117 918 1335** or visit www.jordans.co.uk for information on our other corporate administration solutions:

- Registers
- Registered office address
- Commercial mail or fax forwarding
- Director or nominee shareholder services
- Directors Compliance service
- Directors Compliance Plus service
- Telephone redirection service

Service Address Order form

**Please refer to our information sheet for further details on this service.
Please complete in BLOCK CAPITALS**

1. Officer name and company appointments

Name of officer: _____

Company name and number

Name: _____ Number: _____

Name: _____ Number: _____

Name: _____ Number: _____

Name: _____ Number: _____

Name: _____ Number: _____

For additional appointments please provide information on a separate sheet and attach to order form.

(Please note that the £150+ VAT fee is per company appointment.)

2. Contact details

The person set out below will be our main contact for this service:

Name: _____

Organisation: _____

Type of organisation: _____

Address: _____

Town: _____

Country: _____ Postcode _____

Telephone: _____ Fax: _____

Email: _____

Your reference: _____

3. Invoices and contract

A services agreement in relation to this service will be sent out on receipt of your order, together with information on our due diligence requirements for this service.

It is our policy to contract with the officer to whom the service is being provided and to issue the invoice for the annual service fee to the person named in the contract. The contract and invoice will be sent to the person named in Section 2 unless you notify us otherwise.

If you would like the contract and invoice to be issued to a party other than the UK company please tick here and complete the information below:

Name: _____

Organisation: _____

Type of organisation: _____

Address: _____

Town: _____

Country: _____ Postcode _____

Telephone: _____ Fax: _____

Email: _____

Please note it will be necessary to provide evidence of identity of the above party as well as the UK Company if we contract and invoice to the third party listed above.

4. Data Protection

Your details are held for Jordans Limited, Jordans International Limited, Jordans (Scotland) Limited – trading as Oswalds – and Jordan Publishing Limited's use only (which include our offices in major offshore locations).

Apart from any use made in connection with our acting on your behalf – including credit control reasons – we would only use your details to send you occasional materials on our products, services and events that we think may be of interest to you. **None** of your details will be passed to third parties for any marketing purpose.

For further information on how your data may be used, please contact our Data Protection Officer: Tel: +44 117 918 1431 email dataprotection@jordans.co.uk. You may 'opt-out' of receiving promotional mailings or 'opt-in' to promotional emails by selecting the appropriate boxes below.

If you **do not** wish to receive mail from our UK office, tick here:

If you **do not** wish to receive mail from our overseas offices, tick here:

If you **do** wish to receive emails from our UK office, tick here:

If you **do** wish to receive email from our overseas offices, tick here:

5. Feedback

We are always interested in understanding more about our clients and would appreciate it if you would provide the following information on how you heard about and why you chose Jordans (please tick all that apply):

How		Why	
Advert	<input type="checkbox"/>	Jordans' reputation	<input type="checkbox"/>
Exhibition	<input type="checkbox"/>	Location	<input type="checkbox"/>
Leaflet/Jordans' Focus	<input type="checkbox"/>	Price	<input type="checkbox"/>
Press article	<input type="checkbox"/>	Range of services	<input type="checkbox"/>
Referral – solicitor	<input type="checkbox"/>	Quality	<input type="checkbox"/>
Referral – accountant	<input type="checkbox"/>	Used Jordans' corporate services before	<input type="checkbox"/>
Referral - other	<input type="checkbox"/>	Used Jordans' other services before	<input type="checkbox"/>
Search Engine	<input type="checkbox"/>		
Seminar	<input type="checkbox"/>		
Other website	<input type="checkbox"/>		
Other please specify _____		Other please specify _____	

6. Payment details

Please charge to my Jordans' **account** number: _____

Please debit my **debit or credit card**: _____

Type: _____ Card number _____

Valid from: _____ Expiry: _____ Issue no: _____

Name on card: _____ Signature: _____

I enclose a **cheque** made payable to Jordans Limited

Payment is being transferred to **Jordans Limited** account, Barclays Bank Plc, Queens Road Branch, Bristol, Sort code **20-13-34**, Account number **80536296**

Please complete and return this order form to:
Angela Cotton
Manager, Corporate Administration Services
Jordans Limited, 21 St Thomas Street, Bristol BS1 6JS
email: angela_cotton@jordans.co.uk
tel: 0117 918 1335
fax: 0117 923 0063