

# Company Formation Order Form

## Company for charitable purposes in England and Wales



If you have any questions, please telephone our Company Formations Department on  
**0117 918 1391** or email [companyformations@jordans.co.uk](mailto:companyformations@jordans.co.uk)

### 1. Your details<sup>1</sup>

Name: \_\_\_\_\_  
Firm \_\_\_\_\_  
Job title \_\_\_\_\_  
Building name/no: \_\_\_\_\_  
Street: \_\_\_\_\_  
Post town: \_\_\_\_\_  
County/region: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Email: \_\_\_\_\_  
Your ref: \_\_\_\_\_

### 2. Delivery details if different to above<sup>2</sup>

Delivery address: \_\_\_\_\_  
Postcode: \_\_\_\_\_  
Contact: \_\_\_\_\_  
Telephone:<sup>3</sup> \_\_\_\_\_

### 3. Payment details

**By account** - Jordans account number (if applicable): \_\_\_\_\_  
 **By cheque** - cheques made payable to Jordans Limited  
 **By card**  
Card number: \_\_\_\_\_  
Cardholder's name: \_\_\_\_\_  
Valid from: \_\_\_\_\_ Expiry date: \_\_\_\_\_  
Issue number: \_\_\_\_\_ Security (CV2) code: \_\_\_\_\_  
Cardholder's signature: \_\_\_\_\_  
Billing address:<sup>4</sup> \_\_\_\_\_  
Postcode: \_\_\_\_\_

#### Important notes

- (a) The new company cannot hold itself out as a charity until it has been granted charitable status by the Charity Commission.
- (b) Jordans' formation service does not guarantee that the new company will be granted charitable status by the Charity Commission. The Charity Commission scrutinises each application carefully on its individual merits and will require detailed information about the company's intended aims and activities before making a decision. We strongly advise that professional advice from a charity law specialist be taken before proceeding with the incorporation of the new company.
- (c) Regrettably Jordans cannot assist in making the application to the Charity Commission for charitable status.

<sup>1</sup> This information will also be used for invoicing purposes.

<sup>2</sup> Please complete delivery address details if this differs from panel 1 above.

Your package will be delivered by DHL to the address you provide and must be signed for on receipt.

<sup>3</sup> This telephone number will be used for delivery queries.

<sup>4</sup> For credit card authorisation.

## 4. Choose your company formation package and additional services<sup>1</sup>

### Formation package<sup>2</sup>

- Jordans company formation  Same day<sup>3</sup>
- Jordans business start-up
- Jordans business start-up and directors' compliance plus

### Web services<sup>2</sup>

- Domain name registration
- Domain name + business email
- Domain name + business email + web site template service
- Domain name + business email + web site bespoke service

### Additional services

- Registered office service
- Bristol  London
- Officers' service address

<sup>1</sup> Refer to separate price list.

<sup>2</sup> Select 1 only.

<sup>3</sup> **Same day option**  
The same day option is available if you use Jordans' standard articles for a charitable company. Should you need a guaranteed same day formation we must receive your instruction before 12.00noon. Additional fees apply see pricelist.

<sup>4</sup> We will check the Companies House index for an identical name only. You may wish to visit our name checking facility on our website at [www.jordans.co.uk](http://www.jordans.co.uk).

It is unwise to choose anything too similar to an existing name as you may be required to change it at a later date.

**Certificates will be issued in upper case.**

<sup>5</sup> Delete as appropriate.

<sup>6</sup> The word 'Limited' can be omitted from the name if the objects of the company are the promotion of commerce, art, science, education, religion, charity or any profession and the articles prohibit the distribution of income, and assets to members.

## 5. Choosing the company's name<sup>4</sup>

1st choice: \_\_\_\_\_ LIMITED/LTD<sup>5</sup>

2nd choice: \_\_\_\_\_ LIMITED/LTD<sup>5</sup>

- Tick to omit the word 'Limited'<sup>6</sup>

Company name:

- must not be offensive
- must not be the same as a name already registered
- must not contain any sensitive words, without appropriate justification or permission

## 6. Registered office<sup>7</sup>

Full name: \_\_\_\_\_

Building name/no: \_\_\_\_\_

Street: \_\_\_\_\_

Post town: \_\_\_\_\_

County/region: \_\_\_\_\_

Postcode: \_\_\_\_\_

<sup>7</sup> Please enter your registered office address (including postcode) unless you are subscribing to our registered office service or you have selected our Jordans business start-up and directors compliance plus service (See section 7).

## 7. Registered office service<sup>4</sup>

Please indicate address required

- 21 St Thomas Street, Bristol BS1 6JS<sup>5</sup>  
 20-22 Bedford Row London WC1R 4JS<sup>5</sup>

Address for correspondence and renewal invoices (if different to 1)

Name: \_\_\_\_\_  
Firm: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_  
Phone: \_\_\_\_\_  
Fax: \_\_\_\_\_  
Email: \_\_\_\_\_

<sup>4</sup> This must be completed if you are taking Jordans business start-up and directors' compliance plus service.

If you are not taking this package, the company can still use our Bristol or London address as its registered office address for receiving official documents. Annual fees apply – see price list.

PLEASE NOTE: If either of these services is requested proof of identity may be required.

<sup>5</sup> Please indicate address required.

<sup>6</sup> Your domain name should be short, memorable and reflect your business.

Annual fees apply – see price list.

<sup>7</sup> Please specify type of domain(s).

<sup>8</sup> Enter your choice of email address e.g. info@yourco.org.uk. or name@yourco.org.uk. You can have 1 main email address and 2 others

<sup>9</sup> Please indicate the extent to which members' liability will be limited (usually set at £1)

## 8. Choosing a domain name<sup>6</sup>

Domain name registration

1st domain choice: \_\_\_\_\_

2nd domain choice: \_\_\_\_\_

We offer<sup>7</sup> .co.uk  .com  .org  .org.uk   
.net  .info  .biz

email address<sup>8</sup>

1st email choice: \_\_\_\_\_

2nd email choice: \_\_\_\_\_

3rd email choice: \_\_\_\_\_

## 9. Limited Liability

Per member:<sup>9</sup> £ \_\_\_\_\_

## 10. Capacity and articles of association

Is the company being formed to take over the operations of an existing charity?

- Yes<sup>10</sup>
- Tick if you are attaching a copy of the existing constitution
- No<sup>11</sup>

Objects:

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### Articles of association

Jordans' articles of association provide that:

- The minimum number of members is three
- All admissions of new members must be approved by the board of directors
- The board have general powers to set up rules and byelaws for the management and administration of matters not expressly regulated by the articles
- The company may at the discretion of the board hold an annual general meeting in any year
- The minimum number of directors is three
- Directors may be appointed by resolution of the board or of the members and the directors are not required to retire by rotation
- Directors are not entitled to any remuneration or other benefit in money or money's worth from the company
- The company has power (but is not obliged to) indemnify directors against liabilities incurred in relation to the company and any associated company to the extent permitted by the Companies Act 2006 and the rules relating to charities.
- The company has power (but is not obliged to) purchase insurance for the directors against liabilities incurred in relation to the company and any associated company.

### Alternative requirements

If you have alternative requirements (e.g. conditions for admission to membership; provision for expulsion or termination of membership; retirement by rotation at the annual general meeting; or qualifications for directors), OR in the case of an existing charity, if you wish to carry over provisions from the current constitution, please give details below or attach a separate sheet<sup>12</sup>.

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- Tick if you are attaching a separate sheet

<sup>10</sup>If an existing charity is being converted to a company, we will transpose the existing charitable purposes from the current constitution (please attach a copy of the current constitution) into the articles of association of the new company (subject to any modifications that you may request in the space provided).

<sup>11</sup>In the case of a new charity, the objects of the company will be specially drafted to reflect the purposes for which the company is being established. Please outline, in the space provided, the purposes of the company (which must be exclusively charitable).

<sup>12</sup>Additional fees will be calculated on a time spent basis, for drafting non-standard clauses. An estimate of fees will be provided on receipt of your instructions.

## 11. Individual (Director(s) and secretary if required)

**Director/secretary<sup>1</sup>**

Title:<sup>2</sup> \_\_\_\_\_

Forename(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Former name(s)<sup>3</sup> \_\_\_\_\_

**Service address<sup>4</sup>**

Building name/no: \_\_\_\_\_

Street: \_\_\_\_\_

Post town: \_\_\_\_\_

County/region: \_\_\_\_\_

Postcode: \_\_\_\_\_

**Personal details**

Date of birth:<sup>5</sup> \_\_\_\_\_

Nationality:<sup>5</sup> \_\_\_\_\_

Country/state of residence: \_\_\_\_\_

**Membership<sup>6</sup>**

Guarantee member:

**Director only – usual residential address<sup>5</sup>**

Building name/no: \_\_\_\_\_

Street: \_\_\_\_\_

Post town: \_\_\_\_\_

County/region: \_\_\_\_\_

Postcode: \_\_\_\_\_

**Only 3 answers are required<sup>7</sup>**

Town of birth (first 3 letters): \_\_\_\_\_

Telephone number (last 3 digits): \_\_\_\_\_

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/secretary<sup>1</sup>**

Title:<sup>2</sup> \_\_\_\_\_

Forename(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Former name(s)<sup>3</sup> \_\_\_\_\_

**Service address<sup>4</sup>**

Building name/no: \_\_\_\_\_

Street: \_\_\_\_\_

Post town: \_\_\_\_\_

County/region: \_\_\_\_\_

Postcode: \_\_\_\_\_

**Personal details**

Date of birth:<sup>5</sup> \_\_\_\_\_

Nationality:<sup>5</sup> \_\_\_\_\_

Country/state of residence: \_\_\_\_\_

**Membership<sup>6</sup>**

Guarantee member:

**Director only – usual residential address<sup>5</sup>**

Building name/no: \_\_\_\_\_

Street: \_\_\_\_\_

Post town: \_\_\_\_\_

County/region: \_\_\_\_\_

Postcode: \_\_\_\_\_

**Only 3 answers are required<sup>7</sup>**

Town of birth (first 3 letters): \_\_\_\_\_

Telephone number (last 3 digits): \_\_\_\_\_

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): \_\_\_\_\_

<sup>1</sup> Delete as necessary. The articles of association for this type of company require a minimum of three directors, at least one of whom must be a natural person. No person below the age of 16 years may be appointed as a director.

To appoint corporate officers go to section 12.

<sup>2</sup> Optional.

<sup>3</sup> Include any former name by which known for business purposes within the last 20 years.

<sup>4</sup> This address will appear on the public record. It does not have to be your usual residential address and could be the company's registered office.

If you have chosen Jordans service address enter:  
1 Mitchell Lane  
Bristol  
BS1 6BU.

The provision of a service address is subject to annual subscription.

<sup>5</sup> Not mandatory for secretary.

<sup>6</sup> The Charity Commission usually requires a charitable company to have at least three subscribers (members).

<sup>7</sup> 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.

# 11. Individual (Director(s) and secretary if required) continued

**Director/secretary<sup>1</sup>**

Title:<sup>2</sup> \_\_\_\_\_

Forename(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Former name(s)<sup>3</sup> \_\_\_\_\_

**Service address<sup>4</sup>**

Building name/no: \_\_\_\_\_

Street: \_\_\_\_\_

Post town: \_\_\_\_\_

County/region: \_\_\_\_\_

Postcode: \_\_\_\_\_

**Personal details**

Date of birth:<sup>5</sup> \_\_\_\_\_

Nationality:<sup>5</sup> \_\_\_\_\_

Country/state of residence: \_\_\_\_\_

**Membership<sup>6</sup>**

Guarantee member:

**Director only – usual residential address<sup>5</sup>**

Building name/no: \_\_\_\_\_

Street: \_\_\_\_\_

Post town: \_\_\_\_\_

County/region: \_\_\_\_\_

Postcode: \_\_\_\_\_

**Only 3 answers are required<sup>7</sup>**

Town of birth (first 3 letters): \_\_\_\_\_

Telephone number (last 3 digits): \_\_\_\_\_

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/secretary<sup>1</sup>**

Title:<sup>2</sup> \_\_\_\_\_

Forename(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Former name(s)<sup>3</sup> \_\_\_\_\_

**Service address<sup>4</sup>**

Building name/no: \_\_\_\_\_

Street: \_\_\_\_\_

Post town: \_\_\_\_\_

County/region: \_\_\_\_\_

Postcode: \_\_\_\_\_

**Personal details**

Date of birth:<sup>5</sup> \_\_\_\_\_

Nationality:<sup>5</sup> \_\_\_\_\_

Country/state of residence: \_\_\_\_\_

**Membership<sup>6</sup>**

Guarantee member:

**Director only – usual residential address<sup>5</sup>**

Building name/no: \_\_\_\_\_

Street: \_\_\_\_\_

Post town: \_\_\_\_\_

County/region: \_\_\_\_\_

Postcode: \_\_\_\_\_

**Only 3 answers are required<sup>7</sup>**

Town of birth (first 3 letters): \_\_\_\_\_

Telephone number (last 3 digits): \_\_\_\_\_

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): \_\_\_\_\_

<sup>1</sup> Delete as necessary. The articles of association for this type of company require a minimum of three directors, at least one of whom must be a natural person. No person below the age of 16 years may be appointed as a director. To appoint corporate officers go to section 12.

<sup>2</sup> Optional.

<sup>3</sup> Include any former name by which known for business purposes within the last 20 years.

<sup>4</sup> This address will appear on the public record. It does not have to be your usual residential address and could be the company's registered office. If you have chosen Jordans service address enter: 1 Mitchell Lane Bristol BS1 6BU. The provision of a service address is subject to annual subscription.

<sup>5</sup> Not mandatory for secretary.

<sup>6</sup> The Charity Commission usually requires a charitable company to have at least three subscribers (members).

<sup>7</sup> 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. To appoint more officers please tick this box  and attach a separate sheet providing the same information for the additional officers.

## 12. Corporate officers (Director(s) and secretary if required)

**Proposed director/secretary<sup>1</sup>**

Name of corporate body/firm: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Registered or principal address<sup>2</sup>**

Building name/no: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 Post town: \_\_\_\_\_  
 County/region: \_\_\_\_\_  
 Postcode: \_\_\_\_\_

**EEA companies<sup>3</sup>**

Where the firm is registered: \_\_\_\_\_  
 Registration number: \_\_\_\_\_

**Non EEA companies<sup>4</sup>**

Legal form of the corporate body or firm: \_\_\_\_\_  
 Governing law: \_\_\_\_\_  
 Where the company or firm registered: \_\_\_\_\_  
 Registration number: \_\_\_\_\_

**Membership<sup>5</sup>**

Guarantee member:

**Name of authorised signatory on behalf of corporate officer:**  
 \_\_\_\_\_

**Only 3 answers are required in relation to authorised signatory<sup>6</sup>**

Town of birth (first 3 letters): \_\_\_\_\_  
 Telephone number (last 3 digits): \_\_\_\_\_  
 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): \_\_\_\_\_

**Proposed director/secretary<sup>1</sup>**

Name of corporate body/firm: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**Registered or principal address<sup>2</sup>**

Building name/no: \_\_\_\_\_  
 Street: \_\_\_\_\_  
 Post town: \_\_\_\_\_  
 County/region: \_\_\_\_\_  
 Postcode: \_\_\_\_\_

**EEA companies<sup>3</sup>**

Where the firm is registered: \_\_\_\_\_  
 Registration number: \_\_\_\_\_

**Non EEA companies<sup>4</sup>**

Legal form of the corporate body or firm: \_\_\_\_\_  
 Governing law: \_\_\_\_\_  
 Where the company or firm registered: \_\_\_\_\_  
 Registration number: \_\_\_\_\_

**Membership<sup>5</sup>**

Guarantee member:

**Name of authorised signatory on behalf of corporate officer:**  
 \_\_\_\_\_

**Only 3 answers are required in relation to authorised signatory<sup>6</sup>**

Town of birth (first 3 letters): \_\_\_\_\_  
 Telephone number (last 3 digits): \_\_\_\_\_  
 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): \_\_\_\_\_

- <sup>1</sup> Delete as necessary. The articles of association for this type of company require a minimum of three directors, at least one of whom must be a natural person. No person below the age of 16 years may be appointed as a director.
- <sup>2</sup> 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 (unless contained within a full address), DX number or LP (Legal Post in Scotland) number.
- <sup>3</sup> Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register. For a list of European Economic Area countries visit the Companies House website. <http://www.companieshouse.gov.uk>.
- <sup>4</sup> Please give details of the legal form of the corporate body or firm and the law by which it is governed. Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.
- <sup>5</sup> The Charity Commission usually requires a charitable company to have at least three subscribers (members).
- <sup>6</sup> 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.
- To appoint more officers please tick this box  and attach a separate sheet providing the same information for the additional officers.

# 13. Additional members<sup>1</sup> (if not already appointed within Directors and Secretary appointments)

Title: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Name of corporate body or firm: \_\_\_\_\_

Name of authorised signatory if corporate member:<sup>2</sup> \_\_\_\_\_

Member address:

Building name/no: \_\_\_\_\_

Street: \_\_\_\_\_

Post town: \_\_\_\_\_

County/region: \_\_\_\_\_

Postcode: \_\_\_\_\_

**Only 3 answers are required<sup>3</sup>**

Town of birth (first 3 letters): \_\_\_\_\_

Telephone number (last 3 digits): \_\_\_\_\_

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): \_\_\_\_\_

Title: \_\_\_\_\_

Forename(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Name of corporate body or firm: \_\_\_\_\_

Name of authorised signatory if corporate member:<sup>2</sup> \_\_\_\_\_

Member address:

Building name/no: \_\_\_\_\_

Street: \_\_\_\_\_

Post town: \_\_\_\_\_

County/region: \_\_\_\_\_

Postcode: \_\_\_\_\_

**Only 3 answers are required<sup>3</sup>**

Town of birth (first 3 letters): \_\_\_\_\_

Telephone number (last 3 digits): \_\_\_\_\_

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): \_\_\_\_\_

<sup>1</sup> The Charity Commission usually requires a charitable company to have at least three subscribers (members).

<sup>2</sup> If appointing a corporate member, please give the name of an authorised signatory.

<sup>3</sup> If corporate member provide these details in relation to the authorised signatory.

*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.*

To appoint more members please tick this box  and attach a separate sheet providing the same information for the additional members.

## 14. First board minutes service

<b>Accounting reference date</b>
This will appear in the minutes. <sup>1</sup>
Day: <sup>1</sup> _____
Month: <sup>1</sup> _____

<b>Chairman<sup>3</sup></b>
Title: _____
Forename(s): _____
Surname: _____

<b>Meeting venue<sup>4</sup></b>
Building name/no: _____
Street: _____
Post town: _____
County/region: _____
Postcode: _____

<b>Meeting date<sup>5</sup></b>
dd/mm/yyyy      /      /

<b>Auditors/accountants<sup>2</sup></b>
Name: _____
Building name/no: _____
Street: _____
Post town: _____
County/region: _____
Postcode: _____

<b>Solicitors</b>
Name: _____
Building name/no: _____
Street: _____
Post town: _____
County/region: _____
Postcode: _____

<b>Bankers</b>
Name: _____
Building name/no: _____
Street: _____
Post town: _____
County/region: _____
Postcode: _____

**Important note.**  
Only complete this section if you are taking Jordans business start-up or Jordans business start-up and directors' compliance plus.

<sup>1</sup> The company's accounting period will default to the last day of the month in which the anniversary of the company's date of incorporation falls. If you require an alternative, please enter it here and we will file form AA01 at Companies House. The company'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.

<sup>2</sup> Delete as appropriate.

<sup>3</sup> Please indicate which director, if any, is to be chairman of the board of directors.

<sup>4</sup> Please enter the venue at which the first board meeting will be held.

<sup>5</sup> The meeting date will default to the date of incorporation. If you require an alternative, please enter it here.

**Assumptions:** The meeting will be held on the date of incorporation at the address given by you. The directors will be present and the secretary, if there is one, will attend.

## Terms and conditions of business

These services are provided on our standard Terms and Conditions. Those currently applicable are available at [www.jordans.co.uk/statutoryinformation/terms.html](http://www.jordans.co.uk/statutoryinformation/terms.html) or upon request.

Jordans Limited, 21 St Thomas Street, Bristol BS1 6JS.  
Registered in England and Wales No. 865285 Registered Office: As above  
Established in 1863 VAT No. GB 137 4442 71

[ORCLS22] Company for charitable purposes in England & Wales  
(Mar10) 20100311



Cert No. FS 28073