

Formation Order Form

For a Limited Liability Partnership



If you have any questions, please telephone our Company Formations Department on **0117 918 1391** or email companyformation@jordans.co.uk

1. Your details¹

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

¹ This information will be used for invoicing purposes.

² Please complete delivery address details if this differs from panel 1 above.

³ This telephone number will be used for delivery queries.

⁴ For credit card authorisation.

2. Delivery details if different to above²

Delivery address: _____

Postcode: _____
Contact: _____
Telephone:³ _____

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:⁴ _____
Postcode: _____

4. Choose your formation package and additional services¹

Formation package²

- Jordans LLP formation
- Jordans LLP Business start up³
- Jordans LLP Compliance³
- Same day⁴

Web services²

- 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
- Members' service address

¹ Refer to separate price list.

² Select 1 only.

³ Complete section 13

⁴ Same day option

Should you need a guaranteed same day formation we must receive your instruction before 1.00pm. Additional fees apply see pricelist.

5. Choosing the company's name⁵

1st choice: _____ LIMITED LIABILITY PARTNERSHIP/LLP⁶

2nd choice: _____ LIMITED LIABILITY PARTNERSHIP/LLP⁶

Company name:

- must end in limited liability partnership or llp
- 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

⁵ 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.

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.

⁶ Delete as appropriate.

6. Registered office⁷

Full name: _____

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

⁷ Please enter your registered office address (including postcode) unless you are subscribing to our registered office service (See section 7).

7. Registered office service¹

Please indicate address required

21 St Thomas Street, Bristol BS1 6JS²

20-22 Bedford Row London WC1R 4JS²

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

Name: _____

Firm: _____

Address: _____

Postcode: _____

Phone: _____

Fax: _____

Email: _____

¹ This must be completed if you are taking Jordans registered office service.

Annual fees apply – see price list.

PLEASE NOTE: If this service is requested proof of identity may be required.

² Please indicate address required.

8. Additional information³

Accounting date: _____

Auditors: _____

Brief description of the business, trade profession or occupation carried on by the LLP:

³ Optional. If provided, this information will be included in the draft agreement we will send you on incorporation.

9. Choosing a domain name⁴

Domain name registration

1st domain choice: _____

2nd domain choice: _____

We offer⁵ .co.uk .com .org .org.uk

.net .info .biz

email address⁶

1st email choice: _____

2nd email choice: _____

3rd email choice: _____

⁴ Your domain name should be short, memorable and reflect your business.

Annual fees apply – see price list.

⁵ Please specify type of domain(s).

⁶ Enter your choice of email address e.g. info@yourco.co.uk. or name@yourco.co.uk. You can have 1 main email address and 2 others

10. Members' designation⁷

Will all members from time to time be designated members?

Yes

No

⁷ If 'yes' all members' named will be designated. If 'No' at least two members named must be designated.

11. Individual members

Member

Designated member¹

Title:² _____

Forename(s): _____

Surname: _____

Former name(s)³ _____

Personal details

Date of birth: _____

Nationality: _____

Occupation: _____

Country/state of residence: _____

Usual residential address

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

Service address⁴

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

Only 3 answers are required⁵

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): _____

Capital:⁶ _____

Profit share:⁶ _____

Number of votes:⁶ _____

Member

Designated member¹

Title:² _____

Forename(s): _____

Surname: _____

Former name(s)³ _____

Personal details

Date of birth: _____

Nationality: _____

Occupation: _____

Country/state of residence: _____

Usual residential address

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

Service address⁴

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

Only 3 answers are required⁵

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): _____

Capital:⁶ _____

Profit share:⁶ _____

Number of votes:⁶ _____

¹ You must have at least two designated members.

To appoint corporate members go to section 12.

² Optional.

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

⁴ 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.

Use of this address is subject to annual subscription.

⁵ 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.

⁶ Optional. If provided, this information will be included in the draft agreement we will send you on incorporation.

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

11. Individual members continuation

Member

Designated member¹

Title:² _____

Forename(s): _____

Surname: _____

Former name(s)³ _____

Personal details

Date of birth: _____

Nationality: _____

Occupation: _____

Country/state of residence: _____

Usual residential address

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

Service address⁴

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

Only 3 answers are required⁵

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): _____

Capital:⁶ _____

Profit share:⁶ _____

Number of votes:⁶ _____

Member

Designated member¹

Title:² _____

Forename(s): _____

Surname: _____

Former name(s)³ _____

Personal details

Date of birth: _____

Nationality: _____

Occupation: _____

Country/state of residence: _____

Usual residential address

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

Service address⁴

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

Only 3 answers are required⁵

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): _____

Capital:⁶ _____

Profit share:⁶ _____

Number of votes:⁶ _____

¹ You must have at least two designated members.

To appoint corporate members go to section 12.

² Optional.

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

⁴ 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:
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Use of this address is subject to annual subscription.

⁵ 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.

⁶ Optional. If provided, this information will be included in the draft agreement we will send you on incorporation.

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

12. Corporate members

Member

Designated member¹

Name of corporate body/firm: _____

Registered or principal address²

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

EEA companies³

Where the firm is registered: _____

Registration number: _____

Non EEA companies⁴

Governing law: _____

Legal form of the corporate body or firm: _____

Where the company or firm registered: _____

Registration number: _____

Name of authorised signatory on behalf of corporate officer:

Only 3 answers are required in relation to authorised signatory⁵

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): _____

Capital:⁶ _____

Profit share:⁶ _____

Number of votes:⁶ _____

Member

Designated member¹

Name of corporate body/firm: _____

Registered or principal address²

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

EEA companies³

Where the firm is registered: _____

Registration number: _____

Non EEA companies⁴

Governing law: _____

Legal form of the corporate body or firm: _____

Where the company or firm registered: _____

Registration number: _____

Name of authorised signatory on behalf of corporate officer:

Only 3 answers are required in relation to authorised signatory⁵

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): _____

Capital:⁶ _____

Profit share:⁶ _____

Number of votes:⁶ _____

¹ You must have at least two designated members.

² 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.

³ 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>.

⁴ 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.

⁵ 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.

⁶ Optional. If provided, this information will be included in the draft agreement we will send you on incorporation.

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

13. First members' meeting minutes

Accounting reference date

This will appear in the minutes.¹

Day:¹ _____

Month:¹ _____

Chairman³

Title: _____

Forename(s): _____

Surname: _____

Meeting venue⁴

Building name/no. _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

Meeting date⁵

dd/mm/yyyy / /

Auditors/accountants²

Name: _____

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

Solicitors

Name: _____

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

Bankers

Name: _____

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

Important note.
Only complete this section if you are taking Jordans LLP business start up or Jordans LLP compliance

¹ 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 minute the change and supply form LLAA01 for filing 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.

² Delete as appropriate.

³ Please indicate which member, if any, is to be chairman.

⁴ Please enter the venue at which the first members' meeting will be held.

⁵ 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. All members will be present.

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 or upon request.

Jordans Limited, 21 St Thomas Street, Bristol BS1 6JS.
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