

Company Formation Order Form

Property Management Company



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 also be used for invoicing purposes.

2. Delivery details if different to above²

Delivery address: _____

Postcode: _____
Contact: _____
Telephone:³ _____

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

³ This telephone number will be used for delivery queries.

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 For credit card authorisation.

4. Choose your company formation package and additional services¹

Formation package²

- Jordans company formation Same day³
- Jordans business start-up
- Jordans business start-up and directors' compliance plus

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
- Officers' service address

¹ Refer to separate price list.

² Select 1 only.

³ **Same day option**
Should you need a guaranteed same day formation we must receive your instruction before 5.00pm. Additional fees apply see pricelist.

5. Choosing the company's name⁴

1st choice: _____ LIMITED/LTD⁵

2nd choice: _____ LIMITED/LTD⁵

Company name:

- must end in limited or ltd
- 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

⁴ 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.

⁵ Delete as appropriate.

6. Registered office⁶

Full name: _____

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

⁶ 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 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 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.

² Please indicate address required.

8. Choosing a domain name³

Domain name registration

1st domain choice: _____

2nd domain choice: _____

We offer⁴ .co.uk .com .org .org.uk
.net .info .biz

email address⁵

1st email choice: _____

2nd email choice: _____

3rd email choice: _____

³ Your domain name should be short, memorable and reflect your business.

Annual fees apply – see price list.

⁴ Please specify type of domain(s).

⁵ 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..

9. Limited liability¹

- or By ordinary shares of: £ _____ each
- By guarantee fixed at a limit of: £ _____ per member

¹ Please indicate how the members' liability will be limited and the extent of that liability (usually set at £1). Select 1 only.

10. Capacity and articles of association²

Full address of the property/development or description of facilities to be managed and location³

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

or

Description: _____

Location: _____

Membership and directorship of the company will be restricted to the leaseholders and freeholders who use or benefit from the managed property.

Are the addresses of the leaseholders/freeholders within the property specified above?

Yes No

If 'No' please specify the addresses of the leaseholders/freeholders below:

Voting rights

Do the members of the company (e.g. the developers) require voting control until all of the units are sold/leased?

Yes No

Should you have different types of property in one development, you may wish to have different share classes with different voting rights attached to each.

Example: A development with one block of apartments and individual houses. You may wish to restrict voting on matters concerning the block alone to residents of the block. If you tick below we will contact you for more information.

Additional fees will apply, see pricelist, (Choosing this option may prevent electronic incorporation.)⁴

² The company will be formed with restrictions in its articles relating to the ownership, management and administration of specified property.

³ Please complete address or description details so relevant articles may be drafted for you.

⁴ Should you have other specific requirements for the company's memorandum and articles, please contact us on 0117 918 1391 to discuss the details. Additional fees will be payable on a time spent basis for bespoke drafting.

11. Individual (Director(s) and secretary if required)¹

Director/secretary¹

Title:² _____

Forename(s): _____

Surname: _____

Former name(s)³ _____

Personal details

Date of birth:⁴ _____

Nationality:⁴ _____

Occupation: _____

Country/state of residence: _____

Director only – usual residential address

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

Service address⁵

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

Shareholding/membership⁶

Number of shares being taken: _____

Guarantee member:

Only 3 answers are required⁷

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/secretary¹

Title:² _____

Forename(s): _____

Surname: _____

Former name(s)³ _____

Personal details

Date of birth:⁴ _____

Nationality:⁴ _____

Occupation: _____

Country/state of residence: _____

Director only – usual residential address

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

Service address⁵

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

Shareholding/membership⁶

Number of shares being taken: _____

Guarantee member:

Only 3 answers are required⁷

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): _____

¹ Delete as necessary. **You must appoint at least two directors, one of whom must be an individual.**
To appoint corporate officers go to section 12.

² Optional.

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

⁴ Not mandatory for secretary.

⁵ 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.

⁶ Either enter number of shares or tick box for guarantee membership, as applicable.

⁷ 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)

<p>Proposed director/secretary¹</p> <p>Name of corporate body/firm: _____</p> <p>_____</p> <p>_____</p> <p>Registered or principal address²</p> <p>Building name/no: _____</p> <p>Street: _____</p> <p>Post town: _____</p> <p>County/region: _____</p> <p>Postcode: _____</p> <p>EEA companies³</p> <p>Where the firm is registered: _____</p> <p>Registration number: _____</p> <p>Non EEA companies⁴</p> <p>Legal form of the corporate body or firm: _____</p> <p>Governing law: _____</p> <p>Where the company or firm registered: _____</p> <p>Registration number: _____</p> <p>Shareholding/membership⁵</p> <p>Number of shares being taken: _____</p> <p>Guarantee member: <input type="checkbox"/></p> <p>Name of authorised signatory on behalf of corporate officer:</p> <p>_____</p> <p>Only 3 answers are required in relation to authorised signatory⁶</p> <p>Town of birth (first 3 letters): _____</p> <p>Telephone number (last 3 digits): _____</p> <p>National Insurance no. (last 3 characters): _____</p> <p>Passport number (last 3 digits): _____</p> <p>Mother's maiden name (first 3 letters): _____</p> <p>Eye colour (first 3 letters): _____</p> <p>Father's forename (first 3 letters): _____</p>	<p>Proposed director/secretary¹</p> <p>Name of corporate body/firm: _____</p> <p>_____</p> <p>_____</p> <p>Registered or principal address²</p> <p>Building name/no: _____</p> <p>Street: _____</p> <p>Post town: _____</p> <p>County/region: _____</p> <p>Postcode: _____</p> <p>EEA companies³</p> <p>Where the firm is registered: _____</p> <p>Registration number: _____</p> <p>Non EEA companies⁴</p> <p>Legal form of the corporate body or firm: _____</p> <p>Governing law: _____</p> <p>Where the company or firm registered: _____</p> <p>Registration number: _____</p> <p>Shareholding/membership⁵</p> <p>Number of shares being taken: _____</p> <p>Guarantee member: <input type="checkbox"/></p> <p>Name of authorised signatory on behalf of corporate officer:</p> <p>_____</p> <p>Only 3 answers are required in relation to authorised signatory⁶</p> <p>Town of birth (first 3 letters): _____</p> <p>Telephone number (last 3 digits): _____</p> <p>National Insurance no. (last 3 characters): _____</p> <p>Passport number (last 3 digits): _____</p> <p>Mother's maiden name (first 3 letters): _____</p> <p>Eye colour (first 3 letters): _____</p> <p>Father's forename (first 3 letters): _____</p>
--	--

¹ Delete as necessary. **You must appoint at least two directors, one of whom must be an individual.**

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 Either enter number of shares or tick box for guarantee membership as applicable.

⁶ 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 shareholders/members (if not already appointed within Directors and Secretary appointments)

<p>Title:¹ _____</p> <p>Forename(s): _____</p> <p>Surname: _____</p> <p>Name of corporate body or firm: _____</p> <p>Name of authorised signatory if corporate member:² _____</p> <p>Shareholder/member address:</p> <p>Building name/no: _____</p> <p>Street: _____</p> <p>Post town: _____</p> <p>County/region: _____</p> <p>Postcode: _____</p> <p>Shareholding/membership³</p> <p>Number of shares being taken: _____</p> <p>Guarantee member: <input type="checkbox"/></p> <p>Only 3 answers are required⁴</p> <p>Town of birth (first 3 letters): _____</p> <p>Telephone number (last 3 digits): _____</p> <p>National Insurance no. (last 3 characters): _____</p> <p>Passport number (last 3 digits): _____</p> <p>Mother's maiden name (first 3 letters): _____</p> <p>Eye colour (first 3 letters): _____</p> <p>Father's forename (first 3 letters): _____</p>	<p>Title:¹ _____</p> <p>Forename(s): _____</p> <p>Surname: _____</p> <p>Name of corporate body or firm: _____</p> <p>Name of authorised signatory if corporate member:² _____</p> <p>Shareholder/member address:</p> <p>Building name/no: _____</p> <p>Street: _____</p> <p>Post town: _____</p> <p>County/region: _____</p> <p>Postcode: _____</p> <p>Shareholding/membership³</p> <p>Number of shares being taken: _____</p> <p>Guarantee member: <input type="checkbox"/></p> <p>Only 3 answers are required⁴</p> <p>Town of birth (first 3 letters): _____</p> <p>Telephone number (last 3 digits): _____</p> <p>National Insurance no. (last 3 characters): _____</p> <p>Passport number (last 3 digits): _____</p> <p>Mother's maiden name (first 3 letters): _____</p> <p>Eye colour (first 3 letters): _____</p> <p>Father's forename (first 3 letters): _____</p>
--	--

¹ Optional.

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

³ Either enter number of shares or tick box for guarantee membership as applicable.

⁴ 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

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 business start-up, or Jordans business start-up and directors' compliance plus.

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 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.

² Delete as appropriate.

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

⁴ Please enter the venue at which the first board 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. 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 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

