

# Company Formation Order Form

## Right to manage (RTM) company



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

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

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

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

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

<sup>3</sup> 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:<sup>4</sup> \_\_\_\_\_  
Postcode: \_\_\_\_\_

<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 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

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

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

<sup>3</sup> **Same day option**  
Should you need a guaranteed same day formation we must receive your instruction before 1.00pm. 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.**

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

1st choice: \_\_\_\_\_ RTM COMPANY LIMITED

2nd choice: \_\_\_\_\_ RTM COMPANY LIMITED

3rd choice: \_\_\_\_\_ RTM COMPANY LIMITED

Company name:

- must end in RTM company limited
- 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. Full address of property to which RTM company relates

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

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

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

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

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

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

## 7. Registered office<sup>5</sup>

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

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

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

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

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

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

<sup>5</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 8).

## 8. Registered office service<sup>1</sup>

Please indicate address required

21 St Thomas Street, Bristol BS1 6JS<sup>2</sup>

20-22 Bedford Row London WC1R 4JS<sup>2</sup>

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

Name: \_\_\_\_\_

Firm: \_\_\_\_\_

Address: \_\_\_\_\_

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

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Email: \_\_\_\_\_

<sup>1</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>2</sup> Please indicate address required.

## 9. Choosing a domain name<sup>3</sup>

Domain name registration

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

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

We offer<sup>4</sup> .co.uk  .com  .org  .org.uk   
.net  .info  .biz

email address<sup>5</sup>

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

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

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

<sup>3</sup> Your domain name should be short, memorable and reflect your business.

Annual fees apply – see price list.

<sup>4</sup> Please specify type of domain(s).

<sup>5</sup> 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. Individual (Director(s) and secretary if required)

<p><b>Director/secretary<sup>1</sup></b></p> <p>Title:<sup>2</sup> _____</p> <p>Forename(s): _____</p> <p>Surname: _____</p> <p>Former name(s)<sup>3</sup> _____</p> <p><b>Personal details</b></p> <p>Date of birth:<sup>4</sup> _____</p> <p>Nationality:<sup>4</sup> _____</p> <p>Country/state of residence: _____</p> <p><b>Director only – usual residential address<sup>5</sup></b></p> <p>Building name/no: _____</p> <p>Street: _____</p> <p>Post town: _____</p> <p>County/region: _____</p> <p>Postcode: _____</p> <p><b>Service address<sup>5</sup></b></p> <p>Building name/no: _____</p> <p>Street: _____</p> <p>Post town: _____</p> <p>County/region: _____</p> <p>Postcode: _____</p> <p><b>Membership<sup>6</sup></b></p> <p>Member: <input type="checkbox"/></p> <p>In respect of flat no: _____</p> <p><b>Only 3 answers are required<sup>7</sup></b></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><b>Director/secretary<sup>1</sup></b></p> <p>Title:<sup>2</sup> _____</p> <p>Forename(s): _____</p> <p>Surname: _____</p> <p>Former name(s)<sup>3</sup> _____</p> <p><b>Personal details</b></p> <p>Date of birth:<sup>4</sup> _____</p> <p>Nationality:<sup>4</sup> _____</p> <p>Country/state of residence: _____</p> <p><b>Director only – usual residential address<sup>5</sup></b></p> <p>Building name/no: _____</p> <p>Street: _____</p> <p>Post town: _____</p> <p>County/region: _____</p> <p>Postcode: _____</p> <p><b>Service address<sup>5</sup></b></p> <p>Building name/no: _____</p> <p>Street: _____</p> <p>Post town: _____</p> <p>County/region: _____</p> <p>Postcode: _____</p> <p><b>Membership<sup>6</sup></b></p> <p>Member: <input type="checkbox"/></p> <p>In respect of flat no: _____</p> <p><b>Only 3 answers are required<sup>7</sup></b></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><sup>1</sup> Delete as necessary. You <u>must</u> have at least one individual director. To appoint corporate officers go to section 11.</p> <p><sup>2</sup> Optional.</p> <p><sup>3</sup> Include any former name by which known for business purposes within the last 20 years.</p> <p><sup>4</sup> Not mandatory for secretary.</p> <p><sup>5</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.</p> <p><sup>6</sup> You must have at least 2 members who must be qualifying tenants.</p> <p><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.</p> <p>To appoint more officers please tick this box <input type="checkbox"/> and attach a separate sheet providing the same information for the additional officers.</p>
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## 10. Individual (Director(s) and secretary if required) *continued*

<p><b>Director/secretary<sup>1</sup></b></p> <p>Title:<sup>2</sup> _____</p> <p>Forename(s): _____</p> <p>Surname: _____</p> <p>Former name(s)<sup>3</sup> _____</p> <p><b>Personal details</b></p> <p>Date of birth:<sup>4</sup> _____</p> <p>Nationality:<sup>4</sup> _____</p> <p>Country/state of residence: _____</p> <p><b>Director only – usual residential address<sup>5</sup></b></p> <p>Building name/no: _____</p> <p>Street: _____</p> <p>Post town: _____</p> <p>County/region: _____</p> <p>Postcode: _____</p> <p><b>Service address<sup>5</sup></b></p> <p>Building name/no: _____</p> <p>Street: _____</p> <p>Post town: _____</p> <p>County/region: _____</p> <p>Postcode: _____</p> <p><b>Membership<sup>6</sup></b></p> <p>Member: <input type="checkbox"/></p> <p>In respect of flat no: _____</p> <p><b>Only 3 answers are required<sup>7</sup></b></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><b>Director/secretary<sup>1</sup></b></p> <p>Title:<sup>2</sup> _____</p> <p>Forename(s): _____</p> <p>Surname: _____</p> <p>Former name(s)<sup>3</sup> _____</p> <p><b>Personal details</b></p> <p>Date of birth:<sup>4</sup> _____</p> <p>Nationality:<sup>4</sup> _____</p> <p>Country/state of residence: _____</p> <p><b>Director only – usual residential address<sup>5</sup></b></p> <p>Building name/no: _____</p> <p>Street: _____</p> <p>Post town: _____</p> <p>County/region: _____</p> <p>Postcode: _____</p> <p><b>Service address<sup>5</sup></b></p> <p>Building name/no: _____</p> <p>Street: _____</p> <p>Post town: _____</p> <p>County/region: _____</p> <p>Postcode: _____</p> <p><b>Membership<sup>6</sup></b></p> <p>Member: <input type="checkbox"/></p> <p>In respect of flat no: _____</p> <p><b>Only 3 answers are required<sup>7</sup></b></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><sup>1</sup> Delete as necessary. You <u>must</u> have at least one individual director. To appoint corporate officers go to section 11.</p> <p><sup>2</sup> Optional.</p> <p><sup>3</sup> Include any former name by which known for business purposes within the last 20 years.</p> <p><sup>4</sup> Not mandatory for secretary.</p> <p><sup>5</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.</p> <p><sup>6</sup> You must have at least 2 members who must be qualifying tenants.</p> <p><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.</p> <p>To appoint more officers please tick this box <input type="checkbox"/> and attach a separate sheet providing the same information for the additional officers.</p>
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# 11. 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>**

Member:

In respect of flat no: \_\_\_\_\_

**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>**

Member:

In respect of flat no: \_\_\_\_\_

**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. You must have at least one individual 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> You must have at least 2 members who must be qualifying tenants.

<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.

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

<p>Title:<sup>2</sup> _____</p> <p>Forename(s): _____</p> <p>Surname: _____</p> <p>Name of corporate body or firm: _____</p> <p>Name of authorised signatory if corporate member:<sup>3</sup> _____</p> <p>Member address:</p> <p>Building name/no: _____</p> <p>Street: _____</p> <p>Post town: _____</p> <p>County/region: _____</p> <p>Postcode: _____</p> <p><b>Membership</b></p> <p>Member: <input type="checkbox"/></p> <p>In respect of flat no: _____</p> <p><b>Only 3 answers are required<sup>4</sup></b></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:<sup>2</sup> _____</p> <p>Forename(s): _____</p> <p>Surname: _____</p> <p>Name of corporate body or firm: _____</p> <p>Name of authorised signatory if corporate member:<sup>3</sup> _____</p> <p>Member address:</p> <p>Building name/no: _____</p> <p>Street: _____</p> <p>Post town: _____</p> <p>County/region: _____</p> <p>Postcode: _____</p> <p><b>Membership</b></p> <p>Member: <input type="checkbox"/></p> <p>In respect of flat no: _____</p> <p><b>Only 3 answers are required<sup>4</sup></b></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>
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<sup>1</sup> You must have at least 2 members who must be qualifying tenants

<sup>2</sup> Optional.

<sup>3</sup> If appointing a corporate member, please give the name of an authorised signatory.

<sup>4</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.

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

<p>Title:<sup>2</sup> _____</p> <p>Forename(s): _____</p> <p>Surname: _____</p> <p>Name of corporate body or firm: _____</p> <p>Name of authorised signatory if corporate member:<sup>3</sup> _____</p> <p>Member address:</p> <p>Building name/no: _____</p> <p>Street: _____</p> <p>Post town: _____</p> <p>County/region: _____</p> <p>Postcode: _____</p> <p><b>Membership</b></p> <p>Member: <input type="checkbox"/></p> <p>In respect of flat no: _____</p> <p><b>Only 3 answers are required<sup>4</sup></b></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:<sup>2</sup> _____</p> <p>Forename(s): _____</p> <p>Surname: _____</p> <p>Name of corporate body or firm: _____</p> <p>Name of authorised signatory if corporate member:<sup>3</sup> _____</p> <p>Member address:</p> <p>Building name/no: _____</p> <p>Street: _____</p> <p>Post town: _____</p> <p>County/region: _____</p> <p>Postcode: _____</p> <p><b>Membership</b></p> <p>Member: <input type="checkbox"/></p> <p>In respect of flat no: _____</p> <p><b>Only 3 answers are required<sup>4</sup></b></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>
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<sup>1</sup> You must have at least 2 members who must be qualifying tenants

<sup>2</sup> Optional.

<sup>3</sup> If appointing a corporate member, please give the name of an authorised signatory.

<sup>4</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.

## 13. 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

