

## Your Jordans company formation checklist - October 2009

Forming your company with your officers and shareholders is easy. There are no forms to complete or sign – you provide the information and we send it electronically to Companies House.

Use this simple checklist to make sure you have all the details you need before you begin.

### Company name

Full company name to include Limited or Ltd (use our free namechecking facility to ensure that your chosen name is available).

### Domain Name

It makes sense to register your domain name at the same time so it's worth considering at this stage what you would like this to be. Ideally, your domain name should be short, memorable and reflect your business. Checking your choice of domain is also free.

### Registered office

The address of its registered office to include postcode.

### Statement of capital

For the purposes of your Jordans formation, this will be produced automatically based on the shareholding information you provide together with our standard share provision detail.

### Officers

Details of each of the directors, company secretary (optional) and shareholders

**Your company must have at least one director who is a natural person over 16 years of age. You cannot form a company with only a corporate director in office i.e. with another company acting as the only director...**

### Directors

**For each individual director you will need:**

- Full Forename(s)
- Surname
- Any former name(s) used for business purposes, including maiden names/s
- Full service address including town, county and postcode (for the public record)
- Usual residential address (protected information)
- Country/state of residence
- Date of birth
- Nationality
- Occupation
- The number of shares, if any, the director is to have in the company
- Security items (chose any 3, see below)

Choose any 3 of the following security items. This information allows for electronic filing at Companies House without the need for any paper forms or live signatures. The information provided will not appear anywhere on the public record.

Town of birth (first 3 letters)

Telephone number (last 3 digits)

Eye colour (first 3 letters)  
National insurance number (last 3 digits)  
Passport number (last 3 digits)  
Mother's maiden name (first 3 letters)  
Father's first name (first 3 letters)

**For a corporate director you will need:**

- Corporate/firm name
- Registered/principal office address
- For an EEA\* company, details of the register where the company file is kept (including state) and its registration number in that register.
- For a non-EEA\* company, details of the legal form of the corporate body or firm and the law by which it is governed; and, if applicable, the register in which it is entered (including the state) and its registration number in that register.
- Security items (chose any 3 as before)

**Secretary**

**Note you do not have to appoint a secretary, but if you choose to do so you will need:**

- Full forename/s
- Surname
- Any former name/s used for business purposes, including maiden names/s
- Full service address including town, county and postcode
- The number of shares, if any, the secretary is to have in the company
- Security items (chose any 3 as before)

**If another company is to act as secretary, you will need:**

- Corporate/firm name
- Registered/principal office address
- For an EEA\* company, details of the register where the company file is kept (including state) and its registration number in that register.
- For a non-EEA\* company, details of the legal form of the corporate body or firm and the law by which it is governed; and, if applicable, the register in which it is entered (including the state) and its registration number in that register.
- Security items (chose any 3, see below)

If the company secretary is also a Director this information can be provided in one transaction.

**Shareholder**

**A shareholder may also be a director or secretary in which case the information can then be provided in one transaction.**

**For a shareholder who is not a director or secretary you will need:**

- Full Forename(s)
- Surname
- Full address including town, county and postcode
- The number of shares the shareholder is to have in the company
- Security items (chose any 3 as before)

If you have any further questions about forming a new company, please contact us on (0117) 918 1391 or by email at [companyformation@jordans.co.uk](mailto:companyformation@jordans.co.uk)

\*EEA - European Economic Area comprises countries in the EU plus Iceland, Liechtenstein and Norway. [Click here](#) for further information.