

Company Formation Order Form

Non-charitable Company Limited by Guarantee



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.

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

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 2.00pm. 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 ltd⁶
- 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 To omit the word "limited" specific objects clauses will be required. Please call 0117 918 1391.

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 or you have selected our Jordans business start-up and directors compliance plus service (See section 7).

7. Registered office service⁴

Please indicate address required

21 St Thomas Street, Bristol BS1 6JS⁵

20-22 Bedford Row London WC1R 4JS⁵

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

Name: _____

Firm: _____

Address: _____

_____ Postcode: _____

Phone: _____

Fax: _____

Email: _____

⁴ 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.

⁵ Please indicate address required.

8. Choosing a domain name⁶

Domain name registration

1st domain choice: _____

2nd domain choice: _____

We offer⁷ .co.uk .com .org .org.uk

.net .info .biz

email address⁸

1st email choice: _____

2nd email choice: _____

3rd email choice: _____

⁶ Your domain name should be short, memorable and reflect your business.

Annual fees apply – see price list.

⁷ Please specify type of domain(s).

⁸ 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 Please indicate the extent to which members' liability will be limited (usually set at £1)

¹⁰ If you would like restrictions to be placed on what the company can do, specific object clauses can be included. Additional fees will apply and your formation will take longer. Please contact us on 0117 918 1391.

¹¹ Tick if required

9. Limited Liability

Per member:⁹ £ _____

10. Capacity and articles of association

The company will be formed with unlimited capacity.¹⁰

Additional clauses¹¹

Prohibition of the distribution of profits amongst the members.

Any assets remaining on winding up not to be divided amongst the members but donated to another body sharing similar objects or to charity.

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

Director/secretary¹

Title:² _____

Forename(s): _____

Surname: _____

Former name(s)³ _____

Service address⁴

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

Date of birth:⁵ _____

Nationality:⁵ _____

Country/state of residence: _____

Membership

Guarantee member:

Director only – usual residential address⁵

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

Only 3 answers are required⁶

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 _____

Service address⁴

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

Date of birth:⁵ _____

Nationality:⁵ _____

Country/state of residence: _____

Membership

Guarantee member:

Director only – usual residential address⁵

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

Only 3 answers are required⁶

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 have at least one individual director. 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 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.

⁵ Not mandatory for secretary.

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.

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

Proposed director/secretary¹

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

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

Membership

Guarantee member:

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): _____

Proposed director/secretary¹

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

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

Membership

Guarantee member:

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): _____

¹ Delete as necessary. You must have at least one individual director

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.

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

13. Additional 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>Member address:</p> <p>Building name/no: _____</p> <p>Street: _____</p> <p>Post town: _____</p> <p>County/region: _____</p> <p>Postcode: _____</p> <p>Only 3 answers are required³</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>Member address:</p> <p>Building name/no: _____</p> <p>Street: _____</p> <p>Post town: _____</p> <p>County/region: _____</p> <p>Postcode: _____</p> <p>Only 3 answers are required³</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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¹ Optional.

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

³ 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.
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