

Company Formation Order Form

For a Private Company Limited by Shares



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
- 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
- Multiple share classes

Optional articles⁴

Alternate share transfer provision^{2, 4}

- Pre-emption rights on share transfers
Shares are offered to the other shareholders pro rata to their current shareholdings
- or
- Unrestricted transfer to family members
Directors must register transfers of shares to family members; all other transfers at directors' discretion
- or
- Unrestricted transfer to family members; pre-emption on other transfers
Directors must register transfers of shares to family members; all other transfers subject to pre-emption rights in favour of the other shareholders pro rata to their shareholdings

Additional articles⁵

- Chairman's casting vote
Gives a chairman who is also a shareholder a casting vote in the event of an equality of votes on any resolution at a general meeting
- Exclusion of the board's power to authorise conflicts of interest
Maintains the legal position before 1 October 2008 (i.e. that a director's conflict of interest may only be authorised by resolution of the members)
- Enhanced voting rights for directors
Gives a director who is also a shareholder additional votes per share if voting against a resolution to remove him as a director
- Associate directors
Enables the company to appoint associate directors who are given additional authority to that of an employee but who are not members of the board of directors, often used where the appointee is in contact with customers

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.

⁴ Jordans' standard articles for a private commercial company limited by shares provide that the directors may refuse to register any transfer of shares, whether or not the shares are fully paid, unless you select one of the alternate share provisions.

⁵ Select any you wish to apply.

5. Choosing the company's name¹

1st choice: _____ LIMITED/LTD²

2nd choice: _____ LIMITED/LTD²

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

¹ 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.

² Delete as appropriate.

6. Registered office³

Full name: _____

Building name/no: _____

Street: _____

Post town: _____

County/region: _____

Postcode: _____

³ 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 name¹

Domain name registration

1st domain choice: _____

2nd domain choice: _____

We offer² .co.uk .com .org .org.uk
 .net .info .biz

email address³

1st email choice: _____

2nd email choice: _____

3rd email choice: _____

¹ Your domain name should be short, memorable and reflect your business.

Annual fees apply – see price list.

² Please specify type of domain(s).

³ 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

⁴ Select 1 only.

⁵ Insert type e.g. ordinary, preference etc.

⁶ Enter either £ Sterling (GBP) or \$ US Dollars (USD) or € Euro (EU).

⁷ Value per share

The shareholders will be free to transfer their shares to any person, subject to the directors' right to refuse to register the transfer unless you select an alternate share transfer provision see section 4.

9. Shares and share transfer provisions

⁴ Ordinary shares of (Pounds Sterling) £1.00 each (Jordans default)

or

⁴

Class ⁵	Currency ⁶	Each ⁷

⁸ The following will apply to all classes. If you require amendments contacts us on 0117 918 1391.

Voting – All classes will have full voting rights

Dividends – Power to pay variable dividends by general meeting resolution plus power for the directors to pay variable interim dividends without prior approval of the members in general meeting.

Allotment – Directors' discretion. Directors may allot shares, irrespective of class, to whoever they wish

Transfer – Directors' discretion. Directors may refuse to register any transfer of a share, irrespective of its class.

Winding up – All classes will rank equally.

10. Multiple share classes⁸

Most private companies are formed with one class of share. Only complete this section if you require more than one class of share. Please note additional charges apply – refer to price list.

Share capital divided into:

Class ⁵	Currency ⁶	Each ⁷

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: _____

Personal details

Date of birth:⁵ _____

Nationality:⁵ _____

Country/state of residence: _____

Shares

Number of shares being taken: _____

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: _____

Personal details

Date of birth:⁵ _____

Nationality:⁵ _____

Country/state of residence: _____

Shares

Number of shares being taken: _____

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: _____

Shares

Number of shares being taken: _____

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: _____

Shares

Number of shares being taken: _____

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.

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

Title: ¹ _____	Title: ¹ _____
Forename(s): _____	Forename(s): _____
Surname: _____	Surname: _____
Name of corporate body or firm: _____	Name of corporate body or firm: _____
Name of authorised signatory if corporate shareholder: ² _____	Name of authorised signatory if corporate shareholder: ² _____
Shareholder address:	Shareholder address:
Building name/no: _____	Building name/no: _____
Street: _____	Street: _____
Post town: _____	Post town: _____
County/region: _____	County/region: _____
Postcode: _____	Postcode: _____
Number of shares: ³ _____	Number of shares: ³ _____
Only 3 answers are required⁴	Only 3 answers are required⁴
Town of birth (first 3 letters): _____	Town of birth (first 3 letters): _____
Telephone number (last 3 digits): _____	Telephone number (last 3 digits): _____
National Insurance no. (last 3 characters): _____	National Insurance no. (last 3 characters): _____
Passport number (last 3 digits): _____	Passport number (last 3 digits): _____
Mother's maiden name (first 3 letters): _____	Mother's maiden name (first 3 letters): _____
Eye colour (first 3 letters): _____	Eye colour (first 3 letters): _____
Father's forename (first 3 letters): _____	Father's forename (first 3 letters): _____

¹ Optional.

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

³ Please note that any allotment of shares not taken on subscription to the memorandum may affect dormancy status. We will assume the shares are fully paid.

⁴ If corporate shareholder 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 shareholders please tick this box and attach a separate sheet providing the same information for the additional shareholders.

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, Jordans business start-up & directors' compliance 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.

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