

Incorporating a UK Company

Information required to form a Company Limited by Shares

Proposed Company name		<i>Please note: Some words are considered "sensitive" by Companies House. See here.</i>
Nature of business		
Registered Office address		<i>F&L offer a Registered Office service.</i>
Details of Directors: <ul style="list-style-type: none"> • Number of natural Directors • Number of corporate body Directors 		<i>A "natural director" is an individual, not a corporate body. Please see page 2 for information required here.</i>
Details of Company Secretary (optional)	<p>We would like to appoint F&L CoSec Limited</p> <p>We would like to appoint our own corporate body</p> <p>We would like to appoint our own natural person</p> <p>We choose not to appoint a Company Secretary</p>	<p><i>F&L offer Company Secretarial services.</i></p> <p><i>Please see page 2 for detailed information required here.</i></p> <p><i>Please see page 2 for detailed information required here.</i></p> <p><i>Please be aware that the Company must abide by the same statutory regulations, even when a Company Secretary is not appointed.</i></p>
Statement of issued capital: <ul style="list-style-type: none"> • Class of share (e.g. Ordinary) • Currency • Nominal value per share • Number of shares to be issued 		<i>You may have as many classes of capital as you like, in whichever currency you would like.</i>
Statement of rights per issued share class: <ul style="list-style-type: none"> • Voting • Dividend • Capital • Redemption 		<p><i>Different classes of share capital allow you to alter the rights attached to these shares.</i></p> <p><i>If you would like just 1 class of share capital, adopting standard rights, please leave this section blank.</i></p>
Preferred accounting reference date		<i>This is your preferred financial year-end.</i>

Natural Shareholders

Information required:

Title	
Full forename(s)	
Surname	
Former name(s)	
Service address*	
Residential address	
Class of shares	
Number of shares	
Amount paid (including share premium)	
First 3 letters of eye colour	
First 3 letters of town of birth	
Last 3 digits of telephone number	

**The Service Address is shown on the public records instead of the residential address. F&L can offer a Service Address, if you prefer not to publish your residential address. The residential address for each Shareholder must be provided even when using a Service Address.*

Corporate Body Shareholders

Information required:

Name of corporate body	
Full name of an authorised signatory	
Principal address	
Country (&State) of registration	
Company registration number	
First 3 letters of eye colour	
First 3 letters of town of birth	
Last 3 digits of telephone number	

- Please supply notarised copies of the passports (for individuals) / certificate of incorporation (for corporate bodies) of all shareholders with a holding of greater than 25%.
- Please supply notarised copies of a recent (less than 3 months old) utility bill that is addressed to your residential address (natural shareholders) or principal address (corporate bodies) of all shareholders with a holding greater than 25%.

Natural Directors

Information required:

(A Director must be over 16 years of age)

Title	
Full forename(s)	
Surname	
Former name(s)	
Residential address	
Service address*	
Nationality	
Date of birth	
Business occupation	

**The Service Address is shown on the public records instead of the residential address and F&L can offer a Service Address, if you prefer not to publish your residential address. The residential address for each Director must be provided even when using a Service Address.*

Corporate Body Directors

Information required:

(A Company must have at least one natural Director)

Name of corporate body	
Full name of an authorised signatory	
Principal address	
Country of registration	
Company registration number	

- Please supply notarised copies of the passports (for individuals) / certificate of incorporation (for corporate bodies) of all Directors.
- Please supply notarised copies of a recent (less than 3 months old) utility bill that is addressed to your residential address (natural Directors) or principal address (corporate bodies) of all Directors.

Natural Company Secretary

Information required:

Title	
Full forename(s)	
Surname	
Former name(s)	
Service address*	

**A Company Secretary need not disclose their residential address. F&L can offer a Service address if you prefer not to disclose your residential address.*

Corporate Body Company Secretary

Information required:

Name of corporate body	
Full name of an authorised signatory	
Principal address	
Country of registration	
Company registration number	

Company Secretarial Services

F&L delivers a full suite of UK Company Secretarial services (sometimes known as corporate secretarial services) to UK Companies. The team specialise in providing tailored support to global businesses with UK operations, drawing upon expertise from different areas to ensure that you receive the advice you need.

For more information, contact:

Carolyn Arlett: Company Secretary

London Office

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