



## STEP 4 REGISTERED OFFICE

Your Company must have an official Registered Office address, although your place of business can be elsewhere. Complete if you have your own Company address. Alternatively, you can use our prestige address, in which case, tick the box.

### EITHER Your own Registered Office

Address

Postcode

### Or Use of our address as Registered Office

Please tick (£60.00 per annum).

SOMERSET HOUSE  
6070 BIRMINGHAM BUSINESS PARK B37 7BF

We will forward all necessary Company correspondence to you and your Company name will be displayed on the Company Board.

## STEP 5 SERVICE ADDRESS

We offer a service address facility for all directors and shareholders that prevents your home address from appearing on the public register. This keeps your home address totally private. If required, please tick to use our service address below.

Please tick (£60.00 per annum) for any number of Directors & Shareholders.

SOMERSET HOUSE  
6070 BIRMINGHAM BUSINESS PARK B37 7BF

## STEP 6 DIVISION OF SHAREHOLDING

You may issue any number of shares. The total number of shares actually issued sets the limited liability of the shareholders. The division of shares between the shareholders establishes the proportion of the Company that each shareholder owns (see examples below). If more than 1 share is issued, the cost is £5.00 per 100 extra shares issued, up to 1,000 shares (cost £50.00). The cost of issues above 1,000 shares remains at £50.00. The following examples illustrate these points. Be sure to enter the total number of shares issued in the LIST OF SHAREHOLDERS in STEP 7.

### EXAMPLES OF SHARE DIVISION

	SHARE HOLDERS	DIVISION OF SHARES	OWNERSHIP OF COMPANY
Example 1	A.Smith	1	100%
Number of shares issued:		1	
Total liability: £1	Additional cost		£Nil
Example 2	A.Smith M.Jones S.Brown	60 30 10	60% 30% 10%
Number of shares issued: 100			
Total liability: £100	Additional cost		£5.00
Example 3	A.Smith M.Jones S.Brown L.Harris	550 270 150 30	55% 27% 15% 3%
Number of shares issued: 1000			
Total liability: £1000	Additional cost		£50.00

## STEP 7 SHAREHOLDERS

There may be as many shareholders as you like, with a minimum of one. You must insert the full Name and Address of each shareholder in the LIST OF SHAREHOLDERS below. Another limited company can be a shareholder. You must also enter the number of shares issued to each shareholder.

### List of Shareholders

#### Shareholder 1

Name

\* Town of birth

\* Eye colour

\* Mothers maiden name

Address

Postcode

Number of shares

#### Shareholder 2

Name

\* Town of birth

\* Eye colour

\* Mothers maiden name

Address

Postcode

Number of shares

#### Shareholder 3

Name

\* Town of birth

\* Eye colour

\* Mothers maiden name

Address

Postcode

Number of shares

#### Shareholder 4

Name

\* Town of birth

\* Eye colour

\* Mothers maiden name

Address

Postcode

Number of shares

Total Number of shares issued

Additional Cost (£5 per 100 shares - maximum £50.00). Cost  £

## STEP 8 OPTIONAL ADDITIONAL SERVICES FOR NEW COMPANY OWNERS

There are a number of additional considerations which will require your attention when forming your new Company. We therefore also offer a number of optional services over and above the straightforward Company formation package. You should now decide which of the following would benefit you as you launch your new Company.

### B) TRADE MARK REGISTRATION

We have strongly advised you to do a Trade Mark search (STEP 1) to ensure your name does not conflict with any of the 2.5 million UK Registered Marks or any of the 7 million European Registered Marks. That search will ensure peace of mind.

We can also register your name, brand or logo as your unique Trade Mark throughout the UK and Europe for a fixed fee. This gives you sole rights to this name or brand and it cannot be copied by anyone.

UK Trade Mark in one class cost including search.  
Please tick here if required:

Cost **£495.25**

UK and European Trade Mark  
Please tick here if required:

Cost **£1,590.00**

### C) INTERNET DOMAIN NAME REGISTRATION

Whether you are going to have a website for your business or not we can register a unique domain name for you. We will undertake all searches, register the best name available and provide a certificate.



Please tick here to order your domain name:

.co.uk  .org.uk  .ltd.uk  .plc.uk  .me.uk  **£30.00 pa**

.com  .org  .net  .biz  .tv  .co  **£60.00 pa**

5 Email addresses for your domain name  £15 inc vat  
or 5 Email addresses and 200mb of webspace  £60 inc vat  
to host your website

For further email facilities, webspace and website design please see our DNR brochure and DNRI form.

### D) BUSINESS NAMES USE

Many companies often leave 'Ltd' out of their title and in order to trade in this manner you must by law display full ownership details. ie "ABC Computers" is owned by "ABC Computer Systems UK Ltd". For this purpose and your compliance with the Business Names Act we automatically issue this extra certificate for display purposes. There is no additional charge for this document. If your company wants to use a different name to its company name please contact us. ie. "ABC Computers Ltd" using "Fast PC Repairs".

### E) COMPANY SEAL

A Company Seal is not a legal requirement but many clients order them to seal leases, shares and documents in the company name.

Please tick if required  Cost **£20.00**

### F) VAT REGISTRATION

You will have to register your Company for VAT, unless turnover will be below the minimum rate. We can provide a complete Registration service to ensure a smooth start to your business. We will arrange all the documentation for you and obtain the VAT Certificate on your behalf.  
Please supply the following information:

1. Address of principal place of business.

  
  

Postcode

2. Nature of Business

3. Telephone number of principal place of business

4. Estimated turnover for first year (even if unsure please estimate)

5. Are you starting to trade immediately - if not when will trading start

6. Are your VAT records on a computer Yes  No

7. Do you intend to trade in the EU? if yes, give estimated value of sales and purchases. Yes  No

EU Sales  EU Purchases

Please tick here if required:  Cost **£25.00**

### G) NAMEPLATE

At your Registered Office you must by law put up a nameplate in the Company name. We can supply these in brass or aluminium. You do not need a nameplate if you use our Registered Office.

SIZE	6"x3"	8"x4"	10"x6"	12"x6"	12"x8"
<b>Aluminium</b>					
2 lines of text	£24.00	£30.00	£38.00	£42.00	£50.00
3 lines of text	£30.00	£38.00	£42.00	£50.00	£58.00
<b>Brass</b>					
2 lines of text	£28.00	£38.00	£58.00	£68.00	£82.00
3 lines of text	£34.00	£44.00	£64.00	£74.00	£84.00

Aluminium  2 Lines  
 Brass  3 Lines Cost  £

### H) BANK INTRODUCTION

We can fast track the opening of a Barclays Business Account at your local branch free of charge. The Barclays Local Business Manager will contact you to finalise your account setup.



Please tick here to receive this service with your registration.

