



# Nationwide Company PLC application

Please complete this form in **BLOCK CAPITALS**. **ALL STEPS 1-8** must be completed. Then complete **STEP 9** for optional services as required. All basic formation costs are included in the Company formation price. The prices of additional services (including VAT) are shown where applicable. Where an additional service is required, please tick where requested and enter the appropriate price in the box. A VAT receipt will be supplied with the company as ordered in **STEPS 10 and 11**.

In case any queries arise during formation, please advise:

Contact Name:

Daytime Telephone:

Account No:

Address to which correspondence should be sent:

## STEP 1 PLC NAME

### A Newly-formed PLC

Call Nationwide to check the name you want conforms to statutory requirements and is available.

### New PLC Name

### b) Trade Mark Search

If you require a Trade Mark Search - to ensure your Newly-formed PLC name does not conflict with European and UK protected Trade Marks,

Please tick here  Cost

## STEP 2 COMPANY SECRETARY

Name

\* Town of birth  Nationality

\* Eye colour

\* Mothers maiden name

Address

Postcode

Nationwide can act as your Company Secretary

If required, please tick here.  Cost

Please refer to the Additional Services Section, 9E.

\* Details required for filing data electronically, for security purposes. Not placed on public record.

## STEP 3 DIRECTORS

The Company must have at least 2 Officers. ( Examples: 2 Directors and the Company Secretary; or 2 Directors, one also being Company Secretary.) Please complete, Full Name and Private Address, Date of Birth and Nationality for each Director.

Continue on Separate sheet if necessary.

Name

DOB  /  /  Nationality

\* Town of birth

\* Eye colour

\* Mothers maiden name

Address

Postcode

Name

DOB  /  /  Nationality

\* Town of birth

\* Eye colour

\* Mothers maiden name

Address

Postcode

Name

DOB  /  /  Nationality

\* Town of birth

\* Eye colour

\* Mothers maiden name

Address

Postcode

Name

DOB  /  /  Nationality

\* Town of birth

\* Eye colour

\* Mothers maiden name

Address

Postcode

\* Details required for filing data electronically, for security purposes. Not placed on public record.

## STEP 4 REGISTERED OFFICE

Your PLC must have an official Registered Office address, although your place of business can be elsewhere. Complete a) if you have your own PLC address. Alternatively, you can use Nationwide's prestige address in which case, tick b).

### EITHER a) Your own Registered Office

Address   
  
  
Postcode

### Or b) Use of Nationwide as Registered Office

If you want to use a Nationwide address as your Registered Office, please tick (£58.75 - 1 year).

SOMERSET HOUSE, 40-49 PRICE STREET  
BIRMINGHAM B4 6LZ

Nationwide will forward all necessary Company documents to you. Your Company name will be displayed on the Nationwide Company Board and you will not need to purchase your own nameplate.

## STEP 5 SHARE CAPITAL

Share Capital means the size of the Company, not its liability. Nationwide forms all Newly-formed PLC's with a Share Capital of £50,000 unless you require a higher figure. If so, please insert the higher figure here (there is no extra charge for this).

Share Capital  £

## STEP 6 DIVISION OF SHAREHOLDING

You need to issue 50,000 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).

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	25,000	50%
	M.Jones	25,000	50%
Number of shares issued: 50,000			
Example 2	A.Smith	30,000	60%
	M.Jones	15,000	30%
	S.Brown	5,000	10%
Number of shares issued: 50,000			

You should pay up a minimum of a 1/4 of your shareholding to the company. This can be in cash, assets or equipment. The balance can be paid at any time and is owed to the company if not paid.

## STEP 7 SHAREHOLDERS

There may be as many shareholders as you like, with a minimum of two. You must insert the full Name and Address of each shareholder in the LIST OF SHAREHOLDERS below. Please continue on a separate sheet if necessary. You must also enter the number of shares issued to each shareholder. STEP 6 describes how to do this.

### LIST OF SHAREHOLDERS

Name   
\* Town of birth   
\* Eye colour   
\* Mothers maiden name   
Address   
  
 Postcode   
Number of Shares

Name   
\* Town of birth   
\* Eye colour   
\* Mothers maiden name   
Address   
  
 Postcode   
Number of Shares

Name   
\* Town of birth   
\* Eye colour   
\* Mothers maiden name   
Address   
  
 Postcode   
Number of Shares

Name   
\* Town of birth   
\* Eye colour   
\* Mothers maiden name   
Address   
  
 Postcode   
Number of Shares

\* Details required for filing data electronically, for security purposes. Not placed on public record.

Total number of shares issued.  
at least 50,000

## STEP 8 CERTIFICATE TO TRADE

All PLC companies need a Certificate to Trade and Borrow unless they are dormant. We will automatically obtain this for you at no extra charge if this box is ticked.

Certificate to Trade & Borrow

If required, tick here.

## STEP 9 OPTIONAL ADDITIONAL SERVICES FOR NEW COMPANY OWNERS

There are a number of additional considerations which will require your attention when forming your new PLC. 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 PLC.

### A) 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 600,000 UK Registered Marks or any of the 1 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 **£2,585.00**

### B) 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. We will provide you with a choice of names before registration.

Please tick here to order your domain name:

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

.com  .org  .net  .biz **£60.00**

In addition we can supply e-mail hosting and immediate webspace. Please complete form DNRI enclosed, or insert name here.



### C) BUSINESS NAMES REGISTRATION

If you wish to trade in a different name to that of your company name we can supply the proper documents to enable full compliance with the Business Names Act 1985. This means a nondescript PLC Company can trade in a more professional or applicable name and still retain its limited liability, e.g. 'Bloggs PLC' could trade as 'ABC Computer Systems'.

Please tick here if required:

Cost **£61.10**

Please insert your Trading Name here.

### D) CONSUMER CREDIT ACT SEARCH AND REGISTRATION

If your Company is likely to need a Consumer Credit Licence, a prior name search is essential (cost £25.00).

Please tick here if required:

Cost **£25.00**

Please insert the name to be searched here, if different to Company name:

Nationwide can also apply for the CCA licence on your behalf

Please tick here if required:

Cost **£350.00**

Including search

### E) COMPANY SECRETARY SERVICE

If required, Nationwide will act as your Company Secretary, ensuring all statutory information about your PLC is maintained, including signing and submitting specific forms for initial Registration. We can inform Companies House of your PLC's Accounting Date and issue Member Certificates, detailing them in the Members Register, other statutory duties are outlined within our brochure. The Company Secretary service cost is £58.75 per annum. If you require this service, please ensure you indicate this at STEP 2.

### F) VAT REGISTRATION

You will have to register your Company for VAT, unless turnover will be below the minimum rate. Nationwide 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 give estimate).

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

6. Are your VAT records to be held on computer?

Yes  No

7. If yes, please state software and version.

  

8. 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	£22.00	£28.00	£36.00	£40.00	£48.00
3 lines of text	£28.00	£36.00	£40.00	£48.00	£56.00
<b>Brass</b>					
2 lines of text	£26.00	£36.00	£56.00	£66.00	£80.00
3 lines of text	£32.00	£42.00	£62.00	£72.00	£82.00

Aluminium

2 Lines

Brass

3 Lines

Size  " x  "

Cost  £

## STEP 10 COMPLETE ORDER FORM

Please confirm order by ticking box as requested, and entering costs in the right hand column.

PLC COMPANY PURCHASE - Company formation, including:  
 PLC Registration Fee  
 Commissioners Fees  
 Formation Fees and Expenses  
 Memorandum & Articles of Association including Table A (6 Sets)

Certificate of Incorporation  
 Completed Company Register  
 Company Seal  
 First Minutes  
 Share Certificates  
 Certificate to Trade & Borrow

**TOTAL** £140.00

### OPTIONAL SERVICES

tick as requested

Trade Mark Search	<input type="checkbox"/>	£94.00	£
Nationwide as Company Secretary	<input type="checkbox"/>	£58.75	£
Nationwide as Registered Office	<input type="checkbox"/>	£58.75	£
Trade Mark Registration in one class UK (inc search)	<input type="checkbox"/>	£495.25	£
UK & European Trade Mark	<input type="checkbox"/>	£2,585.00	£
Domain Name registration and internet services (please choose + calculate)	<input type="checkbox"/>	£	£
Business Name search, Registration and Protection	<input type="checkbox"/>	£61.10	£
VAT Registration	<input type="checkbox"/>	£25.00	£
Consumer Credit Act Licence Name Search	<input type="checkbox"/>	£25.00	£
Consumer Credit Licence Application (including Search)	<input type="checkbox"/>	£350.00	£
Nameplate (please calculate)	<input type="checkbox"/>	£	£
<b>Total (All prices include VAT)</b>			£

## STEP 11 PAYMENT

Send your completed form with a cheque payable to Nationwide Corporate Services at the address below. Alternatively, you may pay by credit card. Please complete the following details:

Cardholder's Name: <i>(exactly as card)</i>	<input type="text"/>						
Cardholder's E-Mail Address:	<input type="text"/>						
Cardholder's House Number: <i>(as statement address)</i>	<input type="text"/>			Cardholder's Postcode:	<input type="text"/>		
Card Number:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Card Security Number: <i>(last 3 digits on signature strip)</i>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<b>IF PRESENT ON SWITCH:</b> Card Issue Number:		<input type="text"/>	
Card Expiry Date:	<input type="text"/>	<input type="text"/>	<input type="text"/>	Card Start Date:	<input type="text"/>	<input type="text"/>	
Card Type (Please tick):	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	VISA	MASTERCARD	SWITCH	SOLO	EURO	AMEX	

We will now complete all details for your Company to be Registered, and supply you with an attractively-packed Company Attache Case Kit. This contains your Company Certificates, 6 copies of your Memorandum and Articles of Association complete with table A, your Statutory Books and Company Seal and we complete all your Company register and Share Certificates. **We guarantee all Companies are new and have never traded.**



For further details contact us or  
 See our Website at: [www.anewbusiness.co.uk](http://www.anewbusiness.co.uk)  
 e.mail address: [sales@anewbusiness.co.uk](mailto:sales@anewbusiness.co.uk)

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