



**SMALL
BUSINESS
TAX UK**

Since 1992

Small Business Tax UK

New Company Formation Request

6 Greenwich Quay Clarence Road, London SE8 3EY

Website: smallbusinesstax.co.uk Email: info@smallbusinesstax.co.uk

+44 (0)20 8691 3930, +44 (0)20 8691 3730, +44 (0) 77 3159 7789

*Registered in Uk as **Small Business Tax Consultants Ltd With Company Number. 14339390***



Please complete this form using block capitals

All highlighted space MUST be completed.

Company Name 1st Choice _____

2nd Choice _____

3rd Choice _____

Business description: _____

Business Type: Limited Company _____ LLP _____

(Please select one only)

Other _____

Business Contact Details:

Address: _____

Postcode: _____

Country: _____

Telephone Number: _____

Email Address: _____

Fax Number: _____

Billing Contact: (If different)

Address: _____

Postcode: _____

Country: _____

Telephone Number: _____

Email Address: _____

Fax Number: _____

Company Registered Office Address:

9 Greenwich Quay Clarence Road, London SE8 3EY

To ensure that Small Business Tax UK receives correspondence relating to filing deadlines we offer a registered office address service. There is an annual fee for this service, the fee includes annual confirmation statement filing.

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If you do not wish to use this service then please enter details of an alternative registered office address below. Small Business Tax UK will not undertake filing of the annual confirmation statement unless specifically requested to do so, fee chargeable.

Address: _____

Postcode: _____

Country: _____

Telephone Number: _____

Email address: _____





Directors

Please complete for each director to be appointed on Incorporation. At Least 1 director must be appointed.

INDIVIDUAL

Full Name, inc title:		
Former Name(s): Any names that have been used for business purposes in the last 20 years (including maiden/married names)		
Country/State of Residence		
Nationality:		
Date of Birth:		
Usual Residential Address: This address will not appear on the public record, cannot be a PO Box number		
Postcode:		
Country:		
Business Occupation:		
Service Address: This is the address that will appear on the public record	The company Registered Office:	Yes / No
	Usual Residential	Yes / No
Other: please provide details inc postcode & country		
Email Address:		
Telephone Number		
UK NI number		
Passport Number: not required if UK NI number provided		
Town of Birth:		
Consent to act as Director:		
Please Tick the box to confirm:	[<input type="checkbox"/>] The company confirms that the person named above has contented to as a director of the company	
New Directors Signature:		

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CORPORATE BODY

Corporate body / firm name	
Registered Office Address: This address will appear on the public record, cannot be a PO Box number	
Where the company/firm is registered	
Registration number	
For Non-EEA companies	
Legal form of the corporate body or firm	
Governing Law	
Consent to act as Director	
Please tick the box to confirm	<input type="checkbox"/> The company confirms that the corporate body named above has contented to as a director of the company
Signature on behalf of the Corporate Body:	



Company Secretary

You are not required to appoint a Company Secretary however, if a Company Secretary is to be appointed please enter details below

Company Secretary

Full Name, inc title:		
Service Address: This is the address that will appear on the public record.	A Same as Registered Office (<input type="checkbox"/>) Please tick B Other (please provide details)	
	Postcode:	
	Country:	
Home Address: This will not appear on the public record but must be provided		
	Postcode:	
	Country:	
Telephone Number:		
Email Address:		
UK NI Number:		
Passport Number: not required if UK NI number provided		
Date of Birth		
Business Occupation		
Nationality		
Town of Birth		



If the company Secretary is a company then please provide the following information

Registered Number	
Country of Registration	

Consent to act as Secretary

Please tick the box to confirm	<input type="checkbox"/> The company confirms that the person named above has contented to act as secretary of the
New Secretary's Signature	





Share Capital

£1 Ordinary shares will be created designated as share types A, B, C etc, according to the number of shareholders, and 1 share will be issued to each shareholder.

Each share type will be created with the following voting & dividend rights:

Full rights to receive notice of, attend and vote at general meetings. One share carries one vote, and full rights to dividends and capital distributions (including upon winding up). Should you require different share names, voting rights etc please complete the details below.

Share Type 1:

Share Type name:	
Nominal Value:	
Rights:	

Share Type 2:

Share Type name:	
Nominal Value:	
Rights:	

Share Type 3:

Share Type name:	
Nominal Value:	
Rights:	

Share Type 4:

Share Type name:	
Nominal Value:	
Rights:	

Please supply the above information for any additional share types on a separate sheet

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Shareholders

Please complete for each shareholder on Incorporation. There must be at least 1 shareholder.

INDIVIDUAL

Full Name, inc title:		
Country/State of Residence		
Nationality:		
Date of Birth:		
Usual Residential Address: This address will not appear on the public record, cannot be a PO Box number		
Postcode:		
Country:		
Business Occupation:		
Service Address: This is the address that will appear on the public record	The company Registered Office:	Yes / No
	Usual Residential	Yes / No
Other: please provide details inc postcode & country		
Email Address:		
Telephone Number		
UK NI number		
Passport Number: not required if UK NI number provided		
Town of Birth:		



CORPORATE BODY

Corporate body / firm name	
Registered Office Address: This address will appear on the public record, cannot be a PO Box number	
Where the company/firm is registered	
Registration number	
For Non-EEA companies	
Legal form of the corporate body or firm	
Governing Law	
Please tick the box to confirm	<input type="checkbox"/> The company confirms that the corporate body named above has contented to act as a director of the company
Signature on behalf of the Corporate Body:	

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Register of people with significant control

UK companies, Societates Europaeae (SE's) and limited liability partnerships (LLP's) are now required to identify & record people who own or control them. This information must be held on a PSC register & filed with the central public register at Companies House.

A PSC is someone in your company who:

- Owns more than 25% of the company's shares
- Holds more than 25% of the company's voting rights
- Holds the right to appoint or remove the majority of directors
- Has the right to, or actually exercises significant influence or control
- Holds the right to exercise or actually exercises significant control over a trust or company that meets any of the other 4 conditions.

There are 3 types of entity in law whose details must be entered into a company's PSC register and companies must enter details of whichever is appropriate to them on the confirmation statement. The categories are individual, registrable relevant legal entity (RLE) (such as a company) and other registrable person (such as a corporation sole or local authority).

The following details must be provided for each individual, RLE or other registrable person identified:

Full Name, Inc title:	
Country/state of residence	
Nationality	
Service address (shown on the public record)	
Usual residential address (not shown on the public register)	
Full date of birth (not shown on the public register)	



For RLE's only

The legal form of the corporate body	
The governing law under which the RLE was registered	
Where the RLE was registered (if applicable)	
The RLE's registration number (if applicable)	





Nature of their control over the company - The nature of control is what gives the person their influence over the company (select 1 in all sections that apply).

Ownership of shares

- The person holds shares
- The members of a firm hold shares
- The trustees of a trust hold shares
 - More than 25% but not more than 50% of shares () tick
 - More than 50% but less than 75% of shares () tick
 - 75% or more shares () tick

Ownership of voting rights

- The person holds voting rights
- The members of a firm hold shares - The person has the right to exercise, or actually exercises, significant influence or control over the activities of a firm that, under the law by which it is governed, is not a legal person; and the members of the firm.
- The trustees of a trust hold shares - he person has the right to exercise, or actually exercises, significant influence or control over the activities of a trust; and the trustees of that trust
 - More than 25% but not more than 50% of voting rights () tick
 - More than 50% but less than 75% of voting rights () tick
 - 75% or more of voting rights () tick

Right to appoint or remove the majority of the board of directors

- The person has the right to appoint or remove the majority of the board of directors of the company () tick
- The person has control over the firm and members of that firm (in their capacity as such) hold the right to appoint or remove the majority of the board of directors of the company () tick
- The person has control over the trust and the trustees of that trust (in their capacity as such) hold the right to appoint or remove the Majority of the board of directors of the company () tick



Has significant influence or control

- The person has significant influence or control over the company () tick
- The person has control over the firm and members of that firm (in their capacity as such) have significant influence or control over the company () tick
- The person has control over the trust and the trustees of that trust (in their capacity as such) have significant influence or control over the company () tick

