

# Company Search Request Form

Firm \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
DX/BRITDOC No \_\_\_\_\_

Date \_\_\_\_\_  
Attention \_\_\_\_\_  
Ref \_\_\_\_\_  
Phone \_\_\_\_\_  
Fax \_\_\_\_\_  
E-mail \_\_\_\_\_

Please reply by: Post  DX  E-mail  Fax extra **£7.80**

**Please search against:-**

Registered Number (if known)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**PLEASE PROVIDE THE FOLLOWING INFORMATION:** (search descriptions overleaf)

*please tick appropriate boxes ✓*

Full Search with Accounts	<b>£34.20</b>	<input type="checkbox"/>
Full Search without Accounts	<b>£34.20</b>	<input type="checkbox"/>
Latest filed Accounts	<b>£23.99</b>	<input type="checkbox"/>
Latest filed Annual Return	<b>£23.99</b>	<input type="checkbox"/>
Directors Names & Addresses	<b>£23.99</b>	<input type="checkbox"/>

KYC/Credit Report	<b>£18.00</b>	<input type="checkbox"/>
Credit Profile/CCJ report	<b>£12.00</b>	<input type="checkbox"/>

Memorandum & Articles of Association	<b>£23.99</b>	<input type="checkbox"/>
Register of Mortgage and Charges	<b>£23.99</b>	<input type="checkbox"/>
Registered Office & Liquidation Search	<b>£19.80</b>	<input type="checkbox"/>
Details of any Liquidation/Receivership etc	<b>£19.80</b>	<input type="checkbox"/>
Registered Office Only	<b>£9.00</b>	<input type="checkbox"/>
Archive Records on DVD	<b>£36.00</b>	<input type="checkbox"/>
Individual Directors Search	<b>£19.80</b>	<input type="checkbox"/>

*provide full name & address*

All prices inclusive of VAT and effective from 1st March 2016.

Conveyancing Search	<b>£25.79</b>	<input type="checkbox"/>
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**FOR CONVEYANCING SEARCH PLEASE GIVE PROPERTY:**

<b>SPECIFIC PHOTOCOPIES OR ADDITIONAL REQUIREMENTS: (PLEASE PHONE IF ASSISTANCE REQUIRED)</b>
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Please tick for:  Further Search Pad  Property Search Order Forms  
 Details of Company Monitoring/Watching service  Company Formation Order Forms

## COMPANY SEARCH GUIDANCE NOTES

### Full Search with/without Accounts – includes the following information

- Current Company Name/Registered Number
- Date of Incorporation & Changes of Name
- Principal Objects/Activities
- Current Registered Office Address
- Last filed Accounts if required
- Accounting Reference Date
- Latest filed Annual Return
- Current Director(s)/Secretary
- Shareholder(s) & Nominal/Issued Capital
- Mortgages & Charges Register if applicable
- Details of Appointment of Liquidator/Receiver/Winding Up etc

### KYC/Credit Report – includes the following information

- Current Company Name/Registered Number
- Date of Incorporation
- Principal Objects/Activities
- Current Registered Office
- Trading Address(es) & Telephone No. if available
- Current Director(s) and Secretary
- Shareholders & Nominal/Issued Capital
- Recently registered Mortgages & Charges
- Figures taken from last four years accounts
- Analysis of latest accounts including Industry Comparison
- Confirmation of Auditors/Bankers if available
- County Court Judgement Search
- London Gazette Search
- Credit Limit

### Conveyancing Search – includes the following information

- Current Company Name
- Date of Incorporation and Registered Office
- Details of any outstanding Mortgages or Charges which might affect a specific property
- Confirmation that the company has powers to purchase, hold, lease, mortgage and sell land
- Details of appointment of Liquidator/Receiver/Winding Up/Striking Off etc.

### Individual Directors Search – includes the following information

- Confirmation of an individual's current appointments
- List of past appointments since '91
- Involvement with DISSOLVED companies since '91
- Confirmation of address, date of birth & business occupation

All searches/credit reports are processed subject to availability, on the day of instruction.

Urgent requests can be expedited for an agreed fee.

Results can be sent either by POST/DX/FAX/E-MAIL – please indicate on your instructions if a specific deadline exists.



#### company formation

READY-MADE/MADE TO MEASURE  
FLAT MANAGEMENT  
GUARANTEE COMPANIES  
UNLIMITED COMPANIES • PLCS  
REGISTERS • NAME PLATES • SEALS

#### property and company searches

COMPANY SEARCHES • CREDIT/STATUS REPORTS  
PERSONAL LOCAL AUTHORITY SEARCHES  
ENVIRONMENTAL SEARCHES  
PROPERTY SEARCHES  
PLANNING, FLOODING, CONTAMINATED LAND SEARCHES

#### corporate services

SPECIFIC ARTICLES  
CREATION OF DIFFERENT SHARE CLASSES  
BONUS ISSUES • PURCHASE OF OWN SHARES  
RE-REGISTRATION • SECRETARIAL AND NOMINEE SERVICES  
OVERSEAS/OFFSHORE COMPANIES