

# Multiple Share Classes Questionnaire

If you wish to create Articles of Association with named Multiple Share Classes for an existing or new company (the cost for this service starts from £295.00 plus VAT), this form should be returned with, if applicable, a copy of the company's current Memorandum & Articles of Association. If these are not available we can supply them for you at our standard company search rates.

*please tick appropriate boxes ✓*

**FROM £ 295.00**   
**PLUS VAT**

## 1 NAME & SHARE CAPITAL

Company Name \_\_\_\_\_ Company Number (IF KNOWN) \_\_\_\_\_

Allotment Threshold Required:

\_\_\_\_\_ 'A' Shares of £ \_\_\_\_\_ each      \_\_\_\_\_ 'B' Shares of £ \_\_\_\_\_ each  
\_\_\_\_\_ 'C' Shares of £ \_\_\_\_\_ each      \_\_\_\_\_ 'D' Shares of £ \_\_\_\_\_ each  
\_\_\_\_\_ 'E' Shares of £ \_\_\_\_\_ each      \_\_\_\_\_ 'F' Shares of £ \_\_\_\_\_ each

## 2 DIVIDENDS

*Please select one option only from each of the following sections*

- No distinction between the classes       Power to pay variable dividends by shareholders' resolution plus power for the Directors to pay variable interim dividends with prior approval by shareholders' resolution.
- Power to pay variable dividends by shareholders' resolution only (NO power for the Directors to pay variable interim dividends).

## 3 WINDING UP

- All classes of shares will rank equally
- The share classes will be repaid in the following order \_\_\_\_ then \_\_\_\_ then \_\_\_\_ then \_\_\_\_
- And the final surplus will be  paid to the holder of the \_\_\_\_ shares       divided equally amongst all the shareholders

## 4 VOTING

- The \_\_\_\_\_ Shares will have no right to receive notice of, attend, or vote at meetings of the shareholders

**NOTE: Sufficient shareholders must hold voting rights to achieve a quorum.**

- All classes will have full voting rights

## 5 ALLOTMENT

1. Directors' discretion - (Directors may allot any shares, up to the allotment threshold irrespective of class, to whoever they wish.)
2. Class pre-emption rights - all classes (Directors must offer any new shares from a particular class to the shareholders of that class, in proportion to their existing holdings of shares of that class).
3. Class pre-emption rights in respect of certain classes, Directors discretion in respect of the other(s)  
Class(es) to be subject to pre-emption rights: \_\_\_\_\_  
Class(es) to be subject to Directors' discretion: \_\_\_\_\_
4. Pre-emption rights irrespective of class (Directors must offer any new shares to all shareholders in proportion to their existing holdings of shares of all class).

# 6

## TRANSFER

*please select one option only*

- 1. Directors' discretion – (Directors may refuse to register any transfer, irrespective of class of share to be transferred).
- 2. Class pre-emption rights – all classes (Transferor must offer any shares from a particular class to the shareholders of that class, in proportion to their existing holdings of shares of that class).
- 3. Class pre-emption rights in respect of certain classes, Directors' discretion in respect of the other(s).  
Class(es) subject to pre-emption rights: \_\_\_\_\_  
Class(es) subject to Directors' discretion: \_\_\_\_\_
- 4. Pre-emption rights irrespective of class (Transferor must offer shares to all shareholders in proportion to their existing holdings of shares of any class).

# 7

## EXISTING SHAREHOLDERS (IF APPLICABLE)

Please only complete if we are creating new classes of shares for an existing company

To ensure the accuracy of the meeting documentation, statutory forms and resolutions, please complete the following information giving details of shares already in issue and how they should be re-designated. **PLEASE NOTE, additional fees payable for preparation of paperwork for new share allotments.**

### FULL NAME AND ADDRESS OF CURRENT SHAREHOLDERS

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Number of shares currently held \_\_\_\_\_

Number of shares to be redesignated as (state number of shares of each class) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Number of shares currently held \_\_\_\_\_

Number of shares to be redesignated as (state number of shares of each class) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Number of shares currently held \_\_\_\_\_

Number of shares to be redesignated as (state number of shares of each class) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Number of shares currently held \_\_\_\_\_

Number of shares to be redesignated as (state number of shares of each class) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Number of shares currently held \_\_\_\_\_

Number of shares to be redesignated as (state number of shares of each class) \_\_\_\_\_

Name \_\_\_\_\_

Address \_\_\_\_\_

Postcode \_\_\_\_\_

Number of shares currently held \_\_\_\_\_

Number of shares to be redesignated as (state number of shares of each class) \_\_\_\_\_

**Please contact us if your requirements are not met by these options. In such a case an additional charge may be payable. We will be pleased to supply an estimate of our charges upon request.**



**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