

Property Management Company

1	NAME	please tick appropriate boxes 🗸	1
	PLEASE STATE COMPANY NAME REQUIRED OPPOSITE		
	We will advise name availability or report identical names.		
	We will form your company with the word "LIMITED" in full unless otherwise indicated.		LIMITED
		• • • • • • • • • • • • •	• • • • •
2	ADDRESS OF ESTATE MANAGED		2
	Please provide the full address of the property which the company will manage. This will appear in the Articles of Association.	Address	
		• • • • • • • • • • • • •	• • • • •
3	PROPERTY DETAILS		3
	We can put in place additional voting rights for the subscriber member or their successor, to ensure that a Developer retains control of the company until all of	Residents:	
	the dwellings have been sold.	Developer:	
	Is the company being incorporated for the current residents or for a developer?	Developers Name	
	MEMBERC/ HARHITY		
Ü	MEMBERS' LIABILITY The Members' liability can either be limited by share or by guarantee.	Limited by Share:	
	Please state opposite which is required.	Limited by Share: Limited by Guarantee:	
		Liffilled by Guarantee.	
		• • • • • • • • • • • • • •	•••••
5	DIRECTORS, SECRETARY & REGISTERED OFFICE		5
	Please complete enclosed Form IN01 giving details of the proposed registered office and the company officer(s). There must be at least one officer (at least one Director). Please note that private limited companies are not obliged to appoint a Company Secretary.		



REGISTERED OFFICE AND SERVICE ADDRESS FACILITY	please tick appropriate boxes 🗸	
Our address can be used as the Company's Registered Office address for receiving official mail which can be forwarded to a designated address.	per annum	£ 100.00
Directors may also now place a Service Address onto the public record: their residential address remains on a private record at Companies House. You can use our address as the Director's Service Address for receipt of official mail, which can be forwarded on to a designated address.	Number of Directors	£ 100.00
	• • • • • • • • • • • •	• • • • •
COMPANY SECRETARIAL & REGISTERED OFFICE SERVICE		
Once your company is up and running the importance of ensuring the statutory legal requirements are met according to company law cannot be over emphasised. Our Company Secretarial & Registered Office Service will provide the following:		
 completion of first board minutes 		
 setting up and maintaining the company's statutory records 		
 preparing appropriate resolutions 		
 registered office address for the receipt of official mail 		
 filing of non-trading accounts and annual returns at Companies House. 	per annum	£ 352.50
	per amam	
COMPLETION OF STATUTORY RECORDS & FIRST BOARD MINUTES PLEASE ONLY COMPLETE THIS SECTION IF YOU ARE REQUESTING EITHER (1) OUR COMPANY SECRETARIAL SERVICE (SEE SECTION 7 ABOVE) OR (2) THAT WE PREPARE AND COMPLETE THE FIRST BOARD MINUTES AND	per amam	£ 75.00
COMPLETION OF STATUTORY RECORDS & FIRST BOARD MINUTES PLEASE ONLY COMPLETE THIS SECTION IF YOU ARE REQUESTING EITHER (1) OUR COMPANY SECRETARIAL SERVICE (SEE SECTION 7 ABOVE) OR (2) THAT WE PREPARE AND COMPLETE THE FIRST BOARD MINUTES AND	per amam	••••
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PLEASE ONLY COMPLETE THIS SECTION IF YOU ARE REQUESTING EITHER (1) OUR COMPANY SECRETARIAL SERVICE (SEE SECTION 7 ABOVE) OR (2) THAT WE PREPARE AND COMPLETE THE FIRST BOARD MINUTES AND COMPLETE THE INITIAL STATUTORY REGISTERS AND CERTIFICATES OF MEMBERSHIP. If you do not tick the box above then we will prepare a draft Minutes of the	PARTICULARS OF FIR	£ 75.00
COMPLETION OF STATUTORY RECORDS & FIRST BOARD MINUTES PLEASE ONLY COMPLETE THIS SECTION IF YOU ARE REQUESTING EITHER (1) OUR COMPANY SECRETARIAL SERVICE (SEE SECTION 7 ABOVE) OR (2) THAT WE PREPARE AND COMPLETE THE FIRST BOARD MINUTES AND COMPLETE THE INITIAL STATUTORY REGISTERS AND CERTIFICATES OF MEMBERSHIP.	PARTICULARS OF FIRE MEETING	£ 75.00
PLEASE ONLY COMPLETE THIS SECTION IF YOU ARE REQUESTING EITHER (1) OUR COMPANY SECRETARIAL SERVICE (SEE SECTION 7 ABOVE) OR (2) THAT WE PREPARE AND COMPLETE THE FIRST BOARD MINUTES AND COMPLETE THE INITIAL STATUTORY REGISTERS AND CERTIFICATES OF MEMBERSHIP. If you do not tick the box above then we will prepare a draft Minutes of the First Board Meeting and leave the Registers and Certificates blank for completion by you. The first meeting of the Company will be held on the date of incorporation at the Registered Office address supplied. The Directors will all be present and the Secretary (if so appointed) will	PARTICULARS OF FIRMEETING Date of first meeting	£ 75.00
PLEASE ONLY COMPLETE THIS SECTION IF YOU ARE REQUESTING EITHER (1) OUR COMPANY SECRETARIAL SERVICE (SEE SECTION 7 ABOVE) OR (2) THAT WE PREPARE AND COMPLETE THE FIRST BOARD MINUTES AND COMPLETE THE INITIAL STATUTORY REGISTERS AND CERTIFICATES OF MEMBERSHIP. If you do not tick the box above then we will prepare a draft Minutes of the First Board Meeting and leave the Registers and Certificates blank for completion by you. The first meeting of the Company will be held on the	PARTICULARS OF FIRMEETING Date of first meeting Address of first meeting	£ 75.00

36 COI	V
	4

COMPLETION OF STATUTORY RECORDS & FIRST BOARD MINUTES

please tick appropriate boxes 🗸

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7		•	_

SH	ΔR	FHOI	DER	S/MF	MRF	RS

Name	No of Shares
Address	(if applicable)
Name	No of Shares
Address	(if applicable)
Name	No of Shares
Address	(if applicable)
Name	No of Shares
Address	(if applicable)
Name	No of Shares
	(if applicable)
Address	
Name	No of Shares (if applicable)
Address	
Name	No of Shares (if applicable)
Address	, ,,
Name	No of Shares
Address	(if applicable)
Company's Bankers	• • • • • • • • • • • • • • • • • • • •
Name	
Address	
	• • • • • • • • • • • • • • • • • • • •
COMPANY'S ACCOUNTANTS/AUDITORS* * Delete as appropriate	
Name	
Address	
	• • • • • • • • • • • • • • • • • • • •
Accounting reference Date	
The Company's year end for accounting purposes will be the last day of the	The first accounting period will end on
month in which the anniversary of incorporation falls, unless you decide otherwise. In this case it will be necessary to inform the Registrar of Companies	
before the first accounts have to be filed, using company form AAO1. If we	

are completing the First Board Minutes and initial Statutory Registers for you,

please confirm the desired Accounting Reference Date.



PROPERTY	MANAGEMENT	COMPANY	PACKAGE

Certificate of Incorporation, six bound copies of the Memorandum & Articles of Association with Draft first board minutes, Combined Company Register, blank company forms SH01 (if appropriate) and AA01, Transfer Documentation if applicable (Certificate of Non-Trading, Stock Transfer Form.

	Property Managemer	it Co Package	1 220.00
Additional Services			
Completion of Statutory Registers & First Board Minutes	Registers		£ 75.00
Additional copy Memorandum & Articles required	Additional Articles	per copy	£ 7.50
Lever Press Seal	Lever Press Seal	extra	£ 65.00
Plier Seal	Plier Seal	extra	£ 30.00
Registered Office facility, per annum	Reg. Office Facility	per annum	f 100.00
Director's Services Addresses	Director's Service A	Addresses	
Number of Directors using facility	each	per annum	f 100.00
Company Secretarial & Registered Office service, per annum	Sec+Reg Office	per annum	£ 352.50
The Companies (Trading Disclosures) Regulations 2008 require that every company			
must display its registered name at its Registered Office and at any other location			
where records are kept or business carried on			
Name Plate – Brass size (8" x 4")	Brass Name Plate		£ 45.00
Laminate size (8" x 4")	Laminate		£ 40.00
	£		
Course Company Services Limited in the sum of all prices include VAT at the current rate. Sourse Company Services will not be liable in any manner whatsoever in respect of a name which could not reasonably be foreseen at the date of your search, being one to which the exerctary of State or a third party would take objection. All goods and services are provided in the terms of the Company's Standard Conditions of Business, copies of which are	£		
ourse Company Services Limited in the sum of I prices include VAT at the current rate. ourse Company Services will not be liable in any manner whatsoever in respect of a name which could not reasonably be foreseen at the date of your search, being one to which the excretary of State or a third party would take objection. All goods and services are provided in the terms of the Company's Standard Conditions of Business, copies of which are	£	• • • •	
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ourse Company Services Limited in the sum of I prices include VAT at the current rate. ourse Company Services will not be liable in any manner whatsoever in respect of a name thich could not reasonably be foreseen at the date of your search, being one to which the excretary of State or a third party would take objection. All goods and services are provided in the terms of the Company's Standard Conditions of Business, copies of which are vailable on application to the Company. Credit card number * Last three digits on reverse of card	YOUR DET		
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Course Company Services Limited in the sum of a liprices include VAT at the current rate. Sourse Company Services will not be liable in any manner whatsoever in respect of a name which could not reasonably be foreseen at the date of your search, being one to which the exerctary of State or a third party would take objection. All goods and services are provided in the terms of the Company's Standard Conditions of Business, copies of which are vailable on application to the Company. Credit card number * I Date (if any)	YOUR DET. Company (i		Ref (optional)
Bourse Company Services Limited in the sum of all prices include VAT at the current rate. Fourse Company Services will not be liable in any manner whatsoever in respect of a name which could not reasonably be foreseen at the date of your search, being one to which the ecretary of State or a third party would take objection. All goods and services are provided in the terms of the Company's Standard Conditions of Business, copies of which are vailable on application to the Company. Credit card number It Date (if any) Validation Code* Issue Number (if any) Wish to pay by Mastercard Visa Debit Card please tick appropriate box All goods and services are provided in the terms of the Company. **Iast three digits on reverse of card Expires Debit Card please tick appropriate box All goods and services are provided in the terms of the company. **Iast three digits on reverse of card Expires Debit Card please tick appropriate box All goods and services are provided in the terms of the company.	YOUR DET. Company (i	f applicable)	Ref (optional)
Expires Issue Number (if any) *last three digits on reverse of card	YOUR DET. Company (i Contact Address	f applicable)	Ref (optional)



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Company Directors Questionnaire

Please return this questionnaire together with the appropriate Bourse company order form

Proposed new company nai	me		
			private limited company, otable company types are LIMITED, LTD. or LTD
Registered Office address			
The Registered Office add service on the Company. I Ireland. It cannot be a F address, and should be an a any mail delivered.	It must be in PO Box or	n England, Wal similar unless	les, Scotland or Northern contained within a full
This company will be registed England and Wales ☐	ered in Wales 🗖	Scotland 🗖	Northern Ireland 🗖
Principal Business Activity			
Please provide the company's	s proposed b	usiness activity,	or the SIC for that activity.

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Company Officers

A private limited company must have at least one *natural* Director (ie. a Director who is not themself a corporation) and at least one shareholder (who may also be a Director or Company Secretary of this new company, and may be a corporation).

A private limited company is not obliged to appoint a Company Secretary.

People with Significant Control

A Person with Significant Control ("PSC") is a natural person or a relevant legal entity (such as a UK limited company or an LLP, known as an "RLE") who meets one or more of the following **conditions** in relation to your company

- 1) Directly or indirectly holds more than 25% (in nominal value) of the shares;
- 2) Directly or indirectly holds more than 25% of the voting rights;
- 3) Directly or indirectly holds the right to appoint or remove a majority of directors (eg. by being the sole director, or having rights defined in the company's Articles or any other agreement);
- **4)** Otherwise has the right to exercise, or actually exercising, significant influence or control; and/or
- 5) Has the right to exercise, or actually exercises, significant influence or control over the activities of a trust or firm which is not an RLE, but would itself satisfy any of the first four conditions if it were an individual.

nb. A corporate legal entity is relevant in relation to your company if it meets any one or more of the conditions (1) to (5) set out above and:

- 1. It keeps its own PSC register in accordance with the Act and the Regulations, and/or
- 2. It is subject to Chapter 5 of the Financial Conduct Authority's Disclosure and Transparency Rules (DTRs), and/or
- 3. It has voting shares admitted to trading on a regulated market in the UK or European Economic Area (other than the UK) or on specified markets in Switzerland, the USA, Japan, or Israel.

A relevant legal entity (RLE) is registrable in relation to your company if it is the first relevant legal entity in your company's ownership chain.

You will need to confirm on the following pages any PSC/RLEs and the nature of their control (conditions 1-5 above) which you believe makes them a PSC/RLE.

Alternatively, please confirm that you believe that the company has NO people with significant control or relevant legal entities.

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Please provide the details of your proposed officers and shareholders on the following pages.

Please re-print or photocopy the appropriate pages if you need more.

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Natural officer/shareholder

This individual will be <i>(please tick</i> Secretary Director		y): :holder/Member 🗖	PSC 🗖		
Full name including title (Mr, Mrs,	etc)				
Previous names (any former names	used for business	s purposes within the last twenty	y years)		
Service address (this cannot be a PO Box or similar unless contained within a full address, and should be an address where a person can be available to sign for any mail delivered. It is the official address for service on the officer.)					
Usual residential address (this will and is not required for someone being residential address is the same as the	ng appointed only	as a Company Secretary) - El	THER the usual		
Usual country or state of residence	e				
Date of birth (dd/mm/yyyy)					
Nationality					
Business occupation ("Director" is a	acceptable)				
If this individual will be a shareh shares they will subscribe to/hold					
The following information is shareholder/member. It is used completion of the paper Companies REQUIRE THREE OF THE FOLLOW	I to enable us t House forms. It v	to appoint individuals "electro	nically" without		
First three letters of mother's maiden		First three letters of father's			
First three letters of town of birth		First three letters of eye colour			
Last three characters of National Insurance number Last three digits of passport number		Last three digits of telephone number			
(PSCs only) Nature of o	control/Condition	s (please tick as many as app	oly):		
Condition 1.	Condition 2	2. Condition 3.			
Condi	ition 4. 🗖	Condition 5.			
See notes fo	r People with Sig	nificant Control above			

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Re-print/copy these additional pages if required Natural officer/shareholder

This individual will be (please tick Secretary Director	_	/y): eholder/Member ☐	PSC 🗖		
Full name including title (Mr, Mrs,	etc)				
_ , , , , ,	•				
Previous names (any former names	s used for busines	s purposes within the last tw	enty years)		
Service address (this cannot be a PO Box or similar unless contained within a full address, and should be an address where a person can be available to sign for any mail delivered. It is the official address for service on the officer.)					
Usual residential address (this will and is not required for someone bei residential address is the same as the	ing appointed only	as a Company Secretary)	- EITHER the usual		
Usual country or state of residence					
Date of birth (dd/mm/yyyy)					
Nationality					
Business occupation ("Director" is					
If this individual will be a shareh shares they will subscribe to/hold	nolder, then plea	se also confirm how man			
The following information is shareholder/member. It is used completion of the paper Companies REQUIRE THREE OF THE FOLLOW	d to enable us House forms. It v	to appoint individuals "ele	ctronically" without		
First three letters of mother's maiden surname First three letters of town of birth		First three letters of father forename First three letters of eye colou			
Last three characters of National Insurance number Last three digits of passport number		Last three digits of telephon number	е		
• •					
(PSCs only) Nature of	control/Condition	s (please tick as many as	apply):		
Condition 1.	Condition 2	2. Condition 3.	3		
Cond	ition 4. 🗖	Condition 5.			
See notes for	or People with Sig	gnificant Control above			

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Re-print/copy these additional pages if required Natural officer/shareholder

This individual will be (please tick Secretary Director	_	/y): eholder/Member ☐	PSC 🗖		
Full name including title (Mr, Mrs,	etc)				
_ , , , , ,	•				
Previous names (any former names	s used for busines	s purposes within the last tw	enty years)		
Service address (this cannot be a PO Box or similar unless contained within a full address, and should be an address where a person can be available to sign for any mail delivered. It is the official address for service on the officer.)					
Usual residential address (this will and is not required for someone bei residential address is the same as the	ing appointed only	as a Company Secretary)	- EITHER the usual		
Usual country or state of residence					
Date of birth (dd/mm/yyyy)					
Nationality					
Business occupation ("Director" is					
If this individual will be a shareh shares they will subscribe to/hold	nolder, then plea	se also confirm how man			
The following information is shareholder/member. It is used completion of the paper Companies REQUIRE THREE OF THE FOLLOW	d to enable us House forms. It v	to appoint individuals "ele	ctronically" without		
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Last three characters of National Insurance number Last three digits of passport number		Last three digits of telephon number	е		
• •					
(PSCs only) Nature of	control/Condition	s (please tick as many as	apply):		
Condition 1.	Condition 2	2. Condition 3.	3		
Cond	ition 4. 🗖	Condition 5.			
See notes for	or People with Sig	gnificant Control above			

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Re-print/copy these additional pages if required Corporate officer/shareholder

This corporation will I	be: Director 🖵] Share	eholder/Member 🖵	RLE 🗖			
Full corporate name including legal styling (eg. Limited, Ltd, PLC, LLC)							
Registered Office address (of this corporation)							
Is the company regist	ered within the	European Eco	onomic Area?				
If YES , please confirm	(1) Country or State of registration						
	(2) Registration number						
If NO, please confirm	(1) Country or State of registration						
	(2) Registration number						
	(3) the applicable Legal Form						
	(4) the applicable Governing Law						
			ase also confirm how man	ny			
shareholder/member.	It is used t	to enable us	f this corporation will to appoint individuals "el vill not appear on the public	ectronically" without			
Full name of a "respo	nsible person"	or officer of th	ne corporation being appo	pinted			
•••••				•••••			
WE <u>ONLY</u> REQUIRE PERSON:	THREE OF TH	E FOLLOWING	B DATA, RELATING TO T	HE RESPONSIBLE			
First three letters of mot surname	ther's maiden		First three letters of fathe forename	r's			
First three letters of town	of birth		First three letters of eye colo	ur			
Last three characters Insurance number	of National		Last three digits of telepho number	ne			
Last three digits of passpo	ort number						
(RLE only) Nature of control/Conditions (please tick as many as apply):							
Cond	dition 1. 🗖	Condition 2	2. Condition 3.	_			
Condition 4. Condition 5.							
See notes for People with Significant Control above							

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Re-print/copy these additional pages if required Corporate officer/shareholder

This corporation will I	be: Director 🖵] Share	eholder/Member 🖵	RLE 🗖			
Full corporate name including legal styling (eg. Limited, Ltd, PLC, LLC)							
Registered Office address (of this corporation)							
Is the company regist	ered within the	European Eco	onomic Area?				
If YES , please confirm	(1) Country or State of registration						
	(2) Registration number						
If NO, please confirm	(1) Country or State of registration						
	(2) Registration number						
	(3) the applicable Legal Form						
	(4) the applicable Governing Law						
			ase also confirm how man	ny			
shareholder/member.	It is used t	to enable us	f this corporation will to appoint individuals "el vill not appear on the public	ectronically" without			
Full name of a "respo	nsible person"	or officer of th	ne corporation being appo	pinted			
•••••				•••••			
WE <u>ONLY</u> REQUIRE PERSON:	THREE OF TH	E FOLLOWING	B DATA, RELATING TO T	HE RESPONSIBLE			
First three letters of mot surname	ther's maiden		First three letters of fathe forename	r's			
First three letters of town	of birth		First three letters of eye colo	ur			
Last three characters Insurance number	of National		Last three digits of telepho number	ne			
Last three digits of passpo	ort number						
(RLE only) Nature of control/Conditions (please tick as many as apply):							
Cond	dition 1. 🗖	Condition 2	2. Condition 3.	_			
Condition 4. Condition 5.							
See notes for People with Significant Control above							

company formation READY-MADE/MADE TO MEASURE

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

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ENVIRONMENTAL SEARCHES
PROPERTY SEARCHES
PLANNING FLOODING, CONTAMINATED LAND SEARCHES

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BONUS ISSUES PURCHASE OF OWN SHARES
RE-REGISTRATION - SECRETARIAL AND NOMINEE SERVICES
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