

# Property Management Company

## 1 NAME

please tick appropriate boxes ✓

### 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

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

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 the dwellings have been sold.

Is the company being incorporated for the current residents or for a developer?

Residents: ☐

Developer: ☐

Developers Name \_\_\_\_\_

## 4 MEMBERS' LIABILITY

The Members' liability can either be limited by share or by guarantee.  
Please state opposite which is required.

Limited by Share: ☐

Limited by Guarantee: ☐

## 5 DIRECTORS, SECRETARY & REGISTERED OFFICE

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.

6

**REGISTERED OFFICE AND SERVICE ADDRESS FACILITY**

Our address can be used as the Company's Registered Office address for receiving official mail which can be forwarded to a designated address.

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.

please tick appropriate boxes ✓

6

per annum

**£ 100.00**☐

Number of Directors

per annum each

**£ 100.00**☐

7

**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**☐

7

8

**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.

**£ 75.00**☐

8

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 attend. If anything is to be different then please advise below.

**PARTICULARS OF FIRST MEETING**

Date of first meeting

Address of first meeting

Directors to be present

**SHAREHOLDERS/MEMBERS**

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 \_\_\_\_\_  
(if applicable)

Address \_\_\_\_\_

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 \_\_\_\_\_  
(if applicable)

Address \_\_\_\_\_

**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 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 AA01. If we are completing the First Board Minutes and initial Statutory Registers for you, please confirm the desired Accounting Reference Date.

The first accounting period will end on

\_\_\_\_\_



# Company Directors Questionnaire

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

**Proposed new company name**

.....

***For a private limited company,  
the acceptable company types are  
LIMITED, LTD. or LTD***

**Registered Office address**

.....

.....

.....

.....

.....

***The Registered Office address of the Company is the official address for service on the Company. It must be in England, Wales, Scotland or Northern Ireland. It 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.***

**This company will be registered in**

England and Wales ☐ Wales ☐ Scotland ☐ Northern Ireland ☐

**Principal Business Activity**

Please provide the company's proposed business activity, or the SIC for that activity.

.....

.....

.....

## company formation

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

## property and company searches

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CREATION OF DIFFERENT SHARE CLASSES  
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OVERSEAS/OFFSHORE COMPANIES

## Company Officers

A private limited company must have at least one *natural* Director (ie. a Director who is not themselves 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.** ☐

**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 (please tick as many as apply):

Secretary ☐

Director ☐

Shareholder/Member ☐

PSC ☐

Full name including title (Mr, Mrs, etc)

.....

Previous names (any former names used for business purposes within the last twenty 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 not appear on the public record if a Service Address is supplied, and is not required for someone being appointed only as a Company Secretary) - *EITHER* the usual residential address is the same as the service address shown above ☐ *OR* please show below:

.....

.....

Usual country or state of residence .....

Date of birth (dd/mm/yyyy) .....

Nationality .....

Business occupation ("Director" is acceptable) .....

If this individual will be a shareholder, then please also confirm how many shares they will subscribe to/hold from the incorporation of the company

The following information is only required if this person will be a subscriber shareholder/member. It is used to enable us to appoint individuals "electronically" without completion of the paper Companies House forms. It will not appear on the public record. **WE ONLY REQUIRE THREE OF THE FOLLOWING DATA:**

First three letters of mother's maiden surname

First three letters of town of birth

Last three characters of National Insurance number

Last three digits of passport number


First three letters of father's forename

First three letters of eye colour

Last three digits of telephone number


(PSCs only) Nature of control/Conditions (please tick as many as apply):

Condition 1. ☐

Condition 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**  
**Natural officer/shareholder**

This individual will be (please tick as many as apply):

Secretary ☐

Director ☐

Shareholder/Member ☐

PSC ☐

Full name including title (Mr, Mrs, etc)

.....

Previous names (any former names used for business purposes within the last twenty years)

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**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.)

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.....

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Usual country or state of residence .....

Date of birth (dd/mm/yyyy) .....

Nationality .....

Business occupation ("Director" is acceptable) .....

If this individual will be a shareholder, then please also confirm how many shares they will subscribe to/hold from the incorporation of the company

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First three letters of town of birth

Last three characters of National Insurance number

Last three digits of passport number


First three letters of father's forename

First three letters of eye colour

Last three digits of telephone number


(PSCs only) Nature of control/Conditions (please tick as many as apply):

Condition 1. ☐

Condition 2. ☐

Condition 3. ☐

Condition 4. ☐

Condition 5. ☐

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Secretary ☐

Director ☐

Shareholder/Member ☐

PSC ☐

Full name including title (Mr, Mrs, etc)

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.....

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Usual country or state of residence .....

Date of birth (dd/mm/yyyy) .....

Nationality .....

Business occupation ("Director" is acceptable) .....

If this individual will be a shareholder, then please also confirm how many shares they will subscribe to/hold from the incorporation of the company

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First three letters of father's forename

First three letters of town of birth

First three letters of eye colour

Last three characters of National Insurance number

Last three digits of telephone number

Last three digits of passport number

(PSCs only) Nature of control/Conditions (please tick as many as apply):

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

This corporation will be:

Secretary ☐

Director ☐

Shareholder/Member ☐

RLE ☐

Full corporate name including legal styling (eg. Limited, Ltd, PLC, LLC)

.....

Registered Office address (of this corporation)

.....

.....

**Is the company registered within the European Economic 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 .....

If this corporation will be a shareholder, then please also confirm how many shares they will subscribe to/hold from the incorporation of the company

The following information is only required if this corporation will be a subscriber shareholder/member. It is used to enable us to appoint individuals "electronically" without completion of the paper Companies House forms. It will not appear on the public record.

Full name of a "responsible person" or officer of the corporation being appointed

.....

**WE ONLY REQUIRE THREE OF THE FOLLOWING DATA, RELATING TO THE RESPONSIBLE PERSON:**

First three letters of mother's maiden surname

First three letters of town of birth

Last three characters of National Insurance number

Last three digits of passport number





First three letters of father's forename

First three letters of eye colour

Last three digits of telephone number




**(RLE only) Nature of control/Conditions (please tick as many as apply):**

Condition 1. ☐

Condition 2. ☐

Condition 3. ☐

Condition 4. ☐

Condition 5. ☐

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This corporation will be:

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Director ☐

Shareholder/Member ☐

RLE ☐

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First three letters of town of birth

Last three characters of National Insurance number

Last three digits of passport number





First three letters of father's forename

First three letters of eye colour

Last three digits of telephone number




**(RLE only) Nature of control/Conditions (please tick as many as apply):**

Condition 1. ☐

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**See notes for People with Significant Control above**

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