

Property Management Company

TO PLACE YOUR ORDER PLEASE CHOOSE **ONE** OF THE FOLLOWING OPTIONS:

- Order online at www.bourse.co.uk (DISCOUNTED RATES APPLY); **or**
- **FREEPHONE 0800 137 020** and our specialist advisers will guide you through the whole process, without the need to complete any company forms; **or**
- Complete and return this **Company Purchase Application Form** and **Company Directors Questionnaire**.

All prices include VAT at the current rate.

1 NAME

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.

please tick appropriate boxes ✓

_____ 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 **Company Directors Questionnaire** 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 ✓

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

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.

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.

£ 75.00

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

Company Officers

A private limited company must have at least one *natural* Director (ie. a Director who is not himself 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 no longer obliged to appoint a Company Secretary.

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.

company formation

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OVERSEAS/OUTSIDE COMPANIES



Natural officer/shareholder

This individual will be: Secretary Director Shareholder/Member

Full name

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

.....
.....

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 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	<input type="text"/>	First three letters of father's forename	<input type="text"/>
First three letters of town of birth	<input type="text"/>	First three letters of eye colour	<input type="text"/>
Last three characters of National Insurance number	<input type="text"/>	Last three digits of telephone number	<input type="text"/>
Last three digits of passport number	<input type="text"/>		

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Re-print or photocopy if required**

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Corporate officer/shareholder

This corporation will be: Secretary Director Shareholder/Member

Full corporate name including legal styling (eg. Limited, Incorporated, PLC, LLC &c)

.....

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

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

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