

# 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 the dwellings have been sold.

Residents:   
Developer:

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

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

## 4 MEMBERS' LIABILITY

4

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

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.



## 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

\_\_\_\_\_

**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 Management Co Package £ 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 £ 100.00

Director's Services Addresses

Director's Service Addresses

Number of Directors using facility

each per annum £ 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

Please find enclosed a cheque payable to  
**Bourse Company Services Limited** in the sum of

All prices include VAT at the current rate.

£

*Bourse 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 Secretary of State or a third party would take objection. All goods and services are provided on the terms of the Company's Standard Conditions of Business, copies of which are available on application to the Company.*

Credit card number

**YOUR DETAILS** please complete in all cases

Start Date (if any)  Validation Code\*  \*last three digits on reverse of card

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

Expires  Issue Number (if any)

Contact \_\_\_\_\_ Ref (optional) \_\_\_\_\_

Address \_\_\_\_\_

I wish to pay by **Mastercard**  **Visa**  **Debit Card**  please tick appropriate box ✓

My Credit Card number and expiry date are as above.  
Please debit my account with the amount due.

Dx/Britdoc No (if applicable) \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Cardholders name \_\_\_\_\_

E-mail \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_

**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

## 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

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



## 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 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	<input style="width: 100px; height: 20px;" type="text"/>	First three letters of father's forename	<input style="width: 100px; height: 20px;" type="text"/>
First three letters of town of birth	<input style="width: 100px; height: 20px;" type="text"/>	First three letters of eye colour	<input style="width: 100px; height: 20px;" type="text"/>
Last three characters of National Insurance number	<input style="width: 100px; height: 20px;" type="text"/>	Last three digits of telephone number	<input style="width: 100px; height: 20px;" type="text"/>
Last three digits of passport number	<input style="width: 100px; height: 20px;" type="text"/>		



**Use these additional pages where necessary.  
 Re-print or photocopy if required**

**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 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	<input style="width: 100px; height: 20px;" type="text"/>	First three letters of father's forename	<input style="width: 100px; height: 20px;" type="text"/>
First three letters of town of birth	<input style="width: 100px; height: 20px;" type="text"/>	First three letters of eye colour	<input style="width: 100px; height: 20px;" type="text"/>
Last three characters of National Insurance number	<input style="width: 100px; height: 20px;" type="text"/>	Last three digits of telephone number	<input style="width: 100px; height: 20px;" type="text"/>
Last three digits of passport number	<input style="width: 100px; height: 20px;" type="text"/>		

**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



**Use these additional pages where necessary.  
 Re-print or photocopy if required**

**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 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	<input style="width: 100px; height: 20px;" type="text"/>	First three letters of father's forename	<input style="width: 100px; height: 20px;" type="text"/>
First three letters of town of birth	<input style="width: 100px; height: 20px;" type="text"/>	First three letters of eye colour	<input style="width: 100px; height: 20px;" type="text"/>
Last three characters of National Insurance number	<input style="width: 100px; height: 20px;" type="text"/>	Last three digits of telephone number	<input style="width: 100px; height: 20px;" type="text"/>
Last three digits of passport number	<input style="width: 100px; height: 20px;" type="text"/>		

**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





**Use these additional pages where necessary.  
 Re-print or photocopy if required**

### 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

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.

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	<input style="width: 100px; height: 20px;" type="text"/>	First three letters of father's forename	<input style="width: 100px; height: 20px;" type="text"/>
First three letters of town of birth	<input style="width: 100px; height: 20px;" type="text"/>	First three letters of eye colour	<input style="width: 100px; height: 20px;" type="text"/>
Last three characters of National Insurance number	<input style="width: 100px; height: 20px;" type="text"/>	Last three digits of telephone number	<input style="width: 100px; height: 20px;" type="text"/>
Last three digits of passport number	<input style="width: 100px; height: 20px;" type="text"/>		



**Use these additional pages where necessary.  
 Re-print or photocopy if required**

### 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

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.

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	<input style="width: 100px; height: 20px;" type="text"/>	First three letters of father's forename	<input style="width: 100px; height: 20px;" type="text"/>
First three letters of town of birth	<input style="width: 100px; height: 20px;" type="text"/>	First three letters of eye colour	<input style="width: 100px; height: 20px;" type="text"/>
Last three characters of National Insurance number	<input style="width: 100px; height: 20px;" type="text"/>	Last three digits of telephone number	<input style="width: 100px; height: 20px;" type="text"/>
Last three digits of passport number	<input style="width: 100px; height: 20px;" type="text"/>		