# **Company Purchase Application**

#### TO PLACE YOUR ORDER PLEASE CHOOSE **<u>ONE</u>** 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.

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 <b>"LIMITED"</b> in full unless otherwise indicated.		LIMITE
To check name availability, visit our website at <b>www.bourse.co.uk</b> , alternatively call <b>FREEPHONE 0800 137 020</b> for an instant name search,		
COMPANY'S OBJECTS		
All companies have unrestricted power to undertake any lawful activity. If you wish to restrict the powers of the Company to a specific activity (and any activities which can reasonably be carried on therewith), then state objects required opposite.	Specific Objects:	
	please tick 🗸	£ 35.00
SHARE CAPITAL	••••••	•••••
The Companies Act 2006 has done away with the concept of nominal ("authorised") share capital. The Board have an <b>indefinite, unrestricted power to allot as many shares as they deem necessary</b> , subject to statutory rights of pre-emption in favour of existing Shareholders. If you wish to restrict the powers of the Board to allot no more than a specific number of shares in an initial period then please state this limit opposite. We will restrict	Limit of shares	
this initial period to a five-year period from incorporation, after which the Board may request the authority be renewed.	please tick 🗸	£ 35.00



4	ARTICLES OF ASSOCIATION	please tick appropriate boxes 🗸	4
•	SHARE TRANSFERS Our standard form articles give the Board absolute discretion to decline to		
	register the transfer of any share without reason.	£	40.00
	The following articles may be adopted if required:		
	a) unrestricted transfer from a member to his family or other members. This option allows a member to freely transfer his or her shares to other members of the company or to his or her family.		
	<ul> <li>Or</li> <li>b) pre-emption rights in favour of existing members.</li> <li>This option provides that if a member wishes to transfer his shares, he must first offer them to all other members at a price which is agreed by the other members, or at a price to be determined by the company's auditors. The directors retain the right to refuse to register a transfer to a person outside the company. Also includes a deemed transfer provision in the event of an employee (including directors) leaving the company.</li> <li>Or</li> </ul>		
	c) pre-emption rights in favour of existing members, subject to unrestricted transfer to family or other members. This option allows unrestricted transfer to other members or to the member's family as per option (a) above. If the transferor wishes to sell to someone other than a permitted transferee, he must first offer his shares to all other members as per option (b), and the directors retain the right to refuse to register a transfer to a person outside the company. Also includes a deemed transfer provision in the event of an employee (including directors) leaving the company.		
	Directors		
	The following is also available; additional votes per share for a director who is a member on a resolution for his removal. In this provision a director is given sufficient votes to defeat a resolution to remove him. In most cases, this will be ten votes per ordinary share.		
	If your particular requirements are not met by these options we are also able to draft specific Articles of Association if necessary. In such a case an additional charge will be payable, dependent upon the requirements. We will be pleased to supply an estimate of our charges upon request.		
	• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • • • • •	•••••
5	CHAIRMAN'S CASTING VOTE		5
	At a Board Meeting (a meeting of the Directors)	Add Board Meeting Casting Vote	
	The Chairman of a meeting of the Directors does not have a casting vote by default. This can be granted by the inclusion of a specific article if so required.	and/or	
	At a General Meeting (a meeting of the Shareholders)	Add General Meeting 'Casting V	ote'
	The Chairman of any meeting of the Shareholders <b><u>does</u> <u>not</u></b> have a casting vote by default, but this can be granted by the inclusion of a specific article if so required.	£ 4	0.00
6	DIRECTORS, SECRETARY & REGISTERED OFFICE	• • • • • • • • • • • • • • • •	6
	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.		
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	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.	per annum £ 1	00.00
	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,	Number of Directors	00.00
	which can be forwarded on to a designated address.		

(if required) and oth	ner forms for filing with the Registrar of Companies.	per annum £ 150.00
• • • • • • • • •	• • • • • • • • • • • • • • • • • • • •	
COMPLETION C	OF STATUTORY RECORDS & FIRST BOARD MINUTES	please tick appropriate boxes 🖌
	ete this section if you are requesting our <b>Professional</b> or <b>Company Secretarial Service</b> .	
SHAREHOLDERS		
Title/Name		No of shares
Address		
	Postcode	
Title/Name		No of shares
Address		
	Postcode	
		No of shares
	Postcode	
		N 61
		No of shares
Address		
	Postcode	Total No of shares Issued
If there are to be m separate sheet	ore than four shareholders please tick box and attach a	Address of first meeting
We will prepare doo	cumentation stating that the first meeting of the company	Directors to be present
	corporation at the registered address given by you. e present and the secretary (if so appointed) will attend.	
	different please advise opposite.	
•••••	• • • • • • • • • • • • • • • • • • • •	
COMPANY'S BANK	ERS	
Branch		

CHECKLIST AND	ORDER FORM		please tick appropriate box	es 🖌
The following are also a	available as <b>Same-Day I</b> r	ncorporation Packages:	Same-Day Supplement	extra £ 100.00
	two unbound copies of Memorandu e (Certificate of Non-Trading, Stock T	m and Articles of Association with Transfer ransfer Form).	Basic Package	£ 95.00
board minutes, Blank comp		nd Articles of Association with Draft first d Company Register, Transfer Documentation if	Professional	£ 140.00
first board minutes and initi	ial statutory registers, Blank company	nd Articles of Association with Completion of y forms SH01 and AA01, Company Kit Box ificate of Non-Trading, Stock Transfer Form).	Professional Plus	£ 200.00
ADDITIONAL SERVICE Specific Objects	S		Specific Objects	£ 35.00
Any Combination of our	Optional Articles (Section 4)		Optional Articles	£ 40.00
Chairman's Casting Vote	(Section 5)		Chairman's Casting Vote (Sec	tion 5) £ <b>40.00</b>
Registered Office Facility			Reg. Office Facility per a	nnum £ 100.00
Director's Services Addre			Director's Service Address each per a	es nnum £ 100.00
Company Secretarial & R			Sec+Reg Office per a	nnum £ 150.00
Lever Press Seal	5		Lever Press Seal	£ 65.00
Company Seal			Company Seal	£ 30.00
where records are kept of Name Plate – Brass size (8 Laminate size (8	3" x 4") 3" x 4")	••••••••	Brass Name Plate Laminate	£ 45.00 £ 40.00
		losed a cheque payable to ces Limited in the sum of		
			£	
not reasonably be foreseen at third party would take object	t be liable in any manner whatsoe the date of your search, being one ion. All goods and services are prov	prices include VAT at the current rate. ver in respect of a name which could e to which the Secretary of State or a vided on the terms of the Company's able on application to the Company.		
		Credit card number	YOUR DETAILS please	e complete in all cases
taut Data (if any)	Validation Code*	* last three divite on revenue of court	Company (if applicable)	
art Date (if any)		*last three digits on reverse of card	Contact	Ref (optional)
Expires	Issue Number (if any)		Address	
I wish to pay by <b>Masterca</b>	rd 🗌 Visa 🗌 Debit Care	d 📃 please tick appropriate box 🖌		
My Credit Card number and Please debit my account wi			Dx/Britdoc No (if applica	able)
Cardholders name			Phone	Fax
· · · ·			E-mail	
Signature		Date		
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<b>D</b>	mpany formation	property and company searc	hes corporate se	ervices
Bourse company services	READY-MADE/MADE TO MEASURE LAT MANAGEMENT SUARANTEE COMPANIES INLIMITED COMPANIES • PLCS	COMPANY SEARCHES • CREDIT/STATUS REPO PERSONAL LOCAL AUTHORITY SEARCHES ENVIRONMENTAL SEARCHES PROPERTY SEARCHES	ORTS SPECIFIC ARTICLES CREATION OF DIFFEI BONUS ISSUES • PU	RENT SHARE CLASSES RCHASE OF OWN SHARES SECRETARIAL AND NOMINEE SER <sup>1</sup>

PLANNING, FLOODING, CONTAMINATED LAND SEARCHES

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REGISTERS • NAME PLATES • SEALS

BCS/001/0115v3



# **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 regi	stered 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 COMPANY SEARCHES • CREDIT/STATUS REPORTS PERSONAL LOCAL AUTHORITY SEARCHES ENVIRONMENTAL SEARCHES PROPERTY SEARCHES PLANNING, FLOODING, CONTAMINATED LAND SEARCHES COFPORATE SERVICES SPECIFIC ARTICLES CREATION OF DIFFERENT SHARE CLASSES BONUS ISSUES • PURCHASE OF OWN SHARES RE-REGISTRATION • SECRETARIAL AND NOMINEE SERVICES OVERSEAS/OFFSHORE COMPANIES



# **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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#### property and company searches

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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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#### corporate services

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6 LOWER PARK ROW • BRISTOL BS1 5BJ

TELEPHONE 0117 983 6600 FACSIMILE 0117 983 6611 DX 122075 BRISTOL 11

ORDER ONLINE: WWW.bourse.co.uk	E-MAIL: bourse@bourse.co.uk	
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Nati	ural officer/shareholder	
This individual will be <i>(please tick</i> Secretary Directo		PSC 🖵
Full name including title (Mr, Mrs	s, etc)	
Previous names (any former name	es used for business purposes within the	last twenty years)
should be an address where a pers address for service on the officer.)	a PO Box or similar unless contained v son can be available to sign for any mail	delivered. It is the officia
and is not required for someone be residential address is the same as t	ill not appear on the public record if a Se eing appointed only as a Company Secre the service address shown above D OR	etary) - <i>EITHER</i> the usua else please show below:
	ice	
Date of birth (dd/mm/yyyy)		
Date of birth (dd/mm/yyyy) Nationality		
Date of birth (dd/mm/yyyy) Nationality Business occupation ("Director" is If this individual will be a share		v many
Date of birth (dd/mm/yyyy) Nationality Business occupation ("Director" is If this individual will be a share shares they will subscribe to/hole The following information is shareholder/member. It is use completion of the paper Companies	s acceptable) cholder, then please also confirm how d from the incorporation of the compa s only required if this person ed to enable us to appoint individual s House forms. It will not appear on the	v many ny will be a subscribe s "electronically" withou
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Re-pr	int/copy these	e additional pa	ages if req	uired
	Natural o	fficer/shareho	older	
This individual will b	e (please tick as mai	ny as apply):		
Secretary 🗖	Director	Shareholder/Me	ember 🗖	PSC 🗖
Full name including	title (Mr, Mrs, etc)			
Previous names (any	/ former names used f	or business purposes	within the last tv	venty years)
	s cannot be a PO Bo where a person can b the officer.)			
•	<b>dress</b> (this will not app r someone being appo the same as the servio	ointed only as a Com	pany Secretary)	- EITHER the usu
Usual country or sta				
-				
•				
Business occupation	<b>n</b> ("Director" is accepta	able)		
If this individual will shares they will sub-	I be a shareholder, scribe to/hold from tl			у
shareholder/member completion of the pap	ormation is only r. It is used to er er Companies House F THE FOLLOWING D	nable us to appoint forms. It will not app	individuals "el	ectronically" with
First three letters of m	other's maiden		e letters of fathe	r's
surname First three letters of towr	n of birth	forename Last three number	e digits of passp	ort
Last three characters Insurance number	s of National	Last three number	e digits of telepho	ne
(PSCs or	ly) Nature of control	/Conditions (please	tick as many as	apply):
Со	ndition 1. 🗖 🛛 C	Condition 2. 🗖	Condition 3.	ב
	Condition 4.	Condition	n 5. 🗖	
	See notes for Peop	le with Significant C	control above	
any formation MADE/MADE TO MEASURE HANAGEMENT INTEE COMPANIES ITED COMPANIES • PLCS	COMPANY SEARCH	d company searches HES • CREDIT/STATUS REPORTS AUTHORITY SEARCHES SEARCHES		

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Re-pri	nt/copy thes	se additional pag	jes if requir	red C	
Corporate officer/shareholder					
This corporation will   Secretary 🗖	be: Director 🖵	Shareholder/Mem	ber 🗖	RLE 🗖	
2	ncluding legal sty	ling (eg. Limited, Ltd, PL			
Registered Office add	lress (of this corp	oration)			
Is the company regist	ered within the E	uropean Economic Area	?		
If <b>YES</b> , please confirm	(1) Country or Sta	ate of registration			
	(2) Registration n	umber			
If <b>NO</b> , please confirm	(1) Country or Sta	ate of registration			
	(2) Registration n	umber			
	(3) the applicable	Legal Form			
	(4) the applicable	Governing Law			
		er, then please also cont the incorporation of the			
shareholder/member.	It is used to	required if this corp enable us to appoint ir e forms. It will not appear	ndividuals "electro	onically" without	
Full name of a "respo	nsible person" or	officer of the corporatio	on being appointe	əd	
WE <u>ONLY</u> REQUIRE PERSON:	THREE OF THE I	FOLLOWING DATA, REI	ATING TO THE	RESPONSIBLE	
First three letters of mo	ther's maiden		etters of father's		
surname First three letters of town	of birth	forename Last three d number	ligits of passport		
Last three characters Insurance number	of National	Last three di number	igits of telephone		
(RLE only	) Nature of contro	ol/Conditions (please ticl	k as many as app	<i>bly</i> ):	
Con	dition 1. 🗖	Condition 2.	Condition 3. 🗖		
	Condition	4. Condition 5.	. 🖬		
	See notes for Peo	ople with Significant Con	ntrol above		

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