Property Management Company

Order online at www.bourse.co.uk (DISCOUNTED RATES APPLY)	or	
 FREEPHONE 0800 137 020 and our specialist advisers will guide process, without the need to complete any company forms; or 		
 Complete and return this Company Purchase Application Form 	and Company Directors O	estionna
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 "LIMITED" in full unless otherwise indicated.		LIMIT
		LINIT
	• • • • • • • • • • • • • • • • • •	
ADDRESS OF ESTATE MANAGED Please provide the full address of the property which the company will manage.	Address	
This will appear in the Articles of Association.		
		• • • • •
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	Residents:	
the dwellings have been sold.	Developer:	
Is the company being incorporated for the current residents or for a developer?	Developers Name	
• • • • • • • • • • • • • • • • • • • •	• • • • • • • • • • • • •	• • • • •
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 Guarantee:	



PEMBROKE HOUSE • 7 BRUNSWICK SQUARE • BRISTOL BS2 8PE TELEPHONE 0117 983 6600 FACSIMILE 0117 983 6611 DX 122075 BRISTOL 11 ORDER ONLINE: www.bourse.co.uk E-MAIL: bourse@bourse.co.uk

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.

. . .

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	Number of Directors	
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.	per annum each	£ 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
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		£ 75.00
(2) THAT WE PREPARE AND COMPLETE THE FIRST BOARD MINUTES AND COMPLETE THE INITIAL STATUTORY REGISTERS AND CERTIFICATES OF	PARTICULARS OF FIR	ST
Membership.	Date of first meeting	
	Address of first meeting	

. . .

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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.

Directors to be present

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
Address	
Name	No of Shares
Address	
Company's Bankers	• • • • • • • • • • • • • • • • • • • •
Name	
Address	
COMPANY'S ACCOUNTANTS/AUDITORS* * Delete as ap	propriate
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

.

SHAREHOLDERS/MEMBERS

8

CHECKLIST AN	D ORDER FORM		please tick appropriate boxes 🗸	
The following are also	o available as Same-Day Ir	corporation Packages:	Same-Day Supplement extr	a £ 100.00
Certificate of Incorporatio Draft first board minutes,		ndum & Articles of Association with < company forms SH01 (if appropriate) of Non-Trading, Stock Transfer Form.	Property Management Co Package	£ 220.00
Additional Service	S			
Completion of Statuto	ry Registers & First Board Minut	es	Registers	£ 75.00
Additional copy Memo	prandum & Articlesr	equired	Additional Articles per copy	£ 7.50
Lever Press Seal			Lever Press Seal extra	£ 35.00
Plier Seal			Plier Seal extra	£ 20.00
Registered Office facili	ity, per annum		Reg. Office Facility per annum	£ 100.00
Director's Services Add	dresses		Director's Service Addresses	
Number o	f Directors using facility		each per annun	f 100.00
Company Secretarial &	& Registered Office service, per a	nnum	Sec+Reg Office per annum	£ 352.50
The Companies (Trading	g Disclosures) Regulations 2008 r	equire that every company must		
display its registered na	me at its Registered Office and at	any other location where records		
are kept or business car	ried on			
Name Plate – Brass	size (8" x 4")		Brass Name Plate	£ 35.00
Laminate	size (8" x 4")		Laminate	£ 25.00
•••••	Plaase fine	Landorad a charua navahla ta		
		enclosed a cheque payable to ervices Limited in the sum of All prices include VAT at the current rate.	(f	
which could not reasonabl Secretary of State or a thir	's Standard Conditions of Business	search, being one to which the goods and services are provided on		
•••••		-		
		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	
	ercard 🗌 Visa 📄 Debit Ca	rd please tick appropriate box ✔		
	r and expiry date are as above. It with the amount due.		Dx/Britdoc No (if applical	
Cardholders name			E-mail	Fax
			E-111dii	
Signature		Date		
Bourse	company formation READY-MADE/MADE TO MEASURE	property and company search COMPANY SEARCHES • CREDIT/STATUS REPO PERSONAL LOCAL AUTHORITY SEARCHES		

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

PERSONAL LOCAL AUTHORITY SEARCHES ENVIRONMENTAL SEARCHES PROPERTY SEARCHES PLANNING, FLOODING, CONTAMINATED LAND SEARCHES SPECIFIC ARTICLES CREATION OF DIFFERENT SHARE CLASSES BONUS ISSUES • PURCHASE OF OWN SHARES RE-REGISTRATION • SECRETARIAL AND NOMINEE SERVICES OVERSEAS/OFFSHORE COMPANIES

BCS/003/1009



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 • SLAES

property and company searches COMPANY SEARCHES • CREDIT/STATUS REPORTS PERSONAL LOCAL AUTHORITY SEARCHES ENVIRONMENTAL SEARCHES PROPERTY SEARCHES PLANNING, LIDODING, CONTAMINATED LAND SEARCHES COPPORATE SERVICES SPECIFIC ARTICLES CREATION OF DIFFERENT SHARE CLASSES DONUS ISSUES • PURCHASE OF OWN SHARES RE-REGISTRATION • SECRETARIAL AND NOMINEE SERVICES OVERSLAS/OTTSHORE COMPANIES



Natural officer/shareholder				
This individual will be:	Secretary	Director	Shareholder/Member 🖵	
Full name				
Previous names (any forme	r names used for busir	ess purposes withi	n the last twenty years)	
•	a person can be avail ficer)	able to sign for any	ined within a full address, and mail delivered. It is the official	
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 O OR				
Date of birth (dd/mm/yyyy) Nationality				

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	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	

Company formation READY-MADE/MADE TO MEASURE FLAT MANAGEMENT GUARANTEL COMPANIES UNLIMITED COMPANIES • PLCS REGISTERS • NAME PEATES • SEALS property and company searches COMPANY SEARCHES • CREDIT/STATUS REPORTS PERSONAL LOCAL AUTHORITY SEARCHES ENVIRONMENTAL SEARCHES PROPERTY SEARCHES PLANNING, ILCODING, CONTAMINATED LAND SEARCHES COFPORATE SERVICES SPECIFIC ARTICLES CREATION OF DIFFERENT SHARE CLASSES DONUS ISSUES • PURCILASC OF OWN SILARES RE-REGISTRATION • SECRETARIAL AND NOMINEE SERVICES OVERSLASJOIT SHORT COMPANILS



Natural officer/shareholder

This individual will be:	Secretary 🗖	Director 🗖	Shareholder/Member 🖵
Full name			
Previous names (any former na	ames used for busir	ess purposes within	the last twenty years)
Service address (this cannot should be an address where a address for service on the office	person can be avail er)	able to sign for any	
Usual residential address (thi and is not required for someone EITHER the usual residential ad	s will not appear on being appointed or	the public record if a lift as a Company Se	ecretary)
Usual country or state of resid	dence		
Date of birth (dd/mm/yyyy)			
Nationality			
Business occupation ("Director	or" is acceptable)		
If this individual will be a sh shares they will subscribe to/			

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 <u>ONLY</u> REQUIRE THREE OF THE FOLLOWING DATA:

First three letters of mother's maiden surname First three letters of town of birth	 First three letters of father's forename 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	

Company formation READY-MADE/MADE TO MEASURE FLAT MANAGEMENT GUARANTEL COMPANIES UNLIMITED COMPANIES • PLCS REGISTERS • NAME PLATES • SLAES property and company searches COMPANY SEARCHES • CREDIT/STATUS REPORTS PERSONAL LOCAL AUTHORITY SEARCHES ENVIRONMENTAL SEARCHES PROPERTY SEARCHES PLANNING, ILCODING, CONTAMINATED LAND SEARCHES COFPORATE SERVICES SPECIFIC ARTICLES CREATION OF DIFFERENT SHARE CLASSES DONUS ISSUES • PURCHASE OF OWN SHARES RE-REGISTRATION • SECRETARIAL AND NOMINEE SERVICES OVERSEAS/OFTSHORE COMPANIES



Natural officer/shareholder

This individual will be:	Secretary	Director	Shareholder/Member 🖵
Full name			
Previous names (any former n	ames used for busi	ness purposes within	the last twenty years)
Service address (this cannot should be an address where a address for service on the office	person can be avai er)	lable to sign for any i	
Usual residential address (thi and is not required for someone EITHER the usual residential ad	s will not appear on being appointed of ddress is the same a	the public record if a hly as a Company Se as the service addres	cretary)
Usual country or state of resid			
Date of birth (dd/mm/yyyy)			
Nationality			
Business occupation ("Director	or is acceptable)		
If this individual will be a sh shares they will subscribe to/			

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 First three letters of town of birth	First three letters of father's forename 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	

Company formation READY-MADE/MADE TO MEASURE FLAT MANAGEMENT GUARANTEL COMPANIES UNLIMITED COMPANIES • PLCS REGISTERS • NAME PLATES • SLAES property and company searches COMPANY SEARCHES • CREDIT/STATUS REPORTS PERSONAL LOCAL AUTHORITY SEARCHES ENVIRONMENTAL SEARCHES PROPERTY SEARCHES PLANNING, ILCODING, CONTAMINATED LAND SEARCHES COFPORATE SERVICES SPECIFIC ARTICLES CREATION OF DIFFERENT SHARE CLASSES DONUS ISSUES • PURCHASE OF OWN SHARES RE-REGISTRATION • SECRETARIAL AND NOMINEE SERVICES OVERSEAS/OFTSHORE COMPANIES



Corporate officer/shareholder

This corporation will b	be:	Secretary 🗖	Director 🗖	Shareholder/Member 🗖
Full corporate name ir	ncluding legal s	styling (eg. Limite	d, Incorporated	l, PLC, LLC &c)
Registered Office add	ress (of this co	rporation)		
Is the company registe	ered within the	European Econo	mic Area?	
If YES , please confirm	(1) Country or S	State of registratior	۱	
	(2) Registration	number		
If NO , please confirm	(1) Country or S	State of registratior	۱	
	(2) Registration	number		
	(3) the applicat	le Legal Form		
	(4) the applicat	ble Governing Law		
If this corporation will subsc				
Full name of a "respor	nsible person"	or officer of the c	orporation beir	ng appointed

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 <u>ONLY</u> REQUIRE THREE OF THE FOLLOWING DATA:

co

First three letters of mother's maiden surname First three letters of town of birth	First three letters of t forename First three letters colour	
Last three characters of National Insurance number Last three digits of passport number	telephone number	ts of
PERPARY FORMATION READY-MADE/MADE TO MEASURE LAT MANAGEMENT SUARANTEE COMPANIES JULIMITED COMPANIES + PLCS REGISTERS + NAME PLATES + SLALS	property and company searches COMPANY SEARCHES • CREDIT/STATUS REPORTS PERSONAL LOCAL AUTHORITY SEARCHES ENVIRONMENTAL SEARCHES PROPERTY SEARCHES PLANNING, IEDODING, CONTAMINATED LAND SLARCHES	COFPORATE SERVICES SPECIFIC ARTICLES CREATION OF DIFFERENT SHARE CLASSES DONUS ISSUES • PURCILASE OF OWN SILARES RE-REGISTRATION • SECRETARIAL AND NOMINEE SERVICES OVERSLAS/OTTSHORE COMPANIES



Corporate officer/shareholder

This corporation will b	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 S	State of registratior	۱		
	(2) Registration	number			
If NO , please confirm	(1) Country or S	State of registratior	۱		
	(2) Registration	number			
	(3) the applicab	le Legal Form			
	(4) the applicab	le 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					

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 <u>ONLY</u> REQUIRE THREE OF THE FOLLOWING DATA:

co

First three letters of mother's maiden surname First three letters of town of birth Last three characters of National	First three letters of fat forename First three letters of colour Last three digits	
Insurance number Last three digits of passport	telephone number	
number		
PERPARY FORMATION READY-MADE/MADE TO MEASURE LAT MANAGEMENT JUARANTEL COMPANIES JULIMITED COMPANIES • PLCS REGISTERS • NAME PEATES • SLALS	property and company searches COMPANY SEARCHES • CREDIT/STATUS REPORTS PERSONAL LOCAL AUTHORITY SEARCHES ENVIROMENTAL SCARCILES PROPERTY SEARCHES PLANNING, ILOODING, CONTAMINATED LAND SLARCHES	COPPORATE SERVICES SPECIFIC ARTICLES CREATION OF DIFFERENT SHARE CLASSES DONUS ISSUES + PURCHASE OF OWN SHARES RE-REGISTRATION • SECRETARIAL AND NOMINEE SERVICES OVERSEAS/OTISTIORE COMPANIES