

Property Management Company

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

1

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 _____

2

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 _____

3

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:

4

5 DIRECTORS, SECRETARY & REGISTERED OFFICE

Please complete and return the enclosed Company Directors Questionnaire giving details of the proposed registered office and the company officer(s). There must be at least one director, and that director must be a natural person. Please note that private limited companies are not obliged to appoint a Company Secretary.

5

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 ✓

first 12 months

£ 100.00

Number of Directors _____

first 12 months each

£ 100.00

6

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.

first 12 months

£ 250.00

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 initial registers for you (Professional Plus package, extra £75.00).

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 _____

8

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, Transfer Documentation if applicable (Certificate of Non-Trading, Stock Transfer Form).

Property Management Co Package **£ 260.00**

Expedited/Same Day service

Same-Day Supplement **extra £ 156.00**

ADDITIONAL SERVICES

Professional Plus Package

Registers **extra £ 75.00**

Additional copy Memorandum & Articles _____ required

Additional Articles **per copy £ 7.50**

Lever Press Seal

Lever Press Seal **extra £ 91.80**

Plier Seal

Plier Seal **extra £ 40.50**

Registered Office facility, per annum

Reg. Office Facility **first 12 months £ 100.00**

Director's Services Addresses

Director's Service Addresses

Number of Directors using facility

each first 12 months £ 100.00

Company Secretarial & Registered Office service, per annum

Sec+Reg Office **first 12 months £ 250.00**

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 **£ 69.30**

Laminate size (8" x 4")

Laminate **£ 51.30**

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

Start Date (if any)

Validation Code*

*last three digits on reverse of card

Expires

Issue Number (if any)

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.

Cardholders name _____

Signature _____ Date _____

YOUR DETAILS please complete in all cases

Company (if applicable) _____

Contact _____ Ref (optional) _____

Address _____

Britdoc No (if applicable) _____

Phone _____ Fax _____

E-mail _____



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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 will 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 up to four SIC codes to describe that activity.

.....
.....
.....

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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 who 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 available voting rights;
- 3) Directly or indirectly holds the right to appoint or remove a majority of directors (eg. by having rights defined in the company’s Articles or an external agreement);
- 4) Otherwise has the right to exercise, or actually exercises, significant influence or control; and/or
- 5) Has the right to exercise, or actually exercises, significant influence or control over the activities of an unincorporated trust or firm which is not an RLE, but which would satisfy any of the first four conditions if it were.

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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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* else 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	<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"/>	Last three digits of passport number	<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"/>

(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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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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.....

.....

Usual country or state of residence

Date of birth (dd/mm/yyyy)

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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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.....

.....

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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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 United Kingdom?

If YES, please confirm 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	<input style="width: 100px; height: 20px;" type="text"/>	First three letters of father's forename	<input style="width: 100px; height: 20px;" type="text"/>
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(RLE only) Nature of control/Conditions (please tick as many as apply):

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See notes for People with Significant Control above

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