

Company Name			
Preferred Name			
Alternative Name			
Alternative Name 2			
Registered Office Address			
Building No./Name & Street			
Town			
County & Postcode			
Accounting Reference Date			
Annual accounts will be to	<input type="checkbox"/> 31 March <input type="checkbox"/> 31 December <input type="checkbox"/> Other - please state _____		
Trade Classification			
Please Indicate the main intended business			
	Applicant 1	Applicant 2	Applicant 3
Surname			
Forenames			
Date of Birth			
Nationality			
Business Occupation			
Building No./Name & Street			
Town			
County & Postcode			
Use service address below?	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes	<input type="checkbox"/> Yes
Building No./Name & Street			
Town			
County & Postcode			
Security Information <i>(only 3 out of 7 of the items of information listed below are required)</i>			
	Applicant 1	Applicant 2	Applicant 3
Eye Colour			
Town of Birth			
(Home) Telephone Number			
National Insurance No.			



### Company Name

A company may not be registered with a name identical to that already on the Companies Register. Consequently, please give your preferred name and two alternatives we can use, if this is not available. It is possible to check whether a company name has already been taken by visiting [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) which lists brief details of all the companies in the UK.

### Registered Office Address

This is the address to which all official correspondence should be sent.

### Authorised Capital

The authorised capital is the amount and type of share capital the directors are authorised to issue in the company. This is normally set at £100 'Ordinary' Shares to begin. However, if you wish to issue more than £1000 in capital in the first year of trading, please indicate this amount. The authorised capital can be increased at a later date

### Accounting Reference Date

This is the date to which the Annual Accounts of the company will be made up. It can be any date but is usually set at 31 March or 31 December

### Security Information

This information will not appear on the public record file, but it is required for security purposes, in the electronic filing of documents (only 3 out of 7 of the items of information listed on the form are required)

### Identification Requirements

To Comply with Money Laundering and Proceeds of Crime legislation we require evidence of identification of all the directors, the shareholders and company secretary, before we can release the company to you. This will include sight of:

1. A current signed passport **OR**
2. Driving licence bearing a photograph issued by any member state of the EU **OR**
3. National Identity card issued by a country within the EU bearing a photograph

AND evidence of current residential address. This may be

4. A recent utility invoice for example Electricity, Gas and Water. (mobile telephone invoices are not acceptable) **OR**
5. A recent bank statement. (not older than 3 months)

### For Corporate Directors, Secretaries and Shareholders

We require

6. A Copy of the certificate of incorporation. For companies incorporated outside the UK we require the certificate certified as a true copy of the original (see below for details should certify the documents) **AND**
7. Names and addresses of the beneficial owners of the company and the directors and officers of the company

**For Companies, which will form part of a group structure**, we will need a clear plan of the group structure, showing who the ultimate beneficial owners will be and who is controlling the activities of the company that is being incorporated. We may require evidence of identity of the ultimate controlling officers and shareholders as in 1 -6 above.

For those clients unable to visit our offices in person, please note that we require all evidence of identity certified a true copy of the original document by a Solicitor/Commissioner for Oaths, Justice of the Peace or Notary Public. For those clients located outside the UK, the documents giving the evidence of identity should be certified by: A Notary Public, a British Consul, the Partner of another AGN office, or a Law / Accounting firm accredited by Shipleys LLP as being able to certify the validity of the required documents