

Company formation data collection from 01st October 2009

From 01st October 2009 the following information will be required to register a new company limited by shares.

This checklist has been created to help you prepare for the new act. Regular users of our website may find this a useful guide for collecting information from your clients from October onwards.

Checklist -

- 1) **Company name** – our system will check the name is available as usual
- 2) **Registered office** - The address of the companies registered office including the postcode.
- 3) **Statement of capital** – limited companies will no longer have a capped share capital so you do not declare the authorised share capital. You simply tell us how many shares you wish to issue and who to.
- 4) **Directors** – all companies must have at least one director who is a natural person over the age of 16 (a corporate director can not be the sole director).

For a **natural director** (a real person) you will need:

- Full Forename(s)
- Surname
- Any former name(s) used for business purposes, including maiden names/s
- Full service address including postcode (for the public record)
- Usual residential address (protected information not shown on public register)
- Country/state of residence
- Date of birth
- Nationality
- Occupation
- Authentication data (see below)

For a corporate director you will need:

- Corporate/firm name
- Registered/principal office address
- Full name of an authorised officer of the corporate director
- For an EEA* company, details of the register where the company file is kept (including state) and its registration number in that register.
- For a non-EEA* company, details of the legal form of the corporate body or firm and the law by which it is governed; and, if applicable, the register in which it is entered (including the state) and its registration number in that register.
- Authentication data (see below) (This relates to the authorised person named)

5) **Secretary** - No longer required but if you wish to appoint one you will need:

- Full forename/s
- Surname
- Any former name/s used for business purposes, including maiden names/s
- Full service address including postcode (this can be their home)
- Authentication data (see below)

If another company is to act as secretary, you will need:

- Corporate/firm name

- Registered/principal office address
- Full name of an authorised officer of the corporate director
- For an EEA* company, details of the register where the company file is kept (including state) and its registration number in that register.
- For a non-EEA* company, details of the legal form of the corporate body or firm and the law by which it is governed; and, if applicable, the register in which it is entered (including the state) and its registration number in that register.
- Authentication data (see below) (This relates to the authorised person named)

6) **Shareholders**

- Full Forename(s)
- Surname
- Full address including postcode
- The number of shares the shareholder is to have in the company
- Authentication data (see below)

Authentication data -

Choose **any 3** out of the 7 following security items. This information allows for electronic filing at Companies House without the need for any paper forms or real signatures. The information provided will not appear anywhere on the public record.

- Town of birth (first 3 letters)
- Telephone number (last 3 digits)
- Eye colour (first 3 letters)
- National insurance number (last 3 digits)
- Passport number (last 3 digits)
- Mother's maiden name (first 3 letters)
- Father's first name (first 3 letters)

Summary of main changes –

Companies no longer have a total authorised capital, a company now just issues the shares required at the time of incorporation. Further shares can then be issued later as required.

Directors can now give two addresses. The home address is required for the private record which only credit agencies and law enforcement officers can access. The second address is a "service address" which is displayed on the public record and can be a business address or other. A director's home address can also be their service address if they wish.

Directors must provide their country of residence.

Corporate directors/secretaries must supply more details of their legal registration.

If you require any further assistance forming your company please contact Simple Formations on 0845 330 2717 or email info@simpleformations.com or visit www.simpleformations.com

*EEA - European Economic Area comprises countries in the EU plus Iceland, Liechtenstein and Norway.