

Company Incorporation Checklist

We are now required to see certified identification for all officers of the Company. If you decide to go ahead with incorporation, would you please bring to the office: Passport, Driving licence and Utility Bills. If you are unable to come into the office please send in certified copies.

Please find below the information we would require for the formation of a limited company. The fee for setting up a limited company is **£125.00 plus VAT**. For this price, we will conduct a company search on the name you wish your company to be called. Assuming that this is not already used, we will file all necessary information with Companies House. We also provide you with all the incorporation documents electronically for your convenience.

Once your company is set up you may wish to discuss accountancy and taxation planning. We will be happy to meet with you to discuss this free of charge.

1. The Proposed Name and Registered office address. This is the address that Companies House will use to correspond with you. Please inform us if you would like us to be the **Registered office**. **THIS SERVICE IS FOR ACCOUNTANCY CLIENTS ONLY.**
2. Can you please tell us the nature of the business that you want to incorporate?
3. The following information for the Company Secretary. Please inform us if you would like us to be your **Company Secretary**. **THIS SERVICE IS FOR ACCOUNTANCY CLIENTS ONLY.** (From 6th April 2008 a Company Secretary is not Mandatory)

Title, Forename(s) and Surname

Any Previous names used (except for a married woman, the name by which she was known before marriage, or names not used since the age of 18, or for at least 20 years).

Any honours

Alexandra Anthony Ltd
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E-mail info@alexandraanthony.co.uk
Website www.alexandraanthony.co.uk

Full Postal Address

Occupation

Nationality

Date of Birth

National Insurance Number

3. The following information for each Director

Title, Forename(s) and Surname

Any previous names used (except for a married woman, the name by which she was known before marriage, or not used since the age of 18, or for at least 20 years)

Any honours

Full Postal Address

Date of Birth

National Insurance Number

Nationality

Occupation

4. Directors and secretaries will be able to provide Companies House with an additional service address to their residential address for use on any documents that will be kept on public record. Please inform us if you would like to use our address as your **Service Address**.

5. Shareholder details

Full name and address of each shareholder and number of shares to be held by each Minimum shareholding is on £1.00 share.

Please also supply us with a telephone number where you can be contacted in case of query.

For details of prices for any of the above services, please see the current fee sheet attached, which will be reviewed on the 1st April each year.

If you feel you would like us to proceed with this for you, please e-mail us with the information required. For any further information please phone the office and speak to Laura Branch or Claire Crass.