

# COMPANY SECRETARIAL SERVICE ENQUIRY FORM

If you would like to instruct Mundays to act on your behalf we will need to register you as a client in accordance with our procedures at the time of engagement. This will be subject to our carrying out standard “know your client” checks and conflict checks to comply with current UK legal requirements.

**SERVICES REQUIRED:** (Please complete bullet point summary of the services you require including whether you require bespoke Articles and/or Shareholders Agreement – if you are unsure please note this and one of our solicitors will be in touch to give further details)

## FORMATION OF A LIMITED COMPANY:

We can incorporate a company using standard articles of association for a fixed fee, or prepare articles of association to your own requirements at competitive rates. The following details will be required to incorporate the company:

### PROPOSED COMPANY NAME:

Full company name to include Limited or Ltd. We will check the availability of the name at Companies House.

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### REGISTERED OFFICE:

The address of the company’s registered office to include postcode (not a PO Box address)

.....

### ACCOUNTING REFERENCE DATE:

Please specify the date that you would like your first accounting year to end.

.....

### DIRECTORS: (please complete for each director)

Full forename(s):

.....

Surname:

.....

Full service address including town, country and postcode (for the public record):

.....

.....

Usual residential address (this is protected information for Companies House records only):

.....

.....

Country/state of residence:

.....

Date of birth:

.....

Nationality:

.....

Occupation:

.....

Please contact Teresa Stansbury to discuss this further -  
[teresa.stansbury@mundays.co.uk](mailto:teresa.stansbury@mundays.co.uk) 01932 590637

**SHAREHOLDERS:** (please complete for each shareholder)

**INDIVIDUAL SHAREHOLDER:**

Full forename(s):  
.....  
Surname:  
.....

**CORPORATE SHAREHOLDER:**

Full company name:  
.....  
Company number:  
.....  
Full address including town, country and postcode:  
.....  
.....  
.....

The number and type of shares that the shareholder is to hold in the company (usually ordinary shares of £1 but please contact us for more information):  
.....  
.....  
.....

Security items for shareholders to enable electronic incorporation (any three items from the list below):

Place of birth:  
.....

Telephone Number:  
.....

National Insurance Number:  
.....

Passport Number:  
.....

Mother's maiden name:  
.....

Eye Colour  
.....

Father's first forename:  
.....

**COMPANY SECRETARY:** (now optional)

Full forename(s):  
.....  
Surname:  
.....  
Full service address including town, country and postcode:  
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.....  
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