

1st Call Company Formations

Four simple steps to creating your limited company



Telephone

+44 207 544 1000

9.00-5.30pm (Mon-Fri)

Fax: 02075441090

Email: office@setup.co.uk

Company Information (Step 1)

Company Name to form:

_____ Limited

Number of Shares to Allocate

_____ Shares at £____.____ each
(e.g. 100 Shares at £1.00 each)

Registered Office Address:

Do Not use your Home Address or Rented Address*

Town/City _____

Postcode: _____

Individual Applicant (Step 2)

Required Individual Director and/or Secretary

Mr / Mrs / Ms: _____

First Name _____

Surname _____

Address: _____

Town/City _____

Postcode: _____

Nationality _____

Date of Birth / /

Share Allocation No# _____

[] Secretary [] Director (please cross 'x')

Optional Step

Additional(s) - Individual Director or Secretary or Shareholder

Mr / Mrs / Ms: _____

First Name _____

Surname _____

Address: _____

Town/City _____

Postcode: _____

Nationality _____

Date of Birth / /

Share Allocation No# _____

[] Secretary [] Director (please cross 'x')

Optional Step

Additional(s) - Individual Director or Secretary or Shareholder

Mr / Mrs / Ms: _____

First Name _____

Surname _____

Address: _____

Town/City _____

Postcode: _____

Nationality _____

Date of Birth / /

Share Allocation No# _____

[] Secretary [] Director (please cross 'x')

Express Package 1

Company Formation Only

Setup in 24hours

Total: £60.00

Standard Package 1

Company Formation Only

Setup in 5 Working Days

Total: £45.00

Package 2

Company Formation

Registered Office 12mths

Total: £99.00

Package Saving: £21.00

Setup in 24hours

Standard Formation (-£15 discount)

Package 3

Company Formation

Registered Office 12mths

Biz Trading Address
12mths

Total: £189.00

Package Saving: £51.00

Setup in 24hours

Standard Formation (-£15 discount)

Final Checks (Step 3)

Minimum requirements for company formation:

- 1 x Officers / individual to be Director**
(Officers/Individuals do not have to be English or live in England)
- 1 x Shareholder**
(shareholders do not have to be English or live in England)
- Registered office has to be in England or Wales**

Registered Office

- Do not use your rented home address as your registered office – this invalidates your tenancy agreement and is not legal if you are renting from the local council authority or privately without landlord permission.
- Do not use your home address – as the purpose of having a limited company is to protect you as an individual – your home does not belong to the company therefore should not be affiliated by being your registered company address.
- If you are working from home – the registered office for 12months option is beneficial as you can operate with a trading address and a registered office separately this way.

Share Allocation

You can have additional shareholders who are not secretaries or directors of the company. Adding additional shareholders can be done annually thereafter only after incorporation of the company.

Normally we issue the company with 100 £1 ordinary shares, therefore the number of shares held by each shareholder will also represent the % share the shareholder owns in the company.

Payment (Step 4)

Payment Method

- Paypal – payment sent to sales@setup.co.uk
 - Postal Order or Cash Enclosed via Post
- Or
- Credit Card / Debit Card

Company Formation Package

Package 1	<input type="checkbox"/>	£60.00
Package 2	<input type="checkbox"/>	£99.00
Package 3	<input type="checkbox"/>	£189.00

Payment Amount: £____.____

CREDIT CARDS (All Cards 5% Surcharge-Min £2.50)

Cardholder Name:

Address:

Credit Card Number:

EXP: ____/____

VISA/MASTER/SWITCH/SOLO SWITCH ISSUE NO :

SIGNATURE: _____

Date ____/____/____

CVC (Last three digits on your card)* _____

*You can call us or give us your number to ask for this instead should you wish

Tel. Number _____

(For any queries on your application)