



## Company Formation

I instruct Jenner & Co to set up a company with immediate effect and have provided all the relevant information on the following pages.

The directors shall be I the Director and a second person if I have provided their details under the second director details on this form. I note that a person can be a director or a shareholder or both.

**Please nominate a name for your company:**

\_\_\_\_\_ Limited

It would be helpful if you could give several suggestions, in case your first choice is not available. If there is a specific word or term you **DO NOT** wish to appear in your company name, please let us know. If none of your suggestions are available, Jenner & Co will use their discretion.

I have made or will make an electronic payment of £250 + VAT (£300) to Jenner & Co to cover the cost of company formation.

There is an annual fee of £50+VAT for Jenner & Co to host the registered office. If you would like to use a different address as the registered office please provide the address below:

\_\_\_\_\_

I confirm that all the information supplied on these pages is correct and true to the best of my knowledge and belief.

Signed \_\_\_\_\_

Print name \_\_\_\_\_

Date \_\_\_\_\_

Please return this form to:

Jenner & Co  
245 Queensway  
Bletchley  
Milton Keynes  
Bucks  
MK2 2EH  
Tel: 01908 630230  
Fax: 01908 630231  
Email: [info@jenneraccountants.co.uk](mailto:info@jenneraccountants.co.uk)



## Director's Personal Information

TITLE:            Mr O                    Mrs O                    Miss O                    Other O \_\_\_\_\_

FIRST NAME(S): \_\_\_\_\_ SURNAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

POSTCODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

MOBILE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

ANY PREVIOUS NAMES USED (OTHER THAN MAIDEN NAMES):  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

NATIONALITY: \_\_\_\_\_

NATIONAL INSURANCE NUMBER: \_\_\_\_\_

TAX REFERENCE (UTR): \_\_\_\_\_

DETAILS OF OTHER DIRECTORSHIPS (CURRENT OR WITHIN THE LAST 5 YEARS):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To enable us to create the company and file the information online we need the following security information. As you are being appointed as director, by providing this security information you are agreeing to accept the appointment, without the need to sign a form to that effect:

YOUR TOWN OF BIRTH: \_\_\_\_\_

YOUR MOTHER'S MAIDEN NAME: \_\_\_\_\_

YOUR EYE COLOUR: \_\_\_\_\_



## Second Director or Company Secretary

(if applicable)

TITLE:            Mr O                    Mrs O                    Miss O                    Other O \_\_\_\_\_

FIRST NAME(S): \_\_\_\_\_ SURNAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

POSTCODE: \_\_\_\_\_

PHONE: \_\_\_\_\_

MOBILE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

OCCUPATION: \_\_\_\_\_

ANY PREVIOUS NAMES USED (OTHER THAN MAIDEN NAMES):  
\_\_\_\_\_  
\_\_\_\_\_

DATE OF BIRTH: \_\_\_\_\_

NATIONALITY: \_\_\_\_\_

NATIONAL INSURANCE NUMBER: \_\_\_\_\_

TAX REFERENCE (UTR): \_\_\_\_\_

DETAILS OF OTHER DIRECTORSHIPS (CURRENT OR WITHIN THE LAST 5 YEARS):  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

To enable us to create the company and file the information online we need the following security information. As you are being appointed as director/secretary then by providing this security information you are agreeing to accept the appointment, without the need to sign a form to that effect:

YOUR TOWN OF BIRTH: \_\_\_\_\_

YOUR MOTHER'S MAIDEN NAME: \_\_\_\_\_

YOUR EYE COLOUR: \_\_\_\_\_

## Set Up Information

### VAT

You do not have to register for VAT until your sales exceed £73,000 in a 12 month period. However, we may recommend that you register for VAT for the following reasons:

- It can give your company greater credibility customers and suppliers
- It allows you to recover the VAT you incur on your expenses thus reducing your costs and leaving more profit available for you.
- If you qualify (i.e. have a turnover of less than £150,000 per year) for the simplified VAT arrangements for small businesses (known as the VAT Flat Rate Scheme) you could make a slightly higher profit than under the traditional VAT registration.

**Having considered these points, do you wish to be registered for VAT?      Y / N**

If so, please provide brief details of the main activities of the business:

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**Are you currently, or have you been in the last 2 years, involved in any other VAT Registered business?      Y / N**

If so, please provide the names and VAT numbers of those businesses:

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**If you have lived at your current home address for less than 3 years please provide your previous address:**

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**Please provide an estimate of your yearly sales: \_\_\_\_\_**

**Are you aware whether any of your sales will be ZERO RATED?      Y / N**

**Do you expect to buy or sell goods within the EEC?      Sell Y/ N      Buy Y / N**

If yes to either, please provide an estimate of the amounts:

Sell \_\_\_\_\_ Buy \_\_\_\_\_

### PAYE

We will run a payroll for you to account for any salary paid to the directors. Please forward your P45 form from your previous employment ASAP.

Please advise us if you will have any other employees or subcontractors.



## Other Information

### **PROOF OF ID**

We are required by law to verify your ID in advance of carrying out any work for you.

### **WE NEED PROOF OF ID FOR EACH DIRECTOR**

Please send us the **ORIGINALS** of 2 documents, one from the first list and one from the second list below. We will copy and return them to you as soon as we receive them.

#### List 1

Any **one** of the following showing evidence of your name:

- Signed, current passport
- EEA Member State Identity Card
- Residence permit issued by Home Office to EEA nationals
- Current UK or EEA photo-card Driving License
- Current **full** UK driving license (not old style provisional license)
- Benefit book or original notification letter from the Benefits Agency
- National Identity Card containing your photograph

#### List 2

Any **one** of the following (being a different document than that used from list 1) showing evidence of your current address:

- Confirmation from an electoral register search
- Recent utility bill or statement (not more than 3 months old)
- Local council tax bill for the current year
- Current full UK driving license
- Bank, building society or credit union statement or passbook
- Recent mortgage statement from a recognized lender
- Solicitor's letter confirming recent house purchase or land registry confirmation of address
- Local council or housing association rent card or tenancy agreement
- Benefit book
- EEA Member State Identity card
- Inland Revenue self-assessment statement or tax demand
- House or motor insurance certificate