

Incorporations – Checklist of Information

Use this checklist to see at a glance the must have (●) and nice to have information (●) you will need to incorporate a company.

Company Information

Name	A unique proposed name that meets Companies House requirements	●
Company activity	A brief description or the SIC code (if known)	●
Articles of Association	Choose from the Model Articles, your Standard Articles, Elemental Standard Articles or Bespoke Articles	●

Contact preferences

Registered Office	Choose from the client's own address or Elemental's central London address	●
Business Mail	Option to use Elemental's address for anything other than statutory mail, including legal contracts	●
Mail Forwarding	If and where the client would like physical mail forwarding	●
Digital Mailroom	The email address for scanned mail	●

Director (min. 1)*

Director details	Full name, Country of Residence, Nationality, Date of Birth and Occupation	●
Address (public)	Service address to appear on the public register. Elemental's address can be used to protect privacy	●
Address (private)	The director's residential address (will not appear on the public register)	●

* If a corporate director is to be appointed then you will need the same information as for an RRLE (see below)

Company Secretary

Name	Option to appoint Elemental as named company secretary or another named person	●
Address (public)	Company Secretary Service Address (Elemental's address can be used to protect privacy)	●

Shares

Description of Shares	Description of any share class (eg Ordinary Shares)	●
Currency of Shares	The currency of each share class (eg GBP)	●
Nominal Value of Shares	The nominal value of each share class (eg £1.00)	●
Share fully paid	Whether the shares on incorporation are to be issued fully paid and, if not, how much of them will be paid up.	●
Total number of shares	Total number of shares to be issued on incorporation	●
Prescribed Particulars	The prescribed particulars for each share class. Please note if there is only one class of ordinary shares then Elemental will provide standard wording and no info is required.	●

Shareholder (min. 1)

Name	Shareholders' full name	●
(If Corporate)	Registered number, Governing Law and Country of Registration	●
Address (private)	Shareholder's Residential Address (Registered Office for Corporate)	●
Electronic Signature	Full Name of authorised person (if a corporate shareholder)	●
	THREE of the following pieces of information:	●
	Town of Birth (first 3 letters)	
	Telephone Number (last 3 digits)	
	National Insurance Number (last 3 numerical digits)	
	Passport Number (last 3 numerical digits)	
	Mother's Maiden Name (first 3 letters)	
	Father's First Name (first 3 letters)	

PSC

PSC Details	Full Name, Country of Residence, Nationality, Date of Birth	●
Address (private)	Service address to appear on the public register. Elemental's address can be used to protect privacy	●
Address (public)	The PSC's residential address (will not appear on the public register)	●
Nature of control	The nature of control, % of shares and/or voting rights.	●

RRLE(s)

Contact Details	Full name, registered number, governing law, country of registration and address	●
Nature of control	The nature of control, % of shares and/or voting rights.	●

Incorporation Services

Company Secretarial	Does the client need company secretarial support?	●
VAT	Does the client need to register for VAT?	●
Accounting	Does the client need statutory accounting?	●
Payroll	Does the client need payroll and pension support?	●

Need help?

📞 +44 (0) 203 286 6229

✉ info@elementalcosec.com

🖨 elementalcosec.com/RWBlears (for the latest documents)