

## 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

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

### Contact preferences

|                                 |   |   |
|---------------------------------|---|---|
| <b>Registered Office</b>        | Choose from the client's own address or Elemental's central London address  | ● |
| <b>Registered Email Address</b> | An address where emails would be expected to come to the attention of a person acting on behalf of the company. Elemental can provide an email address. | ● |
| <b>Business Mail</b>            | Option to use Elemental's address for anything other than statutory mail, including legal contracts   | ● |
| <b>Mail Forwarding</b>          | If and where the client would like physical mail forwarding   | ● |
| <b>Digital Mailroom</b>         | The email address for scanned mail  | ● |

### Director (min. 1)\*

|                          |  |   |
|--------------------------|--|---|
| <b>Director details</b>  | Full name, Country of Residence, Nationality, Date of Birth and Occupation                           | ● |
| <b>Address (public)</b>  | Service address to appear on the public register. Elemental's address can be used to protect privacy | ● |
| <b>Address (private)</b> | 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

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

### Shares

|                                |  |   |
|--------------------------------|--|---|
| <b>Description of Shares</b>   | Description of any share class (eg Ordinary Shares)  | ● |
| <b>Currency of Shares</b>      | The currency of each share class (eg GBP)  | ● |
| <b>Nominal Value of Shares</b> | The nominal value of each share class (eg £1.00)   | ● |
| <b>Share fully paid</b>        | Whether the shares on incorporation are to be issued fully paid and, if not, how much of them will be paid up. | ● |
| <b>Total number of shares</b>  | Total number of shares to be issued on incorporation   | ● |

|                               |  |   |
|-------------------------------|--|---|
| <b>Prescribed Particulars</b> | 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)

|                              |   |   |
|------------------------------|---|---|
| <b>Name</b>                  | Shareholders' full name   | ● |
| <b>(If Corporate)</b>        | Registered number, Governing Law and Country of Registration        | ● |
| <b>Address (private)</b>     | Shareholder's Residential Address (Registered Office for Corporate) | ● |
| <b>Electronic Signature*</b> | Full Name of authorised person (if a corporate shareholder)         | ● |
|                              | <b>THREE</b> 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

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

#### RRLE(s)

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

#### Incorporation Services

|                            |   |   |
|----------------------------|---|---|
| <b>Company Secretarial</b> | Does the client need company secretarial support? | ● |
| <b>VAT</b>                 | Does the client need to register for VAT?         | ● |
| <b>Accounting</b>          | Does the client need statutory accounting?        | ● |
| <b>Payroll</b>             | Does the client need payroll and pension support? | ● |

#### Need help?

☎ +44 (0) 203 286 6229

✉ [info@elementalcosec.com](mailto:info@elementalcosec.com)

📄 [elementalcosec.com/lawhub/](https://elementalcosec.com/lawhub/) (for the latest document)

\* This information is collected for administrative purposes and is not verified by Companies House'