

# Incorporations – Quick Guide

## How to instruct Elemental

- 1. Obtain the incorporation form**  
You can download this from [elementalcosec.com/lawhub/](https://elementalcosec.com/lawhub/) or you can email [info@elementalcosec.com](mailto:info@elementalcosec.com).
- 2. Complete the incorporation form**  
If you have any queries regarding completing the form, please contact us and we'd be happy to help:  
📞 +44 (0) 203 286 6229  
✉️ [info@elementalcosec.com](mailto:info@elementalcosec.com)
- 3. Send it to Elemental**  
Hit "send" on the form, or email it to your contact at Elemental or [info@elementalcosec.com](mailto:info@elementalcosec.com)
- 4. Approve final submission**  
Elemental will prepare the draft submission and check the information provided. We will send you the final submission for approval.
- 5. Incorporation**  
Once approved Elemental will submit the incorporation. When the company is formed, Elemental will send you the relevant documents and information about any related services Elemental may be providing to the company.

If you want to form an entity other than a private limited company or an LLP, then please contact us for the required information. All applications (except Limited Partnership applications) will be submitted electronically.

## Information Required for Incorporation

We have provided a separate checklist of all the information you will need, but here is a summary:

- Proposed Company Name
- Description of activity (SIC Code)
- Choice of Articles of Association
- Registered Office (Elemental can provide the registered office)
- Director Details
- Company Secretary (if applicable) (Elemental can act as the company secretary)
- Shareholder Details and share structure
- PSC/RRLE Details

## Key Features

In addition to standard incorporations, Elemental can support with:

- Ongoing company secretarial support for the entity to meet legal requirements.
- Registered office and business address
- UK director services
- Accounting and bookkeeping services.
- First employee onboarding, payroll and pension support.



# FAQs

## What if I needed an unusual corporate vehicle?

Elemental can incorporate the following types of entity:

- Private limited company (ltd)
- Public limited company (plc)
- Unlimited companies
- Companies limited by guarantee
- Limited liability partnership (LLP)
- Limited Partnerships (LPs) (No electronic option available)

## How does billing work?

If Elemental are only forming the company, then the law firm will be the client. Elemental will issue an invoice to the firm quoting the matter number once the company is formed. If Elemental is providing other services to the client, then the invoice can be issued directly to the client or to the firm as desired.

## Do you offer a registered office service?

Yes, please see the separate instructions for the registered office service. Elemental provides the following as standard:

- Central London Address
- Mail Scanning
- Access to a digital mailroom.

## Can you help maintain the statutory registers?

Yes. Elemental acts on behalf of law firms, international clients and clients that lack dedicated company secretarial resources internally to offer a fixed fee solution. UK private companies limited by shares are not required to have a company secretary. However, the director(s) are legally responsible for ensuring that the duties are fulfilled and failure to do so is a personal legal liability.

## Do Elemental provide an accounting service?

Yes. Elemental has an in-house accounting practice and can support all the standard accounting and tax services for a UK company.

## Do you require wet signatures?

We don't require wet signatures from directors or shareholders. But we do require an 'electronic signature' on behalf of each shareholder as confirmation of their willingness to subscribe to shares. Please see the Incorporation Form or Elemental's checklist of information required for details of what constitutes an 'electronic signature' for these purposes.

## Do you require KYC?

If we are just forming the company then no KYC is required, we will treat the firm as our client. If we are providing other services we will need KYC; however, this can be provided at a later date and we will continue to treat the firm as our client until the end client can be onboarded.

### 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)