



HBV enterprise
starting, funding, growing business

Are you looking to form a **Limited Company?**

**Do You:
Need help with this?
Understand your responsibilities?
Know about share capital?**

Company Incorporation and advice

All for **£50***

We can also arrange opening a bank account under this service.

**HBV Enterprise Centre
34 – 38 Dalston Lane, London, E8 3AZ
tel: 020 7254 9595
email: mail@hbv.org.uk
www.hbv.org.uk**

***A brief meeting is required to complete forms and to answer any questions regarding setting up as a Limited Company. Meetings normally last around one and a half hours. Please see overleaf for information required at meeting
Pre – booking is advisable, to find out more, visit or call us on the number above.**

HBV have been helping local businesses since 1984, we've helped thousands of them, profit-making as well as social enterprises, to start, raise finance and grow.



Company Formation Service

At your meeting please ensure you provide the following information.

Company name in full:

Joe Blogs Ltd or John Doe Limited (example)

Registered office details:

The registered office is the address of a company to which Companies House letters and reminders will be sent. The registered office can be anywhere in England and Wales. It can be commercial premises or a private residential address. (We require door number, street / road, town, county and postcode)

Company officer details:

All private companies must appoint at least 1 director.

A private company can also appoint a company secretary but does not have to do so unless the company's articles of association expressly require it.

Company secretary details (if appointed):

Full name, address, date of birth and answer to the authentication questions*

Director details:

Full name, address, date of birth, nationality, occupation, any other directorships and answers to the authentication questions*

Declarant details:

Name, address, answers to the authentication questions* and designation (e.g. company secretary, Director or Solicitor) The declarant is the person who has filled in the form.

Shares:

Authorised capital: The total number of shares a company is authorised to issue by reference to its memorandum and articles of association.

Issued capital: The amount of authorised share capital that shareholders have actually subscribed to own. The amount of issued share capital must be lower or equal to the authorised share capital.

Shareholders details:

The minimum number of shareholders is one.

Subscriber (shareholder):

The shareholder's name(s) and the number of shares to be registered in their name(s) (minimum 1 share)

The subscribing shareholder can be the same person as the director or company secretary but does not have to be.

Identification:

Applicants will need to provide photo-identification (passport/ driving licence) of all company officials together with confirmation of their residential address (one utility bill not more than 3 months old – excluding mobile telephone bills) as part of the registration process.

*If it is necessary for Companies House to contact the company officials three Authentication questions will be asked in order to identify the individual. This requires each director and company secretary to provide details of their town of birth, mother's maiden name and father's forename. These details will also enable them to log into Companies House in the future.