



Property Management Company Formation Order Form

Please complete this form and return it:

by email: **formations@yorkplace.com**

by fax: **+44 (0) 113 224 5498**

by post: **Freepost RTHA-AGTA-EURC
York Place
Elizabeth House
13-19 Queen Street
LEEDS LS1 2TW**

Details of directors, secretary and shareholders/members must be added on a separate form.

Or complete our online order form at **www.yorkplace.co.uk**

IMPORTANT NOTES

- ◆ York Place electronically incorporates all company formations permitted by Companies House. This reduces the incorporation period to 1–2 days.
- ◆ York Place provides post incorporation company secretarial services including registered office and nominee support. Please enquire.

Note: all prices include VAT.

If you need any guidance, please call the formations helpline on **0113 224 5452**.

YOUR DETAILS	
Name:	
Position:	
Firm (if applicable):	<hr/> <hr/> <hr/>
Address:	<hr/> <hr/> <hr/> <hr/> <hr/> <hr/>
Tel:	
Mobile:	
Fax:	
Email:	
Note: we will not pass your details to any third party. Some services may require further information to comply with anti money laundering regulations.	

Go to next page

www.yorkplace.co.uk

Leeds Office: Elizabeth House, 13-19 Queen Street, Leeds LS1 2TW ◆ **London Office:** 1 George Yard, London EC3V 9DF

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Property Management Company Formation Order Form

STEP 1

Type of Company (Please tick one box)

RESIDENTS MANAGEMENT COMPANY
LIMITED BY SHARES

COMMERCIAL PROPERTY MANAGEMENT COMPANY
LIMITED BY SHARES

RESIDENTS MANAGEMENT COMPANY
LIMITED BY GUARANTEE

COMMERCIAL PROPERTY MANAGEMENT COMPANY
LIMITED BY GUARANTEE

RTM (RIGHT TO MANAGE) COMPANY

COMMONHOLD ASSOCIATION

Guaranteed Same Day option (Please tick if required)

Corporate Package

STEP 2

Proposed Company Name (Please list in order of priority)

Please add LIMITED OR LTD, or RTM
as appropriate

STEP 3

Registered Office

STEP 4

Articles of Association

The company must have a minimum of one shareholder or member. Shares are usually denominated as £1 but can be any amount or any currency.

Please state share denomination or guarantee or **£1 will be used as a default.**

STEP 5

Address of development/premises:

Minimum number of directors (2 recommended):

Quorum for general meetings (at least 2):

If the property is a new development, the developer may wish to retain control of the company until the last unit is sold. If this option is required please ensure that the developer is added as shareholder/member and enter the developer's name here:

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STEP 6 – Optional Extras

Additional prints of Articles of Association

Two bound copies are already supplied.
Additional number of copies required: _____ **£5.00 each**
We advise that you have sufficient copies for each director, each shareholder/member and the company secretary as well as for bankers, accountants, solicitors and other professional advisors.

Company Seal

Note: A hand plier seal is included.

Leverpress Upgrade price **£12.00**

Nameplate

Registered Office Nameplate and
Wooden Mounting Board **£25.00**

Registered Office Service

Leeds **£132.00**

London **£192.00**

Edinburgh also available for Scottish companies on request

Director's Service Address (Per director)

Leeds **£72.00**

London **£84.00**

Annual Support Service

Leeds **£265.00**

London **£315.00**

Corporate Package **Deduct £50.00**

Optional information

Year End:

The month end of the anniversary of incorporation is the default but this may be changed to a period not exceeding 18 months from the date of incorporation.

Barclays Bank Account Cashback Offer

Bank account opening service with cashback as soon as account is opened. Select this option and you will be contacted by Barclays. Cashback = £40.

STEP 7 – Company Appointments – see separate form. Or use York Place for set up purposes



Company Appointments Form

Appointment of Director, Secretary, Shareholder or Member

Company Name: _____ _____	Service address: _____ _____ _____
Date of Appointment: (Date of incorporation will be used unless York Place nominees have acted for set up purposes)	Residential address**: _____ _____ _____
<input type="checkbox"/> Director <input type="checkbox"/> Secretary <input type="checkbox"/> Shareholder/Member	Former name: (Maiden name not needed) _____
Number of shares: (if shareholder)	Nationality**: _____
Class of Shares: (default is ordinary)	Business Occupation**: _____
Title, eg Mr, Mrs etc	Personal authentication details: (Choose any 3 items)
Surname:	First 3 letters of town of birth: _____
Forenames:	First 3 letters of mother's maiden name: _____
Date of birth**:	First 3 letters of eye colour: _____
Only complete this section if a corporate body is being appointed*	First 3 letters of father's first forename: _____
Corporate Name:	Last 3 digits of telephone number: _____
_____ _____	Last 3 characters of NI number: _____
Place of Registration:	Last 3 digits of passport number: _____
Registration Number:	
Legal Form:	
Governing Law:	

Notes: *Notes re. corporate bodies – A corporate body cannot be a sole director and needs a natural person to be its representative. Please enter the persons' surname, forename and personal authentication details on this form.

**For non-corporate directors only to complete.

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Leeds Office: Elizabeth House, 13-19 Queen Street, Leeds LS1 2TW ♦ **London Office:** 41 Chalton Street, London NW1 1JD
Tel: 0113 224 5452 ♦ **Fax:** 0113 224 5498 ♦ **DX:** 26436 – Leeds Park Square ♦ **Email:** formations@yorkplace.com

York Place is a trading division of Stanley Davis Group Limited. Registered Office: 41 Chalton Street London NW1 1JD. Registered in England Company No. 2413680



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Person with Significant Control (PSC) – Company

Company Name:	Commencement Date leave blank if from incorporation
----------------------	---------------------------------------------------------------

Complete this section for an Individual	Complete this section for a Corporate Relevant Legal Entity
Title:	Corporate Name:
Surname:	Address of registered office or principal office:
Forename(s):	Register, including details of state if applicable:
Date of Birth:	Registration Number:
Service Address: Use Registered Office <input type="checkbox"/>	Legal Form:
Residential Address:	Governing Law:
Country, State or part of the UK where PSC usually lives:	
Nationality:	
Restrictions on disclosing PSC's information:	

Conditions met. Mark X in appropriate box or enter relevant condition below.	
Holds, directly or indirectly, more than 25% but not more than 50% of the shares in the company	
Holds, directly or indirectly, more than 50% but less than 75% of the shares in the company	
Holds, directly or indirectly, 75% or more of the shares in the company	
Holds, directly or indirectly, more than 25% but not more than 50% of the voting rights in the company	
Holds, directly or indirectly, more than 50% but less than 75% of the voting rights in the company	
Holds, directly or indirectly, 75% or more of the voting rights in the company	
Has the right to exercise, or actually exercises, significant influence or control over the company	
Holds the right, directly or indirectly, to appoint or remove a majority of the board of directors	
Other condition:	

Confirmed by: (please enter the name of the person completing this form)

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Company Name:	Commencement Date leave blank if from incorporation
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Complete this section for an Individual	Complete this section for a Corporate Relevant Legal Entity
Title:	Corporate Name:
Surname:	Address of registered office or principal office:
Forename(s):	Register, including details of state if applicable:
Date of Birth:	Registration Number:
Service Address: Use Registered Office <input type="checkbox"/>	Legal Form:
Residential Address:	Governing Law:
Country, State or part of the UK where PSC usually lives:	
Nationality:	
Restrictions on disclosing PSC's information:	

Conditions met. Mark X in appropriate box or enter relevant condition below.	
Holds, directly or indirectly, more than 25% but not more than 50% of the shares in the company	
Holds, directly or indirectly, more than 50% but less than 75% of the shares in the company	
Holds, directly or indirectly, 75% or more of the shares in the company	
Holds, directly or indirectly, more than 25% but not more than 50% of the voting rights in the company	
Holds, directly or indirectly, more than 50% but less than 75% of the voting rights in the company	
Holds, directly or indirectly, 75% or more of the voting rights in the company	
Has the right to exercise, or actually exercises, significant influence or control over the company	
Holds the right, directly or indirectly, to appoint or remove a majority of the board of directors	
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