



FACTSHEET 12

How Do I Form a Limited Company ?

The simplest way to do this is to approach a company formation agent . They will check that the company name is available and proceed to form the company for you . They will normally charge approximately £100 for this service and in due course you will receive a Certificate of Incorporation . Post incorporation you will need to complete various forms and submit them to Companies House . In particular :

- Directors will require to be appointed (minimum number one)
- A company secretary will require to be appointed (cannot be sole director)
- Shares will have to be allotted and share certificates issued
- Your bank will require all statutory details to open a company bank account
- Although Companies House will automatically set a financial year end for the company a decision can be taken to change this .

It is important that the Statutory Kit of the company be fully written up and retained at the company's registered office where , by law , it must be available for inspection by members of the public .

Consideration should also be given to proposing elective resolutions to dispense with the need for annual general meetings and for the laying of accounts and reports before a general meeting .

For further advice and before taking any action please give me a call .

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