



We Do More Than Just Accounting

moore
accountancy

INCORPORATION CHECKLIST

Please could you respond to this email with the relevant answers so that we can start the process:

- New Company Name 1
- New Company Name 2 (if 1st is not available/acceptable)
- Company full registered address
- Number of directors
- Number of shareholders
- Name of secretary (not legally required to have a secretary)
- SIC Codes (see link here for guidance <http://resources.companieshouse.gov.uk/sic/>)

For each director and/or shareholder the following information needs to be completed:

- Full name (including prefix)
- Director/Shareholder/Both
- Usual residential address (not on public display)
- Service address (either usual residential address or registered address if preferred)
- Nationality
- Occupation
- Date of birth
- Any former names
- Town of birth
- Usual telephone number
- NI number
- Passport number
- Mothers maiden name
- Fathers first name
- Eye colour

This can be copied and pasted into an email and sent back to info@mooreaccountancy.co.uk with INCORPORATION detailed within the subject line

