

UK Companies Preliminary Instruction Questionnaire



This preliminary questionnaire is designed to take your instructions for the incorporation of a new UK company limited by shares. Completion of this form will enable us to:

- a) advise you on the optimum UK tax strategy for the company, if required to do so;
- b) advise you on the persons whose identity we must verify in relation to this transaction. We will specify clearly what verification evidence we require, which trust and corporate service providers in the UK are obliged to obtain under the terms of The Money Laundering Regulations 2007;
- c) advise you of our fee for this particular assignment

Section 1 - Incorporation Details

Company Name

Please provide three proposed names, in order of preference:

1.

2.

3.

Share Value

Your company will be incorporated with shares denominated in GBP £ with a par value £1. All issued shares will be treated as fully paid unless otherwise specified.

If you require a different share structure please specify below:

Currency (e.g. Euro) _____

Par Value (e.g. 1) _____

Director(s)

Jordans Trust Company Limited can provide director services both within and outside the UK. Most clients request professional director services in order to obtain business confidentiality, however the actual residence of the professional directors can have important tax consequences, and we can advise on the most advantageous place of residence of our director services once we have reviewed the details of the proposed activities of the UK company in Section 3 of this questionnaire:

Please provide director services:

Please provide full details of your reasons for requiring the director service:

Individual Director

If you are appointing an individual director please provide the following information:

Electronic Filing requirements (please answer any 3 out of the 7 only)

Title		Town of Birth (first 3 letters)	
Forename(s)		Telephone Number (last 3 digits)	
Surname		National Insurance No. (last 3 characters)	
Former names		Passport Number (last 3 digits)	
Residential address		Eye Colour (first 3 letters)	
Country or state (or part of UK) where usually resident		Mother's maiden name (first 3 letters)	
Date of Birth		Father's forename (first 3 letters)	
Occupation			
Nationality			

An address is required to appear on the public record. The address provided above will be used unless a Director's Service Address is selected. Jordans can provide a Directors Service Address (1 Mitchell Lane, Bristol, BS1 6BU).

Please tick if you require a Director's Service Address:

Please provide full details of your reasons for requiring the director's service address:

Please note: All documents received at the service address will be forwarded to the instructing party as indicated in section 9.

If there is to be more than one individual director, please provide the details of the extra director(s) on separate sheets. Please indicate the number of additional directors to be appointed:

Corporate/Firm Director

If you are appointing a corporate/firm director please provide the following information:

Registered name (to include legal form e.g. Ltd, GmbH, Corp, Inc, LP etc)	
Registered/principal office address	
Registration number	
Governing law	
If applicable, where the company/firm is registered	
If known, the particulars of the register where the company/firm is registered	
Full name of the authorised representative of the corporate/firm director	

Electronic filing requirements for the authorised representative (please answer any 3 out of the 7 only)

Town of birth (first 3 letters)		Passport Number (last 3 digits)	
Telephone Number (last 3 digits)		Eye Colour (first 3 letters)	
National Insurance No. (last 3 characters)		Father's forename (first 3 letters)	
Mother's maiden name (first 3 letters)			

If there is to be more than one corporate director, please provide the details of the extra director(s) on separate sheets.

Please indicate the number of additional directors to be appointed:

Company Secretary / Statutory Administration

Jordans Trust Company Limited will provide statutory secretarial services via our professional service company, which will be appointed as the company secretary of your company. In addition, we also provide the statutory registered office address, which will be situated at our Bristol or London address.

Please tick below to indicate the preferred location for the registered office address:

Registered office: Bristol

London

Shareholder(s)

Jordans Trust Company Limited can provide a nominee shareholder service to hold shares on behalf of the beneficial owner(s) in order to preserve a certain level of anonymity. We would be delighted to discuss the level of anonymity that our nominee shareholder service will provide and what other options may be available. Please indicate below your preference:

Please provide me with a nominee shareholder service:

Please contact me to discuss the nominee shareholder service and other options:

If you have elected our nominee shareholder service, please indicate in section 2 of this questionnaire the name(s) and address(es) of the beneficial owner(s) we will be holding the shares on behalf of.

If you are providing your own shareholder(s), please complete the details below:

Proposed Shareholder 1

Electronic Filing requirements (please answer any 3 out of the 7 only)

Title		Town of Birth (first 3 letters)	
Forename(s)		Telephone Number (last 3 digits)	
Surname		National Insurance No. (last 3 characters)	
Former names		Passport Number (last 3 digits)	
Residential address		Eye Colour (first 3 letters)	
Country or state (or part of UK) where usually resident		Mother's maiden name (first 3 letters)	
Date of Birth		Father's forename (first 3 letters)	
Occupation			
Nationality			

Proposed Shareholder 2**Electronic Filing requirements
(please answer any 3 out of the 7 only)**

Title		Town of Birth (first 3 letters)	
Forename(s)		Telephone Number (last 3 digits)	
Surname		National Insurance No. (last 3 characters)	
Former names		Passport Number (last 3 digits)	
Residential address		Eye Colour (first 3 letters)	
Country or state (or part of UK) where usually resident		Mother's maiden name (first 3 letters)	
Date of Birth		Father's forename (first 3 letters)	
Occupation			
Nationality			

If appointing a corporate shareholder, please provide the name of an authorised signatory and his or her electronic filing details above. If there are more than 2 shareholders, please provide the details of the extra shareholders on separate sheets. Please indicate the number of additional shareholders:

Section 2 – Beneficial Ownership

Are the beneficial owners the same as the registered shareholders? Yes (go to section 3)
No

If the beneficial owners are different to the registered shareholders or if our nominee shareholder services have been requested, please complete the details of the beneficial owners below:

Beneficial owner 1

Title	
Forename(s)	
Surname	
Address	
Postcode	
No of shares owned	

Beneficial owner 2

Title	
Forename(s)	
Surname	
Address	
Postcode	
No of shares owned	

If there are more than 2 beneficial owners, please provide the details of the extra beneficial owners on separate sheets. Please indicate the number of additional beneficial owners:

Section 3 – Proposed Activities

Please provide the information requested below. It is very important that you provide accurate and detailed information in this section as it will help us to provide accurate advice and at the same time enable us to meet our “customer due diligence” obligations under The Money Laundering Regulations 2007. Obtaining satisfactory information on this questionnaire will save time and costs.

1. Please provide a full and detailed explanation of the proposed business activities (please be as specific as possible, for example “Trading” or “Holding Company” will not be sufficient):

2. Please provide details of the geographical location of the activities:

3. Description of structure/reason for creating company:

4. The company will hold the following assets (please also confirm the value of the assets):

5. Please confirm if Professional advice has been taken in respect of this proposed new structure:

- a) Yes, professional advice has been taken and a copy of the advice is enclosed
- b) Yes, professional advice has been taken in respect of this new case
- c) No, Professional advice has not been taken, but I would like to proceed as per the instructions

Section 4 – Financial Information

Please complete the details below in relation to the financial projections of the company:-

1. Anticipated annual turnover: £ _____
 2. Anticipated annual profit: £ _____
 3. The source of funds for the proposed structure/venture:
-

Section 5 - Source of Wealth

“Source of Wealth” is distinct from the source of funds and describes the activities which have generated the total worth of a person, i.e. those activities which have generated the owners funds and property.

Please provide a sufficiently detailed written statement setting out the economic activity which has generated the net wealth of the beneficial owner(s):-

Section 6 - Tax and Accounting Services

Tax compliance/Accounting services

UK companies must provide information to Her Majesty’s Revenue & Customs (HMRC) immediately following incorporation and annually thereafter. Jordans Trust Company Limited can act as the company’s tax agent and deal with all corporation tax filing requirements including the preparation of tax computations.

A UK company is also required to prepare and file accounts at Companies House. Jordans Trust Company Limited can produce and file annual statutory accounts for the company.

If you would like Jordans Trust Company Limited to provide these services, please tick here:

Please indicate your preferred accounting reference date for the new company (if any):

VAT Registration and Administration

In the UK a business must apply to be registered for VAT if its turnover, within the scope of UK VAT, is in excess of £79,000 over a twelve month period. It may apply for voluntary registration where anticipated turnover is below this threshold if it can demonstrate a commercial reason for requiring VAT registration. It should be noted, however, that to obtain registration for VAT in the UK, the company should be able to show that it is making a taxable supply of goods or services in, or from, the UK. Alternatively the company should show that it is making supplies abroad that would be taxable supplies if made in the UK.

If you want Jordans Trust Company Limited to apply for a VAT registration for the company and provide a VAT administration service, please tick here:

Bank Account Services

In cases where we are to provide director services we can organise the opening of a new bank account where we are also designated as the account signatories.

If you require our assistance with a bank account opening application please tick here:

Section 7 - Additional Services

Virtual Office Package

This package includes Commercial Mail Forwarding, Telephone Redirection and Fax redirection services, as outlined below. The package offers a saving of £100 compared to taking these services individually.

Commercial Mail Forwarding Service

Jordans Trust Company Limited can offer you a reliable and efficient facility for the forwarding of your commercial mail. Your correspondence will be forwarded unopened during normal business hours. Please note these services may not be used for advertising or mail order purposes.

Please tick below to indicate the preferred location for the registered office address:

Registered office: Bristol:

London:

Name & address to be forwarded to:

Name:	
Address:	

Telephone and Fax Redirection

Once we receive your order we will provide a telephone and fax number in either London or Bristol. This number can be displayed on your company stationery.

Telephone Redirection London Bristol

Telephone number to be forwarded to: _____

Fax Redirection London Bristol

Fax number to be forwarded to: _____

Domain Name Protection and Business Email

Secure a domain name of any website you may create in the future. You can register the domain name to match your company and ensure no-one else can use that name.

If you would like more information on this service, please tick here

Domain Name, Business Email and Website

The package includes domain and business email plus website hosting. You can choose from a variety of website designs, images and templates. The package also includes a sophisticated content management system allowing you to update your website.

If you would like more information on this service, please tick here

Section 8 - Letter of Engagement & Invoice

It is our standard policy/procedure to engage and invoice the company in respect of the services being provided.

Section 9 - Instructing Party & Data Protection

Instructing Party

Please indicate below the details of the ongoing instructing party we will be required to communicate with in relation to the new structure:

Name:	
Address:	
Tel:	
Email/fax:	

Source of Introduction

Please indicate below the source of introduction to Jordans Trust Company for this assignment:

Existing client

Referred by Jordans dept

Website

Telephone/email enquiry

Referred by _____

Data Protection

For more information on our data protection policy see below. You may 'opt-out' of receiving promotional mailings or 'opt-in' to promotional emails by selecting the appropriate boxes below.

If you do not wish to receive mail from our UK office, tick here:

If you do not wish to receive mail from our overseas offices, tick here:

If you do wish to receive emails from our UK office, tick here:

If you do wish to receive email from our overseas offices, tick here:

Customer satisfaction and quality assurance

Our aim is to ensure continuing customer satisfaction by offering a fast, friendly and professional service. We strive to provide comprehensive, high quality and cost effective solutions to our clients' needs, backed by helpful and efficient support services.

Jordans' accreditation under BS EN ISO 9002:1992 confirms our commitment of quality systems putting customers first and aiming to exceed their expectations.

Our data protection policy

Your details are held for and on behalf of Jordans Trust Company Limited.

We will use personal information which we hold about you to provide our services and products to you, for credit control and market research purposes and to inform you about our services and products, legal developments and training sessions or events which we believe may be of interest to you. We may share your personal information with other companies in our group, including Jordans Limited, Jordan Publishing Limited, Jordans (Scotland) Limited and our overseas offices (full details of which are available on our website www.jordanstrustcompany.com), for any of the above purposes.

For further information on how your data may be used, please contact our Data Protection Officer:

Tel: +44 (0) 117 918 1431 email: dataprotection@jordanstrustcompany.com

Section 10 - Sending Your Instructions

Please send this completed and signed preliminary instruction questionnaire to Jordans Trust Company Limited so your requirements can be reviewed and a full written list of any additional documentation and a formal fee quotation can be provided.

Jordans Trust Company Limited
21 St Thomas Street, Bristol, BS1 6JS
T: 0117 918 1407
E: corporateplanning@jordanstrustcompany.com

Please date this form and tick the box below to confirm that the fiscal consequences of establishing a new UK company have been considered and that appropriate advice has been taken in this regard.

Date: _____

I confirm that the fiscal consequences of establishing a new UK company have been considered and that appropriate advice has been taken in this regard.