

New Company Incorporation Questionnaire

Please complete all sections of this form using block letters. Once completed, return it along with the required identification documents as specified at the end of this form.

1. Company Name

- **Desired Company Name:** _____
- **Company Suffix:** (Please tick one)
 - ☐ Limited
 - ☐ LTD

Note: Before finalizing your company name, please verify its availability using the Companies House Name Availability Checker: <https://find-and-update.company-information.service.gov.uk/company-name-availability>

2. Registered Office Address

The Registered Office address will be publicly accessible. Please consider this when providing the address.

- **Registered Office Address:**
 - ☐ Street: _____
 - ☐ City: _____
 - ☐ Postcode: _____

Alternatively, MCC Partners offers a Registered Office Service for a fee of £10 per month.

- **Would you like to use MCC Partners' Registered Office Service?** (Please tick one)
 - ☐ Yes
 - ☐ No
-

3. Business Activity

You are required to provide Companies House with your new company's business activity by selecting a Standard Industrial Classification (SIC) code. If you're unsure of the appropriate SIC code, please provide a description of your business activity below, and we will assign the most suitable code.

- **Business Activity Description:** _____

To search for SIC codes, you can visit: <https://resources.companieshouse.gov.uk/sic/>

4. Directors' Details

Please provide details for the initial directors.

Director 1:

- **Full Name:** _____
- **Date of Birth (DD/MM/YYYY):** _____
- **Nationality:** _____
- **Residential Address:**
 - Street: _____
 - City: _____
 - Postcode: _____
- **Occupation:** _____
- **Telephone Number:** _____
- **Email Address:** _____

Director 2:

- **Full Name:** _____
- **Date of Birth (DD/MM/YYYY):** _____
- **Nationality:** _____
- **Residential Address:**
 - Street: _____
 - City: _____
 - Postcode: _____
- **Occupation:** _____
- **Telephone Number:** _____
- **Email Address:** _____



5. Share Capital & Shareholders' Details

- **Total Number of Shares to be Issued:** _____
- **Value per Share (£):** _____

Shareholder 1:

- **Full Name:** _____
- **Date of Birth (DD/MM/YYYY):** _____
- **Nationality:** _____
- **Residential Address:**
 - **Street:** _____
 - **City:** _____
 - **Postcode:** _____
- **Occupation:** _____
- **Telephone Number:** _____
- **Email Address:** _____
- **Number of Shares Held:** _____
- **Percentage of Total Shares:** _____

Shareholder 2:

- **Full Name:** _____
- **Date of Birth (DD/MM/YYYY):** _____
- **Nationality:** _____
- **Residential Address:**
 - **Street:** _____
 - **City:** _____
 - **Postcode:** _____
- **Occupation:** _____
- **Telephone Number:** _____
- **Email Address:** _____
- **Number of Shares Held:** _____



- **Percentage of Total Shares:** _____

For additional shareholders, please attach a separate sheet with their details.

6. Persons with Significant Control (PSC)

Individuals who hold more than 25% of shares or voting rights, or have significant influence or control over the company.

- **Are the directors listed above also Persons with Significant Control?** (Please tick one)
 - Yes
 - No

If no, please provide details of the PSC(s) below or on a separate sheet.

7. Identification Documents

Before we can proceed with the incorporation, we require the following identification documents for each director and shareholder:

- **Proof of Identity:** (e.g., Passport, Driving License) []
- **Proof of Address:** (e.g., Utility Bill, Bank Statement dated within the last 3 months) []

Please attach copies of these documents to this form.

Declaration

I confirm that the information provided in this form is accurate and complete to the best of my knowledge. I understand that the Registered Office address will be publicly accessible and have considered this in providing the address above.

- **Director 1 Signature:** _____
- **Date (DD/MM/YYYY):** _____
- **Director 2 Signature:** _____
- **Date (DD/MM/YYYY):** _____

For assistance or to submit your completed form, please contact MCC Partners at 01474 619990 info@mccpartners.co.uk