

Companies House Return Allotment of Shares 88(2)

When new shares are issued that have not previously been allotted a Form 88(2) is required to be completed.

When a company is formed, the 88(2) must be completed for all founding shareholders, and is generally included in the company formation packs provided. It can also be found on the Companies House website at

<http://www.companieshouse.gov.uk/forms/formsOnline.shtml>

The 88(2) can also be filed via the Companies House Web filing service. An authorisation code must be applied for, in the same way as the Annual Return.

In most cases only 2 shares are issued by formation companies as founder shares. If additional founder shares are required a 88(2) must be filed. If the extra shares are issued **after** the formation date, the date can still be entered as the formation date (within that first year) as this will be accepted in good faith.

Any additional new shares that have been allotted but not issued in the formation year must be issued using a form 88(2).

The process of applying for an authorisation code is detailed in the linked document below.

[Companies House Online](#)

The 88(2) form can be downloaded as a PDF and filled in on screen. This is a preferred option as Companies House scans all documents into the system, and mistakes can be made.

Form 88(3) must be returned if there is a contract involved that relates to shares allotted as fully or partly paid up otherwise than in cash. This form cannot be completed online and must be returned via paper. The form can also be found at the Companies House link above.