

## Companies House Forming a Company

The Companies Act allows one or more persons to form a limited company, but a public limited company must have at least 2 subscribers. A separate Company Secretary must be appointed in addition to a director if it a sole director company.

A person or company can apply to Companies House directly to form a limited company.

A pack can be ordered via the helpline, and this contains all the relevant forms required for completion.

The following forms have to be completed:

Form 10 – Directors details  
Form 12 – Compliance Declaration

In addition copies of a Memorandum of Association and Articles of Association must also be sent (Articles do not need to be sent if the standard Table A is being adopted).

The current fee is £20, made payable to Companies House.

Copies of the Table A can be bought for £6 at:

[www.tso.co.uk/bookshop](http://www.tso.co.uk/bookshop)

Alternatively many stationers will have a copy of both a standard Memorandum and Table A Articles.

Form 10 gives details of the director(s), secretary and registered address, including date of birth, occupation and details of other directorships held within the last 5 years.

The registered office is the address for delivering all Companies House documentation, and PO Boxes are not admissible unless details of the street name, and place, are given.

Form 12 is the statutory declaration of compliance with all the legal requirements, and must be signed by the solicitor forming the company or by a named director or company secretary (on Form 10). The signature must be witnessed by a commissioner for oaths, notary public, justice of the peace or a solicitor. Form 12 is the last form to be signed and must be dated as such.