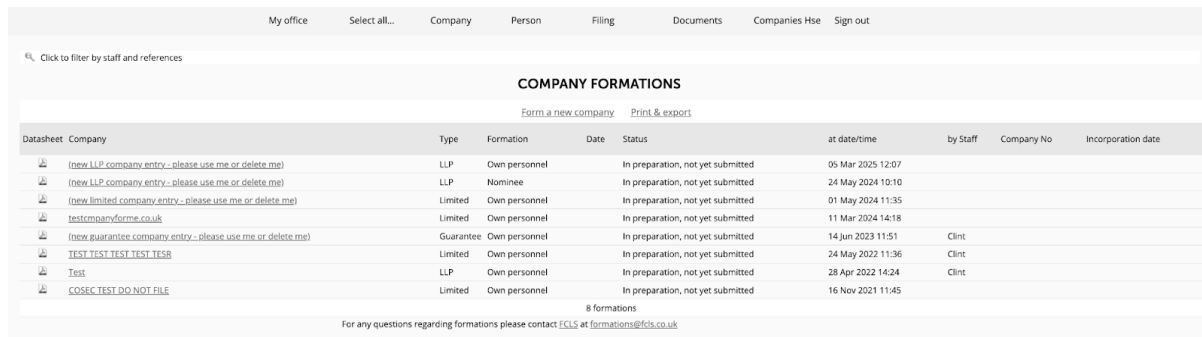


# Company Formations

To register a new company at Companies House through the software, follow the steps below.

## Starting a New Formation

1. Go to **Select All > Formations > Form a New Company**.



The screenshot shows a web interface for managing company formations. At the top, there is a navigation bar with links: My office, Select all..., Company, Person, Filing, Documents, Companies Hse, and Sign out. Below this is a search bar with the text 'Click to filter by staff and references'. The main heading is 'COMPANY FORMATIONS', with sub-links for 'Form a new company' and 'Print & export'. A table displays a list of formations with columns: Datasheet, Company, Type, Formation, Date, Status, at date/time, by Staff, Company No, and Incorporation date. The table contains 8 rows of data, all with a status of 'In preparation, not yet submitted'. At the bottom of the table, it says '8 formations' and provides contact information: 'For any questions regarding formations please contact ECLS at [formations@fcls.co.uk](mailto:formations@fcls.co.uk)'.

Datasheet	Company	Type	Formation	Date	Status	at date/time	by Staff	Company No	Incorporation date
	<a href="#">(new LLP company entry - please use me or delete me)</a>	LLP	Own personnel		In preparation, not yet submitted	05 Mar 2025 12:07			
	<a href="#">(new LLP company entry - please use me or delete me)</a>	LLP	Nominee		In preparation, not yet submitted	24 May 2024 10:10			
	<a href="#">(new limited company entry - please use me or delete me)</a>	Limited	Own personnel		In preparation, not yet submitted	01 May 2024 11:35			
	<a href="#">testcompanyforme.co.uk</a>	Limited	Own personnel		In preparation, not yet submitted	11 Mar 2024 14:18			
	<a href="#">(new guarantee company entry - please use me or delete me)</a>	Guarantee	Own personnel		In preparation, not yet submitted	14 Jun 2023 11:51	Clint		
	<a href="#">TEST TEST TEST TEST</a>	Limited	Own personnel		In preparation, not yet submitted	24 May 2022 11:36	Clint		
	<a href="#">Test</a>	LLP	Own personnel		In preparation, not yet submitted	28 Apr 2022 14:24	Clint		
	<a href="#">COSEC TEST DO NOT FILE</a>	Limited	Own personnel		In preparation, not yet submitted	16 Nov 2021 11:45			

2. Choose one of the following options:
  - **Form a company with your own officers and shareholders** (or guarantors / LLP members), or
  - **Form a company with Software nominees.**
3. Click **Next**.

## Choose the Company Type

4. Select the type of company you would like to create:

WHAT TYPE OF COMPANY DO YOU WANT?

- Company limited by shares
- Company limited by guarantee
- LLP

Next Cancel

- Company limited by shares
  - Company limited by guarantee
  - Limited Liability Partnership (LLP)
5. Click **Next**.

## Enter Company Details

6. Complete all required company information.
- You can click **Save for Later** at any point.
  - To continue a saved formation, return to the **Formations** page and select the relevant draft.

Lawful purpose statement  The subscribers confirm that the company has been formed for lawful purposes.

### MULTIPLE SHARE TYPES

Skip this section unless you want more than one share type or to limit the number of shares directors can issue.  
Share types used in this formation  
£1.00 Ordinary

### PEOPLE IN THE COMPANY

Henry Miller, Director

### ID VERIFICATION & REGISTRATION

ECCTA - New!  
FCLS identity verification and registration service for Directors and/or PSCs - £35.00 plus VAT per person for UK residents and for individuals who reside overseas  
Having verified ID with Companies House is optional until Autumn 2025 when it will become mandatory for all directors and PSCs

ID Verification & registration required for Henry Miller?  
 ID not required at this time  ID check required  UID supplied

### REGISTERED OFFICE

Copy options for address below

Registered office address

Post town

Country

Copy options for registered email address

Registered email address

### REGISTERED EMAIL ADDRESS

### STANDARD INDUSTRIAL CLASSIFICATION (SIC) CODES

These describe what a company does. All companies must have at least one SIC code. [SIC CODE LOOKUP TABLE](#)

SIC codes

### ARTICLES

Article type

Single director/shareholder  Multiple directors/shareholders

### ADDITIONAL OPTIONS FOR ARTICLES

You can have as many additional articles as you need but you can only choose one out of the first three choices (A, B or C)  
Price for optional articles is £25.00 each.

Unrestricted transfer by a member to his family or other members  
 Pre-emption rights in favour of existing members  
 Pre-emption rights in favour of existing members subject to unrestricted transfer by a member to their family or other members  
 Enhanced voting rights for a Director on a resolution to remove him from office (10 votes per share held)  
 Removal of the Chairmans casting vote at any meeting  
 Appointment and powers of associate directors

Articles 'A', 'B' and 'C' cannot be ordered together

### OBJECTS

7. Once all details are complete, click **Next** to proceed to **Persons of Significant Control (PSC)**.

## Persons of Significant Control (PSC)

8. Add any PSCs for the company.
  - You also have the option to switch off PSC automation; however, we **strongly recommend leaving automation enabled**.
9. Once PSC details are complete (if applicable), click **Submit Formation**.

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### PSC REGISTER

Person of Significant Control -OR- Relevant Legal Entity (eg Company)	Residential address	Type	PSC country of residence -OR- RLE state	PSC date of birth -OR- RLE registration number (& register)	PSC nationality -OR- RLE governing law	Condition giving rise to registration (Prescribed wording)	Disclosure exemptions	Notes
The company knows or has reasonable cause to believe that there is no registrable person or registrable relevant legal entity in relation to the company.								
Register automation is ON								
The PSC register in Bright Cosce								

Switch OFF automation
Add a register entry
Back to your formation
Submit for formation

### EDIT A PSC REGISTER ENTRY

Some statements do not refer to a specific person but for those that do select or add the PSC person, RLE company, exempt firm or trust here.

Developer, Andrew

Notes

#### CHOOSE A STATUTORY DECLARATION FOR THIS ENTRY...

Select	PSC Condition	Title	Full prescribed text
<input type="radio"/>	Notice	Steps to find PSC not yet completed	<i>The company has not yet completed taking reasonable steps to find out if there is anyone who is a registrable person or a registrable relevant legal entity in relation to the company.</i>
<input type="radio"/>	Notice	No individual or entity with significant control	<i>The company knows or has reasonable cause to believe that there is no registrable person or registrable relevant legal entity in relation to the company.</i>
<input type="radio"/>	Notice	Company holds PSC register at Companies House	<i>An election (to hold the register at Companies House) is in force.</i>
<input type="radio"/>	Notice	PSC exists but not identified	<i>The company knows or has reasonable cause to believe that there is a registrable person in relation to the company but it has not identified the registrable person.</i>
<input type="radio"/>	Notice	PSC contacted but no response	<i>The company has given a notice under section 790D of the Act which has not been complied with.</i>
<input type="radio"/>	Notice	PSC has failed to confirm changed details	<i>The addressee has failed to comply with a notice given by the company under section 790E of the Act.</i>
<input type="radio"/>	Notice	Late reply to request by company for information from PSC	<i>The notice has been complied with after the time specified in the notice.</i>
<input type="radio"/>	Notice	PSC details not confirmed	<i>The company has identified a registrable person in relation to the company but all the required particulars of that person have not been confirmed.</i>
<input type="radio"/>	Notice	Restrictions Notice issued to PSC	<i>The company has issued a restrictions notice under paragraph 1 of Schedule 1B to the Act.</i>
<input type="radio"/>	Notice	Restrictions Notice withdrawn by company	<i>The company has withdrawn the restrictions notice by giving a withdrawal notice.</i>
<input type="radio"/>	Notice	Restrictions Notice withdrawn by court order	<i>The court has made an order under paragraph 8 of Schedule 1B to the Act directing that a relevant interest in the company cease to be subject to restrictions.</i>
<input type="radio"/>	Shareholding	Ownership of shares 25-50%	<i>The person holds, directly or indirectly, more than 25% but not more than 50% of the shares in the company.</i>
<input type="radio"/>	Shareholding	Ownership of shares 50-75%	<i>The person holds, directly or indirectly, more than 50% but less than 75% of the shares in the company.</i>
<input checked="" type="radio"/>	Shareholding	Ownership of shares 75-100%	<i>The person holds, directly or indirectly, 75% or more of the shares in the company.</i>
<input type="radio"/>	Voting rights	Voting rights 25-50%	<i>The person holds, directly or indirectly, more than 25% but not more than 50% of the voting rights in the company.</i>
<input type="radio"/>	Voting rights	Voting rights 50-75%	<i>The person holds, directly or indirectly, more than 50% but less than 75% of the voting rights in the company.</i>
<input type="radio"/>	Voting rights	Voting rights 75-100%	<i>The person holds, directly or indirectly, 75% or more of the voting rights in the company.</i>
<input type="radio"/>	Can remove board	Right to appoint and remove directors	<i>The person holds the right, directly or indirectly, to appoint or remove a majority of the board of directors.</i>

Save
Delete
Cancel

## Formation Completion

- The company will be formed via our legal partner **FCLS**.
- FCLS will:
  - Submit the formation to Companies House
  - Create the incorporation minutes
  - Prepare the Articles of Association
  - Issue the Certificate of Incorporation
- Once formed, the company will be automatically added to your account and ready for servicing.

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- All formation documents will be saved in **Documents > Cloud Library**.

## **Support and Pricing**

- For any questions relating to formations, articles, share structures, or legal aspects of setting up a company, you can contact **FCLS** directly at **formations@fcls.co.uk** or visit <https://www.fcls.co.uk>.
- You can also contact **FCLS** directly at [formations@fcls.co.uk](mailto:formations@fcls.co.uk) to request a pricing list