

## Company Formations

To register a new company at Companies House through the software go to:

**Select all... > Formations > Form a new Company**

Select between:

- Form a company with your own officers and shareholders (or guarantee / LLP members)
- Form a company with BTCSoftware nominees

Click **Next** and select what type of company you would like to create (Company limited by shares, Company limited by guarantee or LLP).

Click **Next** and fill out all of the relevant information (you can click **Save for Later** at any point and the software will save you progress, to open a saved formation simply go to the formation page and select the formation you want to continue working on).

After all of the information has been filled in click **Next Person of Significant Control**.

From here you have the option to register any PSC for the company you are about to form. You also have the option to turn off PSC automation however we highly recommend that you leave the automation on. After you have registered any PSC (if any) you can click **Submit Formation**

The company will be formed via FCLS ([formations@fcls.co.uk](mailto:formations@fcls.co.uk)) they will also create the minutes, the articles of association and certificate of incorporation and once they have formed it they will put the company on to the software ready for you to service your client, and the documents will be saved on your cloud library in **Documents > Cloud Library**

If you have any questions with regards to the formation, or articles or any questions with regards to the shares or anything to do with the setting up of the company from the legal or corporate side you can contact our legal partner FCLS and they will be happy to help you. ( <https://www.fcls.co.uk/> )

To form a limited company at a standard price of £40 per formation, which includes the Companies House Fee.