



HBV enterprise
starting, funding, growing business



Hackney Enterprise Network
Working for your success

Are you looking to form a Limited Company?

Do you:

Need help to form a company limited by shares?

Understand your responsibilities?

Know about share capital?

Company incorporation and advice service costs:

Incorporation fees £81

Consultation fee £12*

Total cost £93 incl. vat

***Waived for existing members of, and those joining
Hackney Enterprise Network**

Under this service we can also arrange an introduction
to a local bank to open a business account.

HBV Enterprise Centre
34 – 38 Dalston Lane, London, E8 3AZ

tel: 020 7254 9595

email: mail@hbv.org.uk

www.hbv.org.uk

The consultation meeting is needed to complete forms and answer questions you may have about setting up a limited company. Meetings normally last for around one hour. Please see overleaf for information you will need to produce at the meeting. **Pre – booking is advisable. To find out more, visit or call us on the number above.**

HBV have been helping local businesses since 1984, we've helped thousands of them, profit-making as well as social enterprises, to start, raise finance and grow.



European Regional
Development Fund
Investing in your future

Project part-funded by the
European Regional Development Fund

Company Formation Service

Please ensure you are able to provide the following information at your meeting.

Company name in full:

Joe Blogs Ltd or John Doe Limited (example)

Registered office details:

The registered office is the address of a company to which Companies House letters and reminders will be sent. The registered office can be anywhere in England and Wales. It can be commercial premises or a private residential address. (We require door number, street / road, town, county and postcode)

Company officer details:

All private companies must appoint at least 1 director.

A private company can also appoint a company secretary but does not have to do so unless the company's articles of association expressly require it.

Company secretary details (if appointed):

Full name, address, date of birth and answer to the authentication questions*

Director details:

Full name, address, date of birth, nationality, occupation, any other directorships and answers to the authentication questions*

Declarant details:

Name, address, answers to the authentication questions* and designation (e.g. company secretary, Director or Solicitor) The declarant is the person who has filled in the form.

Shares:

Authorised capital: The total number of shares a company is authorised to issue by reference to its memorandum and articles of association.

Issued capital: The amount of authorised share capital that shareholders have actually subscribed to own. The amount of issued share capital must be lower or equal to the authorised share capital.

Shareholders details:

The minimum number of shareholders is one.

Subscriber (shareholder):

The shareholder's name(s) and the number of shares to be registered in their name(s) (minimum 1 share)

The subscribing shareholder can be the same person as the director or company secretary but does not have to be.

Identification:

Applicants will need to provide photo-identification (passport/ driving licence) of all company officials together with confirmation of their residential address (one utility bill not more than 3 months old – excluding mobile telephone bills) as part of the registration process.

Payment of fees:

Payment can only be made by means of debit/ credit card.

A completed Hackney Enterprise Network Registration Form or current full membership is required in order for us to waive the consultation fee.

*If it is necessary for Companies House to contact the company officials three Authentication questions will be asked in order to identify the individual. This requires each director and company secretary to provide details of their town of birth, mother's maiden name and father's forename. These details will also enable them to log into Companies House in the future.