

To help us to structure your agreement correctly, please answer the following questions.  
If you require any help completing this form, please call 0870 755 4545.

(1) What is the full name of the company?

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(2) Did Company Registrations Online form this company?

Yes  → please go to question (3)

No  → please go to question (4)

(3) Have there been subsequent changes to the company's shareholders, shareholding, directors, secretary or registered office?

Yes  → please go to question (6)

No  → please go to question (12)

(4) Please state the Company Incorporation Number:

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(5) Please state the Date of Incorporation:

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date

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month

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year

(6) What is the full Registered Office address of the company?

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Postcode:

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(7) What is the Accounting Reference Date for the company?

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date

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month

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year

(8) What is the company's Authorised Capital?

<input type="text"/>	shares of	£	<input type="text"/>	each
Enter number of shares			Enter value per share	

N.B. If there are multiple share classes, please advise us separately.

(9) Please provide full names, addresses and current share allocation for all Shareholders below: (If required, continue on a separate sheet stating the question number.)

Title: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
No. of Shares: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

Title: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
No. of Shares: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

Title: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
No. of Shares: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

Title: \_\_\_\_\_  
First Name: \_\_\_\_\_  
Last Name: \_\_\_\_\_  
No. of Shares: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Postcode: \_\_\_\_\_

(10) Please provide the full name of the Company Secretary:

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(11) Please provide full names of all Directors:

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(12) Should the Shareholders' Agreement specify a minimum or maximum number of directors? (Enter "none" if not relevant.)

Minimum No:

Maximum No:

(13) Is there an appointed Chairman?

Yes  → please go to question (15)

No  → please go to question (14)

(14) Is a Chairman to be appointed (we will do this if required)?

Yes  → please state the name of the person to be appointed Chairman below

No  → please go to question (16)

(15) Should the Chairman have a casting vote?

Yes

No

(16) Who are the company's Accountants / Auditors?

(Enter "none" if none appointed.)

Name:

Address:

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Postcode:

(17) Who are the company's Bankers? (Enter "none" if none appointed.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Postcode: \_\_\_\_\_

(18) Do you require any specific cheque signing instructions (e.g. named signatories, cheque signing limits)?

Yes  → please specify below

No  → please go to question (19)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(19) Please specify any amounts (or leave blank if not relevant) above which **all** shareholders must give approval before committing the company in respect of:

a) borrowing £

b) legal proceedings £

c) capital expenditure £

(20) Is it to be assumed that full rights of pre-emption for share transfers are to be included?

Yes  → please go to question (21)

No  → please specify exceptions below

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Questions (21) to (23) relate to minority shareholding.**  
If all shareholders possess an equal number of shares, please go to question (24).

(21) Will shareholders have varying rights in respect of:

a) appointing directors

Yes  → please specify below

No  → please go to question (21)(b)

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b) transferring shares

Yes  → please specify below

No  → please go to question (22)

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(22) Would a minority shareholder who is also an employee of the company be required to relinquish his or her shares upon cessation of employment?

Yes  → please specify the terms below

No  → please go to question (23)

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