

Company formation checklist

Everything needed to incorporate without a second round of requests. Gather all of it before starting and formation usually completes in three to five working days.

For every director and shareholder

- ☐ Photographic identification (passport or driving licence)
- ☐ Proof of address dated within the last three months
- ☐ Full legal name, date of birth and nationality
- ☐ Residential address (kept off the public record where permitted)
- ☐ Service address for the public register

For any corporate shareholder

- ☐ Company registration number
- ☐ Registered address
- ☐ Details of its own beneficial owners

Company details to decide

- ☐ Intended company name, plus a second choice
- ☐ Registered address to be used
- ☐ Number of shares to issue, and to whom
- ☐ Whether to leave unissued share headroom
- ☐ Accounting reference date (sets your year end)
- ☐ A short description of the business activity

Decide before filing, not after

- ☐ Who holds decision-making control
- ☐ Whether anyone else will be issued shares within two years
- ☐ Whether a resident director is required in your jurisdiction
- ☐ Who will own the compliance calendar once incorporated