

DTE House, Hollins
Mount, Bury
BL9 8AT
0161 796 6090

Business Tax Centre Ltd

Application to register a company



Email:
Businessstax@btc-
nw.co.uk
Fax: 0161 796 4580

Part 1 BTC Account Holder Details

Firms name in full	
BTC account code	
Contact name	
Name/number	
Street	
Post town	
County	
Postcode	
Telephone	
Contact Email	

Please complete your contact details in the boxes as required

Part 2 Order/Package Details Details

Please indicate the service required

£74.99	Premier Pack	
£89.99	Premier Plus (Includes Brass Registered Office Plate)	
£99.99	Professional (includes the Company Seal)	
£114.99	Professional Plus(includes Seal and Registered Office Plate)	
£124.99	Executive (include Seal, Plate and Register Completion)	
£10.00	Platinum Register Completion Service (Including share certificates)	
£9.95	AML Verification Report (per individual)	
£89.99	Private Company Limited by Guarantee	

If you require Any additional services please write clear instructions in the additional information box

Additional Services or Instructions

Please give details of any additional details/service required

Part 3 Proposed Company Details

Proposed company name in full	
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There are various rules that may affect the choice of name

Company Type

Please tick the box for the appropriate company type

<input type="checkbox"/>	Private company limited by shares	
<input type="checkbox"/>	Public company limited by shares	
<input type="checkbox"/>	Private company limited by guarantee	

Guarantee companies meeting certain requirements can apply for exemption with the name ending in 'Limited' or 'Cyfngedig'

Registered Office Address

Please give the registered office address of the company

Name/number	
Street	
Post town	
County	
Postcode	

Every company must have a registered office to which the registrar will send correspondence. It must be a real address and not be a PO Box number

Part 4 Proposed Company 1st Officer Appointment

Please list all the director, secretary and subscriber appointments

Title	
Full Forename(s)	
Surname	
Former Name(s)	
Country residence	
Nationality	
Date of birth	
Occupation	

Private companies must appoint at least 1 director who is an individual, PLC's must appoint at least 2 directors

Provide any previous names used for business purpose in the last 20 years

Country of residence is in respect of the usual residential address

Corporate Officer/Subscriber Details

Please complete the additional information the officer/subscriber

Name of corporate body or firm	
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Please enter the registered office address in the service address boxes below

Officer/Subscriber Service Address

Please complete the service address of the officer/subscriber

Name/number	
Street	
Post town	
County	
Postcode	
Country	

Service address - this is the address that will appear on the public record, this does not have to be the usual residential address

Please state **'The Company's Registered office'** if this is to be the service address

Officer/Subscriber Usual Residential Address

Please complete the residential address of the officer/subscriber

Name/number	
Street	
Post town	
County	
Postcode	
Country	

Usual Residential address - this is the address that will appear in the registers of the company, but not on public view at the Registry

Please state **'The same as the service address'** if already listed above

Officer/Subscriber Security Identifiers

Please complete any three of the following for each applicant

Town of birth	
Eye Colour	
NI Number	
Mothers maiden	
Fathers forename	
Telephone No.	

Companies House have devised a digital signature system where three questions are asked of the officer. The results are stored and in any subsequent dispute, the same questions are asked again for verification.

Officer/Subscriber Appointments

Please complete for each applicant their status within the company

Director?	
Secretary?	
Subscriber - If so: number of shares:	

If no company secretary is required please write 'none' in the box

Part 5 Proposed Company 2nd Officer Appointment

Please list all the director, secretary and subscriber appointments

Title	
Full Forename(s)	
Surname	
Former Name(s)	
Country residence	
Nationality	
Date of birth	
Occupation	

Private companies must appoint at least 1 director who is an individual, PLC's must appoint at least 2 directors

Provide any previous names used for business purpose in the last 20 years

Country of residence is in respect of the usual residential address

Corporate Officer/Subscriber Details

Please complete the additional information the officer/subscriber

Name of corporate body or firm	
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Please enter the registered office address in the service address boxes below

Officer/Subscriber Service Address

Please complete the service address of the officer/subscriber

Name/number	
Street	
Post town	
County	
Postcode	
Country	

Service address - this is the address that will appear on the public record, this does not have to be the usual residential address

Please state '**The Company's Registered office**' if this is to be the service address

Officer/Subscriber Usual Residential Address

Please complete the residential address of the officer/subscriber

Name/number	
Street	
Post town	
County	
Postcode	
Country	

Usual Residential address - this is the address that will appear in the registers of the company, but not on public view at the Registry

Please state '**The same as the service address**' if already listed above

Officer/Subscriber Security Identifiers

Please complete any three of the following for each applicant

Town of birth	
Eye Colour	
NI Number	
Mothers maiden	
Fathers forename	
Telephone No.	

Companies House have devised a digital signature system where three questions are asked of the officer. The results are stored and in any subsequent dispute, the same questions are asked again for verification.

Officer/Subscriber Appointments

Please complete for each applicant their status within the company

Director?	
Secretary?	
Subscriber - If so: number of shares:	

If no company secretary is required please write 'none' in the box