

Thank you for your interest in availing of our Registered Office and Mail Forwarding Service, in order to implement the service, we require the following documentation and information.

Please note, we require **CERTIFIED** copies of photographic ID and residential address for all directors, the proofs must either be certified by a person in authority or we must have sight of the originals at these premises.

We also require **CERTIFIED** copies of photographic ID and residential address for all shareholders that hold more than 25% of the issued shares – In the event that this is a corporate body, we require all the company names(s) and addresses until we have the details of the beneficial owner and for this person we would also require their certified photographic ID and address. We will also need a copy of the certificate of incorporation for any corporate shareholder.

COMPANY DETAILS:

COMPANY NAME.....
COMPANY NUMBER.....
NATURE OF BUSINESS.....
REASON FOR UTILISING THE SERVICE.....
REASON FOR INCORPORATING A NORTHERN IRELAND / GREAT BRITAIN / ROI COMPANY
.....

CONTACT DETAILS FOR THE PERSON TO WHOM THE MAIL IS TO BE FORWARDED:

NAME.....
ADDRESS.....
TELEPHONE NUMBER.....
EMAIL ADDRESS.....

NAME & ADDRESS OF ALL DIRECTORS (CONTINUE ON SEPARATE PAGE AS NECESSARY)

DIRECTOR 1.....
DIRECTOR 2.....
DIRECTOR 3.....
DIRECTOR 4.....

NAME & ADDRESS OF ALL SHAREHOLDERS HOLDING MORE THAN 25% OF THE ISSUED SHARES

SHAREHOLDER 1.....
SHAREHOLDER 2.....

SHAREHOLDER 3.....

SHAREHOLDER 4.....

NAME & ADDRESS OF ANY PEOPLE OF SIGNIFICANT CONTROL WHO ARE NOT DIRECTORS OR SHAREHOLDERS

PSC 1

PSC 2

PSC 3

PSC 4

IF THE MAIL IS TO BE FORWARD TO A THIRD PARTY (IE NOT A SERVING DIRECTOR) WE WILL REQUIRE THE WRITTEN AUTHORITY OF A DIRECTOR CONFIRMING THE NAME & ADDRESS OF WHO WILL RECEIVE THE MAIL.

PLEASE NOTE THAT THE INFORMATION & CERTIFIED PROOFS ARE REQUIRED UNDER THE MONEY LAUNDERING REGULATIONS ACT 2007. WE ARE SUBJECT TO REGULAR AUDITS BY HMRC. REGRETTABLY NO MAIL CAN BE FORWARD UNTIL SUCH TIMES AS THE INFORMATION & DOCUMENTATION REQUESTED HAS BEEN COMPLIED WITH.

FALIURE TO COMPLY WILL RESULT IN THE NON-REFUNDABLE TERMINATION OF OUR SERVICES.

The due diligence MUST be provided prior to the establishment of the business relationship as per the Money Laundering Act (Copy available if required)

We bring to your attention that the service covers the handling of statutory mail and in the event of high volumes of mail, packages or special deliveries received, there will be additional administrative costs incurred and charged accordingly.

Terms and conditions are available on our website www.thecompanyshop.co.uk under Registered Office Services.