**Statement of First Directors, Secretary and NOMINATED OFFICER and Intended Situation of Registered Office**

Pursuant to sections 20 and 22(1) and (2) of the Companies Act 1982 as amended by section 36(1) of the Companies Act 1986 and section 5 of the Companies (Beneficial Ownership) Act 2012.

*Please complete legibly in black type, or bold block lettering*

Name of company:

Limited

The intended situation of the registered office of the company on incorporation is as stated below:

|  |
| --- |
|  |
|  |
|  |
|  |

Nominated Officer - the company is:

Tick **one** box

1. required to appoint a nominated officer under section 4(1) of the Companies (Beneficial

Ownership) Act 2012 (note 1):

Name of nominated officer:.................................................................................................

 Address:............................................................................................................................

 .............................................................................................................................

1. exempt from the requirement to appoint a nominated officer under section 4(2) of the Companies (Beneficial Ownership) Act 2012 (note 2); or
2. exempt from the requirement to appoint a nominated officer under paragraph 3 of the Companies (Beneficial Ownership)(Exemptions) Order 2013 (SD 235/2013) (note 3):

The relevant exemption being under paragraph 3 ( ) *(insert (a) to (p) as appropriate).*

Please provide the name of the person who is licensed by the Financial Services Authority if the exemption at paragraph 3(f) of the Companies (Beneficial Ownership) (Exemptions) Order 2013 (SD 235/2013) applies:

 Name:.............................................................................................................................

Presented by:

Please enter in the box opposite, the number of continuation sheets which form part of this statement (note 4):

**Important: The particulars to be given are those referred to in section 20(2)(a) of the Companies Act 1982 and section 143(1) of the Companies Act 1931. Please read the notes on the last page before completing this part of the form.**

The names and particulars of the persons who are to be the first **directors** of the company are as follows:

|  |
| --- |
| Name (note 5): |
| Former name(s) (note 6): |
| Address (note 7): |
|  |
|  |
|  |
|  |
| Occupation (note 8): | Nationality and nationality of origin if different: | Other directorship (note 8): |
| I hereby consent to act as **director** of the company named on page 1: | Dated: |

|  |
| --- |
| Name (note 5): |
| Former name(s) (note 6): |
| Address (note 7): |
|  |
|  |
|  |
|  |
| Occupation (note 8): | Nationality and nationality of origin if different: | Other directorship (note 8): |
| I hereby consent to act as **director** of the company named on page 1: | Dated: |

**PLEASE PHOTOCOPY THIS PAGE AND USE IT AS A CONTINUATION SHEET IF REQUIRED**

**Important: The particulars to be given are those referred to in section 20(2)(a) of the Companies Act 1982 and section 143(1) of the Companies Act 1931. Please read the notes on the last page before completing this part of the form.**

The name(s) and particulars of the person or persons who are to be the first secretary, or joint secretaries and assistant secretary if applicable of the company are as follows (note 9):

|  |
| --- |
| Name (note 5): |
| Former name(s) (note 6): |
| Address (note 7): |
|  |
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|  |
|  |
| I hereby consent to act as **secretary/joint secretary** of the company named on page 1: | Dated: |

|  |
| --- |
| Name (note 5): |
| Former name(s) (note 6): |
| Address (note 7): |
|  |
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|  |
| I hereby consent to act as **secretary**/**joint secretary**/**assistant secretary** of the company named on page 1: | Dated: |

**PLEASE PHOTOCOPY THIS PAGE AND USE IT AS A CONTINUATION SHEET IF REQUIRED**

Signed by or on behalf of the subscribers of the memorandum\*

|  |  |  |
| --- | --- | --- |
| Signature: |  | Date: |
| (subscriber)(agent)\*\* |  |  |
| Signature: |  | Date: |
| (subscriber)(agent)\*\* |  |  |
| Signature: |  | Date: |
| (subscriber)(agent)\*\* |  |  |
| Signature: |  | Date: |
| (subscriber)(agent)\*\* |  |  |

**NOTES**

1. S.4 Companies to which this Act applies

(1) Subject to subsection (2), this Act applies to companies incorporated under the Companies Acts 1931 to 2004 apply, including each of the following —

(a) a protected cell company within the meaning of the Protected Cell Companies Act 2004;

(b) an incorporated cell company within the meaning of the Incorporated Cell Companies Act 2010 to which the Companies Acts 1931 to 2004 apply;

(c) an incorporated cell within the meaning of the Incorporated Cell Companies Act 2010 to which the Companies Acts 1931 to 2004 apply; and

2. This Act does not apply to a company which is exempt under section 4(2) of the Act.

3. Exemptions from Act listed under paragraph 3 of the Companies (Beneficial Ownership) (Exemptions) Order 2013 (SD 235/2013).

4. If the number of directors and secretaries exceeds two, please photocopy the second and/or third page of this document and make a note on the first page in the appropriate box the amount of continuation sheet(s) used.

5. Full names must be given. In the case of an individual, his present Christian names and surname must be given. ‘Christian name’ includes a forename, and ‘surname’ in the case of a peer or person usually known by a title different from his surname means that title. In the case of a corporation, which is a secretary, its corporate name must be given.

6. In the case of an individual, any former Christian names and surname must be given in addition. The expression ‘Christian name’ includes a forename. ‘Former Christian name’ and ‘former surname’ do not include: -

* 1. In the case of a peer or a person usually known by a British title different from his surname, the name by which he was known previous to the adoption of or succession to the title; or
	2. In the case of any person, a former Christian name or surname where that name or surname was changed or disused before the person bearing the name attained the age of eighteen years or has been changed or disused for a period of not less than twenty years; or
	3. In the case of a married woman, the name or surname by which she was known previous to the marriage.

7. Usual residential address must be given or, in the case of a corporation, which is a secretary, the registered or principal office.

8. Where the director has no business occupation other than their current directorship, the words NONE or NO OTHER OCCUPATION should be completed for Business Occupation, but where the director is a director of one or more companies then one of those directorships must be stated and the OCCUPATION stated as ‘Director’ (an example of one other IOM directorship is sufficient.

 Secretaries do not need to state nationality or occupation.

9. Where all the partners in a firm are joint secretaries the name and principal office address of the firm also may be stated.