

**PLEASE COMPLETE ALL FOUR SECTIONS**

**PLC ORDER FORM**

**SECTION 1 – COMPANY DETAILS**

**Company Name:**

**Registered Office Address:**

**SIC Code:**

Same Day Service (cost an additional £100)     Normal Service

**Money Laundering Statement**

Please note that where you are acting for another person to form this company, Stanley Davis Group Ltd (SDG) is relying on you to have completed your due diligence and to have established the identity of your client in accordance with the requirements of the Money Laundering Regulations 2017. You further confirm that you are aware of and hereby consent to SDG relying upon the due diligence measures that you have undertaken and agree that should SDG request a copy of any of the verification documents or records that you have obtained, that you shall supply these to SDG, without question and in a timely manner.

**SECTION 2 – DIRECTORS AND SECRETARY DETAILS**

**Director(s) and Secretary:**

**Note: Public companies require two directors and a secretary**

Director     Secretary

Title:

Forename(s):

Surname:

Name of Corporate officer (If applicable):

Name of Authorised signatory for corporate (If applicable):

Registration Number for this Corporate Entity (If applicable):

Date of Birth\*:

Nationality\*:

Occupation\*:

Residential Address:

Service Address (if applicable):

Post Code

Post Code

**Consent to Act**  I confirm that the person named above has consented to act in the position(s) indicated above

**Confirmed by:** (Please enter the name of person completing the form)

**\* Directors only to complete**

**Director(s)**

Title:

Forename(s):

Surname:

Name of Corporate officer (If applicable):

Name of Authorised signatory for corporate (If applicable):

Registration Number for this Corporate Entity (If applicable):

Date of Birth\*:

Nationality\*:

Occupation\*:

Residential Address:	Service Address (if applicable):
Post Code	Post Code
<b>Consent to Act</b> <input type="checkbox"/> I confirm that the person named above has consented to act in the position(s) indicated above	
<b>Confirmed by:</b> (Please enter the name of person completing the form)	

**\* Directors only to complete**

<b>Director(s)</b>	
Title:	
Forename(s):	
Surname:	
Name of Corporate officer (If applicable):	
Name of Authorised signatory for corporate (If applicable):	
Registration Number for this Corporate Entity (If applicable):	
Date of Birth*:	
Nationality*:	
Occupation*:	
Residential Address:	Service Address (if applicable):
Post Code	Post Code
<b>Consent to Act</b> <input type="checkbox"/> I confirm that the person named above has consented to act in the position(s) indicated above	
<b>Confirmed by:</b> (Please enter the name of person completing the form)	

**SECTION 3 – SHAREHOLDER DETAILS**

<b>Shareholder(s):</b>	
Title:	
Forename(s):	
Surname:	
Name of Corporate officer (If applicable):	
Name of Authorised signatory for corporate (If applicable):	
No. of shares to be allotted:	
Residential or Service Address:	
Post Code	
Personal Authentication Details (Please complete any three):	
The first 3 letters of town of birth:	
The last three digits of telephone number:	
Last 3 characters of NI number:	
The last three digits of passport number	
The first three letters of mother's maiden name	
The first three letters of father's first forename	

<b>Shareholder(s):</b>	
Title:	
Forename(s):	
Surname:	
Name of Corporate officer (If applicable):	
Name of Authorised signatory for corporate (If applicable):	
No. of shares to be allotted:	
Residential or Service Address:	
Post Code	
Personal Authentication Details (Please complete any three):	
The first 3 letters of town of birth:	
The last three digits of telephone number:	
Last 3 characters of NI number:	
The last three digits of passport number	
The first three letters of mother's maiden name	
The first three letters of father's first forename	

<b>Shareholder(s):</b>	
Title:	
Forename(s):	
Surname:	
Name of Corporate officer (If applicable):	
Name of Authorised signatory for corporate (If applicable):	
No. of shares to be allotted:	
Residential or Service Address:	
Post Code	
Personal Authentication Details (Please complete any three):	
The first 3 letters of town of birth:	
The last three digits of telephone number:	
Last 3 characters of NI number:	
The last three digits of passport number	
The first three letters of mother's maiden name	
The first three letters of father's first forename	

**SECTION 4 – PSC DETAILS**

A PSC is a person or relevant legal entity (such as a company) who has significant influence or control over the company. Most small companies will have at least one person with significant control (PSC). For example, if a subscriber (initial shareholder) of the Company holds more than 25% of shares, they'll be a PSC of the Company. (Guidance can be found at <https://www.gov.uk/government/publications/guidance-to-the-people-with-significant-control-requirements-for-companies-and-limited-liability-partnerships>)

- If you are the sole shareholder and hold 100% of the issued shares and voting rights, please go to box 1.
- If there are more than 1 shareholder, holding more than 25% of the issued shares and voting rights, please go to box 2.
- If there is no registrable person or registrable relevant legal entity in relation to the company please go to box 3.

**Please select and confirm either of the following statements:**

1.  I confirm that I hold 100% of the issued shares and 100% of the corresponding voting rights in the company. Please use my details as shown above to register me as the PSC.
2.  I/we confirm that we individually hold more than 25% of the issued shares and the following percentage of voting rights in the company.

Name	% of shares held	% of voting rights held

Please use the details shown in Section 3 above to register us as the PSC. . If no details are shown under Section 2, please confirm the following information on the PSC:

- a) Date of Birth
- b) Nationality
- c) Residential address including any service address.
3.  The company knows or has reasonable cause to believe that there is no registrable person or registrable relevant legal entity in relation to the company.

*All orders placed with us are subject to our standard **Terms & Conditions** and **Privacy Notice**, available to view on our website. In particular, by placing an order you are confirming that you have the consent of any data subject whose details are included therein to pass such details to us for the purpose of fulfilling your instruction*

Confirmed by: \_\_\_\_\_

(Please enter the name of the person completing this form)