

Complete Formations

Same Day Company Incorporation Services

Form your company in Minutes at
www.completeformations.co.uk

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Complete Formations

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How to Form a Company

Companies Limited by Shares

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1. Enter your chosen company name
2. Click on "Proceed"

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Home

Company Formation Packages

LLP Incorporations

Free Business Banking

Ready Made Companies

Regent Street Services

Dormant Company Formation

Apostille and Notary Services

Certificate of Fact

Certificate of Good Standing

Company Dissolution

Feedback : ry reassuring that someone who is able to help picked up the phone, with

UK Company Formation Packages

Our prices include all Companies House fees and registration charges.

Please Enter a Company Name

Tops & Bottoms Ltd x

Proceed

				
	£24.99	£34.99	£69.99	£99.99

Our formation system can register all of these types of UK company:

Limited by Shares:

- Normal profit making company

Limited by Guarantee:

- Not for profit
- Charity
- Without "Limited" in the name
- Property management company
- Right to manage property company

Public Limited Companies

Specifying the company type, director and shareholder appointments follows the secure payment page.

All of our packages can be used for any of the company types listed.

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1. Select your package
2. Click on "Next"

The screenshot shows the 'Complete Formations' website interface. At the top right, the logo 'Complete Formations' is displayed with the tagline 'Complete Company Formation Products and Services'. Below this is a navigation bar with five steps: '5 easy steps to...' followed by 'Search', 'Accessories', 'Basket', 'Checkout', and 'Appointments', each with a radio button. The 'Search' button is selected. To the right of the navigation bar is a link for '...Complete Formation'. A green checkmark icon is followed by the text 'Congratulations, Tops & Bottoms Ltd is available.' Below this is a disclaimer: 'If you make a change to the actual name displayed below, Complete Formations cannot be responsible if the name is already registered. If you change the name you should check availability again. Please check the Spelling of the name carefully.' A form field labeled 'Company name:' contains the text 'Tops & Bottoms Ltd'. To the right of the form field is a blue 'NEXT' button with a mouse cursor hovering over it. Below the form field are four package options, each with a colored header and a radio button:

- Qoppa Package** (Green header): £ 24.99, [More Info](#). Includes: 3 Hour Company Formation Service, Full Trading Company, Full Memorandum and Articles of Association, PDF Certificate of...
- Delta Package** (Blue header): £ 34.99, [More Info](#). Includes: 3 Hour Company Formation Service, Full Trading Company, Full Memorandum and Articles of Association, PDF Certificate of...
- Sigma Package** (Orange header): £ 69.99, [More Info](#). Includes: 3 Hour Company Formation Service, Full Trading Company, Full Memorandum and Articles of Association, PDF Certificate of...
- Omega Package** (Red header): £ 99.99, [More Info](#). Includes: 3 Hour Company Formation Service, Full Trading Company, Full Memorandum and Articles of Association, PDF Certificate of...

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1. Select your Accessories
2. Scroll to the bottom of the page

The screenshot shows the 'Complete Formations' website interface. At the top right, the logo 'Complete Formations' is displayed above the tagline 'Complete Company Formation Products and Services'. A navigation bar contains a search icon and buttons for 'Accessories', 'Basket', 'Checkout', and 'Appointments'. Below the navigation bar, the page title 'Tops & Bottoms Ltd' is shown. A section titled 'Customers who bought this item also bought...' lists four items with their descriptions and prices. Each item has a checkbox for selection and a 'More Info' link.

Item Name	Description	Price	Selected
HSBC-Business-Banking-FREE	A Fast Way to Open a Bank Account For Your Company. Up to 18 Months FREE Banking. No Cost To You Whatsoever! HSBC terms & conditions apply.	£ 0.00	<input type="checkbox"/>
Barclays-Business-Banking-FREE	Dedicated Business Manager, 12-24 Months Free Banking via Internet, phone or branches. No Cost To You Whatsoever!	£ 0.00	<input checked="" type="checkbox"/>
Company-Seal-Wafers	SEASON SPECIAL - HALF PRICE WAFERS - NORMALLY £2.99. Packet of 10 wafers. Enhance your company documents and share certificates with our purpose made seal wafers.	£ 1.49	<input checked="" type="checkbox"/>
Company-Seal	Make your company's documents look official with a custom made company seal bearing your company's name and number. FREE WORLDWIDE Delivery Worth Up to £10.	£ 11.99	<input checked="" type="checkbox"/>
Brass-Company-Plaque			<input type="checkbox"/>

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1. Agree to the terms and conditions
2. Click on "Next"

Regent-Street-Mail-Forwarding Our yearly mail forwarding services based at Regent Street, London W1 allows you to use one of the most highly respected locations in the world. No Set-up Charges, No Handling Fees, post is charged only at standard Royal Mail rates. More Info	<input type="checkbox"/> £ 120.00
Apostilled-and-Notarised-Documents An express 24 – 48 hour service which is very useful for non UK residents who are planning to establish a branch of a UK company in their home country and others requiring complete legal certification of their incorporation documents. More Info	<input type="checkbox"/> £ 199.99
Nominee-Director A named person acts as your company director. More Info	<input type="checkbox"/> £ 350.00
Nominee-Shareholder Our named person acts as nominee shareholder to your company. More Info	<input type="checkbox"/> £ 350.00

What type of company do you require?

- Limited by Shares (Normal profit making company)
- Limited by Guarantee (Not for Profit/Charity/Flat Management/RTM can be selected later)
- PLC (Public Limited Company)

[What type of company should I register?](#)

Please make your selections above, read the terms and check the box below, then click 'Next'.

[Terms and Conditions](#) I have read and agree to these

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1. Click on Checkout"

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Complete Company Formation Products and Services

5 easy steps to... Search Accessories Basket Checkout Appointments Complete Formation

Item Description	Price	Quantity	Update	Net Value	% Tax	Tax	Total	Remove?
Omega Package 3 Hour Formation Service Full Trading Co Full Mem and Arts PDF Certificate of Incorporation Unlimited Support Printed Certificate of Incorporation Printed Mem and Arts Company Register London Registered Office Tops & Bottoms Ltd Company Limited by Shares 	£119.99	1.00		£99.99	20.00%	£20.00	£119.99	
Company-Seal Make your company's documents look official with a custom made company seal bearing your company's name and number. FREE WORLDWIDE Delivery Worth Up to £10. Tops & Bottoms Ltd 	£14.39	1.00		£11.99	20.00%	£2.40	£14.39	
Barclays-Business-Banking-FREE Dedicated Business Manager, 12-24 Months Free Banking via Internet, phone or branches. No Cost To You whatsoever! Tops & Bottoms Ltd 	£0.00	1.00		£0.00	20.00%	£0.00	£0.00	
Company-Seal-Wafers SEASON SPECIAL - HALF PRICE WAFERS - NORMALLY £2.99. Packet of 10 wafers. Enhance your company documents and share certificates with our purpose made seal wafers. Tops & Bottoms Ltd 	£1.79	1.00		£1.49	20.00%	£0.30	£1.79	

BASKET TOTAL - TO PAY £113.47 £22.70 £136.17

[ADD MORE TO BASKET](#) [EMPTY BASKET](#) [CHECKOUT >>](#)

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1. Enter the purchaser's details

Note: This is not necessarily the director or shareholder details. That comes later.

The screenshot shows the 'new user | Sign up' form on the Complete Formations website. The form is titled 'Please enter the following details' and contains the following fields:

Name of your business/organisation	Tops & Bottoms Ltd
First name *	Victoria
Surname *	Lyons
Address line 1 * Look up address >	Third Floor
Address line 2	207 Regent Street
Address line 3	
Town/City *	London
County/State	
Post/Zipcode *	W1B 3HH
Country	United Kingdom
Telephone number *	0207 1181 800
E-mail address *	ifo@completeformations.co.uk
Please choose a username *	ifo@completeformations.co.uk
Please choose a password (min 7 characters, must contain both a letter and a number) *
Repeat password *
Security question	Father's middle name
Security question answer (min 6 characters) *	Ben
May we email you occasionally regarding site	<input type="checkbox"/>

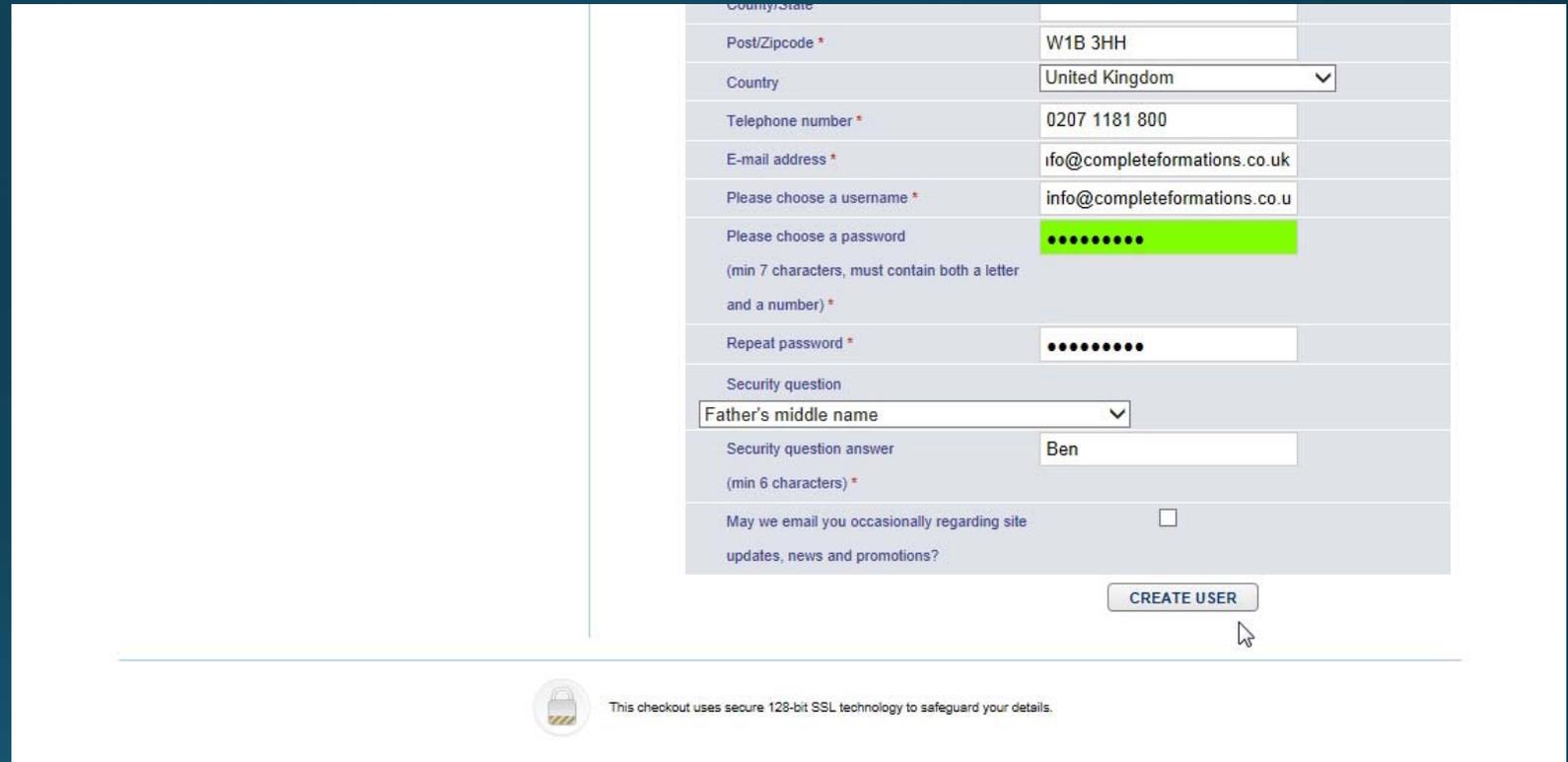
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1. Click on "Create User"



The screenshot shows a user registration form on the Complete Formations website. The form is titled "CREATE USER" and contains the following fields and options:

- Country/State: [Dropdown menu]
- Post/Zipcode *: W1B 3HH
- Country: United Kingdom [Dropdown menu]
- Telephone number *: 0207 1181 800
- E-mail address *: info@completeformations.co.uk
- Please choose a username *: info@completeformations.co.u
- Please choose a password: [Redacted with black dots]
- (min 7 characters, must contain both a letter and a number) *
- Repeat password *: [Redacted with black dots]
- Security question: Father's middle name [Dropdown menu]
- Security question answer: Ben
- (min 6 characters) *
- May we email you occasionally regarding site updates, news and promotions?

At the bottom of the form is a "CREATE USER" button. Below the form, there is a security notice: "This checkout uses secure 128-bit SSL technology to safeguard your details." accompanied by a padlock icon.

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1. Enter payment details
2. Click on "Proceed"

The screenshot displays the 'Payment Card Details' form on the Complete Formations website. The page header includes the company name 'Complete Formations' and the tagline 'Complete Company Formation Products and Services'. A navigation bar contains links for '5 easy steps to...', 'Search', 'Accessories', 'Basket', 'Checkout', 'Appointments', and '...Complete Formation'. Below the navigation bar are logos for VISA, MasterCard, Maestro, VISA ELECTRON, and JCB.

The form itself is titled 'Payment Card Details' and contains the following sections:

- Card issuer (e.g. Royal Bank Of Scotland):** Card issuer: Barclays
- Please select your payment method and enter your details:**
 - Payment method: Mastercard
 - Card number: *
 - Cardholder name (exactly as on card) *
 - Expiry Month: Apr
 - Expiry Year: 2020
 - Unique security code: *Whats this? **
- Billing Address (please check carefully as this will be used to verify your payment):**
 - Address Line 1: *
 - Address Line 2:
 - Address Line 3:
 - Address Line 4:
 - Town: London
 - County:
 - PostCode: * W1B 3HH
 - Country: United Kingdom
- Other Options:**
 - Select this to be your default payment method:
 - Remember this card for subsequent transactions:

A 'PROCEED' button with a right-pointing arrow is located at the bottom right of the form.

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1. Click on "Complete Order"

The screenshot shows the 'Complete Formations' checkout page. At the top, there's a navigation bar with '5 easy steps to...' followed by 'Search', 'Accessories', 'Basket', 'Checkout', and 'Appointments'. The 'Checkout' step is highlighted. Below the navigation bar are two buttons: 'ADD/EDIT CARD DETAILS' and 'ADD/EDIT DELIVERY ADDRESS'. The main content area is a table with the following columns: 'Item Description', 'Quantity', 'Total', 'Payment Method', 'Delivery Address', 'Your Ref.', and 'Special Instructions'. There are four items listed:

Item Description	Quantity	Total	Payment Method	Delivery Address	Your Ref.	Special Instructions
Omega Package 3 Hour Formation Service Full Trading Co Full Mem and Arts PDF Certificate of Incorporation Unlimited Support Printed Certificate of Incorporation Printed Mem and Arts Company Register London Registered Office Tops & Bottoms Ltd Company Limited by Shares	1	£119.99	Payment by: - Mastercard 5451-XXXX-XXXX-8286	Third Floor 207 Regent Street London W1B 3HH United Kingdom	<input type="text"/>	<input type="text"/>
Company-Seal Make your company's documents look official with a custom made company seal bearing your company's name and number. FREE WORLDWIDE Delivery Worth Up to £10. Tops & Bottoms Ltd	1	£14.39	Payment by: - Mastercard 5451-XXXX-XXXX-8286	Third Floor 207 Regent Street London W1B 3HH United Kingdom	<input type="text"/>	<input type="text"/>
Barclays-Business-Banking-FREE Dedicated Business Manager, 12-24 Months Free Banking via Internet, phone or branches. No Cost To You Whatever! Tops & Bottoms Ltd	1	£0.00	Payment by: - Mastercard 5451-XXXX-XXXX-8286	Third Floor 207 Regent Street London W1B 3HH United Kingdom	<input type="text"/>	<input type="text"/>
Company-Seal-Wafers SEASON SPECIAL - HALF PRICE WAFERS - NORMALLY £2.99. Packet of 10 wafers. Enhance your company documents and share certificates with our purpose made seal wafers. Tops & Bottoms Ltd	1	£1.79	Payment by: - Mastercard 5451-XXXX-XXXX-8286	Third Floor 207 Regent Street London W1B 3HH United Kingdom	<input type="text"/>	<input type="text"/>

At the bottom of the table, there is a summary row: 'TOTAL AMOUNT - to pay' with a value of '£136.17'. Below the table are two buttons: 'RETURN TO BASKET' and 'COMPLETE ORDER'. A mouse cursor is pointing at the 'COMPLETE ORDER' button.

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1. Click on "Next Steps"

Complete Formations

Complete Company Formation Products and Services

5 easy steps to... Search Accessories Basket Checkout Appointments ...Complete Formation

 Payment for this order has now been taken but additional steps are required to complete the order.
Please click on 'Next Steps' to perform these additional actions.

SUCCESSFUL ORDER

Item Description	Quantity	Total	Supplier (Purchase Order ID)	Delivery Address	Your Ref.	Special Instructions	Actions
Omega Package 3 Hour Formation Service Full Trading Co Full Mem and Arts PDF Certificate of Incorporation Unlimited Support Printed Certificate of Incorporation Printed Mem and Arts Company Register London Registered Office Tops & Bottoms Ltd Tops & Bottoms Ltd Company Limited by Shares	1	£119.99	Complete Formations (2321870)				NEXT » STEPS
Company-Seal Make your company's documents look official with a custom made company seal bearing your company's name and number. FREE WORLDWIDE Delivery Worth Up to £10.Tops & Bottoms Ltd	1	£14.39	Complete Formations (2321870)				
Barclays-Business-Banking-FREE Dedicated Business Manager, 12-24 Months Free Banking via Internet, phone or branches. No Cost To You Whatever!Tops & Bottoms Ltd	1	£0.00	Complete Formations (2321870)				
Company-Seal-Wafers SEASON SPECIAL - HALF PRICE WAFERS - NORMALLY £2.99. Packet of 10 wafers. Enhance your company documents and share certificates with our purpose made seal wafers.Tops & Bottoms Ltd	1	£1.79	Complete Formations (2321870)				
ORDER TOTAL		£136.17					

[VIEW INVOICE](#)

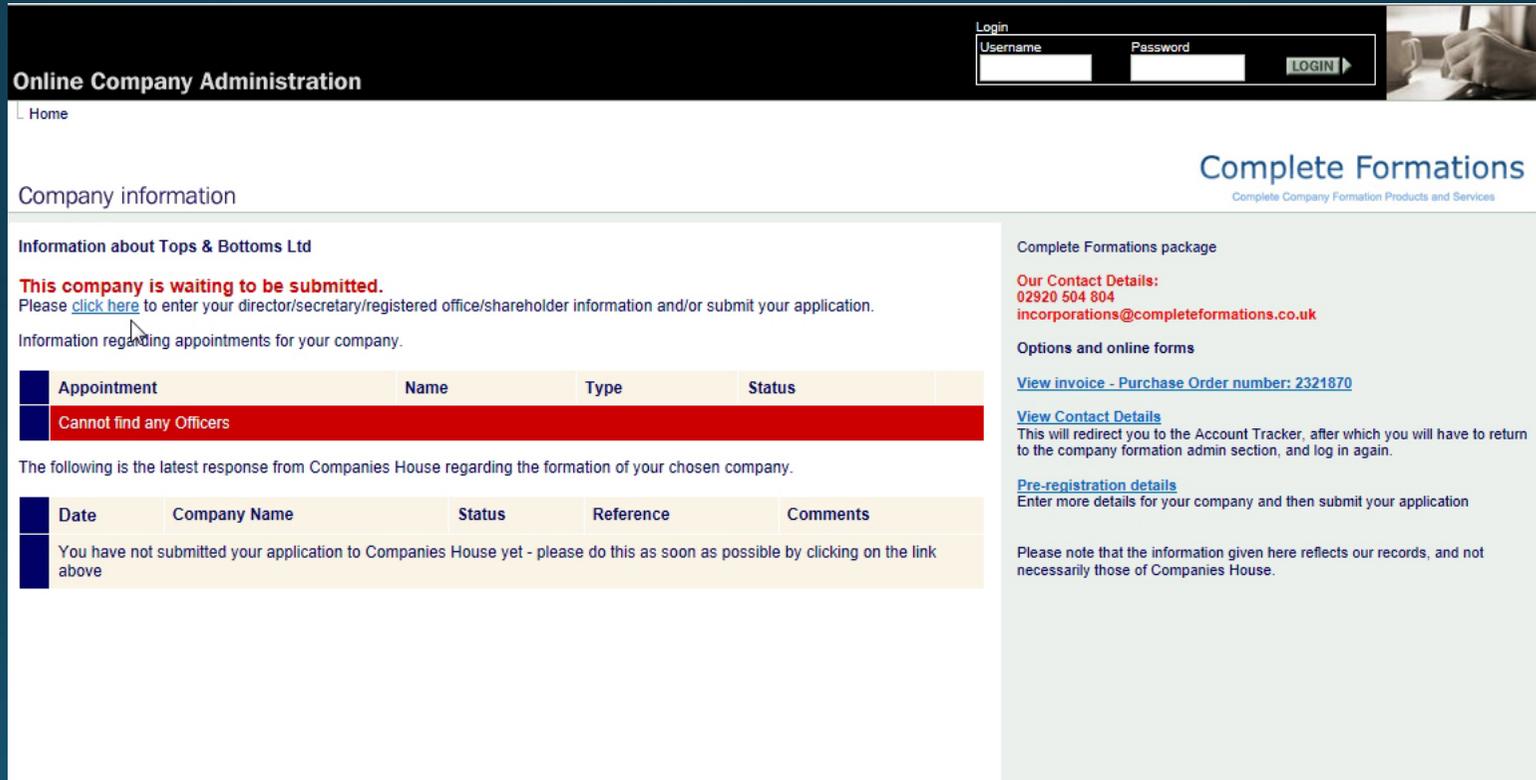
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1. Click on "Click Here"



The screenshot displays the 'Online Company Administration' interface. At the top right, there is a login section with fields for 'Username' and 'Password', and a 'LOGIN' button. Below this, the main content area is titled 'Company information' and features a sub-section for 'Information about Tops & Bottoms Ltd'. A red banner indicates that the company is waiting to be submitted, with a 'click here' link for further action. Below this, there is a table for appointments, which currently shows 'Cannot find any Officers'. Another section provides the latest response from Companies House, with a table showing that no application has been submitted yet. On the right side, there is a sidebar with contact details for the Complete Formations package, including a phone number and email address, and links for viewing invoices and registration details.

Online Company Administration

Home

Company information

Complete Formations
Complete Company Formation Products and Services

Information about Tops & Bottoms Ltd

This company is waiting to be submitted.
Please [click here](#) to enter your director/secretary/registered office/shareholder information and/or submit your application.

Information regarding appointments for your company.

Appointment	Name	Type	Status
Cannot find any Officers			

The following is the latest response from Companies House regarding the formation of your chosen company.

Date	Company Name	Status	Reference	Comments
	You have not submitted your application to Companies House yet - please do this as soon as possible by clicking on the link above			

Complete Formations package

Our Contact Details:
02920 504 804
incorporations@completeformations.co.uk

Options and online forms

[View invoice - Purchase Order number: 2321870](#)

[View Contact Details](#)
This will redirect you to the Account Tracker, after which you will have to return to the company formation admin section, and log in again.

[Pre-registration details](#)
Enter more details for your company and then submit your application

Please note that the information given here reflects our records, and not necessarily those of Companies House.

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1. Click on "Add New Director/ Secretary/ Subscriber (Shareholder/ Member)"

Online Company Administration

Return to Company Information Page

Pre-registration details Companies Act 2006 HELP

Company name: **Tops & Bottoms Ltd**

On these pages you can enter all the information required for a company registration before sending your application to Companies House using the orange SEND APPLICATION button bottom right.

Use the links below to edit your registered office, make changes to statement of capital, appoint director(s) and secretary, and nominate your subscribers(shareholder/member) - use one form for each person/company. All companies must have at least one natural director ie a person, not a company

For a LIMITED company, you NEED TO appoint a minimum of ONE director and nominate ONE subscriber. Both roles can be filled by the same person. There is no longer a requirement to appoint a secretary, although you can still appoint one. The role of secretary can be executed by the director.

For a PLC, you NEED TO appoint a minimum of TWO directors and ONE secretary, and nominate at least ONE subscriber.

Subscribers
A subscriber is an original shareholder in the case of a company ltd by shares or plc (and will be the owner of the company), or a member in the case of a company ltd by guarantee (not-for-profit).
Subscribers can also be director and/or secretary.

If you have ordered any nominee services, do not appoint any additional officers.

From 1st October 2009 all new companies will be registered under the new Companies Act 2006 which has slightly different requirements from the 1985 Act: Share Capital is replaced by Statement of Capital. Directors must supply a service address as well as a residential address.

Click on ?HELP above right for more information.

- CHANGE REGISTERED OFFICE ADDRESS
- ADD NEW DIRECTOR / SECRETARY / SUBSCRIBER (SHAREHOLDER / MEMBER)**
- CHANGE COMPANY NAME
- CHANGE COMPANY TYPE

You can return to these pages at any time before your company is registered by logging in to the admin pages "http://companyadmin.uk-plc.net".
You can then select your company, and then "Pre-Registration Details".

Complete Formations
Contact Details:
02920 504 804
incorporations@completeformations.co.uk

Please check your application details carefully below, and then click on the orange 'SEND APPLICATION' button bottom right.
NB. You are solely responsible for the accuracy of the details sent.

Your application details

Company Name														
Tops & Bottoms Ltd														
This Company will be														
A private company limited by shares - normal limited company														
Registered Office Address - in England and Wales														
Third Floor 207 Regent Street London W1B 3HH														
Statement of Capital Information														
<table><thead><tr><th>Currency</th><th>Class</th><th>Value per Share</th><th>Number of Issued Shares</th><th>Amount Paid/Due per Share</th><th>Amount Unpaid per Share</th><th></th></tr></thead><tbody><tr><td>1. GBP</td><td>Ordinary</td><td>£1</td><td>1</td><td>1</td><td>0</td><td>VIEW DETAILS</td></tr></tbody></table>	Currency	Class	Value per Share	Number of Issued Shares	Amount Paid/Due per Share	Amount Unpaid per Share		1. GBP	Ordinary	£1	1	1	0	VIEW DETAILS
Currency	Class	Value per Share	Number of Issued Shares	Amount Paid/Due per Share	Amount Unpaid per Share									
1. GBP	Ordinary	£1	1	1	0	VIEW DETAILS								
Directors														
Name	Type													
Secretaries														
Name	Type													
Subscribers (Shareholders/Members)														
Name	Shares													

When you click on "Send Application", your application will be sent STRAIGHT to Companies House. You are solely responsible for the accuracy of the details sent. If you realise you have made a mistake, and you cannot correct it using the admin page, contact us BEFORE clicking on that button.

SEND APPLICATION

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1. Appoint a person as a Director & Subscriber (shareholder)

Online Company Administration

Return to Company Information Page

Pre-registration details HELP

Chosen company: **Tops & Bottoms Ltd**

You will need to fill out this form each time you wish to appoint/nominate a new person.
Items marked with a * are compulsory.

From 1st October 2008 all companies must have at least one natural director ie a person, not a company

Subscribers
A subscriber will be an original shareholder in the case of a company ltd by shares or plc, or a member in the case of a company ltd by guarantee.
Subscribers can also be director and/or secretary.

Click the help button for more explanation about appointment types ie Director/Secretary/Subscriber/Member.

1. *Appointment type	Director <input checked="" type="checkbox"/>	Secretary <input type="checkbox"/>	Subscriber <input checked="" type="checkbox"/>
----------------------	---	---------------------------------------	---

Please select whether you are appointing a **Person** or a **Company**.
It is possible to appoint another registered corporate body (Eg a Limited Company) as a director or secretary or subscriber .

2. *Person or Company?	Person <input checked="" type="radio"/>	Company <input type="radio"/>
------------------------	--	----------------------------------

Continue ▶

Login
Username Password

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Same Day Company Incorporation Services

1. Complete the Director's & Shareholder's details

Note: The service address is the one shown on the public records.

Online Company Administration

Return to Company Information Page

Pre-registration details Companies Act 2006 HELP

New Company: **Tops & Bottoms Ltd**

The details you give will be held on our secure database.
Items marked with a * are compulsory.

Please enter the details of the person to be nominated as director/subscriber

3. Section 3: Nominate a Person

Title (eg. Dr, Mr, Mrs etc.)	<input type="text"/>
*FIRST NAME	<input type="text" value="Victoria"/>
*SURNAME	<input type="text" value="Lyons"/>
Other first names (separate by spaces)	<input type="text"/>
Previous surnames	<input type="text"/>
Previous first names	<input type="text"/>
*Nationality	<input type="text" value="British"/>
*Occupation	<input type="text" value="Company Director"/>
*Date of birth	<input type="text" value="dd / mm / yyyy"/>
SHARE CLASS	<input type="text" value="GBP - Ordinary £1"/>
*NUMBER OF SHARES TAKEN	<input type="text" value="1"/>
Is the service address of this director/subscriber the same as the registered office address of Tops & Bottoms Ltd? (please tick)	<input checked="" type="checkbox"/>

↔

Continue HELP

This company is being formed with the following share classes:
1 Ordinary £1 Shares of 1 GBP

If you want to make changes to the share classes before registration, before completing this appointment, return to the pre-registration index page and click on "view details" alongside the share class you wish to change, or on "Add New Share Class" if you need to add more share classes.

The minimum allocation is 1 share per subscriber.

Companies Act 2006

From 1st October 2009 all director/subscribers may protect their privacy by supplying a service(contact) address. This need not be the home address of the officer/member.

If the service address is the same as the registered office address, we will fill out the address for you if you tick the appropriate box on the left.

NB. Ticking the "same as" box will cause the registered office of this company and this service address to be linked at Companies House. Changing either address should change both addresses.

NB. You may need permission to use the registered office address as your service address.

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1. If the registered office address is also the residential address, tick the box
2. Click on "Continue"

Online Company Administration

Return to Company Information Page

Pre-registration details Companies Act 2006 HELP

New Company: **Tops & Bottoms Ltd**
Appointee: Victoria Lyons

4. Section 4: Service Address

SAME AS REGISTERED OFFICE ADDRESS

Is the service address also the home (confidential) address of this officer? (please tick)

Continue

Companies Act 2006

From 1st October 2009 this is a service address which will be visible on Companies House public record.
If the appointee is a person, give an address where the appointee can be contacted. This need not be the home address of the appointee.
If the appointee is a company, give the registered office address of the company being appointed.

Please note that PO Box addresses must also include a road name.

The Service Address for this officer will be submitted as the same as the registered office address is now. If you change the Registered Office address after submitting this appointment, you will need to change the service address of this officer manually before you send the incorporation to Companies House.

NB. As a director you will need to enter your usual residential address additionally on the next page if different from the service address.
The residential address will NOT be visible on Companies House public record unless it is the same as the service address.

NB. Ticking the "same as" box will cause the service address and the residential address to be linked at Companies House. Changing either address should change both addresses.

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1. Enter the residential address
2. Click on "Continue"

The screenshot shows the 'Online Company Administration' interface. At the top right, there is a 'Login' section with 'Username' and 'Password' input fields and a 'LOGIN' button. Below this is a navigation bar with 'Return to Company Information Page' and 'Companies Act 2006' (with a 'HELP' icon). The main content area is titled 'Pre-registration details' and shows 'New Company: Tops & Bottoms Ltd' and 'Appointee: Victoria Lyons'. The 'Section 5: Director Usual Residential Address' form is displayed with the following fields: '*Address 1' (45 Cherrytree Lane), 'Address 2', 'Address 3', 'Address 4', '*Town' (London), 'County', '*Postcode' (W6 5GE), and 'Country'. A checkbox question asks 'Does this director have a S243 confidentiality order? (please tick ONLY if this is the case) If the director does not know what an S243 is, then it cannot not apply - in that case DO NOT TICK THE BOX'. A 'Continue' button is at the bottom left. On the right, a 'Companies Act 2006' notice explains the S243 confidentiality order requirements.

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1. Complete any 3 from the 7 security questions

Note: There must be no spaces in your answers

Online Company Administration

Return to Company Information Page

Pre-registration details Companies Act 2006 HELP

New Company: **Tops & Bottoms Ltd**
Appointee: Victoria Lyons

Please fill out the authentication data for this officer. This is the electronic equivalent of the signature of consent to act for this officer, and is for the security of that officer. The information supplied will be encoded, held on our secure servers and at Companies House in case of future enquiry.

Choose a question and type in your answer. You must provide three different questions and answers. Answers should be at least 3 characters in length and should contain no spaces or punctuation.

Question	Your answer
1. Telephone number	02071181800
2. Mother's Maiden Name	Smart
3. Town of birth	London

Continued

- Telephone number
- National insurance no
- Passport no
- Mother's Maiden Name
- Eye Colour
- Father's first forename

Form your company in Minutes at
www.completeformations.co.uk

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1. Final Check

2. Click on "Submit"

Pre-registration details Companies Act 2006

Confirmation: please check your details before submitting your form.
You will then be returned the main page where you can complete your application. If this is your final appointment, and you have set up all details for your company, you will need to click 'send application' from the main page.

1 Appointment type	Director and Subscriber
For Company:	Toos & Bottoms Ltd

2 Person or Company	person
----------------------------	--------

3 Title	
First forename	Victoria
Other forenames	
Surname	Lyons
Previous surnames	
Previous forenames	
Nationality	British
Occupation	Company Director
Date of birth	12/11/1971
Number Of Shares	1
Share Class	Ordinary £1
Share Currency	GBP

4 SERVICE ADDRESS - OUR REGISTERED OFFICE ADDRESS	
--	--

5 Residential Address 1:	45 Cherrytree Lane
Residential Address 2:	
Residential Address 3:	
Residential Address 4:	
Residential Town:	London
Residential County:	
Residential Postcode:	W6 5QE
Residential Country:	

6 Question 1	Telephone number
Answer 1	02071181800
Question 2	Mother's Maiden Name
Answer 2	Smart
Question 3	Town of birth
Answer 3	London

If the above information is correct, please submit the form, otherwise press the back button to re-enter your details.

Submit

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1. Submitted details appear on the right
2. You can add more directors & shareholders if you wish
3. Click on "Send Application"

Online Company Administration

Return to Company Information Page

Pre-registration details Companies Act 2006 HELP

Company name: **Tops & Bottoms Ltd**

On these pages you can enter all the information required for a company registration before sending your application to Companies House using the orange SEND APPLICATION button bottom right.

Use the links below to edit your registered office, make changes to statement of capital, appoint director(s) and secretary, and nominate your subscribers (shareholder/member) - use one form for each person/company. All companies must have at least one natural director ie a person, not a company.

For a **LIMITED** company, you **NEED TO** appoint a minimum of **ONE** director and nominate **ONE** subscriber. Both roles can be filled by the same person. There is no longer a requirement to appoint a secretary, although you can still appoint one. The role of secretary can be executed by the director.

For a **PLC**, you **NEED TO** appoint a minimum of **TWO** directors and **ONE** secretary, and nominate at least **ONE** subscriber.

Subscribers
A subscriber is an original shareholder in the case of a company ltd by shares or plc (and will be the owner of the company), or a member in the case of a company ltd by guarantee (not-for-profit). Subscribers can also be director and/or secretary.

If you have ordered any nominee services, do not appoint any additional officers.

From 1st October 2009 all new companies will be registered under the new Companies Act 2006 which has slightly different requirements from the 1985 Act: Share Capital is replaced by Statement of Capital. Directors must supply a service address as well as a residential address.

Click on ?HELP above right for more information.

- CHANGE REGISTERED OFFICE ADDRESS
- ADD NEW DIRECTOR / SECRETARY / SUBSCRIBER (SHAREHOLDER / MEMBER)
- CHANGE COMPANY NAME
- CHANGE COMPANY TYPE

You can return to these pages at any time before your company is registered by logging in to the admin pages "http://company-admin.uk-plc.net". You can then select your company, and then "Pre-Registration Details".

Complete Formations
Contact Details:
02920 504 804
incorporations@completeformations.co.uk

Please check your application details carefully below, and then click on the orange 'SEND APPLICATION' button bottom right.
NB. You are solely responsible for the accuracy of the details sent.

Your application details

Company Name												
Tops & Bottoms Ltd												
This Company will be												
A private company limited by shares - normal limited company												
Registered Office Address - in England and Wales												
Third Floor 207 Regent Street London W1B 3HH												
Statement of Capital Information												
<table><thead><tr><th>Currency Class</th><th>Value per Share</th><th>Number of Shares</th><th>Amount Issued per Share</th><th>Amount Paid/Due per Share</th><th>Amount Unpaid per Share</th></tr></thead><tbody><tr><td>1. GBP £1</td><td>Ordinary</td><td>1</td><td>1</td><td>1</td><td>0</td></tr></tbody></table> VIEW DETAILS	Currency Class	Value per Share	Number of Shares	Amount Issued per Share	Amount Paid/Due per Share	Amount Unpaid per Share	1. GBP £1	Ordinary	1	1	1	0
Currency Class	Value per Share	Number of Shares	Amount Issued per Share	Amount Paid/Due per Share	Amount Unpaid per Share							
1. GBP £1	Ordinary	1	1	1	0							
Directors												
<table><thead><tr><th>Name</th><th>Type</th></tr></thead><tbody><tr><td>1. Victoria Lyons</td><td>Person</td></tr></tbody></table> VIEW DETAILS	Name	Type	1. Victoria Lyons	Person								
Name	Type											
1. Victoria Lyons	Person											
Secretaries												
<table><thead><tr><th>Name</th><th>Type</th></tr></thead><tbody></tbody></table>	Name	Type										
Name	Type											
Subscribers (Shareholders/Members)												
<table><thead><tr><th>Name</th><th>Shares</th></tr></thead><tbody><tr><td>1. Victoria Lyons</td><td>1</td></tr></tbody></table> VIEW DETAILS	Name	Shares	1. Victoria Lyons	1								
Name	Shares											
1. Victoria Lyons	1											

When you click on "Send Application", your application will be sent STRAIGHT to Companies House. You are solely responsible for the accuracy of the details sent. If you realise you have made a mistake, and you cannot correct it using the admin page, contact us BEFORE clicking on that button.

SEND APPLICATION

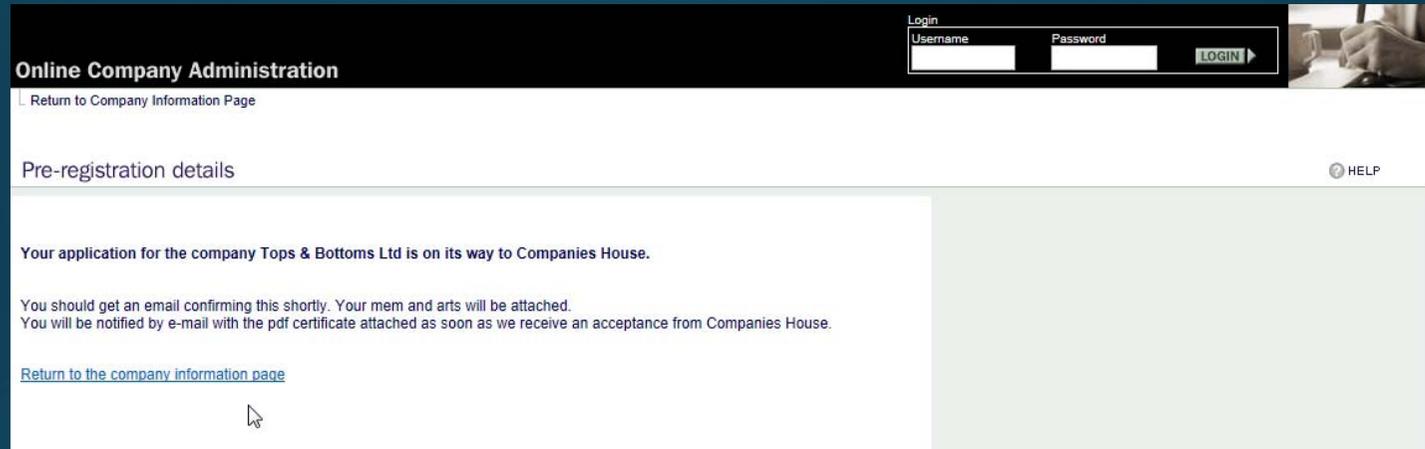
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Same Day Company Incorporation Services

1. Confirmation screen



Online Company Administration

Return to Company Information Page

Pre-registration details HELP

Your application for the company **Tops & Bottoms Ltd** is on its way to Companies House.

You should get an email confirming this shortly. Your mem and arts will be attached.
You will be notified by e-mail with the pdf certificate attached as soon as we receive an acceptance from Companies House.

[Return to the company information page](#)

Username Password LOGIN

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Same Day Company Incorporation Services

You will receive your Memorandum and Articles of Association in a few minutes
and your PDF Certificate of Incorporation in approximately 1-3 hours

Thank You for watching

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