



SumIT (UK) Limited
PO Box 506, Old Farm Park
Milton Keynes, MK7 8JD
Tel: 0870 366 6365
Fax: 0870 160 2754
Email: info@sumituk.co.uk

Order Form - FreeTime Service - FirstTime

Delivery is by Royal Mail first class post.

Correspondence address:

Please give the address to which we should send your company documentation and telephone number where we may contact you if we have any questions.

| | | | |
|-----------|--|---------|--|
| Full Name | | | |
| Address | | | |
| | | | |
| | | | |
| Post Code | | Country | |
| Telephone | | | |
| Mobile | | | |
| Fax | | | |
| E mail | | | |

| Company Incorporation Fee | Price excl. VAT | Total payable (inc. VAT 15%) |
|---------------------------|-----------------|------------------------------|
| Company formation | £130.00 | £149.50 |

Please provide three options for the name of your company. There are regulations that apply when choosing your company name. Please call us if you wish to discuss your choice. We will verify with Companies House the availability of any name prior to preparing the documentation.

| | |
|-------------------|--|
| First choice name | |
| Second choice | |
| Third choice | |

Please make all cheques (for the Total including VAT) payable to:

SumIT (UK) Limited and send together with the completed order form to the above address.

Prior to owning your own company we recommend that you read the information about Responsibilities of Directors. These are outlined in the Companies House Guidance Booklet GBA1

Web site: www.companieshouse.gov.uk

For each Director and Company Secretary:

Director (Table A1)

| | |
|---|--|
| Forename(s) | |
| Surname | |
| Any Previous forename or surname | |
| Usual Residential Address | |
| | |
| | |
| Post Code | |
| Nationality (n/a for Co Sec) | |
| Colour of Eyes | |
| Date of Birth (n/a for Co Sec) | |
| National Insurance Number | |
| Place of Birth | |
| Business Occupation (n/a for Co Sec) | |
| Any other Directorships - please list (n/a for Co Sec) | |

Please continue on a separate sheet if necessary

Additional Directors/Company Secretary (Please delete as necessary) (Table A2)

| | |
|---|--|
| Forename(s) | |
| Surname | |
| Any Previous forename or surname | |
| Usual Residential Address | |
| | |
| | |
| Post Code | |
| Nationality (n/a for Co Sec) | |
| Colour of Eyes | |
| Date of Birth (n/a for Co Sec) | |
| National Insurance Number | |
| Place of Birth | |
| Business Occupation (n/a for Co Sec) | |
| Any other Directorships - please list (n/a for Co Sec) | |

FreeTime - FirstTime

Step One:

Company Formation

Decide on the type of company you wish to purchase.

The options available are:

- Own Name Company

This will be the usual choice for anyone wanting a company carrying a personalised name.

- Ready Made Company

1. No name change

For those in a hurry and/or unconcerned about the name of the company

2. Election to change name

For those in a hurry but wanting a name of own choice

With an Own Name Company or Ready Made Company (no name change) the formation cost is the same price through SumIT. To change the name of a Ready Made Company, there is an additional fee for the administrative work and charges incurred with Companies House.

For ready made companies, SumIT will be the company's initial subscriber, shareholder and Director with SumIT (Company Secretary) Limited, the initial Company Secretary. If you choose a ready made company we will need to transfer ownership to you. This can be done quickly and efficiently by completing the information on page 2 for each director.

For own Named Companies the person nominated as a Director in table A1 will be the company's initial subscriber, shareholder and Director.

With electronic formation a company can typically be formed within 24 – 48 hours Monday to Friday, once we have received your payment. (Companies House Systems are not available during the weekend and occasionally has down time for maintenance)

SumIT sets up all companies with standard Memorandum and Articles of Association prepared. These outline the rules governing the running of the company. Although unlikely, if required, these can be amended subsequently by a Special Resolution.

Step Two

We will send you either by email or post the following documentation that require your input:

Documents that can be emailed or posted

- Supplementary Questionnaire - FreeTime.

This requests miscellaneous information required for Board Minutes, Preparation of registers, VAT Registration etc

- VAT Application Form - last page, for signature – An original signature is required therefore this must be returned by post
- Board meeting minutes for your approval. This confirms the appointment of SumIT (Company Secretary) Limited as Secretary and awards SumIT (UK) Limited the management services contract. This will need to be approved prior to opening bank accounts.
- 2 copies of our FreeTime contract for your approval.

Original must be posted by SumIT

- The Royal Bank of Scotland Application form and Bank mandates - marked to show you where to sign, we will complete the form from the information supplied on the Supplementary Questionnaire.

Step Three

On receipt of the completed forms:

We shall complete the various application forms for VAT, Employer and Company bank accounts and forward the originals to the appropriate authorities.

Documentation provided

SumIT (Company Secretary) Limited will act as Secretary so the official records will be kept at their registered office until instructed otherwise. Copies of the following documents will be provided on request

- Copy of Memorandum and Articles of Association
- Certificate of Incorporation
- Certificate stating that the company has neither traded nor incurred any debts *
- Certificate of Renunciation of Subscriber Shares *
- First Board meeting minutes *
- Form J10 – stock transfer form *
- Form 288b – Resignation of SumIT (UK) as director *
- Form 288a – Completed, appointing you as a director *
- Form 225 - notice of accounting reference date
- Form 88(2) – return of allotment of shares

* only applicable if you choose a ready made company, some of the forms will be electronic records from Companies House.