
STATUTORY INSTRUMENTS

1985 No. 854**COMPANIES****The Companies (Forms) Regulations 1985***Made - - - - - 4th June 1985**Coming into Operation 1st July 1985*

The Secretary of State, in exercise of the powers conferred on him by the enactments specified in Schedule 1, and of all other powers which enable him to do this, hereby makes the following Regulations:—

1. These Regulations may be cited as the Companies (Forms) Regulations 1985 and shall come into operation on 1st July 1985.

2. In these Regulations—

“the new Acts” mean the Companies Act 1985(a) and the Companies Consolidation (Consequential Provisions) Act 1985(b),

“the old Acts” mean the Companies Act 1948(c), Parts I and III of the Companies Act 1967(d), the Companies (Floating Charges and Receivers) (Scotland) Act 1972(e), the Companies Act 1976(f), the Companies Act 1980(g) and the Companies Act 1981(h), and

“the Act” means the Companies Act 1985.

3. The instruments specified in Schedule 2 are revoked.

4.— (1) The forms set out in Schedule 3, other than those listed in Part I of Schedule 4, with such variations as circumstances require, are the forms prescribed for the purposes of the provisions of the new Acts which are referred to in those forms.

(2) The particulars contained in the forms listed in Parts I and II of Schedule 4 are the particulars prescribed for the purposes of the provisions of the Act which are referred to in those forms.

(a) 1985 c.6.

(b) 1985 c.9.

(c) 1948 c.38.

(d) 1967 c.81.

(e) 1972 c.67.

(f) 1976 c.69.

(g) 1980 c.22.

(h) 1981 c.62.

5. For the purposes of section 88(2) of the Act, such part of any form from time to time prescribed under section 47(1) of the Finance Act 1973(a) as relates to the matters required to be stated by section 88(2)(a) of the Act is a form prescribed for the purposes of that subsection, even though the form prescribed under section 47(1) of the Finance Act 1973 is not set out in Schedule 3.

6. For the purposes of sections 21, 65(3), 72(2)(c), 77(5)(a), 241(3)(b), 272(5), 273(7), 691(1)(a), 698 and 700(2) of the Act, a translation of a document into English shall be certified to be a correct translation:—

- (a) if the translation was made in the United Kingdom, by
 - (i) a notary public in any part of the United Kingdom;
 - (ii) a solicitor (if the translation was made in Scotland), a solicitor of the Supreme Court of Judicature of England and Wales (if it was made in England or Wales), or a solicitor of the Supreme Court of Judicature of Northern Ireland (if it was made in Northern Ireland); or
 - (iii) a person certified by a person mentioned above to be known to him to be competent to translate the document into English; or
- (b) if the translation was made outside the United Kingdom, by
 - (i) a notary public;
 - (ii) a person authorised in the place where the translation was made to administer an oath;
 - (iii) any of the British officials mentioned in section 6 of the Commissioners for Oaths Act 1889(b);
 - (iv) a person certified by a person mentioned in subparagraph (i), (ii) or (iii) of this paragraph to be known to him to be competent to translate the document into English.

7.— (1) For the purposes of sections 398(1) and (4), 400(2), 410(2) and 416(1) of the Act, a certificate or verification (as the case may be) that a copy of an instrument by which a charge is created or evidenced is a correct copy shall be given by the company which has created the charge, or (where that person is different) by the person who has delivered or sent the copy to the registrar.

(2) For the purposes of section 469(1) of the Act, a certificate that a copy of an instrument of appointment is a correct copy shall be given by the person who has made the appointment.

(3) A certificate referred to in paragraph (1) or (2) shall be signed by or on behalf of the person giving it. Where that person is a body corporate the person signing the certificate on behalf of the body shall be an officer of it.

(4) For the purposes of section 691(1)(a) of the Act, a copy of an instrument

(a) 1973 c.51.

(b) 1889 c.10; section 6 was amended by the Oaths and Evidence (Overseas Authorities and Countries) Act 1963 (c.27), section 3.

constituting or defining a company's constitution shall be certified, in the place of incorporation of the company, to be a true copy:—

- (a) by an official of the Government to whose custody the original is committed; or
- (b) by a notary public; or
- (c) by an officer of the company on oath taken before:
 - (i) a person having authority in that place to administer an oath; or
 - (ii) any of the British officials mentioned in section 6 of the Commissioners for Oaths Act 1889.

8.— (1) Notwithstanding the provisions of regulation 3, but subject to paragraphs (2) and (4), the forms, the particulars and the manners of certifying or verifying copies and translations which were prescribed for the purposes of the old Acts by the instruments revoked by that regulation may be used or given for the purposes of the corresponding provisions of the new Acts instead of the forms, particulars and manners prescribed for those purposes by these Regulations.

(2) Paragraph (1) does not apply to:

- (a) Form PUC 7 prescribed under section 52(1) of the Companies Act 1948;
- (b) Forms 15, 16, 17, 18 and 19 prescribed under sections 382, 384 and 386 of that Act;
- (c) Forms F1, F2, F3 and F14 prescribed under section 407 of that Act; or
- (d) Form 17e prescribed under section 13(4) of the Companies Act 1980.

(3) Notwithstanding the repeal of the Companies Act 1948, but subject to paragraph (4), the form set out in Part II of the Sixth Schedule to that Act (a) may be used as the form of the annual return of a company having a share capital instead of the form prescribed by these Regulations.

(4) Paragraphs (1) and (3) apply only in relation to documents received by the registrar of companies, or by other recipients, before 1st July 1986.

9.— (1) For the purposes of sections 428(2) and 429(2) of the Act, a notice to a shareholder in a transferor company shall be given to him, in the form prescribed by regulation 4(1), either personally or by sending it to him by post.

(2) Where such a notice cannot be given personally or by post because the shareholder is the holder of a share warrant to bearer, the notice shall be given:—

- (a) in a case where the articles of association or the regulations of the transferor company provide that notice to such shareholders may be given by advertisement, by advertisement in the manner so provided, and

(a) The form of the annual return in Part II of the Sixth Schedule to the Companies Act 1948 was substituted by the Companies (Annual Return) Regulations 1983 (S.I. 1983/1023).

(b) in any other case, by advertisement in the Gazette.

(3) Where in accordance with paragraph (1) a notice is sent to a shareholder by post it shall be sent to him:—

- (a) at his address in the United Kingdom registered in the books of the transferor company;
- (b) if no such address is registered, to the address (if any) in the United Kingdom given by him to the transferor company for the giving of notices to him; or
- (c) if no address in the United Kingdom is registered or has been so notified, to his address outside the United Kingdom registered in the books of the transferor company.

(4) Where in accordance with paragraph (1) a notice is sent to a shareholder by post:—

- (a) if it is sent to an address in the United Kingdom it shall be sent by recorded delivery; and
- (b) if it is sent to an address outside the United Kingdom it shall be sent by airmail, if that form of post is available.

Andrew Duguid,
An Under Secretary
Department of Trade and Industry.

4th June 1985.

SCHEDULE 1

The Companies Act 1985:

sections 6(1)(b)(i), 10(2), 12(3), 21(5), 30(5), 43(3) and (3)(e), 49(4) and (8)(a), 51(4), 53(1)(b), 54(4), 65(3)(b), 72(2)(c), 77(5)(a), 88(2)(a) and (3), 97(3)(a), 117(2) and (3), 122(1), 123(2), 128(1), (3) and (4), 129(1), (2) and (3), 139(4), 147(3), 155(6), 156(1), 157(3), 169(1), 173(5), 176(3)(a), 190(5), 224(2), 225(1) and (2), 241(3)(b), 242(3), 266(1) and (3), 272(5), 273(7), 287(2), 288(2), 318(4), 325(5), 353(2), 362(3), 363(2), 364(1), 386(2), 395(1), 397(1), 398(1) and (4), 400(2), 401(1), 403(1), 405(3), 409(1), 410(2), 413(2), 416(1), 417(1), 419(1) and (5), 424(1), 428(2), 429(2) and (3), 466(4) and (5), 469(1), 470(3), 481(1)(b) and (2), 482(1), 485(1), 486, 495(2)(a) and (b), 496(1)(e), 497(2), 498(3), 600(1), 680(1), 681(6), 684(1)(a) and (b) and (2), 685(4) and (4)(e), 686(1)(a) and (2), 690(2), 691(1)(a) and (b), 692(1) and (2), 694(4)(a) and (b), 698, 700(2), 701(2) and (6), and 744.

Schedule 13, paragraph 27 and Schedule 14, paragraph 1(1).

The Companies Consolidation (Consequential Provisions) Act 1985:

sections 2(1)(b) and (4)(b) and 4(1) and (4).

SCHEDULE 2

Regulation 3

Regulations Revoked	References
The Companies (Forms) Regulations 1979	S.I. 1979/1547
The Companies (Forms) Regulations 1980	S.I. 1980/1826
The Companies (Forms) (Amendment) Regulations 1980	S.I. 1980/2016
The Companies (Forms) Regulations 1981	S.I. 1981/1622
The Companies (Forms) Regulations 1982	S.I. 1982/104
The Companies (Forms No. 2) Regulations 1982	S.I. 1982/674
The Companies (Forms) Regulations 1983	S.I. 1983/1021

6

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COMPANIES FORM No 6

**Notice of application to the Court
for cancellation of alteration to
the objects of a company**

6

Please do not
write in
this margin

Pursuant to section 6 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

Name of company

* insert full name
of company

gives notice that an application was made to the Court on _____
for the cancellation of the alteration made to the objects of the company by a special resolution passed
on _____

† delete as
appropriate

Signed

[Director][Secretary]† Date

Presenter's name address and
reference (if any):

For official Use	
General Section	Post room

G

COMPANIES FORM No. 10

**Statement of first directors
and secretary and intended
situation of registered office**

10

Please do not
write in
this margin

Pursuant to section 10 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Name of company

* insert full name
of company

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

Postcode

If the memorandum is delivered by an agent for the subscribers of the memorandum please mark 'X' in the box opposite and insert the agent's name and address below

Postcode

Number of continuation sheets attached (see note 1)

Presenter's name address and
reference (if any):

For official Use	
General Section	Post room

The name(s) and particulars of the person who is, or the persons who are, to be the first director or directors of the company (note 2) are as follows:

Please do not write in this margin

Name (note 3)		Business occupation
Previous name(s) (note 3)		Nationality
Address (note 4)		Date of birth (where applicable) (note 6)
Postcode		
Other directorships †		
I consent to act as director of the company named on page 1		
Signature		Date

† enter particulars of other directorships held or previously held (see note 5) if this space is insufficient use a continuation sheet.

Name (note 3)		Business occupation
Previous name(s) (note 3)		Nationality
Address (note 4)		Date of birth (where applicable) (note 6)
Postcode		
Other directorships †		
I consent to act as director of the company named on page 1		
Signature		Date

Name (note 3)		Business occupation
Previous name(s) (note 3)		Nationality
Address (note 4)		Date of birth (where applicable) (note 6)
Postcode		
Other directorships †		
I consent to act as director of the company named on page 1		
Signature		Date

Please do not write in this margin

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

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

Name (notes 3 & 7)	
Previous name(s) (note 3)	
Address (notes 4 & 7)	
	Postcode
I consent to act as secretary of the company named on page 1	
Signature	Date

Name (notes 3 & 7)	
Previous name(s) (note 3)	
Address (notes 4 & 7)	
	Postcode
I consent to act as secretary of the company named on page 1	
Signature	Date

delete if the form is signed by the subscribers

Signature of agent on behalf of subscribers	Date
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delete if the form is signed by an agent on behalf of the subscribers.

All the subscribers must sign either personally or by a person or persons authorised to sign for them

Signed	Date
Signed	Date
Signed	Date
Signed	Date
Signed	Date
Signed	Date

Notes

- 1 If the spaces on Page 2 are insufficient the names and particulars must be entered on the prescribed continuation sheet(s).
- 2 'Director' includes any person who occupies the position of a director, by whatever name called.
3. For an individual, his present christian name(s) and surname must be given, together with any previous christian name(s) or surname(s).
- "Christian name" includes a forename. In the case of a peer or person usually known by a title different from his surname, "surname" means that title. In the case of a corporation, its corporate name must be given.
- A previous christian name or surname need not be given if:—
- (a) in the case of a married woman, it was a name by which she was known before her marriage; or
- (b) it was changed or ceased to be used at least 20 years ago, or before the person who previously used it reached the age of 18; or
- (c) in the case of a peer or a person usually known by a British title different from his surname, it was a name by which he was known before he adopted the title or succeeded to it
- 4 Usual residential address must be given or, in the case of a corporation, the registered or principal office.
- 5 The names must be given of all bodies corporate incorporated in Great Britain of which the director is also a director, or has been a director at any time during the preceeding five years.
- However, a present or past directorship need not be disclosed if it is, or has been, held in a body corporate which, throughout that directorship, has been:—
- (a) a dormant company (which is a company which has had no transactions required to be entered in the company's accounting records, except any which may have arisen from the taking of shares in the company by a subscriber to the memorandum as such).
- (b) a body corporate of which the company making the return was a wholly-owned subsidiary;
- (c) a wholly-owned subsidiary of the company making the return; or
- (d) a wholly-owned subsidiary of a body corporate of which the company making the return was also a wholly owned subsidiary.
6. Dates of birth need only be given if the company making the return is:—
- (a) a public company;
- (b) the subsidiary of a public company; or
- (c) the subsidiary of a public company registered in Northern Ireland
- 7 Where all the partners in a firm are joint secretaries, only the name and principal office of the firm need be stated.
- Where the secretary or one of the joint secretaries is a Scottish firm the details required are the firm name and its principal office.

Please do not write in this margin

COMPANIES FORM No. 10 (cont.)

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

Statement of first directors and secretary and intended situation of registered office (continuation)

Continuation sheet No _____ to Form No. 10

Company number

[Empty box for company number]

Name of company

* insert full name of company

[Empty box with asterisk for company name]

Particulars of other directors (continued)

Name (note 3)		Business Occupation
Previous name(s) (note 3)		Nationality
Address (note 4)		Date of birth (where applicable) (note 6)
	Postcode	
I consent to act as director of the company named above (notes 9 and 10)		
Signature		Date

Particulars of other directorships

† delete if inappropriate

continued overleaf †

Particulars of other directorships (continued)

Please do not
write in
this margin

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

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COMPANIES FORM No. 12

Statutory Declaration of compliance with requirements on application for registration of a company

12

Please do not write in this margin

Pursuant to section 12(3) of the Companies Act 1985

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

To the Registrar of Companies

For official use

For official use

Name of company

* _____

* insert full name of Company

I, _____
of _____

† delete as appropriate

do solemnly and sincerely declare that I am a [Solicitor engaged in the formation of the company]† [person named as director or secretary of the company in the statement delivered to the registrar under section 10(2)]† and that all the requirements of the above Act in respect of the registration of the above company and of matters precedent and incidental to it have been complied with, And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835

Declared at _____

Declarant to sign below

the _____ day of _____

One thousand nine hundred and _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor having the powers conferred on a Commissioner for Oaths.

Presenter's name address and reference (if any):

For official Use	
New Companies Section	Post room

G

COMPANIES FORM No. 30(5)(a)

Declaration on application for the registration of a company exempt from the requirement to use the word "limited" or its Welsh equivalent

30(5)(a)

Please do not write in this margin

Pursuant to section 30(5)(a) of the Companies Act 1985

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

For official use

Company number

[] [] [] [] [] [] [] [] [] []

Name of company

* _____

Note
This declaration should accompany the application for the registration of the company

* insert full name of company

I, _____
of _____

a [Solicitor engaged in the formation of the above-named company][person named as director or secretary of the above company in the statement delivered under section 10 of the above Act]† do solemnly and sincerely declare that the company complies with the requirements of section 30(3) of the above Act.

† delete as appropriate

And I make this solemn Declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1835.

Declared at _____

Declarant to sign below

the _____ day of _____

One thousand nine hundred and _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor having the powers conferred on a Commissioner for Oaths

Presenter's name address and reference (if any):

For official Use	
New Companies Section	Post room

G

COMPANIES FORM No. 30(5)(b)

Declaration on application for registration under section 680 of the Companies Act 1985 of a company exempt from the requirement to use the word "limited" or its Welsh equivalent

30(5)(b)

Please do not write in this margin

Pursuant to section 30(5)(b) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] [] [] []

Name of company

* _____

* insert full name of company

I _____

of _____

and I _____

of _____

† _____

† state whether directors or other principal officers of the company

of the company

do solemnly and sincerely declare that the company complies with the requirements of section 30(3) of the above Act.

And we make this solemn Declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Declared at _____

Declarants to sign below

the _____ day of _____

One thousand nine hundred and _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor having the powers conferred on a Commissioner for Oaths.

Presentor's name address and reference (if any):

For official Use	
General Section	Post room

G

COMPANIES FORM No. 30(5)(c)
Declaration on change of name omitting "limited" or its Welsh equivalent

30(5)(c)

Please do not write in this margin

Pursuant to section 30(5)(c) of the Companies Act 1985

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

For official use

Company number

[] [] [] [] [] []

Name of company

* _____

* insert full name of company

I, _____

of _____

† delete as appropriate

[a director][the secretary]† of _____

do solemnly and sincerely declare that the company complies with the requirements of section 30(3) of the above Act.
And I make this solemn Declaration conscientiously believing the same to be true and by virtue of the Statutory Declarations Act 1835.

Declared at _____

Declarant to sign below

the _____ day of _____

One thousand nine hundred and _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor having the powers conferred on a Commissioner for Oaths.

Presenter's name address and reference (if any):

For official Use

General Section

Post room

G

COMPANIES FORM No. 43(3)

Application by a private company for re-registration as a public company

43(3)

Please do not write in this margin

Pursuant to section 43(3) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

--

--

Name of company

* insert existing full name of company

*

ø insert full name of company amended to make it appropriate for this company as a public limited company

applies to be re-registered as a public company by the name of ø _____

and for that purpose delivers the following documents for registration:

- 1 Declaration made by a director or the secretary in accordance with section 43(3)(e) of the above Act (on Form No 43(3)(e))
- 2 Printed copy of memorandum and articles as altered in pursuance of the special resolution under section 43(1)(a) of the above Act.
- 3 Copy of auditors written statement in accordance with section 43(3)(b) of the above Act
- 4 Copy of relevant balance sheet and of auditors unqualified report on it

§ delete if section 44 of the Act does not apply

[5 Copy of any valuation report.]§

† delete as appropriate

Signed

[Director][Secretary]† Date

Presenter's name address and reference (if any):

For official Use	
General Section	Post room

G

COMPANIES FORM No. 43(3)(e)
Declaration of compliance with requirements by a private company on application for re-registration as a public company

43(3)(e)

Please do not write in this margin

Pursuant to section 43(3)(e) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[]

[]

Name of company

* insert full name of company

* []

I, _____

of _____

† delete as appropriate
§ insert date

[the secretary][a director]† of the company, do solemnly and sincerely declare that:
1 the company, on _____ §, passed a special resolution that the company should be re-registered as a public company;
2 the conditions of sections 44 and 45 of the above Act (so far as applicable) have been satisfied;
3 between the balance sheet date and the application for re-registration, there has been no change in the company's financial position that has resulted in the amount of its net assets becoming less than the aggregate of its called-up share capital and undistributable reserves.
And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Declared at _____

Declarant to sign below

the _____ day of _____

One thousand nine hundred and _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor having the powers conferred on a Commissioner for Oaths.

Presenter's name address and reference (if any):

For official Use
General Section

Post room

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COMPANIES FORM No. 49(1)
Application by a limited company
to be re-registered as unlimited

49(1)

Please do not write in this margin

Pursuant to section 49(1) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] [] [] []

[]

Name of company

* insert full name of company

* []

NOTE
Alterations in the memorandum and articles should be set out overleaf

applies to be re-registered as unlimited.

The following documents are attached in support of this application for the company to be re-registered as unlimited:

1. Signed assents by or on behalf of all the members of the company (Form No. 49(8)(a))
2. A statutory declaration made by the directors of the company in compliance with section 49(8)(b) of the above Act§
3. A printed copy of the company's memorandum incorporating the alterations set out overleaf
4. [A printed copy of the company's articles incorporating the alterations set out overleaf]†[Printed articles for registration, the company not having previously registered articles].†

§ a non-prescribed form of Statutory Declaration (Form No. 49(8)(b)) is available

Nominal share capital (if any) provided for in the articles as altered
£

† delete as appropriate

Signed

[Director][Secretary]† Date

Presenter's name address and reference (if any):

For official Use	
General Section	Post room
[]	[]

Alterations in the memorandum

Alterations in the articles

Please do not write in this margin

Please complete legibly, preferably in block type, or bold block lettering

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**COMPANIES FORM No. 49(8)(a)
Members' assent to company
being re-registered as unlimited**

49(8)(a)

Please do not
write in this
margin

Pursuant to section 49(8)(a) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] []

Name of company

* _____

* insert full name
of company

We, being all the members of the company assent to the company being
re-registered as unlimited

Signature of member (or
person lawfully authorised
to sign on his behalf)

1 Full name of member _____ Address _____ _____
2 Full name of member _____ Address _____ _____
3 Full name of member _____ Address _____ _____
4 Full name of member _____ Address _____ _____

Presenter's name address and
reference (if any):

For official Use

General Section

Post room

Signature of member (or person lawfully authorised to sign on his behalf)

Please do not write in this margin

5 Full name of member Address
6 Full name of member Address
7 Full name of member Address
8 Full name of member Address
9 Full name of member Address
10 Full name of member Address
11 Full name of member Address
12 Full name of member Address
13 Full name of member Address

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

Please enter in box opposite, the number of continuation sheets attached.

Please do not write in this margin

COMPANIES FORM No. 49(8)(a) (continued)

Members' assent to company being re-registered as unlimited (continuation)

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

Continuation sheet No _____ to Form No. 49(8)(a)

Company number

*insert full name of company

Name of company

Signature of member (or person lawfully authorised to sign on his behalf)

Full name of member	_____
Address	_____ _____
Full name of member	_____
Address	_____ _____
Full name of member	_____
Address	_____ _____
Full name of member	_____
Address	_____ _____
Full name of member	_____
Address	_____ _____
Full name of member	_____
Address	_____ _____
Full name of member	_____
Address	_____ _____

Signature of member (or person lawfully authorised to sign on his behalf)

Please do not write in the margin

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

Full name of member Address
Full name of company Address
Full name of member Address
Full name of member Address
Full name of member Address
Full name of member Address
Full name of member Address
Full name of member Address
Full name of member Address
Full name of member Address
Full name of member Address
Full name of member Address
Full name of member Address
Full name of member Address

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COMPANIES FORM No. 51

Application by an unlimited company to be re-registered as limited

51

Please do not write in this margin

Pursuant to section 51(4) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] []

Name of company

* _____

* insert full name of company

applies to be re-registered as limited.

A Special Resolution authorising the re-registration of the company as limited was

passed on _____ The

following documents are attached in support of this application for the company to be re-registered as limited

- 1 A copy of the Special Resolution (unless previously presented for registration)
- 2 A printed copy of the memorandum as altered in pursuance of the Special Resolution
- 3 A printed copy of the articles as altered in pursuance of the Special Resolution

NOTE
If the company is to have a share capital the application should be accompanied by the appropriate Inland Revenue form PUC6 on which the capital duty has been paid, or a letter of dispensation

Nominal share capital (if any) provided for in the memorandum as altered
£ _____

† delete as appropriate

Signed

[Director][Secretary]†Date

Presenter's name address and reference (if any):

For official Use	
General Section	Post room

G

COMPANIES FORM No.53

**Application by a public company
for re-registration as a private
company**

53

Please do not
write in
this margin

Pursuant to section 53 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] [] [] []

[]

Name of company

* insert existing full
name of company

* []

§ insert full name of
company amended to
make it appropriate
for this company
as a private limited
company

applies to be re-registered as a private company by the name of§

[]

ø delete if previously
presented for
registration

and, for that purpose, delivers the following document(s) for registration:

- [1 Copy of the special resolution that the company be re-registered as a private company.]ø
- 2 Printed copy of the memorandum and articles of association as altered by the special resolution that the company be re-registered

† delete as
appropriate

Signed

[Director][Secretary]† Date

Presentor's name address and
reference (if any):

For official Use	
General Section	Post room
[]	[]

G

COMPANIES FORM No. 54

**Notice of application made to the Court
for the cancellation of a special resolution
regarding re-registration**

54

Please do not
write in
this margin

Pursuant to section 54(4) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] [] [] []

Name of company

* insert full name
of company

* _____

gives notice that an application has been made to the Court under section 54(1) of the above Act for the
cancellation of the special resolution dated _____ that the
company be re-registered under section 53(1) as a private company.

† delete as
appropriate

Signed

[Director][Secretary]†Date

Presenter's name address and
reference (if any):

For official Use
General Section

Post room

G

COMPANIES FORM No. 88(2)

Return of allotments of shares issued by way of capitalisation of reserves (bonus issues)

88(2)

Please do not write in this margin

Pursuant to section 88(2) of the Companies Act 1985

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

For official use

Company number

[] [] [] [] [] [] [] [] [] []

Name of company

* _____

* insert full name of company

† distinguish between ordinary preference, etc

‡ including premium (if any)

§ delete or complete as appropriate

Description of shares†	A Number of shares allotted	B Nominal amount of each	C Amount treated as paid up	D Amount paid or due and payable on each‡
i		£	£	£
ii		£	£	£
iii		£	£	£

Date(s) of allotment(s)
 [made on the _____ 19 _____]*
 [from the _____ 19 _____ to the _____ 19 _____]§
 The names and addresses of the allottees should be given overleaf

Notes

If there is any non-bonus element, any amount paid on any call or calls should be stated on Form PUC5.

No capital duty is payable in respect of capitalisation of reserves.

This form should be delivered to the registrar of Companies within one month of the (first) date of allotment and should be accompanied by the duly stamped contract referred to in section 88 of the Companies Act 1985 or, where the contract has not been reduced to writing by a form 88 (Particulars of contract).

Presenter's name address and reference (if any):

For official Use	
Capital Section	Post room

G

COMPANIES FORM No. 88(3)

Particulars of a contract relating to shares allotted as fully or partly paid up otherwise than in cash

88(3)

Pursuant to section 88(3) of the Companies Act 1985

Please do not write in this margin

Note: This form is only for use when the contract has not been reduced to writing

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

To the Registrar of Companies

For official use

Company number

--	--	--	--

--

Please do not write in the space below. For Inland Revenue use only

The particulars must be stamped with the same stamp duty as would have been payable if the contract had been reduced to writing. A reduced rate of ad valorem duty may be available if this form is properly certified at the appropriate amount.

Name of company

* insert full name of company

*

gives the following particulars of a contract which has not been reduced to writing

1 The number of shares allotted as fully or partly paid up otherwise than in cash	
---	--

2 The nominal value of each such share	£
--	---

3a The amount of such nominal value to be considered as paid up on each share otherwise than in cash	£
b The value of each share allotted i.e. the nominal value and any premium	£
c The amount to be considered as paid up in respect of b	£

4 If the consideration for the allotment of such shares is services, or any consideration other than that mentioned below in 8, state the nature and amount of such consideration, and the number of shares allotted	
--	--

Presenter's name address and reference (if any):

For official Use	
Capital Section	Post room

5 If the allotment is a bonus issue, state the amount of reserves capitalised in respect of this issue	£	
6 If the allotment is made in consideration of the release of a debt, e.g., a director's loan account, state the amount released	£	
7 If the allotment is made in connection with the conversion of loan stock, state the amount of stock converted in respect of this issue	£	
8 If the allotment is made in satisfaction or part satisfaction of the purchase price of property, give below:		
a brief description of property:		
b full particulars of the manner in which the purchase price is to be satisfied Amount of consideration payable in cash or bills Amount of consideration payable in debentures, etc..... Amount of consideration payable in shares <i>Liabilities of the vendor assumed by the purchaser:</i> Amounts due on mortgages of freeholds and/or leaseholds including interest to date of sale Hire purchase etc debts in respect of goods acquired ... Other liabilities of the vendor,..... <i>Any other consideration</i>	£	p

Please do not write in this margin

* Where such properties are sold subject to mortgage, the gross value should be shown

9 Give full particulars in the form of the following table, of the property which is the subject of the sale, showing in detail how the total purchase price is apportioned between the respective heads:

	£
Legal estates in freehold property and fixed plant and machinery and other fixtures thereon*	
Legal estates in leasehold property*	
Fixed plant and machinery on leasehold property (including tenants', trade and other fixtures)	
Equitable interests in freehold or leasehold property*	
Loose plant and machinery, stock-in-trade and other chattels (plant and machinery should not be included under this head unless it was in actual state of severance on the date of the sale)	
Goods, wares and merchandise subject to hire purchase or other agreements (written down value)	
Goodwill and benefit of contracts	
Patents, designs, trademarks, licences, copyrights, etc.	
Book and other debts	
Cash in hand and at bank on current account, bills, notes, etc	
Cash on deposit at bank or elsewhere	
Shares, debentures and other investments	
Other property	

† delete as appropriate

Signed

[Director][Secretary]† Date

§ This certificate must be signed by the persons to whom the shares have been allotted, as well as by an officer of the company.

Certificate of value§

It is certified that the transaction effected by the contract does not form part of a larger transaction or series of transactions in respect of which the amount or value, or aggregate amount or value, of the consideration exceeds £

Signed _____ Date _____

Signed _____ Date _____

G

COMPANIES FORM No. 97

Statement of the amount or rate per cent of any commission payable in connection with the subscription of shares

97

Note: This form is not required in the case of shares offered to the public for subscription

Pursuant to section 97 of the Companies Act 1985

Please do not write in this margin

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

* insert full name of company

† the commission paid or agreed to be paid must not exceed ten per cent of the price at which the shares are issued or the amount or rate authorised by the Articles whichever is the less

Note
This statement must be delivered to the Registrar of Companies before the payment of commission

To the Registrar of Companies

For official use

Company number

□□□□

Name of company

* _____

Amount payable as commission for subscribing, whether absolutely or conditionally, or agreeing to subscribe, or for procuring or agreeing to procure, subscriptions, whether absolute or conditional, for any shares in the company† £ _____

or
Rate per cent of such commission † _____

Number of shares for which persons have agreed for a commission to subscribe absolutely _____

Signatures of all the directors or of their agents authorised in writing

Date

Presenter's name address and reference (if any):

For official Use
General Section | Post room

[4a. no amount or benefit has been paid or given or is intended to be paid or given to any of the promoters of the company]†

Please do not write in this margin

[4b the amount or benefit paid or given or intended to be paid or given to any promoter of the company is:]†

Please complete legibly, preferably in black type, or bold black lettering

† delete as appropriate

Promoter No.1;
The amount paid or intended to be paid to him £ _____
Any benefit given or intended to be given to him _____
The consideration for such payment or benefit _____

Promoter No.2;
The amount paid or intended to be paid to him £ _____
Any benefit given or intended to be given to him _____
The consideration for such payment or benefit _____

Promoter No.3;
The amount paid or intended to be paid to him £ _____
Any benefit given or intended to be given to him _____
The consideration for such payment or benefit _____

Promoter No.4;
The amount paid or intended to be paid to him £ _____
Any benefit given or intended to be given to him _____
The consideration for such payment or benefit _____

Note
Please continue on a separate sheet if necessary

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Declared at _____

Declarant to sign below

the _____ day of _____

one thousand nine hundred and _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor having the powers conferred on a Commissioner for Oaths.

G

COMPANIES FORM No. 122

**Notice of consolidation, division,
sub-division, redemption or
cancellation of shares, or conversion,
re-conversion of stock into shares**

122

Please do not
write in
this margin

Pursuant to section 122 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] [] [] []

Name of company

* _____

* insert full name
of company

gives notice that:

[]

† delete as
appropriate

Signed

[Director][Secretary]† Date

Presenter's name address and
reference (if any):

For official Use	
General Section	Post room

G

COMPANIES FORM No. 123

**Notice of increase
in nominal capital**

123

Please do not
write in
this margin

Pursuant to section 123 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] []

[]

Name of company

* []

* insert full name
of company

gives notice in accordance with section 123 of the above Act that by resolution of the company dated _____ the nominal capital of the company has been increased by £ _____ beyond the registered capital of £ _____.

§ the copy must be
printed or in some
other form approved
by the registrar

A copy of the resolution authorising the increase is attached. §

The conditions (eg. voting rights, dividend rights, winding-up rights etc.) subject to which the new shares have been or are to be issued are as follow:

Please tick here if
continued overleaf

† delete as
appropriate

Signed

[Director][Secretary]† Date

Presenter's name address and
reference (if any):

For official Use	
General Section	Post room

G

COMPANIES FORM No. 128(1)
Statement of rights
attached to allotted shares

128(1)

Please do not write in this margin

Pursuant to section 128(1) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] []

Name of company

* _____

* insert full name of company

has allotted shares with rights which:

- i. are not stated in the company's memorandum or articles or in any resolution or agreement to which section 380 of the above Act applies, and
- ii. are not in all respects uniform with those attached to shares previously allotted.

† delete as appropriate

The class(es)† of such shares and the date of the first allotment of shares in each class and the rights attached to each class are:

Class of Shares	Date of first allotment
Description of Rights	

Signed

[Director][Secretary]† Date

Presenter's name address and reference (if any):

For official Use

General Section

Post room

--	--

G

COMPANIES FORM No. 128(3)

Statement of particulars of variation of rights attached to shares

128(3)

Please do not write in this margin

Pursuant to section 128(3) of the Companies Act 1985

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

For official use

Company number

[]

[]

Name of company

* []

* insert full name of company

On § _____ the rights attached to

§ insert date

Number of Shares	Class(es) of share

were varied as set out below (otherwise than by amendment of the company's memorandum or articles or by any resolution or agreement to which section 380 of the above Act applies)

[]

† delete as appropriate

Signed

[Director][Secretary]† Date

Presenter's name address and reference (if any):

For official Use
General Section

Post room

[]

G

COMPANIES FORM No. 128(4)
Notice of assignment of name or new name to any class of shares

128(4)

Please do not write in this margin

Pursuant to section 128(4) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] []

[]

Name of company

* []

* insert full name of company

† delete as appropriate

gives notice of the assignment of a [new]† name or other designation to the following class(es)† of shares (otherwise than by amendment of the company's memorandum or articles or by any resolution or agreement to which section 380 of the above Act applies)

Number and class of shares	Name or other designation

Signed

[Director][Secretary]†Date

Presentor's name address and reference (if any):

For official Use
General Section

Post room

[]

G

COMPANIES FORM No. 129(1)

Statement by a company without share capital of rights attached to newly created class of members

129(1)

Please do not write in this margin

Pursuant to section 129(1) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] [] [] []

Name of company

* _____

* insert full name of company

§ insert date on which the new class was created

has on _____ § created a class of members with rights which are not stated in its memorandum or articles of association or in any resolution or agreement to which section 380 of the Act applies.

The rights attached to that class of members are as follows:—

[Empty box for listing rights]

continue overleaf if necessary

†delete as appropriate

Signed

[Director][Secretary]† Date

Presenter's name address and reference (if any):

For official Use	
General Section	Post room

G

COMPANIES FORM No. 129(2)

Statement by a company without share capital of particulars of a variation of members' class rights

129(2)

Pursuant to section 129(2) of the Companies Act 1985

This statement is not required if the variation was made by an amendment to the company's memorandum or articles or by any resolution or agreement to which section 380 applies.

Please do not write in this margin

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

To the Registrar of Companies

For official use

Company number

[] [] [] []

[]

Name of company

* []

* insert full name of company

§ insert date on which the rights were varied

On _____ § the rights of a class of members of the company were varied as set out below.

Class
Variation

† delete as appropriate

Signed

[Director][Secretary]† Date

Presenter's name address and reference (if any):

For official Use	
General Section	Post room

G

COMPANIES FORM No. 129(3)

Notice by a company without share capital of assignment of a name or other designation to a class of members

129(3)

Pursuant to section 129(3) of the Companies Act 1985

This form is not required if the assignment was made by an amendment to the company's memorandum or articles or by any resolution or agreement to which section 380 applies

Please do not write in this margin

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] []

Name of company

* _____

* insert full name of company

§ insert the date on which the name or designation was assigned

on § _____

assigned [a name or other designation][a new name or other designation]† to [a class][classes] † of members as set out below.

† delete as appropriate

[Empty box for details of assignment]

Signed

[Director][Secretary]† Date

Presenter's name address and reference (if any):

For official Use
General Section

Post room

[Empty box for presenter details]

G

COMPANIES FORM No. 139

**Application by a public company
for re-registration as a private
company following a Court Order
reducing capital**

139

Please do not
write in
this margin

Pursuant to section 139 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] []

Name of company

* _____

* insert full name
of company

makes application as authorised by the Court to be re-registered as a private company by the name of

ø insert full name of
company amended to
make it appropriate
for this company
as a private limited
company

ø _____ Limited

and, for that purpose, delivers the following document(s).

§ delete if
previously
presented for
registration

- [1. Office copy of Order of Court]§
- 2. Printed copy of the company's memorandum and articles, as altered by the Order of Court.

† delete as
appropriate

Signed

[Director][Secretary]† Date

Presenter's name address and
reference (if any):

For official Use	
General Section	Post room

G

COMPANIES FORM No. 147

**Application by a public company
for re-registration as a private
company following cancellation of
shares and reduction of nominal
value of issued capital**

147

Please do not
write in
this margin

Pursuant to section 147 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] []

Name of company

* _____

* insert existing full
name of company

having cancelled shares and reduced the nominal value of its allotted share capital below the
authorised minimum to £ _____ applies to be re-registered as a private company by
the name of

§ insert full name of
company amended
to make it appropriate
for this company as
a private limited
company

§ _____

and, for that purpose, delivers the following document(s)

∅ delete if previously
presented for
registration

- [1. Copy of the directors' resolution under section 147(2) of the above Act]∅
- 2. Printed copy of the company's memorandum and articles as altered by the director's resolution.

† delete as
appropriate

Signed

[Director][Secretary]† Date

Presenter's name address and
reference (if any):

For official Use	
General Section	Post room

G

COMPANIES FORM No.155(6)a
Declaration in relation to
assistance for the acquisition
of shares.

155(6)a

Please do not write in this margin

Pursuant to section 155(6) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] []

[]

Name of company

* []

Note Please read the notes on page 3 before completing this form.

* insert full name of company

I/We ø _____

ø insert name(s) and address(es) of all the directors

† delete as appropriate

[the sole director][all the directors]† of the above company do solemnly and sincerely declare that:

The business of the company is:

§ delete whichever is inappropriate

- (a) that of a [recognised bank][licensed institution]† within the meaning of the Banking Act 1979§
- (b) that of a person authorised under section 3 or 4 of the Insurance Companies Act 1982 to carry on insurance business in the United Kingdom§
- (c) something other than the above§

The company is proposing to give financial assistance in connection with the acquisition of shares in it.

The assistance is for the purpose of [that acquisition][reducing or discharging a liability incurred for the purpose of that acquisition].†

The number and class of the shares acquired or to be acquired is: _____

Presenter's name address and reference (if any):

For official Use	
General Section	Post room

The assistance is to be given to: (note 2) _____

Please do not write in this margin

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

The assistance will take the form of:

The person who [has acquired][will acquire]† the shares is:

† delete as appropriate

The principal terms on which the assistance will be given are:

The amount of cash to be transferred to the person assisted is £ _____

The value of any asset to be transferred to the person assisted is £ _____

The date on which the assistance is to be given is _____ 19 _____

Please do not write in this margin

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

* delete either (a) or (b) as appropriate

I/We have formed the opinion, as regards the company's initial situation immediately following the date on which the assistance is proposed to be given, that there will be no ground on which it could then be found to be unable to pay its debts.(note 3)

(a)[I/We have formed the opinion that the company will be able to pay it's debts as they fall due during the year immediately following that date]*(note 3)

(b)[It is intended to commence the winding-up of the company within 12 months of that date, and I/we have formed the opinion that the company will be able to pay its debts in full within 12 months of the commencement of the winding up.]*(note 3)

And I/we make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Declared at _____

Declarants to sign below

the _____ day of _____

one thousand nine hundred and _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or a Solicitor having the powers conferred on a Commissioner for Oaths.

NOTES

- 1 For the meaning of "a person incurring a liability" and "reducing or discharging a liability" see section 152(3) of the Companies Act 1985.
2 Insert full name(s) and address(es) of the person(s) to whom assistance is to be given; if a recipient is a company the registered office address should be shown.
3 Contingent and prospective liabilities of the company are to be taken into account - see section 156(3) of the Companies Act 1985.
4 The auditors report required by section 156(4) of the Companies Act 1985 must be annexed to this form.

G

COMPANIES FORM No. 155(6)b
Declaration by the directors
of a holding company in
relation to assistance for the
acquisition of shares

155(6)b

Please do not write in this margin

Pursuant to section 155(6) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] []

Name of company

Note
Please read the notes on page 3 before completing this form.

* insert full name of company

I/We ø _____

ø insert name(s) and address(es) of all the directors

† delete as appropriate

[the sole director][all the directors]† of the above company (hereinafter called 'this company') do solemnly and sincerely declare that:

§ delete whichever is inappropriate

The business of this company is:

- (a) that of a [recognised bank][licensed institution]† within the meaning of the Banking Act 1979§
- (b) that of a person authorised under section 3 or 4 of the Insurance Companies Act 1982 to carry on insurance business in the United Kingdom§
- (c) something other than the above§

This company is [the][a] holding company of* _____

_____ which is

proposing to give financial assistance in connection with the acquisition of shares

in [this company][_____

_____ the holding company of this company.]†

Presenter's name address and reference (if any):

For official Use

General Section

Post room

The assistance is for the purpose of [that acquisition][reducing or discharging a liability incurred for the purpose of that acquisition].† (note 1)

Please do not write in this margin

The number and class of the shares acquired or to be acquired is: _____

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

The assistance is to be given to: (note 2) _____

The assistance will take the form of:

The person who [has acquired][will acquire]† the shares is: _____

† delete as appropriate

The principal terms on which the assistance will be given are:

The amount (if any) by which the net assets of the company which is giving the assistance will be reduced by giving it is _____

The amount of cash to be transferred to the person assisted is £ _____

The value of any asset to be transferred to the person assisted is £ _____

Please do not write in this margin

The date on which the assistance is to be given is _____ 19 _____

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

I/We have formed the opinion, as regards the company's initial situation immediately following the date on which the assistance is proposed to be given, that there will be no ground on which it could then be found to be unable to pay its debts.(note 3)

* delete either (a) or (b) as appropriate

(a)[I/We have formed the opinion that the company will be able to pay it's debts as they fall due during the year immediately following that date]*(note 3)

(b)[It is intended to commence the winding-up of the company within 12 months of that date, and I/we have formed the opinion that the company will be able to pay its debts in full within 12 months of the commencement of the winding up.]*(note 3)

And I/we make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Declared at _____

Declarants to sign below

the _____ day of _____

one thousand nine hundred and _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or a Solicitor having the powers conferred on a Commissioner for Oaths.

NOTES

- 1 For the meaning of "a person incurring a liability" and "reducing or discharging a liability" see section 152(3) of the Companies Act 1985.
- 2 Insert full name(s) and address(es) of the person(s) to whom assistance is to be given; if a recipient is a company the registered office address should be shown.
- 3 Contingent and prospective liabilities of the company are to be taken into account - see section 156(3) of the Companies Act 1985.
- 4 The auditors report required by section 156(4) of the Companies Act 1985 must be annexed to this form.

G

COMPANIES FORM No. 157

**Notice of application made to the Court
for the cancellation of a special resolution
regarding financial assistance for the
acquisition of shares**

157

Please do not
write in
this margin

Pursuant to section 157(3) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] []

[]

Name of company

* []

* insert full name
of company

gives notice that an application has been made to the Court on _____

for the cancellation of the special resolution passed by the company on _____

approving the giving of financial assistance by

† delete as
appropriate

[the company]†

[the company's subsidiary ø _____

_____]†

ø insert full name of the
subsidiary company
proposing to give
the financial
assistance

for the purchase of shares :—

(a) [in the company]†

(b) [in § _____

_____, the company's holding company].†

§ insert full name
of the holding
company in
relation to the
acquisition of
whose shares
financial assistance
is proposed to be
given

Signed

[Director][Secretary]† Date

Presenter's name address and
reference (if any):

For official Use

General Section

Post room

[]

G

COMPANIES FORM No. 169

Return by a company purchasing its own shares

169

Please do not write in this margin

Pursuant to section 169 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] []

Name of company

* insert full name of company

* _____

Note

This return must be delivered to the Registrar within a period of 28 days beginning with the first date on which shares to which it relates were delivered to the company

Shares were purchased by the company under section 162 of the above Act as follows:

Class of shares				
Nominal value of each share				
Date(s) on which the shares were delivered to the company				
Number of shares purchased				
Maximum prices paid for each share	§			
Minimum prices paid for each share	§			

§ A private company is not required to give this information

The aggregate amount paid by the company for the shares to which this return relates was:

§ _____

† delete as appropriate

Signed

[Director][Secretary]† Date

Presenter's name address and reference (if any):

For official Use	
General Section	Post room

G

COMPANIES FORM No.173

Declaration in relation to the redemption or purchase of shares out of capital

173

Please do not write in this margin

Pursuant to section 173 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] []

Name of company

* _____

* insert full name of company

Note Please read the notes on page 2 before completing this form.

I/We ø _____

ø insert name(s) and address(es) of all the directors

† delete as appropriate

[the sole director][all the directors]† of the above company do solemnly and sincerely declare that:

The business of the company is:

§ delete whichever is inappropriate

- (a) that of a [recognised bank][licensed institution]† within the meaning of the Banking Act 1979§
- (b) that of a person authorised under section 3 or 4 of the Insurance Companies Act 1982 to carry on insurance business in the United Kingdom§
- (c) that of something other than the above§

The company is proposing to make a payment out of capital for the redemption or purchase of its own shares

The amount of the permissible capital payment for the shares in question is £ _____ (note 1)

Continued overleaf

Presenter's name address and reference (if any):

For official Use

General Section

Post room

I/We have made full enquiry into the affairs and prospects of the company, and I/we have formed the opinion:

- (a) as regards its initial situation immediately following the date on which the payment out of capital is proposed to be made, that there will be no grounds on which the company could then be found unable to pay its debts (note 2), and
- (b) as regards its prospects for the year immediately following that date, that, having regard to my/our intentions with respect to the management of the company's business during that year and to the amount and character of the financial resources which will in my/our view be available during that year, the company will be able to continue to carry on business as a going concern (and will accordingly be able to pay its debts as they fall due) throughout that year. (note 2)

Please do not write in this margin

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

And I/we make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Declared at _____ Declarant(s) to sign below

the _____ day of _____

one thousand nine hundred and _____

before me _____

A Commissioner for Oaths, or Notary Public, or Justice of the Peace, or Solicitor having the powers conferred on a Commissioner for Oaths.

Notes

- 1 'Permissible capital payment' means an amount which, taken together with
 - (i) any available profits of the company; and
 - (ii) the proceeds of any fresh issue of shares made for the purposes of the redemption or purchase;

is equal to the price of redemption or purchase.

'Available profits' means the company's profits which are available for distribution (within the meaning of section 172 and 263 of the Companies Act 1985).

The question whether the company has any profits so available and the amount of any such profits is to be determined in accordance with section 172 of the Companies Act 1985.
- 2 Contingent and prospective liabilities of the company must be taken into account, see sections 173(4) & 517 of the Companies Act 1985.
- 3 A copy of this declaration together with a copy of the auditors report required by section 173 of the Companies Act 1985, must be delivered to the Registrar of Companies not later than the day on which the company publishes the notice required by section 175(1) of the Companies Act 1985, or first publishes or gives the notice required by section 175(2), whichever is the earlier.

G

COMPANIES FORM No. 176

**Notice of application to the Court
for the cancellation of a resolution for the
redemption or purchase of shares out
of capital**

176

Please do not
write in
this margin

Pursuant to section 176 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

Name of company

* _____

* insert full name
of company

gives notice that an application has been made to the Court for the cancellation of the special resolution
dated _____ approving payment out of capital for
the redemption or purchase of some of the company's shares.

† delete as
appropriate

Signed

[Director][Secretary]† Date

Presenter's name address and
reference (if any):

For official Use
General Section

Post room

G

COMPANIES FORM No. 190

Notice of place where a register of holders of debentures or a duplicate is kept or of any change in that place

190

Note: This notice is not required where the register is, and has always been, kept at the Registered Office

Please do not write in this margin

Pursuant to section 190 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

□□□□

Name of company

* _____

* insert full name of company

† delete as appropriate

gives notice that [a register][registers]† [in duplicate form]† of holders of debentures of the company of the classes mentioned below[is][are]† now kept at:

Postcode	_____

Brief description of class of debentures

Signed

[Director][Secretary]† Date

Presenter's name address and reference (if any):

For official Use	
General Section	Post room

G

COMPANIES FORM No. 224

**Notice of accounting reference date
(to be delivered within 6 months of
incorporation)**

224

Please do not
write in
this margin

Pursuant to section 224 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[]

[]

Name of company

*
[]

* insert full name
of company

gives notice that the date on which the company's accounting reference period is to be treated as coming to an end in each successive year is as shown below:

Important
The accounting
reference date to
be entered along-
side should be
completed as in the
following examples:

Day Month

[]

5 April
Day Month

0 5 0 4

30 June
Day Month

3 0 0 6

31 December
Day Month

3 1 1 2

† Delete as
appropriate

Signed

[Director][Secretary]† Date

Presenter's name address and
reference (if any):

For official Use
General Section

Post room

[]

G

COMPANIES FORM No. 225(1)

Notice of new accounting reference date given during the course of an accounting reference period

225(1)

Please do not write in this margin

Pursuant to section 225(1) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] []

Name of company

* _____

* insert full name of company

gives notice that the company's new accounting reference date on which the current accounting reference period and each subsequent accounting reference period of the company is to be treated as coming, or as having come, to an end is as shown below:

Day Month

--	--	--	--	--

Note
Please read notes 1 to 5 overleaf before completing this form

† delete as appropriate

The current accounting reference period of the company is to be treated as [shortened][extended]† and [is to be treated as having come to an end][will come to an end]† on

Day Month Year

											1	9
--	--	--	--	--	--	--	--	--	--	--	---	---

If this notice states that the current accounting reference period of the company is to be extended, and reliance is being placed on section 225(6)(c) of the Companies Act 1985, the following statement should be completed:

See note 4c and complete as appropriate

The company is a [subsidiary][holding company]† of _____

_____, company number _____

the accounting reference date of which is _____

Signed

[Director][Secretary]† Date

Presenter's name address and reference (if any):

For official Use
General Section

Post room

--	--

Notes

- 1 Under section 225(1) of the Companies Act 1985, at any time during one of its accounting reference periods a company can give notice to the registrar of companies specifying a new date ("the new accounting reference date") on which that period is to be treated as coming to an end (or, alternatively, is to be treated as having come to an end), and on which subsequent accounting reference periods are also to be treated as coming to an end. The day and month specified in the notice must be the same for both the accounting reference date and the end of the accounting reference period.
- 2 The notice can **shorten** the current accounting reference period. But, unless the Secretary of State directs otherwise, a notice can **extend** a current accounting reference periods only if EITHER
- (a) the company giving the notice is a subsidiary or holding company of another company, and the new accounting reference date coincides with the accounting reference date of the other company, or
- (b) no previous accounting reference period of the company has been extended by virtue of a previous notice given by the company under section 225, or
- (c) the notice is given not less than 5 years after the date on which any earlier accounting reference period of the company which was so extended came to an end.
- 3 In any case, a current accounting reference period cannot be extended so as to make it longer than 18 months

- 4 The date shown in the boxes on the form should be completed in the manner shown below.

Day Month

0	5	0	4
---	---	---	---

Day Month Year

0	5	0	4	1	9	8	5
---	---	---	---	---	---	---	---

G

COMPANIES FORM No. 225(2)

Notice by an holding or subsidiary company of new accounting reference date given after the end of an accounting reference period

225(2)

Please do not write in this margin

Pursuant to section 225(2) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] []

[]

Name of company

* []

* insert full name of company

gives notice that the company's new accounting reference date on which the previous accounting reference period and each subsequent accounting reference period of the company is to be treated as coming, or as having come, to an end is as shown below:

Note
Please read notes 1 to 4 overleaf before completing this form

Day Month

[] [] [] []

The previous accounting reference period of the company is to be treated as [shortened][extended]† and [is to be treated as having come to an end][will come to an end]† on

Day Month Year

[] [] [] [] 1 9 [] [] []

† delete as appropriate

The company is a [subsidiary][holding company]† of _____

_____, company number _____

the accounting reference date of which is _____

Signed

[Director][Secretary]† Date

Presenter's name address and reference (if any):

For official Use
General Section

Post room

[]

Notes

- 1 Under section 225(2) of the Companies Act 1985, at any time within 10 months after the end of one of its accounting reference periods (7 months in the case of a public company) a company can give notice to the registrar of companies specifying a date ("the new accounting reference date") on which that period is to be treated as coming to an end (or, alternatively, is to be treated as having come to an end) and on which subsequent accounting reference periods are also to be treated as coming, or as having come, to an end. The day and month specified in the notice must be the same for both the accounting reference date and the end of the accounting reference period.
- 2 But this notice can only be given by a company which is a subsidiary or holding company of another company, and the new accounting reference period specified must be the same as the accounting reference period of that other company.
- 3 The notice can either shorten or extend the previous accounting reference period, but an accounting reference period which has already ended cannot be extended to make it longer than **18 months**.
- 5 The date shown in the boxes on the form should be completed in the manner shown below.

Day Month

0	5	0	4
---	---	---	---

Day Month Year

0	5	0	4	1	9	8	5
---	---	---	---	---	---	---	---

G

COMPANIES FORM No. 266(1)

**Notice of intention
to carry on business as
an investment company**

266(1)

Please do not
write in
this margin

Pursuant to section 266(1) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] []

Name of company

* _____

* insert full name
of company

gives notice of its intention to carry on business as an investment company

† delete as
appropriate

Signed

[Director][Secretary]†Date

Presenter's name address and
reference (if any):

For official Use	
General Section	Post room

G

**COMPANIES FORM No. 266(3)
Notice that company no longer wishes to be an investment company**

266(3)

Please do not write in this margin

Pursuant to section 266(3) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] []

Name of company

* _____

* insert full name of company

gives notice that it no longer wishes to be an investment company within the meaning of section 266 of the above Act.

t delete as appropriate

Signed

[Director][Secretary]†Date

Presenter's name address and reference (if any):

For official Use
General Section

Post room

G

COMPANIES FORM No. 288

Notice of change of directors or secretaries or in their particulars

288

Please do not write in this margin

Pursuant to section 288 of the Companies Act 1985

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

* insert full name of company

ø specify the change and date thereof and if this consists of the appointment of a new director or secretary complete the box below. If this space is insufficient use a continuation sheet.

§ Applicable to directors only.

† delete as appropriate

To the Registrar of Companies

For official use

Company number

--

--

Name of company

*

notifies you of the following change(s):

ø

Particulars of new director or secretary (see note 1)

Name (note 2 and 3)	Business occupation§
Previous name(s) (note 2)	Nationality§
Address (notes 3 and 4)	Date of birth (where applicable) (note 5)§
Postcode	
Other directorships (note 6)§	
I consent to act as [director][secretary]† of the company named above	
Signature	Date

Continued overleaf

Presenter's name address and reference (if any):

For official Use	
General Section	Post room

Particulars of new director or secretary (see note 1) continued

Name (note 2 and 3)		Business occupation [§]
Previous name(s) (note 2)		Nationality [§]
Address (notes 3 and 4)		Date of birth (where applicable)
	Postcode	(note 5) [§]
Other directorships (note 6) [§]		
I consent to act as [director] [secretary] [†] of the company named on page 1		
Signature		Date

§ applicable to directors only.

† delete as appropriate

number of continuation sheets attached (see note 7)

Signature _____ [Director][Secretary][†] Date _____**Notes**

- 1 'Director' includes any person who occupies the position of a director, by whatever name called, and any person in accordance with whose directions or instructions the directors of the company are accustomed to act.
- 2 For an individual, his present christian name(s) and surname must be given, together with any previous christian name(s) or surname(s).
- "Christian name" includes a forename. In the case of a peer or person usually known by a title different from his surname, "surname" means that title. In the case of a corporation, its corporate name must be given.
- A previous christian name or surname need not be given if:—
- (a) in the case of a married woman, it was a name by which she was known before her marriage; or
- (b) it was changed or ceased to be used at least 20 years ago, or before the person who previously used it reached the age of 18; or
- (c) in the case of a peer or a person usually known by a British title different from his surname, it was a name by which he was known before he adopted the title or succeeded to it
- 3 Where all the partners in a firm are joint secretaries, only the firm name and its principal office need be given.
- Where the secretary or one of the joint secretaries is a Scottish firm, give only the firm name and its principal office.
- 4 Usual residential address must be given. In the case of a corporation, give the registered or principal office.
- 5 Date of birth need only be given if the company making the return is:—
- (a) a public company;
- (b) the subsidiary of a public company; or
- (c) the subsidiary of a public company registered in Northern Ireland
- 6 The names must be given of all bodies corporate incorporated in Great Britain of which the director is also a director, or has been a director at any time during the preceding five years.
- However a present or past directorship need not be disclosed if it is, or has been, held in a body corporate which, throughout that directorship, has been:—
- (a) a dormant company (which is a company which has had no transactions required to be entered in the company's accounting records, except any which may have arisen from the taking of shares in the company by a subscriber to the memorandum as such).
- (b) a body corporate of which the company making the return was a wholly-owned subsidiary;
- (c) a wholly-owned subsidiary of the company making the return; or
- (d) a wholly-owned subsidiary of a body corporate of which the company making the return was also a wholly owned subsidiary.
- 7 If the space overleaf is insufficient, the names and particulars must be entered on the prescribed continuation sheet(s).

Please do not write in this binding margin

COMPANIES FORM No. 288

Notice of change of directors or secretaries or in their particulars (continuation)

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

Continuation sheet No _____ to Form No. 288

Company number

--

*insert full name of company

Name of company

*

Particulars of new directors continued

Name (note 2 and 3)	Business occupation
Previous name(s) (note 2)	Nationality
Address (notes 3 and 4)	Date of birth (where applicable) (note 5)
Other directorships (note 6)	
I consent to act as director of the above company	
Signature	Date

Name (note 2 and 3)	Business occupation
Previous name(s) (note 2)	Nationality
Address (notes 3 and 4)	Date of birth (where applicable) (note 5)
Other directorships (note 6)	
I consent to act as director of the above company	
Signature	Date

Particulars of changes, or of other directorships held or previously held (note 6) specifying the director in question

Please do not write in this binding margin

--

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

G

COMPANIES FORM No. 325

Notice of place where register of directors' interests in shares etc. is kept or of any change in that place

325

Note: This notice is not required where the register is and has always been kept at the Registered Office

Please do not write in this margin

Pursuant to section 325 of and Schedule 13 paragraph 27 to the Companies Act 1985

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

To the Registrar of Companies

For official use Company number

Four dashed boxes for company number followed by a solid box for company number.

Name of company

Large rectangular box for the name of the company, containing an asterisk.

* insert full name of company

gives notice that the register of directors' interests in shares and/or debentures, which is kept by the company pursuant to section 325 of the above Act, is [now] kept at:

Large rectangular box for the address where the register is kept, with a 'Postcode' label at the bottom right.

† delete as appropriate

Signed

[Director][Secretary]† Date

Presenter's name address and reference (if any):

Large rectangular box for presenter details, divided into 'General Section' and 'Post room'.

G

COMPANIES FORM No. 353

Notice of place where register of members is kept or of any change in that place

353

Note: This notice is not required where the register is and has, since 1 July 1948, always been kept at the Registered Office

Please do not write in this margin

Pursuant to section 353 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[]

[]

Name of company

* []

* insert full name of company

gives notice that the register of members is [now] kept at:

[]
[]
[]
[] Postcode []

† delete as appropriate

Signed

[Director][Secretary]† Date

Presenter's name address and reference (if any):

For official Use
General Section

Post room

[]

G

COMPANIES FORM No. 362

Notice of place where an overseas branch register is kept, of any change in that place, or of discontinuance of any such register

362

Please do not write in this margin

Pursuant to section 362 of and Sch 14 (para 1) to the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] []

Name of company

* _____

* insert full name of company

gives notice, that an overseas branch register of members

[previously kept at _____

_____ Postcode _____]†

† delete as appropriate

[is now discontinued]

[is now kept at _____

_____ Postcode _____]†

Signed

[Director][Secretary]† Date

Presentor's name address and reference (if any):

For official Use
General Section

Post room

A

COMPANIES FORM No. 363

Annual return of a company

363

Pursuant to sections 363 and 364 of the Companies Act 1985

Note The appropriate fee should accompany this form

Please do not write in this margin

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] []

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

Annual return of (note 1)

* _____

* insert full name of company

The information in this return is as at

_____ 19 _____ †.(The date of this return note 1)

† if the company has a share capital, this date must be the 14th day after the annual general meeting

Address of registered office of the company

_____ Postcode _____

Total amount of indebtedness of the company in respect of mortgages and charges (note 2)

£ _____

If different from the registered office, state address where the register of members or any register of debenture holders or any duplicate or part of any register of debentures is kept or may be inspected.

Register of members

Register of debenture holders

Particulars of the secretary

Name (notes 3 and 4) _____
Previous name(s)(note 3) _____
Address (notes 4 and 5) _____ Postcode _____

‡ only pages 1 and 2 need be completed in the case of a company without share capital

We certify this return which comprises pages 1, 2, [3, 4, 5 and 6]‡ [plus§ _____ continuation sheets]

§ enter number of continuation sheets attached

Signed _____

Director, and

Secretary

Presentor's name address and reference (if any):

For official Use
General Section | Post room

Particulars of the director(s) of the company (notes 6 and 7)

Please do not write in this margin

Name (note 3)		Business Occupation
Previous name(s) (note 3)		Nationality
Address (note 5)		Date of birth (note 9)
Postcode		
Other relevant past or present directorships* (note 8)		

Please complete legibly, preferably in black type, or bold blocklettering

* delete if inappropriate. Enter particulars of other directorships held or previously held. If this space is insufficient use a continuation sheet

Name (note 3)		Business Occupation
Previous name(s) (note 3)		Nationality
Address (note 5)		Date of birth (note 9)
Postcode		
Other relevant past or present directorships* (note 8)		

Name (note 3)		Business Occupation
Previous name(s) (note 3)		Nationality
Address (note 5)		Date of birth (note 9)
Postcode		
Other relevant past or present directorships* (note 8)		

Name (note 3)		Business Occupation
Previous name(s) (note 3)		Nationality
Address (note 5)		Date of birth (note 9)
Postcode		
Other relevant past or present directorships* (note 8)		

LIST OF PAST

Folio in register ledger containing Particulars	Names and addresses	
		16
		17
		18
		19
		20
		21
		22
		23
		24
		25
		26
		27
		28
		29
		30

Notes

- An annual return is required for every calendar year. If the company has a share capital the date of this return must be the 14th day after the date of the annual general meeting. If it does not have a share capital the date of this return must be a date not more than 42 days after the annual general meeting.
- This section should include only indebtedness in respect of charges (whenever created) of any description set out in section 396(1) of the Companies Act 1985 (in the case of English and Welsh companies) or section 410(4) of that Act (in the case of Scottish companies).
- For an individual, his present christian name(s) and surname must be given, together with any previous christian name(s) or surname(s).
"Christian name" includes a forename. In the case of a peer or person usually known by a title different from his surname, "surname" means that title. In the case of a corporation, its corporate name must be given.
A previous christian name or surname need not be given if:—
 - in the case of a married woman, it was a name by which she was known before her marriage; or
 - it was changed or ceased to be used at least 20 years ago, or before the person who previously used it reached the age of 18; or
 - in the case of a peer or a person usually known by a British title different from his surname, it was a name by which he was known before he adopted the title or succeeded to it
- Where all the partners in a firm are joint secretaries, only the firm name and its principal office need be given.
Where the secretary or one of the joint secretaries is a Scottish firm, give only the firm name and its principal office.
- Usual residential address must be given. In the case of a corporation, give the registered or principal office.
- Director includes any person who occupies the position of a director, by whatever name called, and any person in accordance with whose directions or instructions the directors of the company are accustomed to act.
- If the space provided for listing directors is inadequate, a prescribed continuation sheet must be used.
- The names must be given of all bodies corporate incorporated in Great Britain of which the director is also a director, or has been a director at any time during the preceding five years.
However a present or past directorship need not be disclosed if it is, or has been, held in a body corporate which, throughout that directorship, has been:—
 - a dormant company (which is a company which has had no transactions required to be entered in the company's accounting records, except any which may have arisen from the taking of shares in the company by a subscriber to the memorandum as such).
 - a body corporate of which the company making the return was a wholly-owned subsidiary;

Please do not write in this margin

COMPANIES FORM No. 363 (Cont.)

Annual return of a company (continuation)

Continuation sheet No _____ to Form No. 363

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

Company number

* insert full name of company

Name of company

Particulars of the directors of the company continued (notes 6 and 7)

* delete if inappropriate. Enter particulars of other directorships held or previously held. If this space is insufficient continue on back page

Name (note 3)		Business Occupation
Previous name(s) (note 3)		Nationality
Address (note 5)		Date of birth (note 9)
Postcode		
Other relevant past or present directorships* (note 8)		

Name (note 3)		Business Occupation
Previous name(s) (note 3)		Nationality
Address (note 5)		Date of birth (note 9)
Postcode		
Other relevant past or present directorships* (note 8)		

Name (note 3)		Business Occupation
Previous name(s) (note 3)		Nationality
Address (note 5)		Date of birth (note 9)
Postcode		
Other relevant past or present directorships* (note 8)		

AND PRESENT MEMBERS Continued (notes 11 and 12)

Please do not write in this margin
Please complete legibly, preferably in black type, or bold block lettering

Account of Shares					
Number of shares or amount of stock held by existing members at date of return (note 11)	Particulars of shares transferred since the date of the last return, or, in the case of the first return, of the incorporation of the company, by (a) persons who are still members, and (b) persons who have ceased to be members (note 12)			Remarks	
	Number	Date of Registration of transfer (a) (b)			
					1
					2
					3
					4
					5
					6
					7
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					34
					35
					36
					37

Particulars of other directorships held or previously held specifying the director in question (note 8)

--

Please do not write in this margin

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

G

COMPANIES FORM No. 386

Notice of passing of resolution removing an auditor

386

Please do not write in this margin

Pursuant to section 386 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] [] [] []

Name of company

* insert full name of company

* _____

gives notice that by a resolution passed at a general meeting of the company on _____ 19 _____

§ insert name and address of removed auditor(s)

§ _____

of _____

Postcode: _____

was removed as auditor before the expiration of his term of office, with effect from [the passing of the resolution]ø

ø delete or complete as appropriate

[_____ 19 _____]ø

† delete as appropriate

Signed

[Director][Secretary]† Date

Presenter's name address and reference (if any):

For official Use	
General Section	Post room

M

COMPANIES FORM No. 395

Particulars of a mortgage or charge

395

Please do not write in this margin

Pursuant to section 395 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] [] [] []

Name of company

* _____

* insert full name of company

Date of creation of the charge

Description of the instrument (if any) creating or evidencing the charge (note 2)

Amount secured by the mortgage or charge

Names and addresses of the mortgagees or persons entitled to the charge

Postcode _____

Presenter's name address and reference (if any):

For official Use
Mortgage Section

Post room

Time critical reference

Short particulars of all the property mortgaged or charged

--

Please do not write in this margin

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

Particulars as to commission allowance or discount (note 3)

--

Signed _____

Date _____

On behalf of [company][mortgagee/chargee]†

† delete as appropriate

Notes

- 1 The original instrument (if any) creating or evidencing the charge, together with these prescribed particulars correctly completed must be delivered to the Registrar of Companies within 21 days after the date of creation of the charge (section 395). If the property is situated and the charge was created outside the United Kingdom delivery to the Registrar must be effected within 21 days after the date on which the instrument could in due course of post, and if dispatched with due diligence, have been received in the United Kingdom (section 398). A copy of the instrument creating the charge will be accepted where the property charged is situated and the charge was created outside the United Kingdom (section 398) and in such cases the copy must be verified to be a correct copy either by the company or by the person who has delivered or sent the copy to the registrar. The verification must be signed by or on behalf of the person giving the verification and where this is given by a body corporate it must be signed by an officer of that body. A verified copy will also be accepted where section 398(4) applies (property situate in Scotland or Northern Ireland) and Form No. 398 is submitted.
- 2 A description of the instrument, eg "Trust Deed", "Debenture", "Mortgage" or "Legal charge", etc, as the case may be, should be given.
- 3 In this section there should be inserted the amount or rate per cent. of the commission, allowance or discount (if any) paid or made either directly or indirectly by the company to any person in consideration of his;
 - (a) subscribing or agreeing to subscribe, whether absolutely or conditionally, or
 - (b) procuring or agreeing to procure subscriptions, whether absolute or conditional, for any of the debentures included in this return. The rate of interest payable under the terms of the debentures should not be entered.
- 4 If any of the spaces in this form provide insufficient space the particulars must be entered on the prescribed continuation sheet.

COMPANIES FORM No. 395 (Cont.) AND FORM No. 410 (Scot)(Cont.)

Please do not write in this binding margin

Particulars of a mortgage or charge (continued)

Continuation sheet No _____ to Form No 395 and 410 (Scot)

Company number

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

Name of company

 Limited*

*delete if inappropriate

Description of the instrument creating or evidencing the mortgage or charge (continued) (note 2)

Amount due or owing on the mortgage or charge (continued)

Please do not
write in this
binding margin

--

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

Please do not
write in this
binding margin

Names, addresses and descriptions of the mortgagees or persons entitled to the charge (continued)

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

--

Short particulars of all the property mortgaged or charged (Continued)

Please do not
write in this
binding margin

[Empty rectangular box for providing short particulars of all the property mortgaged or charged.]

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

M

COMPANIES FORM No. 397

**Particulars for the registration
of a charge to secure a series
of debentures**

397

Please do not
write in
this margin

Pursuant to section 397 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] []

[]

Name of company

* []

* insert full
name of
company

Date of the covering deed (if any) (note 2) _____

Total amount secured by the whole series _____

Date of present issue _____

Amount of present issue (if any) of debentures of the series _____

Dates of resolutions authorising the issue of the series _____

Names of the trustees (if any) for the debenture holders

[]

General description of the property charged

[]

Continue overleaf as necessary

Presenter's name address and
reference (if any):

For official Use
Mortgage Section

Post room

Time critical Reference

General description of the property charged (continued)

--

Please do not
write in
this marginPlease complete
legibly, preferably
in black type, or
bold block lettering

Particulars as to commission, allowance or discount (note 3)

--

Signed _____ Date _____

On behalf of [company][mortgagee/chargee]†

† delete as
appropriate**Notes**

1 Particulars should be given on this form of a series of debentures containing (or giving by reference to any other instrument) any charge to the benefit of which the debenture holders of the series are entitled *pari passu*. This form is to be used for registration of particulars of the entire series, and may also be used when an issue of debentures is made at the same time as the series of debentures is created. All issues of debentures made after the registration of the series with the Registrar of Companies should be notified to the Registrar on Form No. 397a.

2 The date should be given of the covering deed (if any) by which the security is created or defined

3 In this section there should be inserted the amount or rate per cent of the commission, allowance or discount (if any) paid or made either directly or indirectly by the company to any person in consideration of his
(a) subscribing or agreeing to subscribe, whether absolutely or conditionally, or
(b) procuring or agreeing to procure subscriptions, whether absolute or conditional, for any of the debentures included in this return. The rate of interest payable under the terms of the debentures should not be entered.

4 The deed (if any) containing the charge must be delivered with these particulars correctly completed, to the Registrar within 21 days after its execution. If there is no such deed, one of the debentures must be so delivered within 21 days after the execution of any debenture of the series.

5 If the spaces in this form are insufficient, the particulars may be continued on a separate sheet.

M

COMPANIES FORM No. 397a
Particulars of an issue of
secured debentures in a series

397a

Please do not write in this margin

Pursuant to section 397 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] [] [] []

Name of company

* _____

* insert full name of company

Date of present issue

Amount of present issue

Particulars as to commission, allowance or discount (note 2)

Signed _____ Date _____

† delete as appropriate

On behalf of [company][mortgagee/chargee]†

Notes

- 1 This form is for use when an issue is made of debentures in a series; for registration of particulars of the entire series, Form No. 397 should be used.
- 2 In this space there should be inserted the amount or rate percent of the commission, allowance or discount (if any) paid or made either directly or indirectly by the company to any person in consideration of his
 - (a) subscribing or agreeing to subscribe, whether absolutely or conditionally, or
 - (b) procuring or agreeing to procure subscriptions, whether absolute or conditional for any of the debentures included in this return. The rate of interest payable under the terms of the debentures should not be entered.

Presenter's name address and reference (if any):

For official Use
Mortgage Section

Post room

Time Critical Reference

M

COMPANIES FORM No. 398

**Certificate of registration in
Scotland or Northern Ireland
of a charge comprising property
situate there**

398

Please do not
write in
this margin

Pursuant to section 398(4) of the Companies Act 1985

Company number

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

Name of company

*

* insert full name
of company

I _____
of _____

§ give date and
parties to charge

certify that the charge§ _____

† delete as
appropriate

of which a true copy is annexed to this form was presented for registration on _____ 19 _____
in [Scotland] [Northern Ireland]†

Signed

Date

Presenter's name address and
reference (if any):

For official Use	
Mortgage Section	Post room

Short particulars of the property mortgaged or charged (continued)

Please do not
write in
this margin**Please complete
legibly, preferably
in black type, or
bold block lettering**

--

Date of the acquisition of the property _____

Signed _____ [Director][Secretary]† Date _____

† delete as
appropriate**NOTES**

- 1 A description of the instrument, eg, "Trust Deed", "Debenture", etc, as the case may be, should be given.
- 2 A verified copy of the instrument must be delivered with these particulars correctly completed to the Registrar of Companies within 21 days after the date of the completion of the acquisition of the property which is subject to the mortgage or charge. The copy must be verified to be a correct copy either by the company or by the person who has delivered or sent the copy to the registrar. The verification must be signed by or on behalf of the person giving the verification and where this is given by a body corporate it must be signed by an officer of that body. If the property is situated and the charge was created outside Great Britain, they must be delivered within 21 days after the date on which the copy of the instrument could in due course of post, and if despatched with due diligence have been received in the United Kingdom.

No. of Company

Form No. 401

N.B. Searchers may find it desirable to refer to the documents mentioned in column (2) for more detailed particulars

REGISTER

OF

Charges

Memoranda of Satisfaction

AND

Appointments and Cessations

of Receivers

OF

_____ Limited

M

COMPANIES FORM No. 403a
Declaration of satisfaction
in full or in part
of mortgage or charge

403a

Please do not write in this margin

Pursuant to section 403(1) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] []

Name of company

*

* insert full name of company

I, _____
of _____

† delete as appropriate

a director/the secretary of the above company, do solemnly and sincerely declare that the debt for which the charge described below was given has been paid or satisfied in [full][part]†

‡ insert a description of the instrument(s) creating or evidencing the charge, eg 'Mortgage', 'Charge', 'Debenture' etc.

Date and Description of charge‡ _____

Date of Registrationsø _____

Name and address of [chargee][trustee for the debenture holders] _____

ø the date of registration may be confirmed from the certificate

Short particulars of property charged§ _____

§ insert brief details of property

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Declared at _____

Declarant to sign below

the _____ day of _____

one thousand nine hundred and _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor having the powers conferred on a Commissioner for Oaths

Presenter's name address and reference (if any):

For official Use
Mortgage Section

Post room

M

COMPANIES FORM No. 403b

Declaration that part of the property or undertaking charged (a) has been released from the charge; (b) no longer forms part of the company's property or undertaking

403b

Please do not write in this margin

Pursuant to section 403(1)(b) of the Companies Act 1985

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] []

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

Name of company

* _____

* insert full name of company

I, _____ of _____

† delete as appropriate

[a director][the secretary]† of the above company, do solemnly and sincerely declare that with respect to the charge described below the part of the property or undertaking described [has been released from the charge][has ceased to form part of the company's property or undertaking]†

‡ insert a description of the instrument(s) creating or evidencing the charge, eg 'Mortgage', 'Charge', 'Debenture' etc.

Date and description of charge ‡ _____

Date of registration ø _____

ø the date of registration may be confirmed from the certificate

Name and address of [chargee][trustee for the debenture holders]† _____

§ insert brief details of property or undertaking no longer subject to the charge

Short particulars of property or undertaking released or no longer part of the company's property or undertaking § _____

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Declared at _____ Declarant to sign below

the _____ day of _____

one thousand nine hundred and _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor having the powers conferred on a Commissioner for Oaths

Presentor's name address and reference (if any):

For official Use
Mortgage Section

Post room

M

COMPANIES FORM No.405(1)
Notice of appointment of receiver or manager

405(1)

Pursuant to section 405(1) of the Companies Act 1985

Please do not write in this binding margin

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] []

Name of company

* _____

* insert full name of company

I/We _____
of _____

give notice that

o _____

o insert name and address of receiver/manager

was appointed as [receiver][manager][receiver and manager]† of [part of] the property of the company.
The appointment was made by

† delete as appropriate

[an order of the § _____

§ name of court making the order

made on _____]†

‡ enter description and date of the instrument under which appointment is made, and state whether it is a debenture secured by a floating charge

[me/us on _____ under the powers contained in‡ _____

_____]†

Signed

Date

Presenter's name address and reference (if any):

For official Use
Liquidation Section

Post room

Time critical reference

M

COMPANIES FORM No. 405(2)

Notice of ceasing to act as receiver or manager

405(2)

Please do not write in this margin

Pursuant to section 405(2) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] []

Name of company

* _____

* insert full name of company

I/We _____

of _____

Postcode: _____

† delete as appropriate

give notice that I/we ceased to act as [receiver][manager][receiver and manager]†

of the above company on _____ 19 _____

Signed

Date

Presenter's name address and reference (if any):

For official Use
Liquidation Section

Post room

M

COMPANIES FORM No. 410(Scot)

**Particulars of a charge created
by a company registered in Scotland**

410

Please do not
write in
this margin

Pursuant to section 410 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] []

Name of company

*

* insert full name
of company

Date of creation of the charge (note 1)

Description of the instrument (if any) creating or evidencing the charge (note 1)

Amount secured by the charge

Names and addresses of the persons entitled to the charge

Presenter's name address telephone
number and reference (if any):

For official Use

Charges Section

Post room

Short particulars of all the property charged.

Please do not
write in
this margin

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

Statement, in the case of a floating charge, as to any restrictions on power to grant further securities and any ranking provision ^(note 2)

Particulars as to commission, allowance or discount paid (see section 413(3))

Signed _____ Date _____

On behalf of [company][chargee]†

Notes

1. A description of the instrument e.g. "Standard Security" "Floating Charge" etc, should be given. For the date of creation of a charge see section 410(5) of the Act. (Examples — date of signing of an Instrument of Charge; date of recording/registration of a Standard Security; date of intimation of an Assignment.)

2. In the case of a floating charge a statement should be given of (1) the restrictions, if any, on the power of the company to grant further securities ranking in priority to, or *pari passu* with the floating charge; and/or (2) the provisions, if any, regulating the order in which the floating charge shall rank with any other subsisting or future floating charges or fixed securities over the property which is the subject of the floating charge or any part of it.

3. A certified copy of the instrument, if any, creating or evidencing the charge, together with this form with the prescribed particulars correctly completed must be delivered to the Registrar of Companies within 21 days after the date of the creation of the charge. In the case of a charge created out of the United Kingdom comprising property situated outside the U.K., within 21 days after the date on which the copy of the instrument creating it could, in due course of post, and if despatched with due diligence, have been received in the U.K. Certified copies of any other documents relevant to the charge should also be delivered.

4. A certified copy must be signed by or on behalf of the person giving the certification and where this is a body corporate it must be signed by an officer of that body.

† delete as
appropriate

COMPANIES FORM No. 395 (Cont.) AND FORM No. 410 (Scot)(Cont.)

**Particulars of a mortgage or charge
(continued)**

Please do not
write in this
binding margin

Continuation sheet No _____
to Form No 395 and 410 (Scot)

Company number

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

Name of company

--

*delete if
inappropriate

Limited*

Description of the instrument creating or evidencing the mortgage or charge (continued) (note 2)

--

Amount due or owing on the mortgage or charge (continued)

Please do not write in this binding margin

--

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

Please do not
write in this
binding margin

Names, addresses and descriptions of the mortgagees or persons entitled to the charge (continued)

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

--

Short particulars of all the property mortgaged or charged (Continued)

Please do not write in this binding margin

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

M

**COMPANIES FORM No. 413(Scot)
Particulars for the registration
of a charge to secure a series
of debentures (note 1)**

413

Please do not
write in this
margin

Pursuant to section 413 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] []

Name of company

* _____

* insert full name
of company

Total amount secured by the whole series _____

Date of the present issue (if any) of the debentures of the series _____

Amount of the present issue (if any) of debentures of the series _____

Date(s) of resolutions authorising the issue of the series _____

Date of the covering deed (if any) (note 2) _____

General description of the property charged.

Names of trustees (if any) for the debenture holders

Presenter's name address telephone
number and reference (if any):

For official Use
Charges Section

Post room

Statement as to any restriction on power to grant further securities and any ranking provisions (note 3)

Please do not write in this margin

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

Particulars as to commission, allowance or discount paid (see section 413(3))

Signed _____ Date _____

On behalf of [company][chargee]†

† delete as appropriate

Notes

1. Particulars should be given on this form of a series of debentures containing (or giving by reference to any other instrument) any charge to the benefit of which the debenture holders of the said series are entitled *pari passu*. The form is to be used for registration of particulars of the entire series, and may be used when an issue of debentures made thereunder is made at the same time as the series of debentures is created by the company. All issues of debentures in the series made after the registration of the series with the Registrar of Companies should be sent to the Registrar on Form 413a(Scot).

2. The date should be given of the covering deed (if any) by which the security is created or defined.

3. In the case of a floating charge a statement should be given of (1) the restrictions, if any, on the power of the company to grant further securities ranking in priority to, or *pari passu* with the floating charge; and/or (2) the provisions, if any, regulating the order in which the floating charge shall rank with any other subsisting or future floating charges or fixed securities over the property which is the subject of the floating charge or any part of it.

4. A certified copy of the instrument if any, creating or evidencing the charge, together with this form with the prescribed particulars correctly completed must be delivered to the Registrar within 21 days after the date of the creation of the charge, or in the case of a charge created out of the United Kingdom comprising property situated outside of U.K., within 21 days after the date on which the copy of the instrument creating it could, in due course of post, and if despatched with due diligence, have been received in the U.K. Certified copies of any other documents relevant to the charge should also be delivered.

5. A certified copy must be signed by or on behalf of the person giving the certification and where this is a body corporate it must be signed by an officer of that body.

M

COMPANIES FORM No. 413a(Scot)
Particulars of an issue of
Debentures out of a series of
secured Debentures (note 1)

413a

Please do not write in this margin

Pursuant to section 413 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

□ □ □ □

Name of company

* _____

* insert full name of company

Date of registration of the series (note 2)

Date of present issue

Amount of present issue

Particulars as to commission, allowance or discount paid.

Signed _____ Date _____

† delete as appropriate

On behalf of [company][chargee]†

Notes

1. This form is for use when an issue is made of debentures in a series subsequent to the registration of that series with the Registrar of Companies. For registration of the entire series or an issue of debentures made thereunder at the same time as the series is created by the company Form No. 413(Scot) should be used.

2. The date of the registration may be confirmed from the certificate of registration.

Presenter's name address telephone number and reference (if any):

For official Use	
Charges Section	Post room

M

COMPANIES FORM No. 416(Scot)

Particulars of a charge subject to which property has been acquired by a company registered in Scotland

416

Please do not write in this margin

Pursuant to section 416 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] []

Name of company

* _____

* insert full name of company

Date of creation of the charge (note 1)

Description of the instrument (if any) creating or evidencing the charge (note 1)

Date of the acquisition of the property

Amount secured by the charge

Names and addresses of the persons entitled to the charge

Presenter's name address telephone number and reference (if any):

For official Use
Charges Section

Post room

Short particulars of the property charged

Please do not
write in
this margin**Please complete
legibly, preferably in
black type, or bold
block lettering**

Signed _____ Date _____

[Director][Secretary]†

† delete as
appropriate**Notes**

1. A description of the instrument e.g. "Standard Security" should be given. For the date of creation of a charge see section 410(5) of the Act. (Examples — date of recording/registration of a Standard Security.)
2. A certified copy of the instrument, if any, creating or evidencing the charge, together with this form with the prescribed particulars correctly completed must be delivered to the Registrar of Companies within 21 days after the date on which the transaction was settled or in the case of a charge created outside Great Britain comprising property situated outside Great Britain within 21 days after the date on which the copy of the instrument could, in due course of post, and if despatched with due diligence, have been received in U.K. Certified copies of any other documents relevant to the charge should also be delivered.
3. A certified copy must be signed by or on behalf of the person giving the certification and where this is a body corporate it must be signed by an officer of that body.

No. of Company

Form No. 417 (Scot)

N.B. Searchers may find it desirable to refer to the documents mentioned in column (2) for more detailed particulars

REGISTER

OF

Charges

Alteration to Charges

Memoranda of Satisfaction

AND

Appointments and Cessations

of Receivers

OF

Limited

M

COMPANIES FORM No. 419a (Scot)

Application for registration of a memorandum of satisfaction in full or in part of a registered charge

419a

Please do not write in this margin

Pursuant to section 419(1)(a) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] [] [] []

Name of company

* _____

* insert full name of company

I, _____

of _____

† delete as appropriate

[a director][the secretary][the liquidator][the receiver]† of the company,

do solemnly and sincerely declare that the debt for which the charge described overleaf was given has been paid or satisfied in [full][part]†

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Declared at _____

Declarant sign below

the _____ day of _____

one thousand nine hundred and _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor having the powers conferred on a Commissioner for Oaths

Presenter's name address and reference (if any):

For official Use
Charges Section

Post room

Particulars of the charge to which the application overleaf refers

Please do not write in this margin

Date of creation of the charge

[Empty box for date of creation of the charge]

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

Description of the instrument (if any) creating or evidencing the charge‡

[Empty box for description of the instrument]

‡ insert a description of the instrument(s) creating or evidencing the charge, eg 'Charge', 'Debenture' etc.

Date of Registrations

[Empty box for date of registrations]

ø the date of registration may be confirmed from the certificate

Short particulars of property charged

[Large empty box for short particulars of property charged]

Where a FLOATING CHARGE is being satisfied, the following Certificate MUST be completed:

CERTIFICATE

I _____

of _____

being [the creditor][a person authorised to act on behalf of the creditor]† entitled to the benefit of the floating charge specified above certify that the particulars above relating to the charge and its satisfaction are correct.

Signature _____ Date _____

† delete as appropriate

M

COMPANIES FORM No. 419b(Scot)

Application for registration of a memorandum of fact that part of the property charged (a) has been released from the charge; (b) no longer forms part of the company's property

419b

Please do not write in this margin

Pursuant to section 419(1)(b) of the Companies Act 1985

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] [] [] []

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

Name of company

* _____

* insert full name of company

I, _____ of _____

† delete as appropriate

[a director][the secretary][the liquidator][the receiver]† of the company, do solemnly and sincerely declare that the particulars overleaf relating to the charge and the fact that part of the property or undertaking charged [ceased to form part of the company's property or undertaking][was released from the charge]† on _____ are true to the best of my knowledge and belief.

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Declared at _____ Declarant sign below

the _____ day of _____

one thousand nine hundred and _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor having the powers conferred on a Commissioner for Oaths

Presenter's name address and reference (if any):

For official Use	
Charges Section	Post room

Particulars of the charge to which the application overleaf refers

Date of creation of the charge

[Empty box for date of creation of the charge]

Please do not write in this margin

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

Description of the instrument (if any) creating or evidencing the charge‡

[Empty box for description of the instrument]

‡ insert a description of the instrument(s) creating or evidencing the charge, eg 'Charge', 'Debenture' etc.

Date of Registrationø

[Empty box for date of registration]

ø the date of registration may be confirmed from the certificate

Short particulars of property no longer subject to the charge

[Large empty box for short particulars of property]

Where a FLOATING CHARGE is being satisfied, the following Certificate MUST be completed:

CERTIFICATE

I _____

of _____

being [the creditor][a person authorised to act on behalf of the creditor]† entitled to the benefit of the floating charge specified above certify that the particulars above relating to the charge and the release of part of the property charged are correct.

Signature _____ Date _____

† delete as appropriate

COMPANIES FORM No. 428

Notice to non-assenting shareholders

428

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

Pursuant to section 428(2) of the Companies Act 1985

Notice by

[Box for notice by] "the transferee company"

* name(s) and address(es) of non-assenting shareholder(s)

To* [Line for name and address]

§ if the offer is limited to a certain class or classes of shares state description of that class or those classes.

In the matter of

[Box for matter of] "the transferor company"

A scheme or contract involving the transfer of § []

shares in the transferor company to the transferee company has been approved by the holders of not less than nine-tenths in value of those shares, other than shares already held on []

[] by the transferee company or its subsidiary or by a nominee for that company or its subsidiary.

This approval was given within 4 months after the making of the offer in that behalf by the transferee company.

In pursuance of the provisions of the above section the transferee company gives you notice that it wishes to aquire the § [] shares held by you in the transferor company.

Unless you make an application to the Court within one month of the date on which this notice is given, and unless the Court decides to order otherwise, the transferee company will be entitled to acquire the § [] shares

held by you in the transferor company, and also bound to do this, on the terms on which, under the scheme or contract, the shares of the approving shareholders are to be transferred to the transferee company.

† delete as appropriate

Signed [] [Director][Secretary]† for the transferee company

Date []

COMPANIES FORM No. 429(2)

Notice to non-assenting shareholders

429(2)

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

Pursuant to section 429(2) of the Companies Act 1985

Notice by

[Empty box for notice by] "the transferee company"

* name(s) and address(es) of non-assenting shareholder(s)

To*

[Empty lines for recipient name and address]

In the matter of

[Empty box for matter of] "the transferor company"

§ if the offer is limited to a certain class or classes of shares state description of that class or those classes.

In pursuance of a scheme or contract involving the transfer of § _____

_____ shares in the transferor company to the transferee company certain

shares were on _____ 19 _____ transferred to the

transferee company or to its nominee.

In pursuance of the provisions of the above section, the transferee company gives you notice that those shares together with such other § _____

_____ shares

in the transferor company as were held by (or by a nominee for) the transferee company or its

subsidiary on that date comprise or include nine-tenths in value of all the _____

_____ shares in the

transferor company.

You may **within three months** from the giving of this notice give notice (on Form No. 429(3))that you require the transferee company to acquire your holding of § _____

_____ shares in the transferor company. If you give such

notice the transferee company will be entitled and also bound to acquire those shares either on the

terms on which, under the scheme or contract, the shares of the approving shareholders were

transferred to it, or on such other terms as may be agreed or as the Court, on the application of either

the transferee company or yourself, decides to order.

† delete as appropriate

Signed _____ [Director][Secretary]† for the transferee company

Date _____

COMPANIES FORM No. 429(3)

Notice to transferee company by non-assenting shareholder

429(3)

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

If a shareholder wishes to oblige the transferee company to aquire his shares he must give this notice within three months from the date when notice was given to him by that company that it wished to acquire his shares.

Note:Where a shareholder has given this notice to the transferee company the transferee company is entitled & bound to acquire the shares on the terms of the scheme or contract or on agreed terms or on such other terms as the Court, on the application of either party, may think fit to order.

Pursuant to section 429(3) of the Companies Act 1985

* Name(s) and address(es) of non-assenting shareholder(s)

Notice by* _____

To

_____ 'the transferee company'

In the matter of

_____ 'the transferor company'

§ State the number and description of shares held by the non-assenting shareholder

I/We the holder(s) of § _____ shares

in the transferor company give notice to the transferee company that [I][we] † require it to acquire the above shares held by [me][us]† in accordance with section 429(4) of the above Act.

Signed _____

Date _____

M

COMPANIES FORM No. 466(Scot)

Particulars of an instrument of alteration to a floating charge created by a company registered in Scotland

466

Please do not write in this margin

Pursuant to section 410 and 466 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

□□□□

Name of company

* _____

* insert full name of company

Date of creation of the charge (note 1)

Description of the instrument creating or evidencing the charge or of any ancillary document which has been altered (note 1)

Names of the persons entitled to the charge

Short particulars of all the property charged

Presenter's name address and reference (if any):

For official Use

Charges Section

Post room

Names, and addresses of the persons who have executed the instrument of alteration (note 2)

Please do not write in this margin

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

Date(s) of execution of the instrument of alteration

A statement of the provisions, if any, imposed by the instrument of alteration prohibiting or restricting the creation by the company of any fixed security or any other floating charge having, priority over, or ranking pari passu with the floating charge

Short particulars of any property released from the floating charge

The amount, if any, by which the amount secured by the floating charge has been increased

Please do not
write in
this margin

A statement of the provisions, if any, imposed by the instrument of alteration varying or otherwise
regulating the order of the ranking of the floating charge in relation to fixed securities or to other floating
charges

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

A large, empty rectangular box with a black border, intended for the user to provide a statement of provisions as described in the text above it.

Continuation of the statement of the provisions, if any, imposed by the instrument of alteration varying or otherwise regulating the order of the ranking of the floating charge in relation to fixed securities or to other floating charges

Please do not write in this margin

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

Signed _____ Date _____ † delete as appropriate
 On behalf of [company][chargee]†

Notes

1. A description of the instrument e.g. "Instrument of Charge" "Debenture" etc as the case may be, should be given. For the date of creation of a charge see section 410(5) of the Companies Act.
2. In accordance with section 466(1) the instrument of alteration should be executed by the company, the holder of the charge and the holder of any other charge (including a fixed security) which would be adversely affected by the alteration.
3. A certified copy of the instrument of alteration, together with this form with the prescribed particulars correctly completed must be delivered to the Registrar of Companies within 21 days after the date of execution of that instrument.
4. A certified copy must be signed by or on behalf of the person giving the certification and where this is a body corporate it must be signed by an officer of that body.

M

COMPANIES FORM No. 469(Scot)
Notice to the Registrar of appointment of a Receiver by the holder of a Floating Charge

469

Please do not write in this margin

Pursuant to section 469 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] []

Name of company

* insert full name of company

* _____

† insert name(s) and address(es) of the holder(s) of the charge

I/We† _____

give notice that on the _____ day of _____ 19 _____

of _____

§ insert name(s) and address(es) of receiver(s)

was/were appointed by me/us as Receiver(s) of that part of the property of the company which is subject to (note 1) _____

The circumstances justifying the appointment were (note 2) _____

A certified copy of the instrument of appointment is attached.

Signed§ _____ Date _____

§ to be signed by the holder of the charge or his agent

Notes

1 State particulars of the floating charge in respect of which the receiver was appointed. The particulars should include the name of the person first named in the charge among the persons entitled to the benefit thereof (or, in the case of a series of debentures, the name of the holder of the first such debenture to be issued), the amount thereby secured, and the date of registration (which may be obtained from the certificate of registration).

2 Here set out fully the circumstances justifying the appointment. Where these were provided for in the instrument of charge, this fact should be stated, otherwise reference should be made to whichever of the events specified in section 468 of the Act applies.

Presenter's name address telephone number and reference (if any):

For official Use

Charges Section

Post room

M

COMPANIES FORM No. 470(Scot)

**Notice to the Registrar of appointment
of a Receiver by the Court**

470

Please do not
write in
this margin

Pursuant to section 470 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] [] [] []

Name of company

* insert full name
of company

* _____

† insert name(s) and
address(es) of the
holder(s) of the
charge

ø insert name of Court
making the Order

**insert name(s) and
address(es) of
receiver(s)

I/We† _____

give notice that by an interlocutor issued by the ø _____

on the _____ day of _____ 19 _____

** _____

was/were appointed by the Court on behalf of the holder(s) of the floating charge as Receiver(s) of that part of the property of the company which is subject to (note 1) _____

The circumstances justifying the appointment were (note 2) _____

A certified copy of the Court interlocutor is attached.

§ to be signed by the
holder(s) of the
charge or agent

Signed§ _____ Date _____

Notes

1 State particulars of the floating charge in respect of which the receiver was appointed. The particulars should include the name of the person first named in the charge among the persons entitled to the benefit thereof (or, in the case of a series of debentures, the name of the holder of the first such debenture to be issued), the amount thereby secured, and the date of registration (which may be obtained from the certificate of registration).

2 Here set out fully the circumstances justifying the appointment. Where these were provided for in the instrument of charge, this fact should be stated, otherwise reference should be made to whichever of the events specified in section 468 of the Act applies.

Presenter's name address telephone
number and reference (if any):

For official Use

Charges Section

Post room

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STATUTORY INSTRUMENTS

1985 No. 854**COMPANIES VOLUME 2****The Companies (Forms) Regulations 1985**

Made - - - - - *4th June 1985*
Coming into Operation *1st July 1985*

The Secretary of State, in exercise of the powers conferred on him by the enactments specified in Schedule 1, and of all other powers which enable him to do this, hereby makes the following Regulations:—

1. These Regulations may be cited as the Companies (Forms) Regulations 1985 and shall come into operation on 1st July 1985.

2. In these Regulations—

“the new Acts” mean the Companies Act 1985(a) and the Companies Consolidation (Consequential Provisions) Act 1985(b),

“the old Acts” mean the Companies Act 1948(c), Parts I and III of the Companies Act 1967(d), the Companies (Floating Charges and Receivers) (Scotland) Act 1972(e), the Companies Act 1976(f), the Companies Act 1980(g) and the Companies Act 1981(h), and

“the Act” means the Companies Act 1985.

3. The instruments specified in Schedule 2 are revoked.

4.— (1) The forms set out in Schedule 3, other than those listed in Part I of Schedule 4, with such variations as circumstances require, are the forms prescribed for the purposes of the provisions of the new Acts which are referred to in those forms.

(2) The particulars contained in the forms listed in Parts I and II of Schedule 4 are the particulars prescribed for the purposes of the provisions of the Act which are referred to in those forms.

-
- (a) 1985 c.6.
(b) 1985 c.9.
(c) 1948 c.38.
(d) 1967 c.81.
(e) 1972 c.67.
(f) 1976 c.69.
(g) 1980 c.22.
(h) 1981 c.62.

M

COMPANIES FORM No. 478(Scot)
**Notice of ceasing to act as,
or of removal of, Receiver**

478

Note: If this form notifies a resignation it must be completed by the receiver(s) resigning otherwise it must be completed by the holder(s) of the floating charge.

Please do not write in this margin

Pursuant to section 478 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] []

Name of company

* _____

* insert full name of company

I/We _____ of _____ give notice that

Name(s) of Receiver(s) _____

Address(es) of Receiver(s) _____

ceased to act as Receiver(s) on _____

Cause of cessation :

- 1. Resignation of Receiver(s)†
- 2. Removal of Receiver(s) by Court Order†

† delete as appropriate

If removed by Court Order, name of Court: _____

Signed _____ Date _____

Presenter's name address and reference (if any):

For official Use	
Charges Section	Post room

M

COMPANIES FORM No. 481(Scot)

Abstract of receiver's receipts and payments

481

Please do not write in this margin

Pursuant to section 481 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] []

[]

Name of company

* []

* insert full name of company

† insert name(s) and address(es) of receiver(s)

I/We† _____

appointed receiver(s) of the company on _____

present overleaf my/our abstract of receipts and payments for the period

From

[]

To

[]

Signed

Date

Presenter's name address telephone number and reference (if any):

For official Use

Charges Section

Post room

[] []

Please do not write in this margin

COMPANIES FORM No. 497 (Cont.) AND FORM No. 481(Scot)(Cont.)

Receiver or manager's abstract of receipts and payments (continuation)

Continuation sheet No. to Forms No. 497 and 481 Scot

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

Company number []

* insert full name of company

Name of company

* []

ABSTRACT

NOTE The receipts and payments must severally be added up at the foot of each sheet and the totals carried forward from one abstract to another without any intermediate balance so that the gross totals shall represent the total amounts received and paid by the receiver since the date of appointment

Table with 3 columns: Description, £, p. Sections: Receipts, Payments. Includes 'Brought forward from previous page' and 'Carried forward [overleaf][to next abstract]†'.

† delete as appropriate

M

COMPANIES FORM No. 482(Scot)

**Statement as to affairs
of a company**

482

Please do not
write in this
margin

Pursuant to section 482 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] []

[]

Name of company

* insert full name
of company

*
[]

I/We _____

of _____

† delete as
appropriate

_____ [a director of the company][a person authorised]†

§ a person authorised
as defined in
section 482(2) of
the Act

and/or _____

of _____

_____ [the secretary][a person authorised]†

do solemnly and sincerely declare that the statement set out overleaf and the Lists A to G annexed and signed as relative hereto are to the best of my/our knowledge and belief a full, true and complete statement as to the affairs of the company

on the _____ day of _____ 19 _____ the date of the appointment of the Receiver.

And I/we make this solemn declaration conscientiously believing the same to be true, and by virtue of the Statutory Declarations Act 1835

Declared at _____

Declarant(s) sign below

this _____ day of _____ 19 _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor having the powers conferred on a Commissioner for Oaths.

Presentor's name, address telephone
number and reference (if any):

For official Use
Charges Section

Post room

STATEMENT as to affairs of the company on the _____

		Estimated Realisable Values £
ASSETS		
Assets not specifically secured (as per List "A") _____		
Assets specifically secured (as per List "B")	£	
Estimated realisable value		
Less: Amount due to secured creditors		
Estimated Surplus _____		
Estimated Total Assets available for preferential creditors, holders of floating charges and unsecured creditors _____		
LIABILITIES		
Preferential creditors (as per List "C") _____		
Estimated balance of assets available for- holders of floating charges and unsecured creditors _____		
Holders of floating charges (as per List "D") _____		
Estimated surplus/deficiency as regards holders of floating charges _____		
Unsecured Creditors	£	
Trade accounts (as per List "E") _____		
Bills payable (as per List "F") _____		
Contingent or other liabilities (as per List "G") _____		
Total unsecured creditors _____		
Estimated Surplus/Deficiency as regards creditors		
Issued and Called-up Capital _____		
Estimated Surplus/Deficiency as regards members		

Please do not write in this margin
Please complete legibly, preferably in black type, or bold block lettering

These figures must be read subject to the following:—

[(a) There is no unpaid capital liable to be called up]†

[(b) The nominal amount of unpaid capital liable to be called up is £ _____ estimated to produce £ _____ which is/is not charged in favour of the holder of the Floating Charges]†

† delete as appropriate

The estimates are subject to costs of the Receivership and to any surplus or deficiency on trading pending realisation of the Assets.

Please do not write
in this margin

Statement of affairs LIST 'A'

Assets not specifically secured

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

Particulars of assets	Book value £	Estimated to produce £
Balance at bank		
Cash in hand		
Marketable securities (as per schedule I)		
Bills receivable (as per schedule II)		
Trade debtors(as per schedule III)		
Loans and advances (as per schedule IV)		
Unpaid calls (as per schedule V)		
Stock in trade _____ _____		
Work in progress _____ _____		
Heritable property		
Leasehold property		
Plant, machinery and vehicles		
Furniture and fittings, etc		
Patents, trade marks, etc		
Investments other than marketable securities		
Other property		
Total		

Signed

Date

Please do not
write in this
margin

SCHEDULE I TO LIST 'A'
Statement of affairs

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

Marketable Securities

Names to be arranged in alphabetical order and numbered consecutively

No	Name of organisation in which securities are held	Details of securities held	Book Value £	Estimated to produce £

Signed

Date

Please do not write in this margin

SCHEDULE II TO LIST 'A'
Statement of affairs

Please complete legibly, preferably in black type, or bold black lettering

Bills of exchange, promissory notes, etc, available as assets

Names to be arranged in alphabetical order and numbered consecutively

No	Name and Address of acceptor of bill or note	Amount of bill or note £	Date when due	Estimated to produce £	Particulars of any property held as security for payment of bill or note

Signed

Date

Please do not
write in this
margin

SCHEDULE III TO LIST 'A'
Statement of affairs

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

Trade debtors

Names to be arranged in alphabetical order and numbered consecutively

No	Name and Address of debtor	Particulars of any securities held for debt	Amount of debt £	Estimated to produce £

Note:

If the debtor to the company is also a creditor, but for a lesser amount than his indebtedness, the gross amount due to the company and the amount of the contra account should be shown in the third column, and only the balance be inserted in the fourth column. No such claim should be included in List 'E'

Signed _____

Date _____

Please do not write in this margin

SCHEDULE IV TO LIST 'A'
Statement of affairs

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

Loans and Advances

Names to be arranged in alphabetical order and numbered consecutively

No	Name and Address of debtor	Particulars of any securities held for debt	Amount of debt	Estimated to produce
			£	£

Signed _____

Date _____

Please do not
write in this
margin

SCHEDULE V TO LIST 'A'
Statement of affairs

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

Unpaid calls

Names to be arranged in alphabetical order and numbered consecutively

No	No. in share register	Name and Address of shareholder	No. of shares held	Amount of call per share unpaid £	Total amount due £	Estimated to produce £

Signed

Date

Please do not write in this margin

LIST 'B' (consisting of _____ pages)

Statement of affairs

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

Assets specifically secured and creditors fully or partly secured)
(not including debenture holders secured by a floating charge)

No	Particulars of assets specifically secured	Date when security granted	Name of creditor	Address and occupation

Please do not write in this margin

LIST 'C' (consisting of _____ pages)

Statement of affairs

Preferential creditors for rates, taxes, salaries, wages and otherwise

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

Names to be arranged in alphabetical order and numbered consecutively

No	Name of creditor	Address

Please do not
write in this
margin

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

Nature of claim	Total amount of claim	Amount ranking as preferential	Balance not preferential carried to List 'E'

Signed

Date

Please do not write in this margin

LIST 'D'
Statement of affairs

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

List of holders of debentures secured by a floating charge

Names to be arranged in alphabetical order and numbered consecutively

No	Name and Address of holder	Amount £	Description of assets over which security extends

Signed

Date

Please do not
write in this
margin

LIST 'E' (consisting of _____ pages)

Statement of affairs

Unsecured creditors — trade accounts

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

Names to be arranged in alphabetical order and numbered consecutively

Note

* When there is a
contra account
against the creditor
less than his claim
against the company,
the balance only
should be inserted
under the heading
'Amount of the debt'

No	Name and address of creditor	Amount of the debt *
		£

Signed _____

Date _____

Please do not write in this margin

LIST 'F'
Statement of affairs

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

Unsecured creditors — Bills payable, promissory notes, etc.

Names to be arranged in alphabetical order and numbered consecutively

*** Note**
The particulars of any bills of exchange and promissory notes held by a holder should be inserted immediately below the name and address of such creditor.

No	Name and address of acceptor of bill or note	Name and address of holder*	Date when due	Amount of claim £

Signed _____

Date _____

Please do not
write in this
margin

LIST 'G'

Statement of affairs

Unsecured creditors — contingent liabilities

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

Names to be arranged in alphabetical order and numbered consecutively

No	Name and address of creditor	Nature of liability	Amount of claim £

Signed

Date

COMPANIES FORM No. 495(2)(a)
**Notice to company of
appointment of receiver
or manager**

495(2)(a)

Please do not
write in
this margin

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

Pursuant to section 495(2)(a) of the Companies Act 1985

To
Name of company

I _____
of _____

give notice that :-

* Name of Court making the order [Under an order of the* _____
dated the _____ day of _____ 19 _____

† Short title of action in the matter of † _____

§ delete as appropriate I was appointed [receiver][manager][receiver and manager]§ of [the whole][substantially the whole]§ of the property of the company)§

[On the _____ day of _____ 19 _____ I was appointed [receiver][manager][receiver and manager]§ of [the whole][substantially the whole]§ of the property of the company under the powers contained in an instrument dated‡ _____]§

‡ Describe fully the instrument under which the appointment is made

Signed _____
Date _____

G

COMPANIES FORM No. 495(3)a

Statement of affairs

495(3)a

Pursuant to section 495(2)(b) of the Companies Act 1985

In the matter of a debenture or a series of debentures registered on _____ 19 _____

Please do not write in this margin

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

* insert full name of company

To the Registrar of Companies

For official use

Company number

[]

[]

Name of company

* []

Statement of affairs as at _____ 19 _____ being the date of the appointment of the receiver

We, _____ of _____

_____ a director of the above company

and _____ of _____

_____ the secretary declare that the statement

made overleaf and the lists A to G annexed are a full, true and complete statement as to the affairs of the above company on the date of the appointment of the receiver.

And we make this solemn declaration conscientiously believing the same to be true, and by virtue of the Statutory Declarations Act 1835

Declarants to sign below

Declared at _____

this _____ day of _____ 19 _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor having the powers conferred on a Commissioner for Oaths.

Presenter's name address and reference (if any):

For official Use	
Liquidation Section	Post room

STATEMENT of affairs of the company on _____

		Estimated Realisable Values £
ASSETS		
Assets not specifically secured (as per List "A") _____		
Assets specifically secured (as per List "B") _____		£
Estimated realisable value		
Less: Amount due to secured creditors		
Estimated Surplus _____		
Estimated Total Assets available for preferential creditors, holders of floating charges and unsecured creditors _____		
LIABILITIES		
Preferential creditors (as per List "C") _____		
Estimated balance of assets available for- holders of floating charges and unsecured creditors _____		
Holders of floating charges (as per List "D") _____		
Estimated surplus/deficiency as regards holders of floating Charges _____		
Unsecured Creditors _____		£
Trade accounts (as per List "E") _____		
Bills payable (as per List "F") _____		
Contingent or other liabilities (as per List "G") _____		
Total unsecured creditors _____		
Estimated Surplus/Deficiency as regards creditors		
Issued and Called-up Capital _____		
Estimated Surplus/Deficiency as regards members		

Please do not
write in
this marginPlease complete
legibly, preferably
in black type, or
bold block lettering

These figures must be read subject to the following:—

[(a) There is no unpaid capital liable to be called up]†

[(b) The nominal amount of unpaid capital liable to be called up is £ _____ estimated to
produce £ _____ which is/is not charged in favour of the debenture holders]†† delete as
appropriateThe estimates are subject to costs of the Receivership and to any surplus or deficiency on trading
pending realisation of the Assets.

Please do not write
in this margin

Statement of affairs LIST 'A'

Assets not specifically secured

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

Particulars of assets	Book value £	Estimated to produce £
Balance at bank		
Cash in hand		
Marketable securities (as per schedule I)		
Bills receivable (as per schedule II)		
Trade debtors(as per schedule III)		
Loans and advances (as per schedule IV)		
Unpaid calls (as per schedule V)		
Stock in trade _____		

Work in progress _____		

Heritable property		
Leasehold property		
Plant, machinery and vehicles		
Furniture and fittings, etc		
Patents, trade marks, etc		
Investments other than marketable securities		
Other property		
Total		

Signed

Date

Please do not
write in this
margin

SCHEDULE I TO LIST 'A'
Statement of affairs

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

Marketable Securities

Names to be arranged in alphabetical order and numbered consecutively

No.	Name of organisation in which securities are held	Details of securities held	Book Value £	Estimated to produce £

Signed _____

Date _____

Please do not write in this margin

SCHEDULE II TO LIST 'A'
Statement of affairs

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

Bills of exchange, promissory notes, etc, available as assets

Names to be arranged in alphabetical order and numbered consecutively

No	Name and Address of acceptor of bill or note	Amount of bill or note £	Date when due	Estimated to produce £	Particulars of any property held as security for payment of bill or note

Signed

Date

Please do not
write in this
margin

SCHEDULE III TO LIST 'A'
Statement of affairs

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

Trade debtors

Names to be arranged in alphabetical order and numbered consecutively

No	Name and Address of debtor	Particulars of any securities held for debt	Amount of debt £	Estimated to produce £

Note:

If the debtor to the company is also a creditor, but for a lesser amount than his indebtedness, the gross amount due to the company and the amount of the contra account should be shown in the third column, and only the balance be inserted in the fourth column. No such claim should be included in List 'E'

Signed _____

Date _____

Please do not
write in this
margin

SCHEDULE IV TO LIST 'A'
Statement of affairs

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

Loans and Advances

Names to be arranged in alphabetical order and numbered consecutively

No	Name and Address of debtor	Particulars of any securities held for debt	Amount of debt £	Estimated to produce £

Signed

Date

Please do not
write in this
margin

SCHEDULE V TO LIST 'A'
Statement of affairs

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

Unpaid calls

Names to be arranged in alphabetical order and numbered consecutively

No	No. in share register	Name and Address of shareholder	No. of shares held	Amount of call per share unpaid £	Total amount due £	Estimated to produce £

Signed _____

Date _____

Please do not write in this margin

LIST 'B' (consisting of _____ pages)

Statement of affairs

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

Assets specifically secured and creditors fully or partly secured)
(not including debenture holders secured by a floating charge)

No	Particulars of assets specifically secured	Date when security granted	Name of creditor	Address and occupation

The names of the secured creditors are to be shown against the assets on which their claims are secured, numbered consecutively, and arranged in alphabetical order as far as possible

Please do not write in this margin

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

Consideration	Estimated value of assets specifically secured	Total amount due creditor	Balance of debt secured	Balance of debt unsecured carried to List E	Estimated surplus from security
	£	£	£	£	£

Signed _____

Date _____

Please do not write in this margin

LIST 'C' (consisting of _____ pages)

Statement of affairs

Preferential creditors for rates, taxes, salaries, wages and otherwise

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

Names to be arranged in alphabetical order and numbered consecutively

No	Name of creditor	Address

Please do not
write in this
margin

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

Nature of claim	Total amount of claim	Amount ranking as preferential	Balance not preferential carried to List 'E'

Signed

Date

Please do not write in this margin

LIST 'D'
Statement of affairs

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

List of holders of debentures secured by a floating charge

Names to be arranged in alphabetical order and numbered consecutively

No	Name and Address of holder	Amount £	Description of assets over which security extends

Signed

Date

Please do not write in this margin

LIST 'E' (consisting of _____ pages)

Statement of affairs

Unsecured creditors — trade accounts

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

Names to be arranged in alphabetical order and numbered consecutively

Note

When there is a contra account against the creditor less than his claim against the company, the balance only should be inserted under the heading 'Amount of the debt'

No	Name and address of creditor	Amount of the debt *
		£

Signed _____

Date _____

Please do not write in this margin

LIST 'F'

Statement of affairs

Unsecured creditors — Bills payable, promissory notes, etc.

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

Names to be arranged in alphabetical order and numbered consecutively

*** Note**

The particulars of any bills of exchange and promissory notes held by a creditor should be inserted immediately below the name and address of such creditor.

No	Name and address of acceptor of bill or note	Name and address of holder*	Date when due	Amount of claim £

Signed

Date

Please do not write in this margin

LIST 'G'
Statement of affairs

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

Unsecured creditors — contingent liabilities

Names to be arranged in alphabetical order and numbered consecutively

No	Name and address of creditor	Nature of liability	Amount of claim £

Signed

Date

G

COMPANIES FORM No. 495(3)b

Statement of affairs

495(3)b

Pursuant to section 495(2)(b) of the Companies Act 1985

**In the High Court of Justice
Chancery Division**

Please do not write in this margin

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

For official use

Company number

[] [] [] [] [] [] [] [] [] []

In the matter of

* _____

* insert full name of company

and in the matter of Tthe Companies Act 1985

Statement of affairs as at _____ 19 _____ being the date of the appointment of the receiver

We, _____

of _____

_____ a director of the above company

and _____

of _____

_____ the secretary make oath and say as

follows: That the statement made overleaf and the lists A to G annexed are to the best of our knowledge and belief a full, true and complete statement as to the affairs of the above company on the date of the appointment of the Receiver.

Sworn at _____

Signatures

this _____ day of _____ 19 _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor having the powers conferred on a Commissioner for Oaths.

Presenter's name address and reference (if any):

For official Use
Liquidation Section

Post room

STATEMENT of affairs of the company on _____

		Estimated Realisable Values £
ASSETS		
Assets not specifically secured (as per List "A") _____		
Assets specifically secured (as per List "B") _____		£
Estimated realisable value _____		
Less: Amount due to secured creditors _____		
Estimated Surplus _____		
Estimated Total Assets available for preferential creditors, holders of floating charges and unsecured creditors _____		
LIABILITIES		
Preferential creditors (as per List "C") _____		
Estimated balance of assets available for- holders of floating charges and unsecured creditors _____		
Holders of floating charges (as per List "D") _____		
Estimated surplus/deficiency as regards holders of floating Charges _____		
Unsecured Creditors _____		£
Trade accounts (as per List "E") _____		
Bills payable (as per List "F") _____		
Contingent or other liabilities (as per List "G") _____		
Total unsecured creditors _____		
Estimated Surplus/Deficiency as regards creditors _____		
Issued and Called-up Capital _____		
Estimated Surplus/Deficiency as regards members _____		

Please do not
write in
this marginPlease complete
legibly, preferably
in black type, or
bold block lettering

These figures must be read subject to the following:—

[(a) There is no unpaid capital liable to be called up]†

[(b) The nominal amount of unpaid capital liable to be called up is £ _____ estimated to
produce £ _____ which is/is not charged in favour of the debenture holders]†† delete as
appropriateThe estimates are subject to costs of the Receivership and to any surplus or deficiency on trading
pending realisation of the Assets.

Please do not write in this margin

Statement of affairs LIST 'A'

Assets not specifically secured

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

Particulars of assets	Book value £	Estimated to produce £
Balance at bank		
Cash in hand		
Marketable securities (as per schedule I)		
Bills receivable (as per schedule II)		
Trade debtors(as per schedule III)		
Loans and advances (as per schedule IV)		
Unpaid calls (as per schedule V)		
Stock in trade _____ _____		
Work in progress _____ _____		
Heritable property		
Leasehold property		
Plant, machinery and vehicles		
Furniture and fittings, etc		
Patents, trade marks, etc		
Investments other than marketable securities		
Other property		
Total		

Signed

Date

Please do not write in this margin

SCHEDULE I TO LIST 'A'
Statement of affairs

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

Marketable Securities

Names to be arranged in alphabetical order and numbered consecutively

No	Name of organisation in which securities are held	Details of securities held	Book Value £	Estimated to produce £

Signed

Date

Please do not
write in this
margin

SCHEDULE II TO LIST 'A'
Statement of affairs

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

Bills of exchange, promissory notes, etc, available as assets

Names to be arranged in alphabetical order and numbered consecutively

No	Name and Address of acceptor of bill or note	Amount of bill or note £	Date when due	Estimated to produce £	Particulars of any property held as security for payment of bill or note

Signed

Date

Please do not
write in this
margin

SCHEDULE III TO LIST 'A'

Statement of affairs

Trade debtors

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

Names to be arranged in alphabetical order and numbered consecutively

No	Name and Address of debtor	Particulars of any securities held for debt	Amount of debt £	Estimated to produce £

Note:

If the debtor to the company is also a creditor, but for a lesser amount than his indebtedness, the gross amount due to the company and the amount of the contra account should be shown in the third column, and only the balance be inserted in the fourth column. No such claim should be included in List 'E'

Signed _____

Date _____

Please do not write in this margin

SCHEDULE IV TO LIST 'A'
Statement of affairs

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

Loans and Advances

Names to be arranged in alphabetical order and numbered consecutively

No	Name and Address of debtor	Particulars of any securities held for debt	Amount of debt £	Estimated to produce £

Signed

Date

Please do not
write in this
margin

SCHEDULE V TO LIST 'A'
Statement of affairs

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

Unpaid calls

Names to be arranged in alphabetical order and numbered consecutively

No.	No. in share register	Name and Address of shareholder	No. of shares held	Amount of call per share unpaid £	Total amount due £	Estimated to produce £

Signed _____

Date _____

Please do not
write in this
margin

LIST 'B' (consisting of _____ pages)

Statement of affairs

Assets specifically secured and creditors fully or partly secured)
(not including debenture holders secured by a floating charge)

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

No	Particulars of assets specifically secured	Date when security granted	Name of creditor	Address and occupation

Please do not write in this margin

LIST 'C' (consisting of _____ pages)

Statement of affairs

Preferential creditors for rates, taxes, salaries, wages and otherwise

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

Names to be arranged in alphabetical order and numbered consecutively

No	Name of creditor	Address

Please do not
write in this
margin

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

Nature of claim	Total amount of claim	Amount ranking as preferential	Balance not preferential carried to List 'E'

Signed

Date

Please do not write in this margin

LIST 'D'

Statement of affairs

List of holders of debentures secured by a floating charge

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

Names to be arranged in alphabetical order and numbered consecutively

No	Name and Address of holder	Amount £	Description of assets over which security extends

Signed

Date

Please do not
write in this
margin

LIST 'E' (consisting of _____ pages)

Statement of affairs

Unsecured creditors — trade accounts

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

Names to be arranged in alphabetical order and numbered consecutively

Note

When there is a
contra account
against the creditor
less than his claim
against the company,
the balance only
should be inserted
under the heading
'Amount of the debt'

No	Name and address of creditor	Amount of the debt *
		£

Signed _____

Date _____

Please do not write in this margin

LIST 'F'
Statement of affairs

Unsecured creditors — Bills payable, promissory notes, etc.

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

Names to be arranged in alphabetical order and numbered consecutively

*** Note**

The particulars of any bills of exchange and promissory notes held by a creditor should be inserted immediately below the name and address of such creditor.

No	Name and address of acceptor of bill or note	Name and address of holder*	Date when due	Amount of claim £

Signed _____

Date _____

Please do not
write in this
margin

LIST 'G'
Statement of affairs

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

Unsecured creditors — contingent liabilities

Names to be arranged in alphabetical order and numbered consecutively

No	Name and address of creditor	Nature of liability	Amount of claim £

Signed

Date

M

COMPANIES FORM No. 497

Receiver or manager's abstract of receipts and payments

497

Please do not write in this margin

Pursuant to section 497 or 498 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] [] [] []

[]

Name of company

* []

* insert full name of company

I/We _____

of _____

† delete as appropriate

appointed [receiver][manager][receiver and manager]† of the company on

[]

present overleaf [my][our]† abstract of receipts and payments for the period

from

[]

to

[]

number of continuation sheets (if any) attached

[]

Signed

Date

Presenter's name address and reference (if any):

For official Use
Liquidation Section

Post room

[]

Please do not write in this margin

COMPANIES FORM No. 497 (Cont.) AND FORM No. 481(Scot)(Cont.)

Receiver or manager's abstract of receipts and payments (continuation)

Continuation sheet No. to Forms No. 497 and 481 Scot

Company number

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

* insert full name of company

Name of company

* [Empty box for company name]

ABSTRACT

NOTE The receipts and payments must severally be added up at the foot of each sheet and the totals carried forward from one abstract to another without any intermediate balance so that the gross totals shall represent the total amounts received and paid by the receiver since the date of appointment

Table with 3 columns: Receipts, £, p. Includes 'Brought forward from previous page' and 'Carried forward [overleaf][to next abstract]†'.

† delete as appropriate

Table with 3 columns: Payments, £, p. Includes 'Brought forward from previous page' and 'Carried forward [overleaf][to next abstract]†'.

G

COMPANIES FORM No. 600

**Notice of appointment of liquidator
Voluntary winding up
(Members or Creditors)**

600

Please do not write in this margin

Pursuant to section 600 of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] []

Name of company

* _____

* insert full name of company

Nature of Business

I/We give notice that I/we have been appointed liquidator(s) of the above company on _____ 19 _____.

† delete as appropriate

The appointment was by [the company][the creditors][the Court]†

Name of Liquidator	
Address	
Signature	Date

Name of Liquidator	
Address	
Signature	Date

Presenter's name address and reference (if any):

For official Use
General Section

Post room

Time Critical Reference

COMPANIES FORM No. 600a

**Notice of appointment of liquidator
[Members'] [Creditors']†
voluntary winding up**

600a† delete as
appropriate

Pursuant to section 600 of the Companies Act 1984

For insertion in the [London][Edinburgh]† Gazette

Company Number
Name of company
Previous name(s) of company (if any)
Nature of business
Address of registered office

Liquidator(s) name(s) and address(es)
Date of appointment
By whom appointed
Signature(s)
Date
(Liquidator(s))
Attested by
Description

G

COMPANIES FORM No. 680a

**Application by joint stock company
for registration under Part XXII of the
Companies Act 1985, and Declaration
and related statements**

680a

Please do not
write in
this margin

Pursuant to sections 680, 681, 684, 685 and 686(2) of the Companies Act 1985

To the Registrar of Companies

For official use

For official use

[] [] [] []

[]

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

Name of company

*insert full name
of company

* []

† delete as
appropriate

applies to be registered under the Companies Act 1985 as [a company limited by shares][a company
limited by guarantee][an unlimited company][a public company]†

under the name:

[]

The registered office is to be situate in [England and Wales][Wales][Scotland]† and
its intended situation after registration is:

§ delete if
inappropriate

[] Postcode []

[The company wishes to be registered with the Welsh equivalent of [Public Limited Company]
[Limited]† as the last word(s) of its name]§

The amount of the company's nominal capital is £ _____

[This capital is divided into _____ shares]§

[The amount of stock of which this capital consists is _____]§

Number of Shares taken§	Amount paid on each share

continued overleaf

Presenter's name address and
reference (if any):

For official Use

General Section

Post room

[]

Please do not write in this margin

We, § _____

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

§ insert full name and address of two directors or other principal officers (if any)

being directors or other principal officers of the above company do solemnly and sincerely declare that the particulars of the company set out overleaf are true.

And we make this solemn Declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1835.

Declared at _____

Declarant to sign below

the _____ day of _____
one thousand nine hundred and _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or a Solicitor having the powers conferred on a Commissioner for Oaths.

A copy of the instrument constituting or regulating the company should be attached to this application.

If the application is for registration as a public company the following documents should also be attached:

1. A copy of the resolution that the company be a public company
2. A copy of a written statement by an appropriately qualified accountant
3. A copy of the relevant balance sheet, together with a copy of an unqualified report by an appropriately qualified accountant in relation to it
4. A statutory declaration (Form 685)
5. Where appropriate a copy of a valuation report prepared under section 44(2)(b) of the Companies Act 1985, as applied by section 685(2).

Please insert below the name and telephone number of a person who Companies Registration Office can contact at a time when the registration is close to being effected so that a verified list of members, in pursuance of sections 684 and 686 (Form Nos. 684 and 686) can be made up and submitted to that office.

Name of Contact	Telephone number
-----------------	------------------

G

COMPANIES FORM No. 680b

Application by a company which is not a joint stock company for registration under Part XXII of the Companies Act 1985, and Declaration and related statements

680b

Please do not write in this margin

Pursuant to sections 680, 681 and 686 of the Companies Act 1985

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

To the Registrar of Companies

For official use

For official use

[] [] [] [] [] []

[]

Name of company

*insert full name of company

* []

applies to be registered under the Companies Act 1985 as

† delete as appropriate

[a company limited by guarantee][an unlimited company]†

under the name:

[]

The registered office is to be situated in [England and Wales][Wales][Scotland]† and its intended situation after registration is:

[] Postcode []

§ delete if inappropriate

[The company wishes to be registered with the Welsh equivalent of Limited as the last word of its name]§

Attached to this application are:

- 1. A list of directors or other managers
- 2. A copy of the instrument constituting or regulating the company
- [3. A copy of the resolution declaring the amount guaranteed by the members]†

Continued overleaf

Presenter's name address and reference (if any):

For official Use
General Section

Post room

[]

Please do not write in this margin

We, § _____

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

§ insert full name and address of two directors or other principal officers (if any)

being directors or other principal officers of the above company do solemnly and sincerely declare that the particulars of the company set out overleaf, and the list of directors or other principal officers (if any) accompanying this Declaration, are true.

And we make this solemn Declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1835.

Declared at _____

Declarant to sign below

the _____ day of _____

one thousand nine hundred and _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or a Solicitor having the powers conferred on a Commissioner for Oaths.

G

COMPANIES FORM No.684

**Registration under Part XXII of
the Companies Act 1985
List of members – existing
joint stock company**

684

Please do not
write in this
binding margin

Pursuant to section 684(1)(b) of the Companies Act 1985

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

* insert full name
of company

§ not more than
six days before
the day of
registration

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] [] [] []

Name of company

* _____

List of members of the above company made up to _____ 19____§

Full name	Number of shares or amount of stock held
Address	Distinctive numbers (if any) of the shares
Full name	Number of shares or amount of stock held
Address	Distinctive numbers (if any) of the shares
Full name	Number of shares or amount of stock held
Address	Distinctive numbers (if any) of the shares

(continue overleaf if necessary)

† delete as
appropriate

Signed

[Director][Secretary]† Date

Presentor's name address and
reference (if any):

For official Use	
General Section	Post room

List of members (continued)

Full name	Number of shares or amount of stock held
Address	Distinctive numbers (if any) of the shares
Full name	Number of shares or amount of stock held
Address	Distinctive numbers (if any) of the shares
Full name	Number of shares or amount of stock held
Address	Distinctive numbers (if any) of the shares
Full name	Number of shares or amount of stock held
Address	Distinctive numbers (if any) of the shares
Full name	Number of shares or amount of stock held
Address	Distinctive numbers (if any) of the shares
Full name	Number of shares or amount of stock held
Address	Distinctive numbers (if any) of the shares
Full name	Number of shares or amount of stock held
Address	Distinctive numbers (if any) of the shares
Full name	Number of shares or amount of stock held
Address	Distinctive numbers (if any) of the shares

Please do not write in this margin
Please complete legibly, preferably in black type, or bold block lettering

If the spaces in this form are insufficient the information must be continued on separate sheets and must appear in the same form as above. Please tick the box below if extra sheets have been used and say how many sheets have been attached.

	Number of sheets attached	
--	---------------------------	--

G

COMPANIES FORM No. 685

**Declaration on application by
a joint stock company
for registration as a public company.**

685

Please do not
write in
this margin

Pursuant to section 685(4)(e) of the Companies Act 1985

To the Registrar of Companies

For official use

For official use

[] [] [] []

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

Name of company

* _____

*insert full name
of company

I, _____
of _____

_____ [a director][the secretary]† of the above
company do solemnly and sincerely declare that:

1. the conditions set out in section 44(2)(a) and (b) (where applicable) and section 45(2) to (4) of the
above Act have been satisfied; and

2. between the date of the relevant balance sheet attached to the company's application to be
registered as a public company and the date of the application, there has been no change in the
company's financial position that has resulted in the amount of its net assets becoming less than the
aggregate of its called up share capital and undistributable reserves.

And I make this solemn Declaration conscientiously believing the same to be true, and by virtue of the
provisions of the Statutory Declarations Act 1835.

Declared at _____

Declarant to sign below

the _____ day of _____

one thousand nine hundred and _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of
the Peace or a Solicitor having the powers conferred on
a Commissioner for Oaths.

Presenter's name address and
reference (if any):

For official Use
General Section

Post room

G

COMPANIES FORM No. 686

**Registration under Part XXII
of the Companies Act 1985
Statutory Declaration verifying
list of members.**

686

Please do not
write in
this margin

Pursuant to section 686(2) of the Companies Act 1985

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

To the Registrar of Companies

For official use

For official use

[] [] [] [] [] []

[]

Name of company

*insert full name
of company

* []

§ insert full name and
address of two
directors or other
principal officers
(if any)

We, § _____

being directors or other principal officers of the above company do solemnly and sincerely declare that the particulars in the attached list of members of the company are true.

And we make this solemn Declaration conscientiously believing the same to be true, and by virtue of the provisions of the Statutory Declarations Act 1835.

Declared at _____

Declarant to sign below

the _____ day of _____

one thousand nine hundred and _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or a Solicitor having the powers conferred on a Commissioner for Oaths.

Note

The prescribed list of members (Form No. 684) should be attached to this declaration.

Presenter's name address and
reference (if any):

For official Use
General Section

Post room

[] []

G

COMPANIES FORM No. 691

**Return and declaration
delivered for registration by
an oversea company**

691

Pursuant to section 691 of the Companies Act 1985

Please do not
write in
this margin

To the Registrar of Companies

For official use

For official use

--	--	--	--

--

Name of company

Incorporated in*

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

Place of business in Great Britain established at

* insert country of
incorporation

Note

Please read notes
before completing
this form.

† insert 'Charter',
'Statutes',
'Memorandum
and Articles of
Association' or
other instrument
as the case may be.

§ delete if
inappropriate.

1 A certified copy of the † _____
constituting or defining the constitution of the above named company [and, that instrument not being
written in English, a certified translation of it]§[is][are] delivered for registration:

2 The particulars of the persons who are directors of the company at the date of this return (see note 3)

Name(note 4)		
Former name(s)(note 4)		
Address (note 5)		Nationality
	Postcode	
Business occupation or particulars of other directorships (note 6)		

Name(note 4)		
Former name(s)(note 4)		
Address (note 5)		Nationality
	Postcode	
Business occupation or particulars of other directorships (note 6)		

Presentor's name address and
reference (if any):

For official Use
General Section

Post room

3 Particulars of the person who is, or the persons who are, the secretary or joint secretaries of the company at the date of this return

Name (notes 4 and 7)	
Former name(s)(note 4)	
Address (note 5 and 7)	
	Postcode

Please do not write in this margin.

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

Name (notes 4 and 7)	
Former name(s)(note 4)	
Address (notes 5 and 7)	
	Postcode

Note

Please read the notes before completing this part of the form.

4 List of some one or more persons resident in Great Britain authorised to accept on behalf of the company service of process and any notices required to be served on the company

Full name	Address

If the spaces provided are insufficient and use has been made of continuation sheets (note 8), please enter in the box opposite the number of continuation sheets which form part of this statement

--

I,* _____
of _____
a [director][secretary][person named above as authorised to accept on the company's behalf service of process or any notices required to be served on it]† do solemnly and sincerely declare that the said company established the above mentioned place of business in Great Britain on § _____

* insert full name and address of declarant

† delete as appropriate

§ insert date of establishment of the place of business

And I make this solemn declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Declared at _____ Declarant to sign below

_____ the _____ day of _____
one thousand nine hundred and _____
before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor having the powers conferred on a Commissioner for Oaths. (see note 9)

Notes

- 1** The copy of the instrument constituting or defining the constitution of the company must be certified in the place of incorporation of the company to be a true copy:—
- (a) by an official of the Government to whose custody the original is committed; or
- (b) by a notary public; or
- (c) by an officer of the company on oath taken before:
- (i) a person having authority in that place to administer an oath; or
- (ii) any of the British officials mentioned in section 6 of the Commissioners for Oaths Act 1889.
- 2** The translation of the instrument must be certified to be a correct translation:—
- (a) if the translation was made in the United Kingdom, by
- (i) a notary public in any part of the United Kingdom;
- (ii) a solicitor (if the translation was made in Scotland), a solicitor of the Supreme Court of Judicature of England and Wales (if it was made in England or Wales), or a solicitor of the Supreme Court of Judicature of Northern Ireland (if it was made in Northern Ireland); or
- (iii) a person certified by a person mentioned above to be known to him to be competent to translate the document into English; or
- (b) if the translation was made outside the United Kingdom, by
- (i) a notary public;
- (ii) a person authorised in the place where the translation was made to administer an oath;
- (iii) any of the British officials mentioned in section 6 of the Commissioners for Oaths Act 1889;
- (iv) a person certified by a person mentioned above to be known to him to be competent to translate the document into English.
- 3** 'Director' includes any person who occupies the position of a director, by whatever name called.
- 4** For an individual, his present christian name(s) and surname must be given, together with any previous christian name(s) or surname(s).
- "Christian name" includes a forename. In the case of a peer or person usually known by a title different from his surname, "surname" means that title. In the case of a corporation, its corporate name must be given.
- A previous christian name or surname need not be given if:—
- (a) in the case of a married woman, it was a name by which she was known before her marriage; or
- (b) it was changed or ceased to be used at least 20 years ago, or before the person who previously used it reached the age of 18; or
- (c) in the case of a peer or a person usually known by a British title different from his surname, it was a name by which he was known before he adopted the title or succeeded to it
- 5** Usual residential address must be given or, in the case of a corporation, the registered or principal office.
- 6** In the case of an individual who has a business occupation, this occupation should be named. In the case of an individual who has no business occupation but who holds one or more other directorships, particulars should be given of one other directorship.
- 7** Where all the partners in a firm are joint secretaries, only the firm name and its principal office need be given.
- Where the secretary or one of the joint secretaries is a Scottish firm, give only the firm name and its principal office.
- 8** If the form provides insufficient space the names and particulars must be entered on the prescribed continuation sheet.
- 9** If made in a foreign country the declaration may be made before any British official mentioned in section 6 of the Commissioners for Oaths Act 1889 or, before any person having authority to administer an oath in that country.

COMPANIES FORM No. 691 (Cont.)

Please do not write in this margin

Return and declaration delivered for registration by an oversea company (continuation)

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

Continuation sheet No _____ to Form No. 691

Company number

--

* insert full name of company

Name of company

*

Particulars of the persons who are directors of the company at the date of this return (continued)(note 3)

Name(note 4)	
Former name(s)(note 4)	
Address (note 5)	Nationality
	Postcode
Business occupation or particulars of other directorships (note 6)	

Name(note 4)	
Former name(s)(note 4)	
Address (note 5)	Nationality
	Postcode
Business occupation or particulars of other directorships (note 6)	

Name(note 4)	
Former name(s)(note 4)	
Address (note 5)	Nationality
	Postcode
Business occupation or particulars of other directorships (note 6)	

Name(note 4)	
Former name(s)(note 4)	
Address (note 5)	Nationality
Postcode	
Business occupation or particulars of other directorships (note 6)	

Please do not
write in
this margin

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

Name(note 4)	
Former name(s)(note 4)	
Address (note 5)	Nationality
Postcode	
Business occupation or particulars of other directorships (note 6)	

Name(note 4)	
Former name(s)(note 4)	
Address (note 5)	Nationality
Postcode	
Business occupation or particulars of other directorships (note 6)	

Name(note 4)	
Former name(s)(note 4)	
Address (note 5)	Nationality
Postcode	
Business occupation or particulars of other directorships (note 6)	

Name(note 4)	
Former name(s)(note 4)	
Address (note 5)	Nationality
Postcode	
Business occupation or particulars of other directorships (note 6)	

G

COMPANIES FORM No. 692(1)(a)
Return of alteration in the
charter, statutes, etc.,
of an oversea company

692(1)(a)

Please do not
write in this
margin

Pursuant to section 692(1)(a) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

□ □ □ □ □ □ □ □

Name of company

* enter corporate
name

* _____

§ insert 'Charter',
'Statutes',
'Memorandum and
Articles of
Association' or
other instrument as
the case may be.

Return of alteration in the § _____

constituting or defining the constitution of the above company

Note

A copy of the alteration or a copy of the new deed, if one has been executed, and a translation of the alteration or deed if not in the English language must accompany this return. The actual documents enclosed should be listed below.

† delete as
appropriate

Signed _____

[Director][Secretary][Person Authorised]† Date _____

Note

The time within which this return is to be delivered to the registrar is 21 days after the date on which notice of the alteration in question could have been received in Great Britain in due course of post (if despatched with due diligence).

Presenter's name address and
reference (if any):

For official Use	
New Companies Section	Post room

G

COMPANIES FORM No. 692(1)(b)

Return of alteration in the directors or secretary of an oversea company or in their particulars

692(1)(b)

Please do not write in this margin

Pursuant to section 692(1)(b) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

Name of company

*

* enter present corporate name

Note

Please read notes overleaf before completing this form

notifies you that:

§ specify the change and date, if this consists of the appointment of a new secretary or one or more new directors complete the box(es) below

§

Particulars of director or secretary

Name (notes 3 and 6)	
Former name(s) (note 3)	
Address (note 4)	
Business occupation or particulars of one other directorship† (note 5)	Nationality†

† this information is not required in the case of a secretary

Presenter's name address and reference (if any):

For official Use
General Section

Post room

Particulars of directors

Name (note 3)	
Former name(s) (note 3)	
Address (note 4)	
Business occupation or particulars of one other directorship (note 5)	Nationality

Name (note 3)	
Former name(s) (note 3)	
Address (note 4)	
Business occupation or particulars of one other directorship (note 5)	Nationality

Signed

[Director][Secretary][Person Authorised]† Date

† delete as appropriate

Notes

- 1 If the space allowed is insufficient, the names and particulars should be entered on the continuation sheet(s).
- 2 The time within which this return is to be delivered to the registrar is 21 days after the date on which notice of the alteration in question could have been received in Great Britain in due course of post (if despatched with due diligence).
3. For an individual, his present christian name(s) and surname must be given, together with any previous christian name(s) or surname(s).
- "Christian name" includes a forename. In the case of a peer or person usually known by a title different from his surname, "surname" means that title. In the case of a corporation, its corporate name must be given.
- A previous christian name or surname need not be given if:—
- (a) in the case of a married woman, it was a name by which she was known before her marriage; or
- (b) it was changed or ceased to be used at least 20 years ago, or before the person who previously used it reached the age of 18; or
- (c) in the case of a peer or a person usually known by a British title different from his surname, it was a name by which he was known before he adopted the title or succeeded to it
- 4 Usual residential address must be given or, in the case of a corporation, the registered or principal office.
- 5 in the case of an individual who has no business occupation but holds any other directorship or directorships, particulars of that directorship or one of those other directorships must be entered.
- 6 Where all the partners in a firm are joint secretaries, only the name and principal office of the firm need be stated.
- Where the secretary or one of the joint secretaries is a Scottish firm the details required are the firm name and its principal office.

Please do not write in this margin

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

* insert full name of company

COMPANIES FORM No. 692(1)(b) (Cont.)

Return of alteration in the directors or secretary of an oversea company or in their particulars (continuation)

Continuation sheet No _____
to Form No. 692(1)(b)
Company number

--

Name of company

*

Particulars of directors continued

Name (note 3)	
Former name(s) (note 3)	
Address (note 4)	
Business occupation or particulars of one other directorship (note 5)	Nationality

Name (note 3)	
Former name(s) (note 3)	
Address (note 4)	
Business occupation or particulars of one other directorship (note 5)	Nationality

Name (note 3)	
Former name(s) (note 3)	
Address (note 4)	
Business occupation or particulars of one other directorship (note 5)	Nationality

Name (note 3)	
Former name(s) (note 3)	
Address (note 4)	
Business occupation or particulars of one other directorship (note 5)	Nationality

Particulars of directors continued

Name (note 3)	
Former name(s) (note 3)	
Address (note 4)	
Business occupation or particulars of one other directorship (note 5)	Nationality

Please do not
write in
this margin

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

Name (note 3)	
Former name(s) (note 3)	
Address (note 4)	
Business occupation or particulars of one other directorship (note 5)	Nationality

Name (note 3)	
Former name(s) (note 3)	
Address (note 4)	
Business occupation or particulars of one other directorship (note 5)	Nationality

Name (note 3)	
Former name(s) (note 3)	
Address (note 4)	
Business occupation or particulars of one other directorship (note 5)	Nationality

Name (note 3)	
Former name(s) (note 3)	
Address (note 4)	
Business occupation or particulars of one other directorship (note 5)	Nationality

Name (note 3)	
Former name(s) (note 3)	
Address (note 4)	
Business occupation or particulars of one other directorship (note 5)	Nationality

G

COMPANIES FORM No. 692(1)(c)

Return of alteration in the names or addresses of persons resident in Great Britain authorised to accept service on behalf of an overseas company

692(1)(c)

Please do not write in this margin

Pursuant to section 692(1)(c) of the Companies Act 1985

Note: The time within which a return containing the particulars of alteration is to be delivered to the Registrar is twenty one days after the making of such alterations.

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

To the Registrar of Companies

For official use

Company number

[] [] [] []

Name of company

* _____

* enter corporate name

notifies you of the following alteration(s) in the name(s) or address(es) of persons resident in Great Britain authorised to accept service on behalf of the company

[Empty box for alteration details]

† delete as appropriate

Signed

[Director][Secretary][Person Authorised]† Date

Presenter's name address and reference (if any):

For official Use	
General Section	Post room

G

COMPANIES FORM No. 692(2)

Return of change in the corporate name of an overseas company

692(2)

Note: this form should be used where name changed is name in country of incorporation

Please do not write in this margin

Pursuant to section 692(2) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] []

Name of company

* _____

* enter name registered in Great Britain

Particulars of change of name

1. Old corporate name
2. New corporate name
3. Date of change of corporate name

† delete as appropriate

Signed

[Director][Secretary][Person Authorised]† Date

Presenter's name address and reference (if any):

For official Use	
General Section	Post room

G

COMPANIES FORM No. 694(a)

Statement of name, other than corporate name, under which an overseas company proposes to carry on business in Great Britain

694(a)

Please do not write in this margin

Pursuant to section 694(4)(a) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] []

Name of company

* enter corporate name

The name approved by the Secretary of State, other than its corporate name, under which the company proposes to carry on business in Great Britain is §

§ enter name approved by the Secretary of State under section 694(4) of the Companies Act 1985

† delete as appropriate

Signed

[Director][Secretary][Person Authorised]† Date

Presenter's name address and reference (if any):

For official Use	
General Section	Post room

G

COMPANIES FORM No.694(b)

694(b)

Statement of name, other than corporate name, under which an overseas company proposes to carry on business in Great Britain in substitution for name previously registered

Please do not write in this margin

Pursuant to section 694(4)(b) of the Companies Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] [] [] [] [] []

Name of company

_____*

* insert present registered name

The name approved by the Secretary of State, other than its corporate name, under which ø

ø enter corporate name

proposes to carry on business in Great Britain is §

§ enter name approved by the Secretary of State under section 694(4)(b) of the Companies Act 1985

This name is in substitution for that currently registered

† delete as appropriate

Signed

[Director][Secretary][Person Authorised]† Date

Presenter's name address and reference (if any):

For official Use	
General Section	Post room

Notes

- 1 Section 225 of the Companies Act 1985 applies to overseas companies, with the exception of subsections (6) and (7).
- 2 At any time during one of its accounting reference periods an overseas company can give notice to the registrar of companies specifying a new date ("the new accounting reference date") on which that period is to be treated as coming to an end (or, alternatively, is to be treated as having come to an end) and on

which subsequent accounting reference periods are also to be treated as coming to an end. The day and month specified in the notice must be the same for both the accounting reference date and the accounting reference period.

- 3 The notice can either shorten or extend the current accounting reference period, but it cannot make it longer than 18 months.

- 4 The date shown in the boxes on the form should be completed in the manner shown below.

Day Month

0	5	0	4
---	---	---	---

Day Month Year

0	5	0	4	1	9	8	5
---	---	---	---	---	---	---	---

Notes

- 1 Section 225 of the Companies Act 1985 applies to overseas companies, with the exception of subsections (6) and (7).
- 2 Under section 225(2), at any time within 13 months after the end of one of its accounting reference periods, an overseas company can give notice to the registrar of companies, specifying a new accounting reference date on which that period is to be treated as coming to an end (or, alternatively, is to be treated as having come to an end), and on which subsequent accounting reference periods are also to be treated as coming, or as having come, to an end. The day and month specified in the notice must be the same for both the accounting reference date and the end of the accounting reference period.
- 3 But this notice can only be given by an overseas company which is a subsidiary or holding company of another company, and the new accounting reference period specified must be the same as the accounting reference period of that other company.
- 4 The notice can either shorten or extend the accounting reference period which has already ended, but it cannot make it longer than 18 months.
- 6 The date shown in the boxes on the form should be completed in the manner shown below.

Day Month

0	5	0	4
---	---	---	---

Day Month Year

0	5	0	4	1	9	8	5
---	---	---	---	---	---	---	---

G

COMPANIES FORM No. R7

Application by an old public company for re-registration as a public company

R7

Please do not write in this margin

Pursuant to section 2(1) of the Companies Consolidation (Consequential Provisions) Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] []

Name of company

* _____

* insert existing full name of company

applies to be re-registered as a public company by the name of § _____

§ insert full name of company amended to make it appropriate for this company as a public limited company

and, for that purpose, delivers the following documents for registration:

- 1 Printed copy of the memorandum as altered in pursuance of the directors' resolution that the company should be re-registered as a public company
- 2 Declaration made (on Form No.R8) by a director or secretary of the company that such a resolution has been passed and that the conditions specified in section 3 of the above Act were satisfied at the time of the resolution.
- 3 A copy of the directors' resolution (unless already delivered)ø

ø the copy must be printed or in some other form approved by the registrar

† delete as appropriate

Signed

[Director][Secretary]† Date

Presenter's name address and reference (if any):

For official Use	
General Section	Post room

G

COMPANIES FORM No. R7a

**Notice of application made to the Court
for the cancellation of a special resolution
by an old public company not to be
re-registered as a public company**

R7a

Please do not
write in
this margin

Pursuant to section 4(1) of the
Companies Consolidation (Consequential Provisions) Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] []

[]

Name of company

* []

* insert full name
of company

gives notice that an application has been made to the Court under section 54(1) of the Companies Act 1985 for the cancellation of the special resolution dated _____

that the company shall not be re-registered under section 2 of the Companies Consolidation (Consequential Provisions) Act 1985 as a public company

† delete as
appropriate

Signed

[Director][Secretary]†Date

Presenter's name address and
reference (if any):

For official Use
General Section

Post room

[] []

G

COMPANIES FORM No. R8

**Declaration by Director or Secretary
on application by an old public
company for re-registration as a
public company**

R8

Please do not
write in
this margin

Pursuant to section 2(4)(b) of the Companies Consolidation (Consequential Provisions) Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] []

Name of company

* _____

* insert full name
of company

I, _____

of _____

† delete as
appropriate

[a director][the secretary]† of the company, do solemnly and sincerely declare that:

1 the directors have passed a resolution complying with section 2(2) of the above Act that the company should be re-registered as a public company and;

2 the conditions specified in section 3 of that Act were satisfied at the time of the resolution.

And I make this solemn Declaration conscientiously believing the same to be true and by virtue of the provisions of the Statutory Declarations Act 1835.

Declared at _____

Declarant to sign below

the _____ day of _____

One thousand nine hundred and _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of the Peace or Solicitor having the powers conferred on a Commissioner for Oaths

Presenter's name address and
reference (if any):

For official Use
General Section

Post room

G

COMPANIES FORM No. R9

**Declaration by old public company
that it does not meet the
requirements for a public company**

R9

Please do not
write in
this margin

Pursuant to section 4 of the
Companies Consolidation (Consequential Provisions) Act 1985

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

To the Registrar of Companies

For official use

Company number

[] [] [] [] [] []

[]

Name of company

* []

*insert full name
of company

I, _____

of _____

† delete as
appropriate

[a director][the secretary]† of the above company do solemnly and sincerely declare
that the company does not at the time of this declaration satisfy the conditions
specified in section 3 of the above Act.

And I make this solemn Declaration conscientiously believing
the same to be true and by virtue of the provisions of the
Statutory Declarations Act 1835

Declarant to sign below

Declared at _____

the _____ day of _____

One thousand nine hundred and _____

before me _____

A Commissioner for Oaths or Notary Public or Justice of
the Peace or Solicitor having the powers conferred on a
Commissioner for Oaths.

Presenter's name address and
reference (if any):

For official Use
General Section

Post room

[]

SCHEDULE 4

Regulation 4(2)

PART I

PRESCRIBED PARTICULARS

Forms 88, 123, 395, 400, 410, 416, 466, 482, 692(1)(a), 692(1)(b), 692(1)(c) and 692(2).

PART II

PRESCRIBED PARTICULARS IN PRESCRIBED FORMS

Forms 155(6)a, 155(6)b, 173, 495(3)a and 495(3)b.

EXPLANATORY NOTE

(This Note is not part of the Regulations.)

These Regulations provide for the forms set out in Schedule 3 to the Regulations (other than those listed in Part I of Schedule 4) to be the forms prescribed for the purposes of the provisions of the Companies Act 1985 and the Companies Consolidation (Consequential Provisions) Act 1985 which are referred to in those forms. The forms have all been amended, and most of them have been re-numbered. The numbers of the forms prescribed under the Companies Act 1985 now relate to the relevant sections of that Act.

The Regulations provide that the particulars contained in the forms listed in Schedule 4 are the particulars prescribed for the purposes of the Companies Act 1985 referred to in those forms. They make special provision for the use of appropriate Inland Revenue forms in certain circumstances. They prescribe the ways in which translations and copies of documents required to be delivered to the registrar of companies are to be certified or verified, and they prescribe the manner of giving notice by a transferee company to dissenting shareholders.

The Regulations also revoke the Companies (Forms) Regulations 1979 and the various other instruments specified in Schedule 2. But the Regulations permit the continued use of most of the various forms and ways of certifying or verifying copies and translations prescribed by the Regulations which are revoked, and also the continued use of the annual return form set out in the Schedule to the Companies (Annual Return) Regulations 1983, provided that the documents are received before 1st July 1986.

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