

Web Incorporation – IN01

Data Item	Type	Max Char Length	Mandatory	Comments
Register to incorporate a new company				
Email address	Free text	64	Yes	
Do you already have a security code?	2 Radio Buttons (Y/N)	-	Yes	One or the other must be selected
Enter security code	Free text	32	Yes	
Company details				
Proposed company name	Free text	160	Yes	-
Name ending	Drop down menu	-	Yes	-
Location of registered office				
England & Wales	Radio Button	-	Yes	One of the four choices for situation must be selected
Northern Ireland	Radio Button	-	Yes	One of the four choices for situation must be selected
Scotland	Radio Button	-	Yes	One of the four choices for situation must be selected
Wales	Radio Button	-	Yes	One of the four choices for situation must be selected If Wales is selected then an additional drop down menu will appear to enable the customer to specify whether they wish to file a bilingual form (IN01c) instead of the standard IN01.
Registered office address				
Care of details	Free text	100	No	Only if applicable
PO box number	Free text	10	No	Only if applicable
Country	Drop down menu	-	Yes	-
Postcode	Free text	12	No	Look up functionality
Building Name/No.	Free text	50	Yes	-
Address 1 (street)	Free text	50	Yes	
Address 2	Free text	50	No	-
Post Town	Free text	50	Yes	-
County/Region	Free text	50	No	-
Details of New Director				
Title	Free text	50	No	-
Forename	Free text	50	Yes	-
Other Forename (s)	Free text	50	No	-
Surname	Free text	50	Yes	-
Country/State of residence	Drop down menu	-	Yes	-
Other Country/State	Free text	50	Yes	Only if country is not in drop down menu

Nationality	Free text	50	Yes	-
Date of Birth	Date	10	Yes	-
Business occupation	Free text	50	Yes	-
Former forename	Free text	50	No	-
Former surname	Free text	50	No	-
Director's service address				
Same as Registered office	Radio Button	-	No	Either "Same as Registered Office" or "New service address" must be selected.
New service address	Radio Button	-	No	Opens new address fields
Country	Drop down menu	-	Yes	
Other Country	Free text	50	Yes	Only if country is not in drop down menu
Postcode	Free text	15	No	Look up functionality
Care of details	Free text	100	No	Only if applicable
PO box number	Free text	10	No	Only if applicable
Building Name/No.	Free text	50	Yes	-
Address 1 (street)	Free text	50	Yes	
Address 2	Free text	50	No	-
Post Town	Free text	50	Yes	-
County/Region	Free text	50	No	-
Director's residential address				
Same as service address	Radio Button	-	No	Either "Same as service address" or "New residential address" must be selected. "Same as service address" cannot be selected if "Same as Registered Office" has already been selected in the Directors Service Address section.
New residential address	Radio Button	-	No	Opens new address fields
Country	Drop down menu	-	Yes	
Other Country	Free text	50	Yes	Only if country is not in drop down menu
Postcode	Free text	15	No	Look up functionality
Building Name/No.	Free text	50	Yes	-
Address 1 (street)	Free text	50	Yes	
Address 2	Free text	50	No	-
Post Town	Free text	50	Yes	-
County/Region	Free text	50	No	-
Section 243 disclosure exemption	Radio Button	-	No	This radio button may only be selected the applicant is in the process of applying for or has been granted exemption from their address being disclosed to credit reference agencies under s243 This radio button cannot be selected if "Same as service address" has already been selected in the Directors

				Residential Address section.
Consent to act - Complete 3 of the following authentication questions				
Town of birth (3 letters)	Free text	3	Yes	Must be non numeric
Telephone number (last 3 digits)	Numeric	3	Yes	Must be numeric
National insurance number (last 3 characters)	Free text	3	Yes	-
Passport number (last 3 digits)	Free text	3	Yes	Must be numeric
Mothers maiden name (first 3 letters)	Free text	3	Yes	Must be non numeric
Eye colour (first 3 letters)	Free text	3	Yes	Must be non numeric
Fathers first name (first 3 letters)	Free text	3	Yes	Must be non numeric
Proposed officers				
Details of New Secretary				
Title	Free text	50	No	-
Forename	Free text	50	Yes	-
Other Forename (s)	Free text	50	No	-
Surname	Free text	50	Yes	-
Country/State of residence	Drop down menu	50	Yes	-
Other Country/State	Free text	50	Yes	Only if country is not in drop down menu
Former names				
Former forename	Free text	50	No	-
Former surname	Free text	50	No	-
Secretary's service address				
Where is the service address situated	Radio Buttons	-	Yes	Either "Same as Registered Office" or "The service address is at the address supplied" must be selected. Selecting "The service address is at the address supplied" opens the fields below to allow a different address to be entered.
Country	Drop down menu	-	Yes	-
Other Country	Free text	20	Yes	Only if country is not in drop down menu
Postcode	Free text	15	No	Look up functionality
Care of details	Free text	100	No	Only if applicable
PO box number	Free text	10	No	Only if applicable
Building Name/No.	Free text	50	Yes	-
Address 1 (street)	Free text	50	Yes	
Address 2	Free text	50	No	-
Post Town	Free text	50	Yes	-
County/Region	Free text	50	No	-
Consent to act - Complete 3 of the following authentication questions				
Town of birth (3 letters)	Free text	3	Yes	Must be non numeric
Telephone number (last 3 digits)	Numeric	3	Yes	Must be numeric
National insurance number (last 3 characters)	Free text	3	Yes	-
Passport number (last 3 digits)	Free text	3	Yes	Must be numeric
Mothers maiden name (first 3 letters)	Free text	3	Yes	Must be non numeric
Eye colour (first 3 letters)	Free text	3	Yes	Must be non numeric

Fathers first name (first 3 letters)	Free text	3	Yes	Must be non numeric
Details of New Corporate Director				
Name of corporate body	Free text	160	Yes	The 160 character maximum field length include the company name ending (e.g. ltd)
Country	Drop down menu	-	Yes	-
Other Country	Free text	20	Yes	Only if country is not in drop down menu
Postcode	Free text	15	No	Look up functionality
Care of details	Free text	100	No	Only if applicable
PO box number	Free text	10	No	Only if applicable
Building Name/No.	Free text	50	Yes	-
Address 1 (street)	Free text	50	Yes	
Address 2	Free text	50	No	-
Post Town	Free text	50	Yes	-
County/Region	Free text	50	No	-
Forename authorising person	Free text	50	Yes	-
Surname authorising person	Free text	50	Yes	-
Company type	Radio Button	-	Yes	EEA or non EEA (one must be completed)
EEA companies				
Where company is registered	Free text	50	Yes	-
Registration number	Numerical entry	20	Yes	-
Non EEA companies				
Legal form of corporate body	Free text	50	Yes	-
Governing law	Free text	50	Yes	-
Where company is registered	Free text	50	No	-
Registration number	Numerical entry	20	No	-
Consent to act - Complete 3 of the following authentication questions				
Town of birth (3 letters)	Free text	3	Yes	Must be non numeric
Telephone number (last 3 digits)	Numeric	3	Yes	Must be numeric
National insurance number (last 3 characters)	Free text	3	Yes	-
Passport number (last 3 digits)	Free text	3	Yes	Must be numeric
Mothers maiden name (first 3 letters)	Free text	3	Yes	Must be non numeric
Eye colour (first 3 letters)	Free text	3	Yes	Must be non numeric
Fathers first name (first 3 letters)	Free text	3	Yes	Must be non numeric
Details of New Corporate Secretary				
Name of corporate body	Free text	160	Yes	The 160 character maximum field length include the company name ending (e.g. ltd)
Country	Drop down menu	-	Yes	-
Other Country	Free text	20	Yes	Only if country is not in drop down menu
Postcode	Free text	15	No	Look up functionality
Care of details	Free text	100	No	Only if applicable
PO box number	Free text	10	No	Only if applicable
Building Name/No.	Free text	50	Yes	-

Address 1 (street)	Free text	50	Yes	
Address 2	Free text	50	No	-
Post Town	Free text	50	Yes	-
County/Region	Free text	50	No	-
Forename authorising person	Free text	50	Yes	-
Surname authorising person	Free text	50	Yes	-
Company type	Radio Button	-	Yes	EEA or non EEA (one must be completed)
EEA companies				
Where company is registered	Free text	50	Yes	-
Registration number	Numerical entry	20	Yes	-
Non EEA companies				
Legal form of corporate body	Free text	50	Yes	-
Governing law	Free text	50	Yes	-
Where company is registered	Free text	50	No	-
Registration number	Numerical entry	20	No	-
Consent to act - Complete 3 of the following authentication questions				
Town of birth (3 letters)	Free text	3	Yes	Must be non numeric
Telephone number (last 3 digits)	Numeric	3	Yes	Must be numeric
National insurance number (last 3 characters)	Free text	3	Yes	-
Passport number (last 3 digits)	Free text	3	Yes	Must be numeric
Mothers maiden name (first 3 letters)	Free text	3	Yes	Must be non numeric
Eye colour (first 3 letters)	Free text	3	Yes	Must be non numeric
Fathers first name (first 3 letters)	Free text	3	Yes	Must be non numeric
Share capital				
Currency	Drop down menu	3	-	-
Class of share	Free text/link to drop down	50	Yes	Only mandatory if you add share currency & class
Number of shares	Numerical entry	11	Yes	Only mandatory if you add share currency & class
Amount paid up	Numerical entry	15 - 6 dpl allowed	Yes	Only mandatory if you add share currency & class
Amount unpaid	Numerical entry	15 - 6 dpl allowed	Yes	Only mandatory if you add share currency & class
Aggregate nominal total	Numerical entry	15 - 3 dpl allowed	Yes	Only mandatory if you add share currency & class
Prescribed Particulars	Free text	4000	Yes	Only mandatory if you add share currency & class
Statement of Capital Subscribers				
Person	Radio Button	-	-	Must select either "Person" or "Company or firm" If "Person" is selected the "Company or firm" fields are deactivated.
Forename	Free text	50	Yes	-
Surname	Free text	50	Yes	-
Company or firm	Radio	-		Must select either "Person" or

	Button			"Company or firm" If "Company or firm" is selected the "Person" fields are deactivated.
Company name	Free text	160	Yes	The 160 character maximum field length include the company name ending (e.g. ltd)
Forename authorising person	Free text	50	Yes	-
Surname authorising person	Free text	50	Yes	-
Country	Drop down menu	50	Yes	-
Other Country	Free text	20	Yes	Only if country is not in drop down menu
Postcode	Free text	15	No	Look up functionality
Building Name/No.	Free text	50	Yes	-
Address 1 (street)	Free text	50	Yes	
Address 2	Free text	50	No	-
Post Town	Free text	50	Yes	-
County/Region	Free text	50	No	-
Currency and class	Drop down menu	-	Yes	-
Number of shares	Numeric	11	Yes	-
Authentication - Complete 3 of the following authentication questions				
Town of birth (3 letters)	Free text	3	Yes	Must be non numeric
Telephone number (last 3 digits)	Numeric	3	Yes	Must be numeric
National insurance number (last 3 characters)	Free text	3	Yes	-
Passport number (last 3 digits)	Free text	3	Yes	Must be numeric
Mothers maiden name (first 3 letters)	Free text	3	Yes	Must be non numeric
Eye colour (first 3 letters)	Free text	3	Yes	Must be non numeric
Fathers first name (first 3 letters)	Free text	3	Yes	Must be non numeric
In supplying these personal details the subscriber authenticates: 1. the prescribed form memorandum of association; and 2. (where this application is sent to Companies House by the subscriber) the statement of compliance	Check Box	-	Yes	The appropriate memorandum of association for the company type will be automatically generated.
Statement of compliance				
Application is made by an agent on behalf of all the subscribers	Radio Button	-	Yes	Either "Application is made by an agent on behalf of all the subscribers" <u>or</u> "Application is made by all the subscribers of the memorandum" must be selected. Both options cannot be selected.
Application is made by all the subscribers of the memorandum	Radio Button	-	Yes	
Confirm requirements of CA06 have been met and that the subscriber(s) have viewed the memorandum	Radio Button	-	Yes	A link to the automatically generated memorandum of association is provided
Agent details - only displays if "Application is made by an agent on behalf of all the subscribers" is selected				
Agent (person)	Radio Button	-	-	-
Forename	Free text	50	Yes	-

Surname	Free text	160	Yes	-
Agent (Corporate)	Radio Button	-		-
Company name	Free text	160	Yes	The 160 character maximum field length include the company name ending (e.g. ltd)
Forename authorising person	Free text	50	Yes	-
Surname authorising person	Free text	50	Yes	-
Country	Drop down menu	-	Yes	-
Other Country	Free text	20	Yes	Only if country is not in drop down menu
Postcode	Free text	15	No	Look up functionality
Building Name/No.	Free text	50	Yes	-
Address 1 (street)	Free text	50	Yes	
Address 2	Free text	50	No	-
Post Town	Free text	50	Yes	-
County/Region	Free text	50	No	-
Authentication - Complete 3 of the following authentication questions				
Town of birth (3 letters)	Free text	3	Yes	Must be non numeric
Telephone number (last 3 digits)	Numeric	3	Yes	Must be numeric
National insurance number (last 3 characters)	Free text	3	Yes	-
Passport number (last 3 digits)	Free text	3	Yes	Must be numeric
Mothers maiden name (first 3 letters)	Free text	3	Yes	Must be non numeric
Eye colour (first 3 letters)	Free text	3	Yes	Must be non numeric
Fathers first name (first 3 letters)	Free text	3	Yes	Must be non numeric
Subscriber list				
Confirm that the requirements of CA06 have been met	Radio Button	-	Yes	-