SCRS

Enter your Details

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|-----------------------|-----------|----------------------|-----------|----------------|
| Full name | Free text | 50 | Yes | Not used by CH |
| Email address | Free text | 105 | Yes | Used by CH |
| Create your password | Free text | 12 | Yes | Not used by CH |
| Confirm your password | Free text | 12 | Yes | Not used by CH |

Relationship to Company

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|------------------------------|---------|----------------------|-----------|---|
| What is your | Radio | | Yes | Not used by CH |
| relationship to the company? | Buttons | | | Free text is only displayed if radio button 'Other' is selected |

Sign in-HMRC Government Gateway

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|-----------|-----------|----------------------|-----------|--|
| User ID | Free text | 12 | Yes | Issued by HMRC Government Gateway Not used by CH |
| Password | Free text | 12 | Yes | Not used by CH |

Company

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|--|----------------------|----------------------|-----------|----------|
| Will the company be a 'Community Interest Company'? | Y/N Radio Buttons | | Yes | |
| Will the company be 'limited by shares' or 'limited by guarantee'? | Radio Buttons | | Yes | |
| What is the company name? | Free Text | 160 | Yes | |
| Which company name ending would you prefer to go on the public record? | Radio Buttons | | Yes | |

RO Address

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|---|-------------------------------------|----------------------|-----------|--|
| UK Postcode (Search) | Free Text | 12 | Yes | Mandatory for an address search and must be a valid postcode. |
| Property Name or Number (Search) | Free Text | 50 | - | |
| Property Name or Number (Manual) | Free Text | 50 | Yes | |
| Address Line 1 (Manual) | Free Text | 50 | Yes | |
| Address Line 2 (Manual) | Free Text | 50 | - | |
| Town (Manual) | Free Text | 50 | Yes | |
| County (Manual) | Free Text | 50 | - | |
| Postcode (Manual) | Free Text | 12 | Yes | |
| Country (Manual) | Radio Buttons | | Yes | UK or Other can be selected, if other is selected user must then select England or Northern Ireland or Scotland or Wales to be able to continue. |
| PO Box No. (Manual) | Free Text | 10 | - | |
| Choose an Address | Radio Buttons | | Yes | Radio buttons will show for all properties found with that postcode. |
| Confirm the Registered Office address | Green Confirm/ Save Button | | Yes | User must confirm that this is the correct address. |

Country Company is Registered

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|---------------------------------------|------------------|----------------------|-----------|---|
| Where will the company be registered? | Radio Buttons | | Yes | One must be selected and must match the users RO address. |

<u>Bilingual</u>

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|---|------------------|----------------------|-----------|----------|
| How would you like your application displayed on Companies House records? | Radio Buttons | | Yes | |

Business Activity

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|-----------------------|--|-------------------------|-----------|---|
| Activity Search | Free text that creates a list of radio buttons | - | Yes | Can enter SIC code or description |
| Activity Selection | Radio buttons that appear based on activity search | | Yes | |

Secure Register Form

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|--|-------------------------|-------------------------|-----------|---|
| Has anyone on this application ever sent a Secure Register form to ask Companies House for protection? | Y/N Radio Buttons | | Yes | If Y is selected error is shown and user can't file application |

Directors Details

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|--|----------------------|----------------------|-----------|---|
| Title | Free Text | 50 | - | |
| First Name | Free Text | 50 | Yes | |
| Middle Name(s) | Free Text | 50 | - | |
| Last Name | Free Text | 50 | Yes | |
| Has the director used a different name for business purposes in the last 20 years? | Y/N Radio Buttons | | Yes | |
| Former name | Free Text | 50 | Yes | Available and Mandatory is user selects Y to above Q. |
| Country | Free Text | 50 | Yes | Suggested options will show based on info entered, will show as invalid if country entered is not found |
| Nationality | Free Text | - | Yes | Suggested options will show based on info entered, will show as unknown if country entered is not found |
| DOB | Free Text | 2/2/4 | Yes | Entered as day, month, year |
| Job Title | Free Text | 50 | Yes | Suggested options will show based on info entered |
| What is the correspondence address for director? | Radio button | | Yes | User can select to use a previous entered address or to enter a new address |
| UK Postcode (Search) | Free Text | 12 | Yes | Mandatory for an address search |
| Property Name or Number (Search) | Free Text | 50 | - | |
| Property Name or Number (Manual) | Free Text | 50 | Yes | |
| Address Line 1 (Manual) | Free Text | 50 | Yes | |
| Address Line 2 (Manual) | Free Text | 50 | - | |
| Town (Manual) | Free Text | 50 | Yes | |
| County (Manual) | Free Text | 50 | - | |

| Postcode | Free Text | 12 | Yes | |
|----------------|------------|----|-----|----------------------------------|
| (Manual) | TIEE TEXT | 12 | 163 | |
| | Fue a Taut | _ | V | LIK an Other and a salastad if |
| Country | Free Text | - | Yes | UK or Other can be selected, if |
| (Manual) | | | | other is selected user must then |
| | | | | select England or Northern |
| | | | | Ireland or Scotland or Wales to |
| | | | | be able to continue. |
| Choose an | Radio | | Yes | Radio buttons will show for all |
| Address | Buttons | | | properties found with that |
| | | | | postcode. |
| Confirm the | Green | | Yes | User must confirm that this is |
| correspondence | Confirm/ | | | the correct address. |
| address | Save | | | |
| | Button | | | |
| What is the | Radio | | Yes | User can select to use a |
| home address | button | | | previous entered address or to |
| for director? | | | | enter a new address |
| UK Postcode | Free Text | 12 | Yes | Mandatory for an address |
| (Search) | | | | search |
| Property Name | Free Text | 50 | _ | |
| or Number | Tree reac | | | |
| (Search) | | | | |
| Property Name | Free Text | 50 | Yes | |
| or Number | TIEC TEXT | 30 | 163 | |
| (Manual) | | | | |
| Address Line 1 | Free Text | 50 | Yes | |
| | riee iext | 30 | 165 | |
| (Manual) | F T. I | F0 | | |
| Address Line 2 | Free Text | 50 | - | |
| (Manual) | F T. I | F0 | V - | |
| Town | Free Text | 50 | Yes | |
| (Manual) | | | | |
| County | Free Text | 50 | - | |
| (Manual) | | | | |
| Postcode | Free Text | 12 | Yes | |
| (Manual) | | | | |
| Country | Free Text | - | Yes | UK or Other can be selected, if |
| (Manual) | | | | other is selected user must then |
| | | | | select England or Northern |
| | | | | Ireland or Scotland or Wales to |
| | | | | be able to continue. |
| Choose an | Radio | | Yes | Radio buttons will show for all |
| Address | Buttons | | | properties found with that |
| | | | | postcode. |
| Confirm the | Green | | Yes | User must confirm that this is |
| home address | Confirm/ | | | the correct address. |
| | Save | | | |
| | Button | | | |
| Receive filing | Y/N Radio | | Yes | |
| reminders? | Buttons | | | |
| Terrifficers; | Dattons | | | |

| Email address | Radio | Yes | If a different email address is |
|-----------------|-----------|-----|---------------------------------|
| for reminders | Buttons | | selected a free text box will |
| | | | appear. |
| Do you want to | Y/N Radio | Yes | |
| remove director | Button | | |
| director name? | | | |

Directors Summary

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|------------------------------|----------|----------------------|-----------|----------|
| Confirm where Director lives | Tick Box | | Yes | |
| Agree to become a Director | Tick Box | | Yes | |

Adding a Director/Secretary (individual or corporates)

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|---|------------------|----------------------|-----------|----------|
| What type of company director or secretary would you like to add? | Radio Buttons | | Yes | |

Secretary Details

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|--------------------------|-----------|----------------------|-----------|-----------------|
| Title | Free Text | 50 | - | |
| First Name | Free Text | 50 | Yes | |
| Middle Name(s) | Free Text | 50 | - | |
| Last Name | Free Text | 50 | Yes | |
| Has the secretary used a | Radio | 30 | Yes | |
| different name for | Button | | 103 | |
| business purposes in the | Batton | | | |
| last 20 years? | | | | |
| Former name | Free Text | 50 | Yes | Available and |
| | | | | Mandatory is |
| | | | | user selects Y |
| | | | | to above Q. |
| | | | | to above Q. |
| What is the | Radio | | Yes | User can select |
| correspondence address | button | | | to use a |
| for secretary? | | | | previous |
| | | | | entered |
| | | | | address or to |
| | | | | enter a new |
| | | | | address |
| UK Postcode (Search) | Free Text | 12 | Yes | Mandatory for |
| | | | | an address |
| | | | | search |
| Property Name or | Free Text | 50 | - | |
| Number (Search) | | | | |
| Property Name or | Free Text | 50 | Yes | |
| Number (Manual) | | | | |
| Address Line 1 | Free Text | 50 | Yes | |
| (Manual) | | | | |
| Address Line 2 | Free Text | 50 | - | |
| (Manual) | F T | 50 | | |
| Town | Free Text | 50 | Yes | |
| (Manual) | F Tt | 50 | | |
| County | Free Text | 50 | - | |
| (Manual) Postcode | Free Text | 12 | Voc | |
| (Manual) | riee iext | 12 | Yes | |
| Country | Free Text | _ | Yes | UK or Other |
| (Manual) | TIEC TEXT | | 163 | can be |
| (ivialiual) | | | | selected, if |
| | | | | other is |
| | | | | selected user |
| | | | | must then |
| | | | | select England |
| | | | | or Northern |
| | | | | |
| | | | | Ireland or |

| | | | Scotland or Wales to be able to continue. |
|---|-------------------------------------|-----|--|
| Choose an Address | Radio Buttons | Yes | Radio buttons will show for all properties found with that postcode. |
| Confirm the address | Green Confirm/ Save Button | Yes | |
| Do you want to remove secretary secretary name? | Y/N Radio Button | Yes | |

Corporate Director

| Data Item | <u>Type</u> | <u>Max</u> | Mandatory | <u>Comments</u> |
|--|-------------------------------------|------------------|-----------|--|
| | | <u>Character</u> | | |
| | | <u>Length</u> | | |
| What is the name of the | Free Text | - | Yes | |
| corporate director? | | | | |
| What is the correspondence address for corporate director? | Radio button | | Yes | User can select to use a previous entered address or to enter a new address |
| UK Postcode (Search) | Free Text | 12 | Yes | Mandatory for an address search |
| Property Name or Number (Search) | Free Text | 50 | - | |
| Property Name or Number (Manual) | Free Text | 50 | Yes | |
| Address Line 1 (Manual) | Free Text | 50 | Yes | |
| Address Line 2 (Manual) | Free Text | 50 | - | |
| Town (Manual) | Free Text | 50 | Yes | |
| County (Manual) | Free Text | 50 | - | |
| Postcode (Manual) | Free Text | 12 | Yes | |
| Country (Manual) | Free Text | - | Yes | UK or Other can be selected, if other is selected user must then select England or Northern Ireland or Scotland or Wales to be able to continue. |
| Choose an Address | Radio Buttons | | Yes | Radio buttons will show for all properties found with that postcode. |
| Confirm the address | Green Confirm/ Save Button | | Yes | |
| Is corporate director registered in the UK? | Y/N Radio Buttons | | Yes | |

| Is corporate director registered in | Y/N Radio | | Yes | If selected Y to |
|-------------------------------------|-----------|----|-----|------------------|
| the European Economic Area | Buttons | | | above |
| (EEA)? | | | | |
| Is corporate directors' corporate | Y/N Radio | | Yes | If selected Y to |
| body type listed in the First | Buttons | | | above |
| Company Directive? | | | | |
| Country of registration | Free Text | - | Yes | If selected Y to |
| | Box | | | above |
| Registration number | Free Text | 20 | Yes | u n |
| | Box | | | |
| Do you want to remove | Y/N Radio | | Yes | |
| corporate director corporate | Button | | | |
| director name? | | | | |

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|---|-------------------------------------|----------------------|-----------|--|
| What is the name of the corporate secretary? | Free Text | - | Yes | |
| What is the correspondence address for corporate secretary? | Radio button | | Yes | User can select to use a previous entered address or to enter a new address |
| UK Postcode (Search) | Free Text | 12 | Yes | Mandatory for an address search |
| Property Name or Number (Search) | Free Text | 50 | | |
| Property Name or Number (Manual) | Free Text | 50 | Yes | |
| Address Line 1 (Manual) | Free Text | 50 | Yes | |
| Address Line 2 (Manual) | Free Text | 50 | | |
| Town (Manual) | Free Text | 50 | Yes | |
| County (Manual) | Free Text | 50 | - | UK or Other can be selected, if other is selected user must then select England or Northern Ireland or Scotland or Wales to be able to continue. |
| Postcode (Manual) | Free Text | 12 | Yes | |
| Country (Manual) | Free Text | - | Yes | Address will be recommended based in info entered. |
| Choose an Address | Radio Buttons | | Yes | Radio buttons will show for all properties found with that postcode. |
| Confirm the address | Green Confirm/ Save Button | | Yes | |
| Is corporate secretary registered in the UK? | Y/N Radio Buttons | | Yes | |

| | \/\b\ \D \\! | | T | |
|-------------------------|--------------|-----|-----|-------------------|
| Is corporate secretary | Y/N Radio | | Yes | |
| registered in the UK? | Buttons | | | |
| What type of | Radio | | Yes | Shown if selected |
| corporate body is | Buttons | | | Y to above Q |
| Corporate secretary? | | | | |
| Registration No | Free Text | - | Yes | u n |
| Is corporate secretary | Y/N Radio | | Yes | If selected N to |
| registered in the | Buttons | | | previous Q |
| European Economic | | | | |
| Area (EEA)? | | | | |
| Is corporate secretary | Radio | | Yes | If selected Y to |
| corporate body type | Buttons | | | above Q |
| listed in the First | (if selects | | | |
| Company Directive? | other | | | |
| | radio | | | |
| | button | | | |
| | this | | | |
| | brings up | | | |
| | a free | | | |
| | text box) | | | |
| Corporate secretary | Free text | 20 | Yes | |
| registration number | | | | |
| Country of registration | Free Text | - | Yes | If selected N to |
| | Box | | | above Q |
| Registration number | Free Text | 20 | Yes | u n |
| | Box | | | |
| Corporate body type | Free Text | 160 | Yes | If selected N to |
| | | | | above Q. |
| Governing Law | Free Text | 160 | Yes | u n |
| Country of registration | Free Text | 160 | Yes | u n |
| (if applicable) | | | | |
| Registration number | Free Text | 20 | - | u n |
| Do you want to | Y/N Radio | | Yes | |
| remove corporate | Button | | | |
| secretary corporate | | | | |
| secretary name? | | | | |
| | | | | |

Shareholders

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|--------------------------------------|---------------------|----------------------|-----------|---|
| Is director name a shareholder | Y/N Radio Button | | Yes | |
| Adding another shareholder | Y/N Radio Button | | Yes | |
| What type of shareholder | Radio Buttons | | Yes | |
| Shareholder person First Name | Free Text | - | Yes | |
| Shareholder Person Last Name | Free text | - | Yes | |
| What is the address for shareholder? | Radio button | | Yes | User can select to use a previous entered address or to enter a new address |
| UK Postcode (Search) | Free Text | 12 | Yes | Mandatory for an address search |
| Property Name or Number (Search) | Free Text | 50 | | |
| Address Line 1 (Manual) | Free Text | 50 | Yes | |
| Address Line 2 (Manual) | Free Text | 50 | | |
| Town (Manual) | Free Text | 50 | Yes | |
| County (Manual) | Free Text | 50 | | UK or Other can be selected, if other is selected user must then select England or Northern Ireland or Scotland or Wales to be able to continue |
| Postcode (Manual) | Free Text | 12 | Yes | |
| Country (Manual) | Free Text | - | Yes | Address will be recommended |

| | | | based in info entered |
|---|-------------------------------|-----|--|
| Choose an Address | Radio Buttons | Yes | Radio buttons will show for all properties found with that postcode |
| Confirm the address | Green Confirm/ Save Button | Yes | |
| Do you want to remove shareholder shareholder name? | Y/N Radio Buttons | Yes | |

Corporate Shareholder

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|-----------------------|--------|----------------------|-----------|--|
| Corporate | Free | 160 | Yes | |
| shareholders name | Text | | | |
| What is the address | Radio | | Yes | User can select to use a |
| for corporate | button | | | previous entered address |
| shareholder? | | | | or to enter a new |
| UK Postcode | Free | 12 | Yes | address |
| (Search) | Text | 12 | res | Mandatory for an address search |
| Property Name or | Free | 50 | _ | address search |
| Number (Search) | Text | 30 | | |
| Address Line 1 | Free | 50 | Yes | |
| (Manual) | Text | 30 | 1.03 | |
| Address Line 2 | Free | 50 | | |
| (Manual) | Text | | | |
| Town | Free | 50 | Yes | |
| (Manual) | Text | | | |
| County | Free | 50 | - | |
| (Manual) | Text | | | |
| Postcode | Free | 12 | Yes | |
| (Manual) | Text | | | |
| Country | Free | - | Yes | UK or Other can be |
| (Manual) | Text | | | selected, if other is |
| | | | | selected user must then |
| | | | | select England or Northern Ireland or |
| | | | | Scotland or Wales to be |
| | | | | able to continue. |
| Choose an Address | Radio | | Yes | Radio buttons will show |
| enouse an Address | Button | | 163 | for all properties found |
| | S | | | with that postcode |
| Confirm the address | Green | | Yes | <u>'</u> |
| | Confir | | | |
| | m/ | | | |
| | Save | | | |
| | Button | | | |
| If Corp SH address is | | | | |
| same as individual | | | | |
| SH: | | | | |
| What is the name of | Free | 50 | Yes | |
| the person acting on | Text | | | |
| behalf of corporate | | | | |
| shareholder? First | | | | |
| name | | | | |
| | | | | |

| Last name | Free | 50 | Yes | If selected N to previous |
|--------------------|--------|----|-----|---------------------------|
| | Text | | | Q |
| Do you want to | Y/N | | Yes | |
| remove shareholder | Radio | | | |
| shareholder name? | Button | | | |
| | S | | | |

Shares

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|--------------------------------------|--|----------------------|-----------|--|
| Using the most common type of shares | Y/N Radio Button | | Yes | |
| Giving shares to SH | Radio buttons | | Yes | A text drop-down will appear is user selects other |
| Value of each share | Radio Buttons | | Yes | A text drop-down will appear is user selects other |
| Naming share type | Radio buttons | | Yes | A text drop-down will appear is user selects other |
| Ordinary A shares currency | Radio Buttons | | Yes | A text drop-down will appear is user selects other, currency is suggested based on info entered. |
| Ordinary A Value | Radio Buttons | | Yes | A text drop-down will appear is user selects other |
| Ordinary A owner's vote | Radio buttons | | Yes | |
| Ordinary A Dividends | Y/N Radio Buttons | | Yes | |
| Ordinary A Dividend Distribution | Radio Buttons | | Yes | |
| Ordinary A Capital Distribution | Y/N Radio Buttons | | Yes | |
| Ordinary A Capital Dist Amount | Radio Buttons | | Yes | A text drop-down will appear is user selects option 2 |
| Ordinary A, SH owning shares | Tick box and radio button drop down | | Yes | If user selects other amount a drop-down text box will appear |
| SH Paid for Ordinary A Shares | Radio Button | | Yes | If user selects other amount a drop down text box will appear |

| All Ordinary A | | | |
|--|--|-----|--|
| snare pages | | | |
| share pages apply to all other share | | | |
| other share | | | |
| types | | | |
| | | l \ | |

Guarantor

| <u>Guarantor</u> | | | | |
|---|-------------------------------------|----------------------|-----------|--|
| Data Item | Туре | Max Character Length | Mandatory | Comments |
| Is director a guarantor? | Y/N Radio Buttons | | Yes | |
| Add another guarantor? | Y/N Radio Buttons | | Yes | |
| New Guarantors First Name | Free Text | 50 | Yes | |
| Last Name | Free Text | 50 | Yes | |
| What is the address for guarantor? | Radio button | | Yes | User can select to use a previous entered address or to enter a new address |
| UK Postcode (Search) | Free Text | 12 | Yes | Mandatory for an address search |
| Property Name or Number (Search) | Free Text | 50 | - | |
| Address Line 1 (Manual) | Free Text | 50 | Yes | |
| Address Line 2 (Manual) | Free Text | 50 | - | |
| Town (Manual) | Free Text | 50 | Yes | |
| County (Manual) | Free Text | 50 | - | |
| Postcode (Manual) | Free Text | 12 | Yes | |
| Country (Manual) | Free Text | - | Yes | UK or Other can be selected, if other is selected user must then select England or Northern Ireland or Scotland or Wales to be able to continue. |
| Choose an Address | Radio Buttons | | Yes | Radio buttons will show for all properties found with that postcode |
| Confirm the address | Green Confirm/ Save Button | | Yes | |

Amount Guaranteed

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|--------------------------------|---------------|----------------------|-----------|--|
| How much will guarantors give? | Radio Buttons | | Yes | If selected the other amount radio button shows a tree text drop down. |

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|---|----------------------|----------------------|-----------|---------------------------------|
| Add PSC | Y/N Radio Buttons | | Yes | |
| What kind of PSC to add | Radio Buttons | | Yes | |
| New PSC details- Title | Free Text | 50 | Yes | |
| First name | Free Text | 50 | Yes | |
| Middle Name (s) | Free Text | 50 | - | |
| Last Name | Free Text | 50 | Yes | |
| Country | Free Text | - | Yes | |
| Nationality | Free Text | - | Yes | |
| DOB | Free Text | 2/2/4 | Yes | Written as day, month, year. |
| What is the correspondence address for PSC? | Radio button | | Yes | Select previous or new address |
| UK Postcode (Search) | Free Text | 12 | Yes | Mandatory for an address search |
| Property Name or Number (Search) | Free Text | 50 | - | |
| Property Name or Number (Manual) | Free Text | 50 | Yes | |
| Address Line 1 (Manual) | Free Text | 50 | Yes | |
| Address Line 2 (Manual) | Free Text | 50 | - | |

| Town | Free Text | 50 | Yes | |
|-------------------------|-----------|----|-----|----------------------------|
| (Manual) | TIEC TEXT | 30 | 163 | |
| County | Free Text | 50 | _ | |
| (Manual) | TICC TCX | 30 | | |
| Postcode | Free Text | 12 | Yes | |
| (Manual) | TIEE TEXT | 12 | 163 | |
| Country | Free Text | _ | Yes | UK or Other can be |
| (Manual) | TICC TCX | | 163 | selected, if other is |
| | | | | selected user must then |
| | | | | select England or Northern |
| | | | | Ireland or Scotland or |
| | | | | Wales to be able to |
| | | | | continue. |
| Choose an | Radio | | Yes | Radio buttons will show |
| Address | Buttons | | | for all properties found |
| | | | | with that postcode. |
| Confirm the PSC | Green | | Yes | User must confirm address |
| address | Confirm/ | | | |
| | Save | | | |
| | Button | | | |
| What is the | Radio | | Yes | Select previous or new |
| home address | button | | | address |
| for PSC? | | | | |
| UK Postcode | Free Text | 12 | Yes | Mandatory for an address |
| (Search) | Fron Tour | F0 | | search |
| Property Name or Number | Free Text | 50 | - | |
| (Search) | | | | |
| Property Name | Free Text | 50 | Yes | |
| or Number | TIEC TEXT | 30 | 163 | |
| (Manual) | | | | |
| Address Line 1 | Free Text | 50 | Yes | |
| (Manual) | | | | |
| Address Line 2 | Free Text | 50 | - | |
| (Manual) | | | | |
| Town | Free Text | 50 | Yes | |
| (Manual) | | | | |
| County | Free Text | 50 | - | |
| (Manual) | | | | |
| Postcode | Free Text | 12 | Yes | |
| (Manual) | | | | |
| Country | Free Text | - | Yes | UK or Other can be |
| (Manual) | | | | selected, if other is |
| | | | | selected user must then |
| | | | | select England or Northern |
| | | | | Ireland or Scotland or |
| | | | | Wales to be able to |
| Character | D-all. | | V | continue. |
| Choose an | Radio | | Yes | Radio buttons will show |
| Address | Buttons | | | for all properties found |
| | <u> </u> | | | with that postcode. |

| Confirm the PSC | Green | Yes | User must confirm address |
|------------------|-----------|-----|---------------------------|
| address | Confirm/ | | |
| | Save | | |
| | Button | | |
| Will PSC receive | Y/N Radio | Yes | |
| share of | Buttons | | |
| company profit? | | | |
| % of shares PSC | Radio | Yes | |
| owns? | Buttons | | |
| % of voting | Radio | Yes | |
| rights PSC | Buttons | | |
| owns? | | | |
| Right to | Y/N Radio | Yes | |
| appoint/remove | Buttons | | |
| ? | | | |
| Do you want to | Y/N Radio | Yes | |
| remove PSC PSC | Button | | |
| name? | | | |

Corporate PSC

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|---|----------------------|----------------------|-----------|--|
| New PSC details- Name | Free Text | 160 | Yes | |
| Registered in UK? | Y/N Radio Buttons | | Yes | |
| What type of corp body? | Radio Buttons | | Yes | |
| Corporate PSC Details- Legal form or corporate identity | Free Text | 160 | Yes | Free text is Prepopulated depending on route |
| Governing law | Free Text | 160 | Yes | Free text is Prepopulated depending on route |
| Register that corp psc is entered in | Free Text | - | - | Free text is Prepopulated depending on route |
| Country of registration (if applicable) | Free Text | 160 | - | |
| Registration number | Free Text | 20 | Yes | |
| Traded on any EEA reg market? | Y/N Radio Button | | Yes | |
| Traded in specific markets? | Y/N Radio Button | | Yes | |
| Corp PSC a trust? | Y/N Radio Button | | Yes | |
| Corp PSC have legal personality? | Y/N Radio Button | | Yes | |
| Single person/corp body | Y/N Radio Button | | Yes | |

| | <u> </u> | | | |
|-----------------|----------------|----|-----|---|
| control>50% | | | | |
| of corp PSC? | | | | |
| = | | | ., | 1.50 5 1 . |
| Entity that has | Radio Buttons | | Yes | If Corp Body is |
| > 50% control? | | | | selected a free text |
| | | | | dropdown for the |
| | | | | name appears |
| | | | | |
| What is the | Radio button | | Yes | User can select to |
| address for | | | | use a previous |
| corp PSC? | | | | entered address or |
| | | | | to enter a new |
| | | | | address |
| UK Postcode | Free Text | 12 | Yes | Mandatory for an |
| (Search) | | | | address search |
| Property | Free Text | 50 | - | |
| Name or | | | | |
| Number | | | | |
| (Search) | | | | |
| Property | Free Text | 50 | Yes | |
| Name or | | | | |
| Number | | | | |
| (Manual) | | | | |
| Address Line 1 | Free Text | 50 | Yes | |
| (Manual) | | | | |
| Address Line 2 | Free Text | 50 | | |
| (Manual) | | | | |
| Town | Free Text | 50 | Yes | |
| (Manual) | | | | |
| County | Free Text | 50 | - | |
| (Manual) | | | | |
| Postcode | Free Text | 12 | Yes | |
| (Manual) | | | | |
| Country | Free Text | - | Yes | UK or Other can be |
| (Manual) | | | | selected, if other is |
| | | | | selected user must |
| | | | | then select England |
| | | | | or Northern Ireland |
| | | | | or Scotland or Wales |
| | | | | to be able to |
| | | | | continue. |
| Choose an | Radio Buttons | | Yes | Radio buttons will |
| Address | | | | show for all |
| | | | | properties found |
| | | | | with that postcode. |
| Confirm the | Green Confirm/ | | Yes | User must confirm |
| corp PSC | Save Button | | | that this is the |
| address | | | | correct address. |
| % of shares | Radio Buttons | | Yes | |
| PSC owns? | | | | |
| L | 1 | | | T. C. |

| % of voting rights PSC owns? | Radio Buttons | Yes | |
|---|----------------------|-----|--|
| Right to appoint/remo ve? | Y/N Radio Buttons | Yes | |
| Do you want to remove PSC Corp PSC name? | Y/N Radio Button | Yes | |

<u>ORP</u>

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|--|-------------------------------------|----------------------|-----------|--|
| ORP Name | Free Text | - | Yes | |
| What is the address of ORP? | Radio button | | Yes | Select previous or new address |
| UK Postcode (Search) | Free Text | 12 | Yes | Mandatory for an address search |
| Property Name or Number (Search) | Free Text | 50 | - | |
| Property Name or Number (Manual) | Free Text | 50 | Yes | |
| Address Line 1 (Manual) | Free Text | 50 | Yes | |
| Address Line 2 (Manual) | Free Text | 50 | - | |
| Town (Manual) | Free Text | 50 | Yes | |
| County (Manual) | Free Text | 50 | - | |
| Postcode (Manual) | Free Text | 12 | Yes | |
| Country (Manual) | Free Text | - | Yes | UK or Other can be selected, if other is selected user must then select England or Northern Ireland or Scotland or Wales to be able to continue. |
| Choose an Address | Radio Buttons | | Yes | Radio buttons will show for all properties found with that postcode. |
| Confirm the ORP address | Green Confirm/ Save Button | | Yes | User must confirm address |
| Legal form or corporate identity | Free Text | 160 | Yes | |
| Governing law | Free Text | 160 | Yes | |
| % od shares ORP owns. | Radio Buttons | | Yes | |
| %of voting rights OPR owns | Radio Buttons | | Yes | |
| ORP authority to appoint/remove directors? | Y/N Radio Buttons | | Yes | |

| Do you want to | Y/N | Yes | |
|----------------|---------|-----|--|
| remove ORP? | Radio | | |
| | Buttons | | |

PSC Summary

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|-------------------------|----------|----------------------|-----------|----------|
| Confirm where PSC lives | Tick Box | | Yes | |
| Confirm PSC | Tick Box | | Yes | |

Authorisers

| Data Item | <u>Type</u> | <u>Max</u> | Mandatory | Comments |
|--|---------------|---------------|-----------|---------------|
| | | Character | | |
| | | <u>Length</u> | | |
| Who will authorise this | Radio Buttons | | Yes | |
| application? | Nadio Buttons | | 163 | |
| аррисаціон: | | | | |
| Name of person acting | Free Text | 50 | Yes | |
| on behalf of SH? First | | | | |
| name | | | | |
| Last name | Free Text | 50 | Yes | |
| Name of firm acting on | Free Text | | Yes | |
| behalf of SH? Company | | | | |
| Name | Free Toyt | F0 | Vac | |
| Name of person acting on behalf of company | Free Text | 50 | Yes | |
| First name | | | | |
| Last name | Free Text | 50 | Yes | |
| What is the address? | Radio button | 30 | Yes | Select |
| | | | | previous or |
| | | | | new address |
| UK Postcode (Search) | Free Text | | Yes | Mandatory for |
| | | | | an address |
| | | | | search |
| Property Name or | Free Text | 50 | - | |
| Number (Search) | | | | |
| Property Name or | Free Text | 50 | Yes | |
| Number (Manual) | | | | |
| Address Line 1 | Free Text | 50 | Yes | |
| (Manual) | Free Toyt | F0 | | |
| Address Line 2 (Manual) | Free Text | 50 | - | |
| Town | Free Text | 50 | Yes | |
| (Manual) | TIEE TEXT | 30 | 163 | |
| County | Free Text | 50 | - | |
| (Manual) | I TOO TONG | | | |
| Postcode | Free Text | 12 | Yes | |
| (Manual) | | | | |
| Country | Free Text | - | Yes | UK or Other |
| (Manual) | | | | can be |
| | | | | selected, if |
| | | | | other is |
| | | | | selected user |

| | | | | must then select England or Northern Ireland or Scotland or Wales to be able to continue. |
|--|--|---|-----|---|
| Choose an Address | Radio Buttons | | Yes | Radio buttons will show for all properties found with that postcode. |
| Confirm the auth address | Green Confirm/ Save Button | | Yes | User must confirm address |
| Electronic Signature- Town of birth | Tick Box once selected reveals free text | 3 | Yes | 3/6 need to be completed |
| Mothers Maiden Name | Tick Box once selected reveals free text | 3 | Yes | 3/6 need to be completed |
| Fathers First name | Tick Box once selected reveals free text | 3 | Yes | 3/6 need to be completed |
| Telephone no | Tick Box once selected reveals free text | 3 | Yes | 3/6 need to be completed |
| NI No. | Tick Box once selected reveals free text | 3 | Yes | 3/6 need to be completed |
| Passport No. | Tick Box once selected reveals free text | 3 | Yes | 3/6 need to be completed |

Model Articles

| Data Item | Type | Max Character Length | Mandatory | Comments |
|--------------------------------------|-------------------|----------------------|-----------|----------------------------------|
| Does user want to use model articles | Y/N Tick Box | | Yes | |
| Uploading copy of bespoke articles | Link to upload | | Yes | Seen if not using model articles |

Forming the Company

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|-----------------|------------------|----------------------|-----------|----------------|
| Confirm to form | Tick Box | | Yes | |
| company | | | | |
| Electronic | Tick Box once | 3 | Yes | 3/6 need to be |
| Signature- Town | selected reveals | | | completed |
| of birth | free text | | | |
| Mothers Maiden | Tick Box once | 3 | Yes | 3/6 need to be |
| Name | selected reveals | | | completed |
| | free text | | | |
| Fathers First | Tick Box once | 3 | Yes | 3/6 need to be |
| name | selected reveals | | | completed |
| | free text | | | |
| Telephone no | Tick Box once | 3 | Yes | 3/6 need to be |
| | selected reveals | | | completed |
| | free text | | | |
| NI No. | Tick Box once | 3 | Yes | 3/6 need to be |
| | selected reveals | | | completed |
| | free text | | | |
| Passport No. | Tick Box once | 3 | Yes | 3/6 need to be |
| | selected reveals | | | completed |
| | free text | | | |

Final Summary

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|---|----------|----------------------|-----------|----------|
| I understand that this registration application can't be changed after I proceed. | Tick Box | | Yes | |

<u>Payment</u>

| Data Item | Туре | Max Character Length | Mandatory | Comments |
|-----------------------|-----------|----------------------|-----------|----------|
| Company name | Pre- | | - | |
| | populated | | | |
| | with data | | | |
| | entry | | | |
| Reference number | Pre- | | - | |
| | populated | | | |
| | with | | | |
| | generated | | | |
| | reference | | | |
| Cost to register your | Pre- | | - | |
| company | populated | | | |
| | with | | | |
| | generated | | | |
| | fee | | | |