

Web Incorporation – IN01

Data Item	Type	Max Char Length	Mandatory /Optional	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	-
Situation 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
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 county 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	-
Directors service address				

Same as Registered office	Radio Button	-	No	One of these boxes must be actioned
New service address	Radio Button	-	No	Opens new address fields
Country	Drop down menu	-	Yes	
Other Country	Free text	50	Yes	Only if county 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	-
Directors residential address				
Same as Registered office	Radio Button	-	No	One of these boxes must be actioned
New residential address	Radio Button	-	No	Opens new address fields Submit
Country	Drop down menu	-	Yes	
Other Country	Free text	50	Yes	Only if county 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	Only used if confidentiality order is in place
Consent to act				
Town of birth (3 letters)	Free text	3	Yes	-
Telephone number (last 3 digits)	Numeric	3	Yes	-
National insurance number (last 3 characters)	Free text	3	Yes	-
Passport number (last 3 digits)	Free text	3	Yes	-
Mothers maiden name (first 3 letters)	Free text	3	Yes	-
Eye colour (first 3 letters)	Free text	3	Yes	-
Fathers first name (first 3 letters)	Free text	3	Yes	-
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 county 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 Button	-	Yes	Same as RO/Other address Other address Radio Button opens address fields
Country	Drop down menu	-	Yes	-
Other Country	Free text	20	Yes	Only if county 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				
Town of birth (3 letters)	Free text	3	Yes	-
Telephone number (last 3 digits)	Numeric	3	Yes	-
National insurance number (last 3 characters)	Free text	3	Yes	-
Passport number (last 3 digits)	Free text	3	Yes	-
Mothers maiden name (first 3 letters)	Free text	3	Yes	-
Eye colour (first 3 letters)	Free text	3	Yes	-
Fathers first name (first 3 letters)	Free text	3	Yes	-
Details of New Corporate Director				
Name of corporate body	Free text	160	Yes	-
Country	Drop down menu	-	Yes	-
Other Country	Free text	20	Yes	Only if county 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				
Town of birth (3 letters)	Free text	3	Yes	-
Telephone number (last 3 digits)	Numeric	3	Yes	-
National insurance number (last 3 characters)	Free text	3	Yes	-
Passport number (last 3 digits)	Free text	3	Yes	-
Mothers maiden name (first 3 letters)	Free text	3	Yes	-
Eye colour (first 3 letters)	Free text	3	Yes	-
Fathers first name (first 3 letters)	Free text	3	Yes	-
Details of New Corporate Secretary				
Name of corporate body	Free text	160	Yes	-
Country	Drop down menu	-	Yes	-
Other Country	Free text	20	Yes	Only if county 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				
Town of birth (3 letters)	Free text	3	Yes	-
Telephone number (last 3 digits)	Numeric	3	Yes	-
National insurance number (last 3 characters)	Free text	3	Yes	-
Passport number (last 3 digits)	Free text	3	Yes	-
Mothers maiden name (first 3 letters)	Free text	3	Yes	-
Eye colour (first 3 letters)	Free text	3	Yes	-
Fathers first name (first 3 letters)	Free text	3	Yes	-
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(under review)	Yes	Only mandatory if you add share currency & class
Statement of Capital Subscribers				
Person subscriber	Radio Button	-	-	-
Forename	Free text	50	Yes	-
Surname	Free text	50	Yes	-
Corporate subscriber	Radio Button	-		-
Company name	Free text	160	Yes	-
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 county 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				
Town of birth (3 letters)	Free text	3	Yes	-
Telephone number (last 3 digits)	Numeric	3	Yes	-
National insurance number (last 3 characters)	Free text	3	Yes	-
Passport number (last 3 digits)	Free text	3	Yes	-
Mothers maiden name (first 3 letters)	Free text	3	Yes	-
Eye colour (first 3 letters)	Free text	3	Yes	-
Fathers first name (first 3 letters)	Free text	3	Yes	-
Subscriber authenticates memorandum and statement of compliance	Check Box	-	Yes	Complete 3 of the following authentication questions
Initial Shareholdings Statement of compliance				
Application is made by an agent on behalf of all the subscribers	Radio Button	-	Yes	One or the other must be selected
Application is made by all the subscribers of the memorandum	Radio Button	-	Yes	One or the other must be selected

Agent details				
Confirm requirements of CA06 have been met	Radio Button	-	Yes	-
Agent (person)	Radio Button	-	-	-
Forename	Free text	50	Yes	-
Surname	Free text	160	Yes	-
Agent (Corporate)	Radio Button	-		-
Company name	Free text	160	Yes	-
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 county 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	-
Telephone number (last 3 digits)	Numeric	3	Yes	-
National insurance number (last 3 characters)	Free text	3	Yes	-
Passport number (last 3 digits)	Free text	3	Yes	-
Mothers maiden name (first 3 letters)	Free text	3	Yes	-
Eye colour (first 3 letters)	Free text	3	Yes	-
Fathers first name (first 3 letters)	Free text	3	Yes	-
Subscriber list				
Confirm requirements of CA06 have been met	Radio Button	-	Yes	-
Summary of information				
Payment				
Credit card	Radio Button	-	Yes	One or the other must be selected
Account	Radio Button	-	Yes	One or the other must be selected
Presenter id	Free text	11	Yes	-
Authentication code	Numerical entry	11	Yes	-