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A method and system for creating a corporate entity

Field of the invention

The present invention relates to a method and system for creating a corporate entity.

Background of the invention

Creating a corporate entity can be a somewhat time consuming, labour intensive, intricate, and costly exercise requiring a degree of skill and expertise. Also, this process often requires person(s) seeking to create the entity to gather and provide a significant amount of information in order to satisfy the legal requirements for creating a corporate entity. Usually person(s) (including lawyers and accountants acting in their professional capacity) seeking to form a corporate entity may do so by:

-purchasing an existing, pre-formed dormant corporation "off the shelf" from a shelf company provider, lawyer, or accountant ('option 1');

-engaging the services of a shelf company provider, lawyer, or accountant to incorporate the new corporation ('option 2'); or

-attempting to do it themselves after seeking whatever limited, static and non interactive guidance they may require and be able to obtain ('option 3').

The disadvantage with the above procedures is that, in the case of options 1 and 2, the 'client' will require the services of a professional service provider. This can be somewhat costly, involves communicating with the professional service provider and frequently involves meeting with the professional service provider for the purposes of receiving advice and signing documents. Even if no such meetings take place, documents such as consents to act as a director are still required to be prepared by the professional service provider, forwarded to the client for signing and then returned to the professional service provider. Two further disadvantages of the prior art are that communications and meetings between the client and the service provider may usually only be done during business hours, and that it exposes the person(s) to the risk of human error.

From a professional services provider's perspective, the above factors may translate into the need for the expenditure of a certain amount of time and labour, with their associated costs, which in turn can translate into a certain minimum price which must be charged to the client in order for the work to be profitable. They also mean that the professional services provider's knowledge may only be given for the benefit of one client at a time rather than being provided simultaneously to a number of clients (and thus 'leveraged'), and may only be given during office hours rather than 24 hours a day, 7 days a week.

On the other hand, in relation to option 3, the person(s) may have significant problems in creating their corporate entity because of a lack of understanding, skill, knowledge, or appropriate guidance or because they are required to fill in or create (or both) an extensive or confusing (or both) array of forms and documentation which may be very time consuming. Also, they may not obtain the most appropriate corporate entity for their needs as they may not be aware of certain legal ramifications of the types of companies that they may choose to create, and there is generally a high chance of making mistakes.

The applicant does not concede that the prior art discussed in this specification forms part of the common general knowledge in the art at the priority date of this application.

Summary of the invention

It is an object of the invention to provide a method and system for assisting in the formation of a corporate entity which may ameliorate at least some of the disadvantages outlined above.

In accordance with a first aspect of the present invention, there is provided a method for assisting in the formation of a corporate entity, in at least one answering session, by providing a processor means in interactive communication with a user attempting to form said corporate entity, said processor means being configured to perform automatically the following steps: (a) communicating at least one set of one or more questions to said user via an interactive communications device and enabling said user to provide, for storage, one or more answers to said communicated questions; (b) selecting a further set of one or more questions for communication to said user, wherein the selection of at least one question in said selected further set of one or more questions is dependent upon said user's answer to one or more previous questions; (c) communicating said further set of one or more questions to said user and enabling said user to provide, for storage, one or more answers to said further set of communicated questions; (d) repeating at least some of the above steps until said user has provided at least enough information to allow said processor means to determine the documents that are legally required for the formation of said corporate entity, wherein at least one repetition includes a repetition of steps (b) and (c); (e) determining the documents that are legally required for the formation of said corporate entity; and (f) generating said legally required documents referred to in step (e) in an electronic form.

The method can also include the step of storing said user's one or more answers to said questions in a database structure associated with said processor means. Preferably one or more document templates are accessible by said processor means, and step (f) includes the sub steps of: selecting at least one document template corresponding to at least one of said documents determined in step (e); and populating said at least one selected document template with one or more of said user's stored answers. In an embodiment at least one of said user's stored answers is mapped to at least one corresponding text insertion area contained in said at least one selected document template to populate said at least one selected document template.

Preferably at least once during the performance of the method the selection of at least one of said questions in said selected further set of one or more questions made in step (b) is dependent upon said user's answer to at least two previous questions. In one embodiment of the invention, in step (d) a final repetition ends in a repetition of step (a).

In a preferred embodiment of the method the documents legally required for the formation of the corporate entity can also include the documents required to be in existence shortly after the incorporation of the corporate entity.

Preferably, the method can also include the steps of generating execution and/or lodgement and/or retention instructions for the generated documents, delivering the legally required documents to a user in an electronic form, storing the answers to the series of questions in a database and utilising the stored information to generate the legally required documents.

The method also preferably includes the step of providing to the user legally-based and practice-based information relating to the questions displayed to the user, in order to assist the user to answer the questions correctly and appropriately. The questions may also preferably be displayed with hyper links to further legally-based and practice-based information.

In one embodiment the user answers the questions from a client computer on a network and the questions displayed to the user are preferably dynamically updated depending upon changes in the relevant law and practice. Preferably, the user is able to review their answers (or a subset or a selection of them) to the set of one or more questions as they proceed through the successive set of one or more questions. Preferably, the user is able to amend their answers to any one of the set of one or more questions as they proceed through the successive set of one or more questions.

Preferably, the user is presented with a summary of the answers (or a subset of them) once the user has provided enough information to create the desired corporate entity. When the user provides an answer to a question which must by its nature be incorrect, an error message can be presented to the user.

The user can be allocated a unique identifier to identify the user and/or answering session, such as a username and associated password. Preferably, the user can be provided with the ability to use at least one or more of the answers from a previously recorded answering session and use the answers in a new answering session without having to re-answer the questions from scratch.

At least one of said sets of one or more questions preferably includes only one question. Preferably the processor means communicates all of the questions of a set of questions having more than one question to the user substantially simultaneously.

In accordance with a further aspect of the present invention, there is provided a computer memory storing thereon an application program for controlling the operation of a processor means to assist in the formation of a corporate entity in at least one answering session, said application program controlling said processor means to: (a) communicate at least one set of one or more questions to said user and enable said user to provide, for storage, one or more answers to said communicated questions; (b) select a further set of one or more questions for communication to said user, wherein the selection of at least one question in said selected further set of one or more questions is dependent upon said user's answer to one or more previous questions; (c) communicate said further set of one or more questions to said user and enable said user to provide, for storage, one or more answers to said further set of communicated questions; (d) repeat at least some of the above steps until said user has provided at least enough information to allow said processor means to determine the documents that are legally required for the formation of said corporate entity, wherein at least one repetition includes a repetition of steps (b) and (c);(e) determine the documents that are legally required for the formation of said corporate entity; and (f) generate the legally required documents referred to in step (e) in an electronic form.

Preferably, the application program controls the processor to provide to the user, legally-based and practice-based information relating to the questions as the questions are displayed to the user. The questions displayed to the user are preferably dynamically updated depending upon changes in the relevant law or practice. The user can be able to review their answers to the set of one or more questions as they proceed through the successive sets of one or more questions. The user is able to amend their answers to the sets of one or more

questions as they proceed through the successive sets of one or more questions. The application program can control the processor so that upon amendment by the user of a previously answered set of one or more questions, the successively answered questions are preferably deleted/amended depending upon the user's amended answer. The user can be presented with a summary of the answers once the user has provided enough information to create the desired corporate entity. When the user provides an answer to a question which must by its nature be incorrect, an error message can be presented to the user.

Ideally, the user can be allocated a unique identifier to identify the answering session. Preferably, the user is able to copy at least one or more of the answers from a previously recorded answering session and use the answers in a new answering session. An electronic file can be created by interrogating the database structure and thereby generating an electronic file for filing with a registration authority that registers corporate entities.

In accordance with a further aspect of the present invention, there is provided a system for assisting in the formation of a corporate entity in at least one answering session, said system including: processor means in interactive communication with a user attempting to form said corporate entity; interactive communication means, in communication with said processor means, adapted to allow said processor means to communicate sets of one or more questions to said user and to allow said processor means to receive said user's answers to said communicated questions, data storage means associated with said processor means configured to store said user's received answers; said processor means running an application program configured to cause said processor means to communicate at least one set of one or more questions to said user and to receive answers thereto from said user; to successively select and communicate a further set of one or more questions to said user and to receive answers thereto from said user; and to repeat said selection and communication of further sets of one or more questions until said processor means has received at least enough answers from said user to allow said processor means to determine the documents that are legally required for the formation of said corporate entity, wherein the selection of at least some of said further sets of one or more questions by said processor means is based on said user's answer to one or more previous questions; said application program further causing said processor means to determine the documents that are legally required for the formation of said corporate entity; and to generate said legally required documents in an electronic form using at least some of said user's stored answers.

Preferably said data storage means includes a database structure associated with said processor means, said database structure having a plurality of user answer fields in which at least selected ones of said user's answers are stored. Said database structure can additionally include a question database from which said communicated questions are selected by said processor means.

Preferably one or more document templates are accessible by said processor means, and said application program causes said processor means to merge at least one selected document template corresponding to said legally required documents, with at least a subset of said user's stored answers to generate said legally required documents. In an embodiment the application program causes said processor means to map said user answer fields, to corresponding text insertion areas contained in said at least one selected document template. Preferably at least one of said user answer fields are mapped to a plurality of corresponding text insertion areas in said at least one selected document template.

The application program preferably causes said processor means to select at least one of said further sets of one or more questions on the basis of said user's answers to at least two previous questions.

In a preferred embodiment the final set of one or more questions selected by said processor means can include one or more predetermined questions.

Preferably the application program causes the processor means to communicate all of the questions of a set of questions having more than one question to the user substantially simultaneously.

In the description and claims of this specification the word "comprise" and variations of that word, such as "comprises" and "comprising" are not intended to exclude other features, additives, components, integers or steps but rather, unless otherwise stated explicitly, the scope of these words should be construed broadly such that they have an inclusive meaning rather than an exclusive one.

In the description and claims of this specification the phrase 'documents to form said corporate entity' and variations of that phrase, such as 'documents to form a corporate entity', 'required documents' and 'necessary documents' are not intended to be restricted to the bare minimum of document(s) required to form a corporate entity by lodging them with a corporate entity registration authority, but are also intended to extend to documents which the law requires be created and maintained by the corporate entity or its officers, or persons associated with it, at the time of its incorporation or within a reasonable time thereafter (e.g. within 3 months).

The preferred embodiment also allows for the creation of many different types of companies. In the case of Australia, the preferred embodiment allows for the creation of both private and public companies, including companies limited by shares, companies unlimited with a share capital, companies limited by guarantee and no liability companies, thereby providing an array of different corporate entity creation options.

In the description and claims of this specification the phrase 'practice-based information' and variations of that phrase, such as 'practical information' and 'practice' relate to various practices which may exist from time to time in relation to the creation of corporate entities which, although not being directly referable to or founded upon any particular law(s), are generally accepted as being appropriate and valid by professional services providers who engage in the business of creating corporate entities, or are generally accepted by or imposed by corporate entity registration authorities.

In the description and claims of this specification the phrase 'creating a corporate entity' and variations of that phrase, such as 'create said corporate entity' and 'creation of a corporate entity' are intended not only to relate to the strict creation of a corporate entity but also relate to the satisfaction of pre-conditions for the creation of a corporate entity and to the facilitation of and assistance with the creation of a corporate entity.

Brief description of the drawings

Notwithstanding any other embodiments which may fall within the scope of the present invention, preferred embodiments of the invention will now be described, by way of example only, with reference to the accompanying drawings in which:

Fig. 1 is a schematic illustration of a preferred network arrangement over which to deploy the invention;

Fig. 2 is a diagram of the server 14 shown in Fig. 1;

Fig. 3 is a display of an Internet browser web page presented to a user for selecting a particular configuration of a company type;

Fig. 4 is a display of an Internet browser web page presented to a user for providing information relating to the selection of a particular configuration of a company type;

Fig. 5 is a display of an Internet browser web page presented to a user to allow the user to input information relating to the details of a proposed company;

Fig. 6 is a display of an Internet browser web page presented to a user for selecting one of two company types.

Fig. 7 to Fig. 10 illustrate a series of flow charts instructive in the creation of a web site for the creation of documentation associated with an Australian Corporate Entity; and

Fig. 11 to Fig. 16 illustrate a series of flow charts instructive in the creation of a web site for the creation of documentation associated with a United Kingdom Corporate Entity.

Detailed description of the embodiments

A preferred embodiment provides a corporate entity creation service provider (CECSP) which functions automatically and is able to assist in the formation of a corporate entity by issuing a series of questions to a client user of a computer network, the client user replying to the series of questions in an answering session. The CECSP has a server including a processor and a memory on which an application program is stored. The application program controls the processor to generate a first set of one or more questions to the client user by transmitting data via the computer network to the client PC.

The user of the client PC responds to the first set of (one or more) questions and the answer is subsequently transmitted as data via the computer network, back to the CECSP. The application program selects a second set of questions, the selection being based upon the initial answer that the user of the client PC has provided. The second set of questions is transmitted to the client PC user. The client user continues to answer subsequent sets of questions and the CECSP continues to generate successive questions until the CECSP has enough information to create documents to form a corporate entity.

The preferred embodiment will now be described in detail with reference to Fig. 1. Fig. 1 is a schematic illustration of a system 10 for assisting in the formation of a corporate entity in an answering session. The system 10 includes a Corporate Entity Creation Service Provider (CECSP) 15. The CECSP 15 provides entity creation services to client users e.g., 30 and 33. The client users 30 and 33 exchange data with the CECSP via a communications network in the form of the Internet 12.

The CECSP 15 includes a server 14 which supports a web site 21 which is used by the client users 30 and 33 to answer questions relating to the formation of a corporate entity as will be discussed below. The CECSP 15 further includes a memory 18 on which an application program 20 is stored. The application program controls a processor (not shown in Fig. 1) to assist in the formation of a corporate entity.

The memory 18 further includes a relational database 16 which, in this embodiment, is a Microsoft™ SQL database developed by Microsoft Corporation. The server 14 can be any server such as the one in this embodiment

which is a Microsoft™ Internet server IIS 4.0, the application program 20 runs on a Windows™ 2000 platform, also manufactured by Microsoft Corporation.

The CECSP 15 is also in data communication with a Legal Resources server 22 operated by a legal resource information centre for providing legal resources. The legal resources include updated legislation, reported case law and articles relating to legal issues. The web site 21 of the CECSP 15 has links to certain HTML files containing information pertinent to the formation of a corporate entity.

The CECSP 15 is also in data communication via the Internet 12 with a Corporate Entity Registration Authority's 25 server 24. The CECSP 15 is able to search the availability of proposed company names via searching the relevant names database on the Corporate Entity Registration Authority's 25 server 24. The CECSP 15 is also able to electronically transmit electronic files containing information relating to the formation of a corporate entity directly to the server 24 as will be further explained below.

Referring to Fig. 2, there is shown a block diagram of more details of the server 14 of Fig. 1. The server 14 has application program 20 stored in its memory 18. The server 14 includes a central processing unit (CPU) 19, a monitor 23 to display data to an administrator of the CECSP 15, a mouse for selecting graphical items on the monitor 23 and a keyboard 27 for inputting text data by the administrator of the CECSP. The CPU 19 is connected via a communications port to communications line 17 to connect the server 14 to an ISP (not shown) for connection to the Internet 12 and subsequently data exchange with client PCs 30 and 33.

The preferred embodiment is designed to create a corporate entity in accordance with the laws of a particular jurisdiction. The corporate entity is created through the interaction within an Internet browser type environment with a series of questions and answers being provided to a user. The particular questions required will of course be jurisdiction specific. Whilst a simplified example of a web based interaction is provided hereinafter, two particular examples of web based design are provided in the attached appendices and figures.

In a first example outlined in Appendix A, and figures 7 to 10 of the drawings, a system is provided for creating an Australian corporate entity. Appendix A and figures 7 to 10 contain instructions given to a web site developer for the creation of a web based system. In appendix A, a substantial amount of material setting out the details of the background information and explanatory material of legal concepts has been removed so as to provide a higher level of clarity. In particular, the guidance information has been substantially removed on the basis that it expounds textbooks principles that will be jurisdiction specific.

Appendix B and Fig. 11 to Fig. 16 of the drawings, again contain instructions directed to instructing a web site developer to construct a web site for the creation of the relevant documentation suitable in this instance for creating a United Kingdom corporate entity (known as UKcorporator). Again, significant background material setting out the details of the background information and explanatory material of legal concepts has been removed so as to highlight the functionality of the web site developer instructions.

It would be understood that other embodiments would be best implemented on a jurisdiction by jurisdiction basis in line with the examples presented in the attached appendices, by a team of web developers and lawyers, with the lawyers being fully conversant of the legal nuances required in the relevant incorporation documentation and the law relating to the formation of corporate entities in the relevant jurisdiction. Further, the

resulting directions, questions and guidance materials themselves would no doubt evolve over time in accordance with changing statutes and changing laws and the release of information by the various regulatory authorities. It would be readily evident that by the creation of similar teams in other jurisdictions, the creation of other embodiments relevant to the creation of corporate entities within each relevant jurisdiction can be facilitated.

Turning again to Fig. 1, an example of operation of the preferred embodiment will now be explained. If for example client user 30 wishes to create a corporate entity, to do so they download a home page (not shown) of web site 21 supported by server 14. Client 30 may optionally first register their details with the CECSP 15 via a virtual form on the web site 21 (not shown). The client 30 provides their name (whether natural person or legal person), contact details and credit card details (although these can be provided at the end of the answering session thereby allowing potential users to use the majority of the site and to test it out so that they can get comfortable with it before committing themselves to payment and before disclosing their credit card details) which are all stored on the database 16.

In another embodiment, the credit card details may be stored on another database remote from and not accessible by the CECSP 15, such as a banking institution's database.

The information within the downloaded virtual form is sent via the Internet 12 to the server 14. Upon receipt of the user information, application program 20 generates a user ID and a session number for gaining access to pages within the web site 21 so that the person can begin to incorporate a corporate entity. All transmissions between the client 30 and the CECSP 15 via the Internet 12 can be encrypted using SSL encryption protocol.

In another embodiment, the application program can allow the user to select a username and password when they elect to register with the system 10. Preferably the username can be in the form of an email address and the password can be in the form of a four digit personal identification number (PIN).

The client 30 instigates an answering session with the application program by entering their username and personal identification number (PIN) to gain access to web page 31 shown in Fig. 3. Web page 31 is downloaded from the server 14 and displayed on a browser programmed into the client PC 30.

By displaying the web page 31 to the client user 30, the application program asks the client user 30 if they want to form a "one person company"? The client user 30 then answers the application program's 20 question by either selecting the YES button 32 if they want to form a one person company or, if they don't want to form a one person company, they select the NO button 34. Alternatively, if the user is not sure what is meant by a one person company, the user can select the INFORMATION button 36.

If the user selects the INFORMATION button 36, a request is sent from client PC 30 to server 14 via the Internet 12 for a web page 40 as shown in Fig. 4. The web page 40 displays on the right side of the user's monitor and thus allows the web page 31 to remain simultaneously viewable (the text of the web page 31 is displayed on the left side of the user's monitor so that it is not obscured by the web page 40). It will be appreciated that in other embodiments a separate web page 40 may not be generated but a HTML frame, DHTML file or XML file containing the information can be provided on web page 31. In the case of a DHTML file, it may be smoothly scrolled in from the right side of the user's monitor.

The web page 40 provides information (by arrow 42) to the client user 30 as to what a 'one person company' means. That is, a one person company is a proprietary/private company limited by shares, wherein the company has one and the same person as the company's sole member, sole director and sole company secretary. The user has the option after reading the explanation of a one person company to go to web page 31 of Fig. 3, without selecting any BACK button, and answer the question. Alternatively, if the client user 30 wishes to view any appropriate legislation relating to a one person company then they can select the LEGISLATION button 46.

Upon selecting the LEGISLATION button 46, a request message is sent to server 14 for any relevant legislation which may relate to one person companies. The application program then instructs the server 14 to send a request for the legislation information contained within the legal resources server 22. Upon receipt, this information is then forwarded and displayed to the client 30 in a web browser page, appropriately sized and positioned so that it does not entirely obscure web page 40 (or web page 31). Once the client user 30 'clicks' back anywhere in web page 31, the browser reverts to a full and 'active' view of web page 31. Referring again to Fig. 3, once the client user 30 has answered the question by selecting the YES button 32 or the NO button 34, the selection is sent to the server 14 and read by the application program 20. If the client user 30 selects the YES button 32, the application program 20 then instructs the CPU 19 to send web page 50, as shown in Fig. 5, to the PC 30. Referring now to web page 50 in Fig. 5, the application program 20 requests the user to enter the details of the sole director, sole company secretary and sole member by filling in dialogue boxes: surname 52, given names 54, address 56, birth details 58.

The user of client PC 30 can click on the CANCEL button 51 in which case the web page 50 disappears from the display of PC 30 and web page 31 of Fig. 3 is then shown again or alternatively, the user can select the information button 53 and be displayed a web page, like web page 40 of Fig. 4, to obtain the information relating to the details being requested at web page 50 in Fig. 5. If the user of client PC 30 selects the OK button 55, then this answer is then again sent to the server 14 and the data is read for each of the virtual forms 52, 54, 56 and 58 and the data recorded in database 16.

As the application program 20 reads the data, it also can apply two types of error checking functionality.

The first type of error checking may be described as 'field validation'. For example, if the user of client PC 30 enters a date of birth for the proposed sole director and sole secretary indicating that the person is less than the minimum lawful age, the application program invokes a message to the client PC 30 by posting another web page (not shown) to the client PC 30 browser which indicates that, by law, a director and company secretary of a company must be a specified minimum age. The user of client PC 30 is then provided with an opportunity to amend the date of birth if it was inputted incorrectly, or propose another person who is the minimum lawful age, as the proposed sole director and sole secretary.

In another embodiment, the error checking is conducted on the 'client side' and the error message does not come up in the form of another web page but simply a small 'JavaScript' error message which 'pops-up'. In this way the user doesn't have the delay associated with the transmission to and from the server.

In a similar fashion, other error checking features include the detection of errors such as the following (together with the displaying of an associated error message informing the client user 30 of the nature of the error and instructing the client user 30 how to remedy the error):

errors relating to the entry by the client user 30 of dates which do not exist, for example, 29 February in a non-leap year;

errors relating to the failure by the client user 30 to provide information which is legally mandatory;

errors relating to the entry by the client user 30 of a letter or letters in a field which may only validly accept the entry of digits;

errors relating to the entry by the client user 30 of an amount unpaid per share which exceeds the amount previously specified by the user as being the total amount paid per share;

errors relating to the entry by the client user 30 of a negative amount in a field which may only validly accept a positive amount (for example, the number of shares proposed to be held by a proposed shareholder);

errors relating to the entry by the client user 30 of a number with decimal places into a field which may only validly accept counting numbers, for example, the number of shares proposed to be held by a proposed shareholder;

errors relating to the entry by the user of a post office box address in circumstances where the relevant law does not allow the specification of such an address but instead requires the specification of a physical address;

errors relating to the entry by the user of a purported post code which could not be a valid post code in the relevant jurisdiction;

errors relating to the entry by the user of a foreign address in circumstances where the relevant law requires the provision of a domestic address;

errors relating to the entry by the client user 30 of an invalidly formatted email address; and

errors relating to the failure by the client user 30 to select an option in a field in a virtual form.

The second type of error checking functionality is broader and more sophisticated than the first in that its activation not only depends upon the input that the client user 30 makes on a particular web page, but also depends on a previous answer or combination of answers which the client user 30 has given. For example, in the preferred embodiment of formulating a corporate entity in Australia reproduced in Appendix A and figures 7 to 10 of the drawings, if the user is forming a company limited by guarantee and has previously indicated to the CECSP 15 that the company will not have a written constitution but instead will rely entirely on the 'replaceable rules', but subsequently indicates to the CECSP 15 that it is proposed that the company will exclude the word 'Limited' or the abbreviation 'Ltd' from the company's name, then an error message web page will be displayed to the user indicating that this would be in breach of section 150 of the Corporations Law. The error message web page will give the user the option of either specifying that the company will have a written constitution or of opting to have the word 'Limited' or the abbreviation 'Ltd' included in the company's name. As another example, if the user provides the details of a proposed director with a foreign residential address in circumstances where this would breach the minimum number of resident directors legally required, having regard to the type of company proposed to be formed as previously specified by the user, and having regard to the number of directors previously specified by the user, and having regard to the residential addresses of the directors previously specified, the CECSP 15 will

display an associated error message explaining that the user's proposal would be in breach of the law and requesting a re-specified director.

Referring now again to Fig. 3, if the client user 30 had selected the NO button 34 instead of the YES button 32, then this answer when read by the application program 20 would have resulted in another question being sent to the client user 30, the web page 60 shown in Fig. 6. Web page 60 asks a further question as to whether the user of client PC 30 would like to form a proprietary company or a public company (as shown by arrow 62). If the user of client PC 30 selects the PRIVATE button 64, a private company is selected. If the user of client PC 30 selects the PUBLIC button 66, then a public company is selected. Alternatively, the selection of the INFORMATION button 68 results in the client PC downloading (or activating on the client side) another information page (not shown) which will explain to the user, the differences between a proprietary company and a public company. The information page will also contain links to legislation shown on legal resources 22 (Fig. 1). When the user of client PC 30 selects the PRIVATE button 64 or the PUBLIC button 66, this answer is then sent to the server 14 via the Internet 12. The application program 20 again reads the answer and selects an appropriate web page dependent upon the company type selected.

The series of questions shown here in Figs. 3 to 6 have been shown as an illustration of the steps that the application program undertakes by first reading an answer to a question and then selecting a new set of one or more questions depending upon the client user's 30 answer. The application program 20, continues to ask a new series of questions until the client user 30 has provided enough information to form the particular corporate entity that they want to form.

The logic of the web site 21, in terms of a system for creating an Australian corporate entity, is displayed in Fig. 7 to 10 of the drawings and in Appendix A. The logic that the application program 20 follows in navigating through the web pages will generally be dependent upon the previous answer, or combinations of previous answers, that the user provides to the series of questions.

Once the application program 20 has all of the information required to form a corporate entity, the application program 20 creates and sends documents, in PDF format, to the user of client PC 30. The user of client PC 30 can then access these documents by using real display software such as provided by Adobe Acrobat Reader™ developed by Adobe Systems Incorporated. The client user 30 can then print out the documents from their printer (not shown) connected to client PC 30 and lodge those documents that constitute the application documents by post or by courier or in person, with the Corporate Entity Registration Authority 25 as the application for registration of a corporate entity.

The requisite documents can be produced by the insertion of text fields generated into prepared template documents (such as word documents or PDF documents) in a mail merge type operation.

Each web page referred to in the logic diagram of Fig. 7 to Fig. 10 is reproduced in Appendix A. Together they show a preferred embodiment of a web site for formulating a corporate entity in Australia as at 12 March 2000. Likewise Fig. 11 to Fig. 16 and Appendix B together show a preferred embodiment of a web site for formulating a corporate entity in the United Kingdom under that country's current law.

Alternatively, rather than forwarding all the PDF documents directly to the client PC 30, in another embodiment the application program 20 generates an electronic file containing the information for an application to register the proposed corporate entity and transmits this data to the Corporate Entity Registration Authority 25's server 24. The Corporate Entity Registration Authority is usually a government administrative body and registers the company based upon the information provided. The CECSP 15 can be paid for the services it provides. The user of client PC 30 provides their credit card details to provide payment for the services CECSP provides. Other payment systems may also be utilized such as bill payment or telephone banking payments or even a cheque sent to the CECSP 15.

It will be appreciated that the application program 20 can be implemented so that all the necessary documents are generated and so that unnecessary documents are not generated when creating a corporate entity. For example, if the user of client PC 30 does not propose that the company will have a company secretary, then the application program 20 will not generate a form of consent to act as a company secretary. If the user of client PC 30 proposes that the company will have a board of 12 directors, the application program 20 will generate 12 individual consents to act as a director, each in the name of the relevant proposed director. If the user is proposing to form an Australian company limited by guarantee, the application program 20 knows that a newly formed Australian company limited by guarantee will not have shareholders but will only have members, and therefore generates consents to become members without associated agreements to take up shares and does not complete shareholding details in the register of members (as it would for other types of companies); the system also generates the associated members' guarantees.

The application program 20, in order to make the answering session as convenient and non repetitive as possible for the user of client PC 30, frequently allows the user to specify, as an answer to a question, details of a previous answer which apply equally to the current situation. For example, after gathering details of the proposed director(s), on turning to the task of gathering details of the proposed company secretary(s) the application program 20 does not simply ask "Who will be the company secretary(s)?". Instead the application program 20 first gives the user the opportunity of specifying any previous person mentioned as being the/one of the company secretary(s) thereby avoiding the need for the user to re-type all the relevant details for the relevant person(s), namely, full name(s), address(es), date(s) of birth etc.

Furthermore, the application program 20 can have a "standard company configuration feature" which allows a user of client PC 30 to specify a standard or commonly used company configuration (ie such as a "one person company"). Based on the specified standard configuration, the application program 20 assumes a set of standard answers to questions which would otherwise be asked. This avoids the need for the user to re-input identical details, or at least re-confirm identical details, at various stages of the process. It also reduces the number of questions which the application program 20 needs to ask a user of client PC 30, thereby making the questioning process quicker and more convenient.

Application program 20, in order to allow the user of client PC 30 to be sure that the user is not choosing a legally unavailable name for the proposed corporate entity, provides a link to the database maintained by the Corporate Entity Registration Authority 25 of names of corporate entities which are already used by existing corporate entities and thus are not available to be used by the proposed corporate entity, or to the corporate entity

name availability function maintained by the said Corporate Entity Registration Authority 25. Application program 20, in order to decrease the likelihood of errors inputted by the user of client PC 30 going unnoticed by the user, has a function called "View Summary So Far". This function allows the user, having reached a point in the answering session, where the application program 20 has collected sufficient information to make a sensible and coherent summary of the information inputted by the user up to that point, to view a summary of all or key information that has been provided up to that point. This information is recalled from the database 16. By reviewing this summary, the user can see whether the user has incorrectly inputted any information or whether the system has "misunderstood" the user in any way. If any such mistakes are apparent, the user may then advise the system of the correction. In the current embodiment, the user makes the correction by going back to the page at which the incorrect information has been entered. In another embodiment, the user may correct errors directly at the actual "... Summary So Far" web page. At the end of the process and before finalising the information which has been provided by the user in the answering session, the user also confirms that the summary of information entered is correct. Again, if any mistakes are apparent, the user may then similarly advise of any corrections.

Additionally, because the user's profile is saved by the application program in the database 16, the user can terminate an answering session and continue on with another answering session at a later time. Furthermore, the user can save their inputs for future use if they wish to use this information in order to form another corporate entity. The user may elect to do this for two advantageous reasons. First, so that the user may reassess the information entered on the user's then current usage of the system, on a future use of the system for the purpose of forming another corporation (it may be that a lot of the information the user inputs on the user's then current usage will be the same as that proposed to be inputted on a future usage - for example, the applicant and lodging party's details, in the case of lawyers and shelf company providers who frequently form corporations - such information may be accessed as the default information on a future usage). Secondly in a case where the user's answering session with the application program 20 is accidentally terminated mid stream (say due to an Internet service provider malfunction) the current summary information can be stored so that the user won't have to re-type any information entered during the terminated answering session.

It will be appreciated that the application program and the system and method of the preferred embodiment allow members of the public, such as users of client PC 30, 33, who may be non legally qualified or paralegals, to access and interact with the application program 20 whereby they can create the documents necessary for the creation of corporate entities while being provided with related legal information. Additionally, the application program 20 provides these users with documents that have been legally based upon the answers provided by the users. This provides a number of advantages over having to seek the advice of a legal practitioner or corporate entity provider thereby alleviating the problem of having to pay legal fees or corporate entity provider fees. Additionally, legal practitioners and corporate entity providers themselves can use the application program 20. Further, they may do so with the help of lesser qualified and therefore lower paid employees, thereby saving overheads and either increasing their profit, or lowering their prices and increasing their ability to compete.

Further modifications to the preferred embodiment are possible. For example, the option may be provided to insert third party branding details into the documentation. This can be provided by allowing for the insertion of a field within the header or footer of each page.

Another advantage provided by the preferred embodiment is that information is constantly updated on the system as it is in data communication with the legal resources server 22 which is itself constantly updated. Additionally, as law and its practice is dynamic, details of web pages on web site 21 can be altered to reflect changes in the relevant law or practice thereby providing to users of the CECSP 15, the most operational of service.

It will be appreciated that other embodiments could be used to implement the invention. For example, the application program 20 could be on a CD ROM and sent out periodically to customers who would then use the CD ROM to answer questions in order to incorporate a corporate entity. Updates of the application program 20 could then be sent out in newer versions of the CD ROM.

It will be understood that the invention disclosed and defined herein extends to all alternative combinations of two or more of the individual features mentioned or evident from the text or drawings. All of these different combinations constitute various alternative aspects of the invention.

The foregoing describes embodiments of the present invention. Modifications, obvious to those skilled in the art can be made thereto, without departing from the scope of the present invention.

Appendix A - AU Incorporator – Instructions to Web Site Developer

Instructions to Developer ('→' indicates ' go to')	Content of Web-site (except for instructions which appear as '[instructions]' Code L3 means provide guidance information)	Web page / section ref.
→#1	www.incorporator.com.au	
	Do you want to form an Australian company? Incorporator.com.au™ will help you do it –	#1
→#1a YES →#16ba NO →#18	FREQUENTLY ASKED QUESTIONS General FAQ type material Start Incorporator now?	
RESOURCES should be a button somewhere in the top nav/tool bar linkable to this page and this page should be easily and intuitively navigable back to the page the user came from.	RESOURCES Links to Company / Internet Resources	#1.1
→#2 →#2a →#2b →#2e →#3	FREQUENTLY ASKED QUESTIONS (FAQ) FAQ type material	#1a
→#4		
→#4a		
→#5		
→#8		
→#11		
→#12		
→#14a		
→#14ba		
→#14c		
→#14d →#14e →#14f →#14fa →#14g		
→#16		

→#1a		#2
→#1a		#2a

→#1a		#2b
→#1a		#2e
→#1a		#3
→#1a		#4
→#1a		#4a
→#1a		#5
→#1a		#8
	Deleted	#9
→#1a		#10
→#1a		#11
→#1a		#12
	Deleted	#13
→#1a		#14
→#1a		#14a
	Deleted	#14b
→#1a		#14ba
→#1a		#14c
→#1a		#14d
→#1a		#14e
→#1a		##14f
→#1a		#14fa
→#1a		#14g
	Deleted	#15
→#1a		#16
→#16b →#47	PRINTING OUT DOCUMENTS - OPTIONAL TEST RUN Do you now want to have a test run at printing out a test document? **(That is, prior to committing yourself to payment for the complete and actual set of documents which Incorporator has prepared for you.)** YES NO - I don't need, or want, to test my ability to print out sample documents.	#16a
	TEST RUN – DOCUMENT PRINTOUT You will be attempting to print out a single document which combines merely extracts from two sample documents as well as a third document:	#16b

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→#47 →#18	form 201 (extract - first page only) Register of Members (extract - first page only) Consent to Act as a Director Please note that the document is a sample or 'dummy document' only. It will be completed with bogus details. If you proceed to full usage of Incorporator, Incorporator will produce for you the **full content of all of the necessary documents**, not merely documents of the nature of the three included in the test document and not merely extracts. Nevertheless, the content of this test document is sufficiently representative for the purposes of this printing test run. Are you satisfied with your ability to print out the semi – representative document and would you therefore now like to continue? YES NO - I would like to EXIT Incorporator now	
→#16c →#16d	Do you already have a username and PIN for Incorporator? YES NO	**#16ba**
For YES, and user has already successfully logged in username and PIN in this session, and the user has more than one set of previously saved information→#16cc, but if the user has only one set of previously saved information→ #16d, BUT if user has **not** already successfully logged in username and PIN in this session→#16ca. For NO, →#16d	**Do you want to access or use any information which you have previously inputted into Incorporator?** GUIDANCE [L3 to text below] YES NO Guidance	**#16c**
If user enters correct username and PIN, and user wanted access to previously saved information (i.e. answered 'YES' at #16c) and user has **only one** previously saved set of	**Please enter your username and PIN below.** **USERNAME*:** (This should have been your **email** address.) **PIN*:** (4 digits) CONTINUE	**#16ca**

information ➔#16d If user enters correct username and PIN, and user wanted access to previously saved information (i.e. answered 'YES' at #16c) and user has **more than one** previously saved set of information➔#16cc. If user enters correct username and PIN, but user did not want access to previously saved information (i.e. answered 'NO' at #16c) ➔#17 (In this scenario the user could have only got to this #16ca by answering 'YES' at #16d and thus has already visited #16d – so no need to go there now.) If user **incorrectly** enters username and PIN➔#16cb. Re **EMAIL ME MY PIN** -if email address **not recognized** in Incorporator database➔#16cbc Enter approximate number of minutes to arrive		
➔#16ca. ➔#16d, unless the user has already answered NO at #16c and YES at #16d in which	**Sorry, Incorporator does not recognize your username/PIN combination as being valid. [or "does not recognize your email address." – as the case may be]** You have a number of options as set out below. **Please select an option.** **TRY AGAIN** (This option gives you another chance either to enter your username/PIN combination or to request that your PIN be emailed to you.) **PROCEED REGARDLESS** (This option allows you to proceed to use Incorporator	**#16cb**

case→ #16e. →#49	without the benefit of accessing the information you entered on a *previous* run through Incorporator.) EXIT INCORPORATOR (Finish your current session on Incorporator)	
	Deleted - combined with #16ca	**#16cba**
	Deleted - combined with #16cb	**#16cbc**
Date and time should be the sooner of the time of payment or the time the user lost connection or logged out of Incorporator. Install highlight selection facility for data set. →#16d	You have the following sets of information saved on Incorporator. Please select which set of information you want to access for your current run through Incorporator. Date Time Proposed Company Name (if nominated) CONTINUE	**#16cc**
For YES, if user logged in as a registered user (i.e. successful entry of username and PIN in this session) →#17, but if user is a registered user by reference to user's answer at #16ba (i.e. answered 'YES' at #16ba) and user did not come to #16d via 'Proceed Regardless' button at #16cb but has not yet logged in a username and PIN in current session then→#16ca. But if user not a registered user by reference to user's answer at #16ba (i.e. answered 'NO' at #16ba) **OR** if User is a registered user by reference to user's answer at #16ba (i.e. answered 'YES' at #16ba) but user came to #16d via 'Proceed Regardless' button at #16cb→16e For NO→#17	**Do you want to save your upcoming inputs for your possible future use?** ADVANTAGES OF SAVING INPUTS YES NO CONTINUE	**#16d**
Obviously insert error messages and associated loops if either the	Please choose a username and PIN and, if you wish, also enter an email address.	**#16e**

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user has selected a username/PIN combination already taken, or illegal choice (e.g. insufficient/wrong type of characters) Insert a confirm username and PIN procedure. If user came to this #16e via 'Proceed Regardless' button at #16cb which took user onto #16d and then to this #16e, slightly change the phraseology of the question to read " **Please choose a new Username/PIN combination** ➔#17 Ensure "BACK function" is the correct expression and change if appropriate.	WHY DOES INCORPORATOR WANT THESE? **USERNAME***:(This should be your **email address.**) ANONYMITY CONCERNS? **PIN***: (This must be a four-digit number.) CONTINUE	
➔#19 ➔#20 ➔#20	**Do you want to form a *'one person company'*?** GUIDANCE YES NO NOT YET SURE **(Only select this option if you are genuinely not yet sure that you want to form a one-person company. Although a one-person company can be formed using this option, is quicker to form a one-person company using the 'YES' option above.)** Discussion of what is a 'one person company'?	#17
Identical content to #24. Only difference is the paths in and out.	**As you have decided to form a proprietary company limited by shares this must be shown in the 'name ending' of the company. However, there are 7 ways (i.e. formats) this can be shown. These 7 ways are shown below.** Please click on the name ending you want. '..... Pty. Ltd.' (i.e. with full stops indicating the abbreviations) '..... Proprietary Ltd.' (i.e. with a full stop indicating	#17a

→#25	the abbreviation) '..... Pty. Limited' (i.e. with a full stop indicating the abbreviation) '..... Proprietary Limited' '..... Pty Ltd' (i.e. without full stops indicating the abbreviations) '..... Proprietary Ltd' (i.e. without a full stop indicating the abbreviation) '..... Pty Limited' (i.e. without a full stop indicating the abbreviation) CONTINUE	
	Thank you for considering Incorporator. E-mail Incorporator **EXIT Incorporator** If you do not in fact want to exit Incorporator go back using the Back button below.	**#18**
Insert field boxes as appropriate Re **Country field**-unless user has quoted ASIC approval number give them an error message Re **Date of birth** field-if the date of birth indicates that the person is less than 18 years old give an error message saying 'Sorry, this person, as the proposed sole director and company secretary, must be at **least 18 years old** – sections 228(13)	Which one person will be the company's sole director, sole company secretary and sole member (i.e. shareholder or owner)? **'QUALIFICATIONS' OF SOLE DIRECTOR/SECRETARY/MEMBER/SHAREHOLDER** Surname or family name*: Given name(s)*: Former full name (if any): Address Details: Date of birth*: Place of birth* State or country of birth*: **How many shares will this sole director/secretary member/shareholder initially own/hold in the proposed company?: FURTHER GUIDANCE ON NUMBER OF SHARES):** [L3→#19b] **What class* of shares will be owned/held by the sole director/secretary member/shareholder on incorporation? :** **OPTIONAL FURTHER GUIDANCE ON CLASS OF**	**#19**

YES→#17a (and ensure that the form 201 indicates 'Yes' for the fully paid question and 'N/A' for the amount unpaid per share) For NO→#19a For NOT APPLICABLE →#17a (and ensure that the form 201 indicates 'Yes' for the fully paid question and 'N/A' for the amount unpaid per share)	SHARES) [L3→#19c] **ABOLISHMENT OF PAR VALUE** **How much money will the sole director/secretary member/shareholder agree to pay for EACH SHARE in the proposed company? :** (irrespective of when it is to be payable) [default option of $1-00/only allow user to enter an amount in figure form not words, except for zero which may be entered as either 'Nil' or '0-00'.] (Mostly people specify a nominal amount such as $1-00) **OPTIONAL FURTHER GUIDANCE ON AMOUNT AGREED TO BE PAID PER SHARE.)? :** [L3→#19d] **Will the above amount be fully paid *initially*?** **GUIDANCE** **[L3 to text below]** YES - **i.e. fully paid shares** NO NOT APPLICABLE - **i.e. because Nil is being paid per share** Guidance	
Create error message if the user specifies an amount greater than the amount agreed to be paid per share specified at 19 - 'Sorry. The initial amount remaining unpaid per share must be less than the total amount agreed to be paid per share. Please re – specify.' →#17a	**How much of the amount agreed to be paid for EACH SHARE will initially remain unpaid on EACH SHARE? :** **GUIDANCE** **[L3 to text below]** By 'initially' Incorporator means as at, or immediately following the formation/incorporation of the company. In other words, Incorporator is asking how much money per share will be paid later. Obviously this cannot be any more than the amount you have specified to be the total amount agreed to be paid for each share. CONTINUE	**#19a**
→#19(the place in #19 from which the user came)	**'Qualifications' of sole director/secretary/member/shareholder** CONTINUE	**#19aa**

→#19(the place in #19 from which the user came)	**GUIDANCE ABOUT NUMBER OF SHARES** CONTINUE	**#19b**
→#19 (the place in #19 from which the user came)	**GUIDANCE ABOUT CLASS OF SHARES** CONTINUE	**#19c**
→#19 (the place in #19 from which the user came)	**FURTHER GUIDANCE ABOUT TOTAL AMOUNT AGREED TO BE PAID PER SHARE** CONTINUE	**#19d**
→#22 →#20a L3→#21	Do you want to form a proprietary company (often referred to as a 'private company') OR a public company? **PROPRIETARY/PRIVATE COMPANY** **PUBLIC COMPANY** **FURTHER GUIDANCE**	**#20**
→#20b →#18 →#20b →#18	**OCCASIONALLY AND SLIGHTLY RESTRICTED PUBLIC COMPANY SERVICE** Please indicate whether you are happy to continue despite the slightly restricted service which may occasionally apply as detailed below (in essence, in some situations, you may have to manually fill out a form 208 or a form 207Z – however Incorporator will make those forms available to you for downloading). CONTINUE ANYWAY **EXIT INCORPORATOR** CONTINUE ANYWAY EXIT INCORPORATOR	**#20a**
Similar to #30a L3→#20c Either way→#20d (But the answer to this question will determine which of the two 'Yes' boxes are ticked on the form 201, "**governance of a public company**" section.)	**Will the company have a written constitution or will the company rely entirely on the *replaceable rules?*** **GUIDANCE** The company will rely entirely on the replaceable rules **The company will have a written constitution**	**#20b**
→#20b	**WRITTEN CONSTITUTIONS AND REPLACEABLE RULES** Discussion of written constitutions and replaceable rules CONTINUE	**#20c**
→#20f →#20da	Which type of public company do you want to form? GUIDANCE [L3→#20e]	**#20d**

→#25 →#20fd, unless the user previously said at #20b that the company would rely entirely on the replaceable rules in which case →#20g (which is merely an error message)	limited by shares limited by guarantee unlimited with a share capital no liability CONTINUE	
→#20fa	**Discussion of Members/Shareholders distinctions** CONTINUE	**#20da**
→#20d	**GUIDANCE ABOUT THE FOUR DIFFERENT TYPES OF PUBLIC COMPANY** CONTINUE	**#20e**
→#25	Please select, from the 3 choices below, the 'name ending' you want for the company. GUIDANCE **[L3 to 2 paras below]** '..... Limited' (i.e. without abbreviating the word 'Limited') '..... Ltd' (i.e. without a full stop indicating the abbreviation) '..... Ltd.' (i.e. with a full stop indicating the abbreviation) CONTINUE	**#20f**
→20fb →#25 →#20fc.	Do you intend that the company have the word 'Limited' **(or the abbreviations 'Ltd' or 'Ltd.')** EXCLUDED from its name? **FURTHER GUIDANCE** Include 'Limited' (or the abbreviations 'Ltd' or 'Ltd.') in the company's name **Exclude 'Limited' (or the abbreviations 'Ltd' or 'Ltd.') from the company's name**	**#20fa**
→#25	How would you like the limitation of liability to be reflected in the company's name? '..... Limited' (i.e. without abbreviating the word 'Limited') '..... Ltd' (i.e. without a full stop indicating the abbreviation)	**#20fb**

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	'..... Ltd.' (i.e. with a full stop indicating the abbreviation) CONTINUE	
→#20fa →#20b	COMPANIES LIMITED BY GUARANTEE MUST HAVE A WRITTEN CONSTITUTION IF THEY ARE TO EXCLUDE 'LIMITED' FROM THEIR NAME ERROR MESSAGE BACK TO CHOICE REGARDING INCLUSION/EXCLUSION OF 'LIMITED' BACK TO CHOICE OF WRITTEN CONSTITUTION	**#20fc**
Note that the answer to this mere formatting question has ramifications on the form 201 for both- 'if yes, the proposed company name is,' and 'Tick the legal elements to apply'. Note that the user's choice here can (and should) always be fully accommodated in the **'if yes, the proposed company name is,'** section but cannot always be fully accommodated in the 'Tick the legal elements to apply' section –i.e. if the user chooses 'N.L.' (i.e. with full stops indicating the abbreviations) this should be fully reflected in the **'if yes, the proposed company name is,'** section but has to be shown in the 'Tick the legal elements to apply' section as close/best as possible amongst the options, which would be to tick the 'NL' box (even though it doesn't include full stops indicating the abbreviations).	How would you like the no liability nature of the company to be shown at the end of the company's name? GUIDANCE [L3 to text below] '..... No Liability' (i.e. without abbreviations') '..... NL' (i.e. abbreviated, but without full stops indicating the abbreviations) '..... N.L.' (i.e. abbreviated, but with full stops indicating the abbreviations) CONTINUE	**#20fd**

→#25		
→#20d →#20b	NO LIABILITY COMPANIES MUST HAVE A WRITTEN CONSTITUTION ERROR MESSAGE BACK TO CHOICE OF COMPANY BACK TO CHOICE OF WRITTEN CONSTITUTION	#20g
→#20	PROPRIETARY COMPANIES (often referred to as 'private companies') vs PUBLIC COMPANIES Details on Proprietary Companies and Public Companies CONTINUE	#21
→#24 →#50	Do you want to form a proprietary/private company *limited by shares* (i.e. a 'Pty Ltd' company) OR a proprietary/private company *unlimited with a share capital* ? please click ? [L3→#23] for further guidance.) **Proprietary/private company** limited by shares **(i.e. a 'Pty Ltd' company)** **Proprietary/private company** unlimited **with a share capital**	#22
→#22	(PRIVATE) COMPANY LIMITED BY SHARES vs (PRIVATE) COMPANY UNLIMITED WITH A SHARE CAPITAL - Guidance CONTINUE	#23
Identical content to #17a. Only difference is the paths in and out. →#25	**NAME ENDING OF THE COMPANY** Please click on the name ending you want. '..... Pty. Ltd.' (i.e. with full stops indicating the abbreviations) '..... Proprietary Ltd.' (i.e. with a full stop indicating the abbreviation) '..... Pty. Limited' (i.e. with a full stop indicating the abbreviation) '..... Proprietary Limited' '..... Pty Ltd' (i.e. without full stops indicating the abbreviations) '..... Proprietary Ltd' (i.e. without a full stop indicating the abbreviation)	#24

	'..... Pty Limited' (i.e. without a full stop indicating the abbreviation) CONTINUE	
→#26 →#27	**COMPANY NAME** Will the company have a chosen name or will the company simply be referred to by its ACN? **The company will have a chosen name** **The company will simply be referred to by its ACN** GUIDANCE Information on Company name	**#25**
→#26a	CHOOSING A SPECIFIC COMPANY NAME IS THE PROPOSED COMPANY NAME LEGALLY AVAILABLE? [L3→#51] USE OF SYMBOLS IN COMPANY NAMES [L3→http://www.asic.gov.au/page-590.html#1277] CONTINUE.	**#26**
→#26b →#26c	Has the proposed company name already been reserved by you* at ASIC**? Information on Reservation Process YES NO	**#26a**
→#26c	What is the ASIC reservation number for the proposed company name? _____ CONTINUE	**#26b**
→#26d →#27	Is the 'main part'* of the proposed company name identical to an Australian registered business name(s)?** YES NO	**#26c**
→#26e →#26f	Will the applicant for the registration/incorporation of the company *either* be the registered owner(s) of the identical Australian registered business name(s) *or* be applying on behalf of, and with the authority of, the registered owner(s) of the identical Australian registered business name(s)? YES NO	**#26d**
→#27	AUSTRALIAN REGISTERED BUSINESS NAME DETAILS? In which Australian state(s) or territory(s) is/are the	**#26e**

	identical Australian registered business name(s) registered, and what is/are the respective registration number(s)? (Please insert details below)	
	AUSTRALIAN STATE or TERRITORY	
	CONTINUE	
YES →#27 NO →#26g	Has the relevant Minister nevertheless consented, under section 147(2) YES NO	#26f
→#25 (and delete database inputs from #25, #26, #26a, #26b-if applicable, #26c, #26d and #26f)	**NAME UNAVAILABLE** ERROR MESSAGE CONTINUE	#26g
→#28	In which Australian State or Territory do you want to incorporate the company? CONTINUE	#27
Produce error message if user tries to enter a post office box number – If a private or one person company →#29. If a public company (i.e. user chose public company option at #20) →#52a.	Where in Australia will the registered office of the company be? GUIDANCE Registered office CONTINUE	#28
YES →#30 (and program it **not** to print out, at #48, the occupier's consent document). NO →#52 (and program is to print out, at #48, the occupier's consent document).	**Will the proposed company occupy its registered office?** YES NO	#29

For SAME PLACE, if a non-one person private company →#31, if a public company →#31a and if a one person company→#30aa. **AND** leave that part of the form 201 dealing with principal place of business entirely blank (the form 201 only asks for these details if they are different to those for the registered office). For **DIFFERENT PLACE** →#53 and ensure that relevant part of form 201 is completed accordingly.	Will the company's principal place of business in Australia be the same place as its registered office? SAME PLACE DIFFERENT PLACE	**#30**
(similar to #20b) L3→#30b Either way→#39	**Will the company rely entirely on the replaceable rules or will it have a written constitution?** **FURTHER GUIDANCE** **The company will rely entirely on the replaceable rules** **The company will have a written constitution**	_#30a
L3→#30ba Either way →#39	**Will the company have a written constitution?** **FURTHER GUIDANCE** **The company will not have a written constitution** The company will have a written constitution	**#30aa**
→#30a	**GUIDANCE ABOUT REPLACEABLE RULES AND WRITTEN CONSTITUTIONS – PROPRIETARY COMPANIES** CONTINUE	**#30b**
#30aa	**GUIDANCE ABOUT WRITTEN CONSTITUTIONS - ONE PERSON COMPANIES** General position CONTINUE	**#30ba**
→#32	How many directors will the company initially have? GUIDANCE **on no. of** Directors **Number of directors :** CONTINUE	**#31**
This page is very similar to #31	How many directors will the company initially have?	**#31a**

→#32a	(It must have at least three directors.) GUIDANCE CONTINUE	
	Who will be the director(s) of the company? GUIDANCE **Details on Directors** CONTINUE	#32
Very similar to #32 →#33	**Who will be the directors of the company?** GUIDANCE **Details on Directors** CONTINUE	#32a
→#34	How many company secretaries will the company have? GUIDANCE Number of company secretaries: **[Disallow zero -default entry of one.]** (For practical reasons, **no more than 5** company secretaries.) CONTINUE	#33
Tailor this question for singular/plural depending on the number of secretaries the user nominated at #33 and number of directors user nominated at #31, or #31a – if user said there would only be one secretary at #33, and said there would only be one director at #31, or #31a, say "***Will the following proposed director also be the company secretary?***", if >1 at #33 and 1 at #31, or #31a, say, "***Will the following proposed director also be one of the company's company***	Will (any of) the following proposed directors(s) also be a/the company secretary? (A director may also be a company secretary but need not be. A director, or even a sole director, may also be the sole company secretary.) **If YES, select and then click on the CONTINUE button below.** **Otherwise click on this NO [→#35] button and then click on the CONTINUE button below.** [List here the name(s) of the director(s) already nominated by the user so that the user can select one (or more) of them.] GUIDANCE CONTINUE	#34

secretaries?", if >1 at #33 and >1 at #31, or #31a, say **"*Will any or all of the following proposed directors also be any or all of the company's company secretaries?"***, if 1 at #33 and >1 at #31, or #31a, say **"*Will any of the following proposed directors also be the company secretary?"***. If the user selects a number of people here which **equals** the number of secretaries which the user has nominated at #33, link the CONTINUE →#36. If the user selects a number of people here which is **less than** the number of secretaries which the user has nominated at #33, link the CONTINUE →#54a. If the user selects a number of people here which is **greater than** the number of secretaries which the user has nominated at #33, link the CONTINUE →#54b.		
Install automatic tailoring depending on the number of secretaries already nominated at #33 The system should automatically produce the same set of fields for the number of secretaries nominated by the user at #33 Don't let the user proceed unless the user has completed details for the number of secretaries the user nominated at #33 (i.e. produce an appropriate 'error	Who will be the company secretary(s) of the company? Details on Company Secretary Role GUIDANCE CONTINUE	#35

message' – 'You have indicated that there will be *x* secretaries but so far you have only given details of *y* secretaries – please complete all the field boxes for each secretary.) Re **Country field**-unless the user has nominated at least one secretary as having an Australian address give user an error message Error message if all the secretaries are not at least 18 years old Country must be Australia for at least one sec'y. →#36		
Make it impossible for user to enter more than 12 members. →#37	How many members/shareholders will the company initially have? GUIDANCE CONTINUE	#36
For **'yes'/selections** - if **not** a pub coy ltd by g'ee and the user selects a number of people here which **equals or is less than** the number of members/shareholders which the user has nominated at #36, link the CONTINUE button →#37b - if a public company limited by guarantee (at#20d) and the user selects a number of people here which **equals** the number of members/shareholders which the user has nominated at #36→#38f. - if a public company limited by guarantee (at#20d) and the user selects a number of people here	Will any of the following proposed director(s)/company secretary(s) also be a member/shareholder of the company? (A director/company secretary may also be a member/shareholder but need not be. A director or company secretary, or even a sole director or sole company secretary may also be the sole member/shareholder.) If 'Yes', select and then click on the CONTINUE button below. Otherwise click on the NO button and then click on the CONTINUE button below. [Arrange for automatic listing here of previously nominated director(s)/secretary(s) along with a facility for selection of the relevant person(s) as also being a member/shareholder] NO CONTINUE	#37

which is **less than** the number of members/shareholders which the user has nominated at #36→ #37da - if the user selects a number of people here which is **greater than** the number of members/shareholders which the user has nominated at #36, link the CONTINUE button →#37f. For NO→#38, unless the user chose a public company limited by guarantee (at #20d) in which case →#38d		
	Deleted	**#37a**
For YES or NOT APPLICABLE -if the details for the number of shareholders selected at #36 (or at #37a if user overrode #36 at #37f) have all been obtained via this #37b and the coy is either a pub coy ltd by g'ee or a NL coy→#39, but if pvte coy →#30a.but if a pub coy ltd by shares or an unltd pub coy →#38b. -if the details for all shareholders selected at #37a have **not** yet been obtained via this #37b then→#37b again (appropriately tailored by including the next shareholder's name) -if share details for all shareholders selected at #37a have been obtained but user has not yet supplied details for a (higher) number of shareholders	**How many shares will [ ] initially own/hold in the proposed company? FURTHER GUIDANCE** [L3→#37ba] **What class* of shares will be owned/held by [ ]? : FURTHER GUIDANCE** [L3→#37bb] **How much money will [ ] agree to pay for EACH SHARE in the proposed company? FURTHER GUIDANCE:** [L3→#37bc] **Will the above amount be fully paid *initially*?** YES - **i.e. fully paid shares** NO NOT APPLICABLE - **i.e. because Nil is being paid per share** GUIDANCE CONTINUE Fully/non fully paid shares	**#37b**

specified at #36,→#37d Also, for YES or NOT APPLICABLE, on the form 201 answer 'Yes' to the fully paid question and 'N/A' to the amount agreed to be paid per share question. For NO→#37c		
→#37b	**GUIDANCE ABOUT NUMBER OF SHARES** CONTINUE	**#37ba**
Identical text to #38ab & #37dc but non-identical paths in & out. →#37b	**GUIDANCE ABOUT CLASS OF SHARES** CONTINUE	**#37bb**
Identical to #38ac & #37dd but non – identical paths in and out. →#37b	**FURTHER GUIDANCE ABOUT TOTAL AMOUNT AGREED TO BE PAID PER SHARE** CONTINUE	**#37bc**
The actual content of this page is identical to the actual content of page #38a and #37e, however the paths into and out of it are not identical Create error message if the user specifies an amount greater than the amount agreed to be paid per share specified at #37b If details for the number of shareholders nominated at #36 (or at #37a if user overrode #36 at #37f) have all been obtained via this #37b, and the company is either a public company limited by shares or an unlimited public company then→#38b but if the company is another type of	**How much of the amount agreed to be paid for EACH SHARE will INITIALLY** (i.e. as at, or immediately following incorporation) **remain UNPAID on each share** (in other words, how much per share will be paid later)? : CONTINUE	**#37c**

public company (i.e. ltd by guarantee or no liability co) then➔#39, **but** if a private company then ➔#30a. If details for all the shareholders selected at #37a have not yet been obtained via #37b and this #37c, then➔#37b again (appropriately tailored by including the next shareholder's name). If details for all persons selected at #37a have now been obtained via this #37b but user has not yet supplied details for a (higher) number of shareholders specified at #36,➔#37d.		
For YES or NOT APPLICABLE, -if the details for the number of shareholders selected at #36 (or at #37a if user overrode #36 at #37f) have all been obtained and the coy is either a pub coy ltd by g'ee or a NL coy➔#39, but if pvte coy ➔#30a.but if a pub coy ltd by shares or an unltd pub coy ➔#38b. -if share details for number of shareholders nominated at #36 (or at #37a if user overrode #36 at #37f) have not yet been obtained then,➔#37d again re-tailored. -ensure that the question on the form 201 about fully paid is answered 'Yes' and the amount unpaid per share is answered 'N/A'.	Who will be the next member(s)/shareholder(s) of the company? **(You have previously indicated that there will be [number specified by user at #36] members/shareholders, but so far Incorporator only has details of [number of persons selected by user at #37a plus number of extra persons already specified, if any] of them.)** GUIDANCE **[L3 to text consisting of heading and 2 paras immediately below]** **Members/shareholders** Full Name of Member/Shareholder:_____ (e.g. *'John Peter Smith'* or *'XYZ Pty Ltd ACN 123 456 789'* - make sure that if the shareholder is a company you include its ACN or if an organization with an ARBN you include the ARBN. Also, if the member/shareholder holds the shares jointly specify both names in the one field box above e.g. *'John Peter Smith & Andrew Simon Smith'* or *' XYZ Pty Ltd ACN 123 456 789* and *CDE Pty Ltd ACN 987 654 321'*) Address Details	**#37d**

For NO→#37e	**How many shares will this member/shareholder initially own/hold in the proposed company? :**[disallow '0' & any fractions–must be whole +ve numbers] FURTHER GUIDANCE [L3→#37db] **What class* of shares will be owned/held by this member/shareholder?** FURTHER GUIDANCE [L3→#37dc] ABOLISHMENT OF PAR VALUE **How much money will this member/shareholder agree to pay the proposed company for EACH SHARE?** FURTHER GUIDANCE ?: [L3→#37dd] **Will the above amount be fully paid *initially*?** GUIDANCE YES - **i.e. fully paid shares** NO NOT APPLICABLE - **i.e. because Nil is being paid per share** CONTINUE Details on Fully/non fully paid shares	
→#38f	Who else will be member(s) of the company? **(You have previously indicated that there will be [number specified by user at #36] members, but so far Incorporator only has details of [number of persons selected by user at #37a] of them.)** GUIDANCE **Details on Members** CONTINUE	**#37da**
Identical to text of #37ba and #38aa but non-identical paths in and out. →#37d	**GUIDANCE ABOUT NUMBER OF SHARES** CONTINUE	**#37db**
→#37d	**GUIDANCE ABOUT CLASS OF SHARES** CONTINUE	**#37dc**
→#37d	**FURTHER GUIDANCE ABOUT TOTAL AMOUNT**	**#37dd**

	AGREED TO BE PAID PER SHARE CONTINUE	
The actual content of this page is identical to the actual content of page #38a and #37c, however the paths into and out of it are not identical. If details for the number of shareholders nominated at #36 (or at #37a if user overrode #36 at #37f) have all been obtained, and the company is either a public company limited by shares or an unlimited public company then➔#38b **but** if the company is another type of public company (i.e. ltd by guarantee or no liability co) then➔#39, **but** if a private company then ➔#30a. If details for number of shareholders nominated at #36 (or at #37a if user overrode #36 at #37f) have not yet been obtained, then➔#37d again (appropriately tailored by including the next shareholder's name).	**How much of the amount agreed to be paid for EACH SHARE will INITIALLY** (i.e. as at, or immediately following incorporation) **remain UNPAID on each share** (in other words, how much per share will be paid later)? : CONTINUE	#37e
➔#37a	**ERROR MESSAGE** Sorry, but you have previously indicated that there will be only [number inputted at #36] member(s)/shareholder(s), but you have just selected [ ] persons as being proposed member(s)/shareholder(s). Would you please clarify this by choosing one of the two selections below. There will in fact be [ ] member(s)/shareholder(s), despite my earlier indication that there would only be [ ] member(s)/shareholders(s) I just selected too many of the proposed director(s)/company secretary(s) as also being	#37f

	member(s)/shareholder(s) - please offer me the chance to select again	
For YES or NOT APPLICABLE- If number of times the user has gone through and completed details for #38 is **less than** the number of member(s)/shareholders the user nominated at #36, then →#38 again. If number of times the user has gone through and completed details for #38 **equals** the number of member(s)/shareholder(s) the user nominated at #36, then →#39, **unless** the user nominated a public company limited by shares or an unlimited public company (at #20d) in which case→#38b, or a private coy in which case→#30a. Also ensure that the form 201 question re fully paid is answered 'Yes' and the amount unpaid question is answered 'N/A' For NO→#38a	**Who will be the [sole/1st /2nd** etc - as appropriate - customize depending on the number of times the user has already been offered this page and the number of members/ shareholders the user nominated at #36] **member/shareholder?** GUIDANCE **Details on Nature of Member(s)/shareholder(s)** Full Name of Member/Shareholder: _____ Address Details **How many shares will this member/shareholder initially own/hold in the proposed company? :**[disallow '0' & any fractions–must be whole +ve numbers] FURTHER GUIDANCE [L3→#38aa] **What class* of shares will be owned/held by this member/shareholder?** FURTHER GUIDANCE [L3→#38ab] ABOLISHMENT OF PAR VALUE **How much money will this member/shareholder agree to pay the proposed company for EACH SHARE?** FURTHER GUIDANCE [L3→#38ac] **Will the above amount be fully paid *initially*?** GUIDANCE YES - **i.e. fully paid shares** NO NOT APPLICABLE - **i.e. because Nil is being paid per share** CONTINUE	#38
Identical to #37c & #37e (but non-identical paths in and out) If number of times the user has gone through and completed details for #38 is **less than** the number of member(s)/shareholder(s) the	**How much of the total amount agreed to be paid for EACH SHARE will INITIALLY** (i.e. as at, or immediately following incorporation) **remain UNPAID on each share** (in other words, how much per share will be paid later)? : (Obviously this **cannot** be any more than the amount you have specified to be the total amount agreed to be paid for	#38a

user nominated at #36, then→#38 again. If number of times the user has gone through and completed details for #38 **equals** the number of member(s)/shareholders the user nominated at #36 and the coy is a NL coy then →#39, but if a public company limited by shares or an unlimited public coy→#38b, but if a pvte coy →#30a. Create error message if the user specifies an amount greater than the amount agreed to be paid per share specified at #38-'Sorry. The initial amount remaining unpaid per share must be less than the total amount agreed to be paid per share. Please re-specify.'	each share.) [disallow '0' or a negative number- if user tries to enter zero or a negative number give user an error message saying 'Sorry. For there to be an amount unpaid on each share it must be a positive amount. Please either re-specify the amount or go back and change your choice to indicate that the share will be full paid initially.'] CONTINUE	
Identical text to #37ba & #37db but non-identical paths in & out. →#38	**GUIDANCE ABOUT NUMBER OF SHARES** CONTINUE	#38aa
Identical text to #37bb & #37dc but non-identical paths in & out. →#38	**GUIDANCE ABOUT CLASS OF SHARES** CONTINUE	#38ab
Identical to #37bc& #37dd but non – identical paths in and out. →#38	**FURTHER GUIDANCE ABOUT TOTAL AMOUNT AGREED TO BE PAID PER SHARE** CONTINUE	#38ac
→#38c	**Will any of the shares be issued for a non-cash consideration?**	#38b

→#39	YES NO	
→#39	**FORM 207Z or FORM 208** If the issue of shares for a non-cash consideration is made under a written contract, then you must manually complete a form 207Z (certifying compliance with stamp duty law), and lodge it, and a copy of the contract, together with your lodgment of the form 201 application (which Incorporator will automatically prepare for you shortly). You may download the form 207Z by clicking on the icon below. **PRINT BLANK FORM 207Z** If the issue of shares for a non-cash consideration is NOT made under a written contract, then you must manually complete a form 208 (giving details of certain particulars of the share issue) and lodge it together with your lodgment of the form 201 (which Incorporator will automatically prepare for you). You may download the form 208 by clicking on the icon below. **PRINT BLANK FORM 208** CONTINUE	#38c
→#38f	Who will be the [sole/1st /2nd etc - as appropriate - customize depending on the number of members the user nominated at #36] member of the company? **GUIDANCE** **Details on Members** CONTINUE	#38d
→#39	**What will be the* amount of the member's guarantee?** CONTINUE	#38f
NO→#40 →#41	**Will the Applicant (for the registration of the company) be any of the following?** **If YES, select which one and then click on the CONTINUE button below.** **Otherwise click on this NO button.** [List here the names of the directors/company secretaries and members/shareholders already nominated by the user so that the user can click on one, **and only one**, of them. Note that these could be companies as well as persons (as members/shareholders may be companies). These details	#39

	should then be incorporated on the form 201 as the applicant's details i.e. variables __ to __] **GUIDANCE** CONTINUE Details of Applicant	
→#41	Who will be the Applicant? **GUIDANCE** Full Name of Applicant: Applicant's Address **CONTINUE**	**#40**
→#42 →#55	**Will [ ], as well as being the Applicant, also be the 'Lodging Party' ?** **GUIDANCE** **YES** **NO**	**#41**
→#43 →#44	Does [ ], as the Lodging Party, want to use a mailing address, DIFFERENT from the address already supplied to Incorporator as the address of [ ]? **The mailing address referred to in this question is the mailing address for the purposes of correspondence from ASIC (if any) in relation to the *lodging* of the incorporation document Note that a PO box is allowed for this purpose.** **If you want to check the address of the Lodging Party already supplied, click on the 'View Summary so far' button near the top of this page.** **YES - USE DIFFERENT MAILING ADDRESS** NO - USE SAME MAILING ADDRESS	**#42**
→#44	What mailing address does [ ], as Lodging Party, want to use for lodging purposes? PO Box No.: **OR** CONTINUE	**#43**
→#45	Is [ ], as Lodging Party, an ASIC registered agent?	**#44**

→#46	YES NO	
→#46	What is [ ]'s ASIC registered agent number? . CONTINUE	#45
→#16a	**CHECK DETAILS** Set out below is a summary of what Incorporator understands you to have told it. THE DETAILS ABOVE ARE CORRECT	#46
	Deleted.	#46a
→#47	***Terms and Conditions (of Use of Incorporator)*** **CONTINUE**	#46b
L3→#46b →payment section below →#18 →#48	**CONFIRMATION OF AGREEMENT TO TERMS AND CONDITIONS OF USE** I AGREE to the Terms and Conditions of Use I do NOT AGREE to the Terms and Conditions of Use PAYMENT Payment details as appropriate. CONTINUE	#47
L3→#48g →#48a	**DOCUMENT PRODUCTION** Incorporator is ready to print out the various necessary documents which it has produced for you. **What about memorandums and articles of association, constitutions and replaceable rules?** **What about an allotment journal, a transfer journal and a seal register?** **What about minutes of First Meeting of directors?** **What about share certificates?** CONTINUE (In order to find out what to do with the documents.)	#48
Re **Step One** Automatically tailor to list the *exact documents* produced for the particular user.	**DOCUMENT SIGNING AND LODGING INSTRUCTIONS** CONTINUE	#48a

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All "ASIC Business Centre"s L3→#48ab →#48b		
→#48a	ASIC BUSINESS CENTRES - ADDRESS AND CONTACT DETAILS CONTINUE	#48ab
L3→#48c L3→#48d Links to other company resources →#48e	**DOCUMENT RETENTION INSTRUCTIONS** **COMMON SEAL?** ONGOING LEGAL REQUIREMENTS **APPOINTMENT OF PUBLIC OFFICER** **DISPLAY OF NAME AND ACN** **BRIEF SUMMARY BY ASIC - CHECKLIST FOR REGISTERED COMPANIES AND THEIR OFFICERS** ASIC's BRIEF 'WATCHDOG GUIDE' – WHAT THE LAW SAYS YOU MUST DO IF YOU ARE A COMPANY DIRECTOR OR SECRETARY OF A SMALL COMPANY COMPANY RESOLUTIONS **SMALL BUSINESS GUIDE** CONTINUE	#48b
→#48b	Common Seal CONTINUE	#48c
→#48b	DISPLAY OF COMPANY NAME AND ACN CONTINUE	#48d
→#48f →#49_Hlk472050313	Would you NOW* like to re-use Incorporator to form a further company? **GUIDANCE** YES NO	#48e
For YES →16d (and preset previous user inputs as default entries). For NO, if user is currently logged in as a registered user→#16c(and clear previous user inputs) but if user is **not**	Do you NOW* want to re-use some or most of the details you entered for your last run through Incorporator? **GUIDANCE** YES NO	#48f

currently logged in as a registered user→#16d(and clear previous user inputs).		
Identical content to #14f – only difference is links. Hyperlink all 'replaceable rules' to the text in quotation marks at the end of this specification. →#48	What about memorandums and articles of association, constitutions and replaceable rules? CONTINUE	#48g
→mail@incorporator.com.au	**THANK YOU/FEEDBACK PAGE** EXIT INCORPORATOR	#49
Note that the answer to this mere formatting question has ramifications on the form 201 for both- 'if yes, the proposed company name is,' and 'Tick the legal elements to apply'. Note that the user's choice here can (and should) always be fully accommodated in the 'if yes, the proposed company name is,' section but cannot always be fully accommodated in the 'Tick the legal elements to apply' section –i.e. if the user chooses 'Pty ' (i.e. without a full stop indicating the abbreviation) this should be fully reflected in the 'if yes, the proposed company name is,' section but has to be shown in the 'Tick the legal elements to apply' section as	Please select, from the 3 choices below, the 'name ending' you want for the company. GUIDANCE **[L3 to text below]** '..... Proprietary' '..... Pty.' (i.e. **with** a full stop indicating the abbreviation) '..... Pty' (i.e. **without** a full stop indicating the abbreviation) CONTINUE	#50

closc/best as possible amongst the options, which would be to tick the ' Pty.' box (even though it includes a full stop indicating the abbreviation). ➔#25		
➔#26	**Is the proposed company name available?** SEARCH HERE	**#51**
➔#30	Who will be the occupier of the company's proposed registered office? Details on Occupier (Please enter the full name e.g. *'John Peter Smith'* or *'ABC Pty Ltd ACN 123 456 789')*. CONTINUE	**#52**
➔#29, **unless** the user enters opening and closing times less than 3 hours apart in which case ➔#52c	Which of the two following regimes regarding the opening hours of the company's registered office will the company initially follow? GUIDANCE	**#52a**
➔#52b	What will be the opening and closing times of the company's registered office on each business day? **Opening time:** **am/pm** **Closing time:** **am/pm** CONTINUE	**#52b**
If a one person coy ➔#30aa. If a non one person private company ➔#31 If a public company ➔#31a	ERROR MESSAGE **Please re-specify the opening and closing times so that they are at least 3 hours apart.** CONTINUE	**#52c**
.	**Where will the company's Australian principal place of business be?** CONTINUE	**#53**
Error message if all the secretaries are not at least 18 years old - ➔#36	Deleted	**#54**
➔#36 ➔#34	Who else will be a company secretary of the proposed company? **(You have previously indicated that there will be [number specified by user at #33] company secretaries,**	**#54a**

	but so far Incorporator only has details of [number of persons selected by user at #34] of them.) GUIDANCE **[L3 to heading and 5 dot points below]** **Company secretaries** CONTINUE	
Let the user complete **either** a PO Box No. or the other boxed details **but not both.** →#44	**ERROR MESSAGE** There will in fact be [ ] company secretaries, despite my earlier indication that there would only be [ ] secretary(s) I just selected too many of the proposed director(s) as also being company secretaries - please offer me the chance to select again	**#54b**
	Who will be the Lodging Party? GUIDANCE CONTINUE	**#55**

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Appendix B – Ukcorporator - Instructions to web site developer

Instructions to Developer ('➔' indicates ' go to')	**Content of Web-site** (except for instructions which appear as '{ instructions }')	**Web page / section ref.**
	www.ukcorporator.com Product info	
	'Browser Upgrade Required…'	#dhtml
	'Welcome to UKcorporator. UKcorporator detects that the version of the web-browser…'	#upgrade_ browser
	'Welcome to UKcorporator. UKcorporator detects that your computer's operating system…'	#non_win
	What documents do I receive? UKcorporator will automatically generate, and electronically deliver, all the legally required documents for the incorporation of the proposed company, and all other documents which are legally required immediately following the incorporation of the company (as well as some additional registers for possible future use). These documents are as follows: The Form 10 - First directors and secretary and intended situation of registered office) The Form 12 - Declaration on application for registration The Form 30(5)(a) - Declaration on application for registration of a company exempt from the requirement to use the word 'limited' or 'cyfyngedig' (if applicable) Register of members Register of directors and secretaries Register of director's interests Register of mortgages and charges Share certificate/s Memorandum of association Articles of association Declaration/s of trust (if applicable) These documents will be completed and tailored taking into account your answers to UKcorporator's questions. They will also comply with all the relevant provisions of the Companies Act. In addition to the above documents, a number of specimen documents are available free of charge	#home

	at any time from the 'Resources' section of this website.	
	Details 'About us'	#about_us
	Contact us / Help / Queries email support Telephone support	#help
	'Copyright'	#copy-right
	FAQ Information	#faq
	RESOURCE Information	#resources
	'Do you now want to have a test run at downloading and printing out a test document?	#16a
	'Test Run – Document Download and Printout'	#16b
Yes→#16c No→#16d Default setting on "No".	'Do you already have a username and PIN for UKcorporator?'	#16ba
	'Are you satisfied with your ability to download and print out the semi-representative test document and would you therefore now like to continue?'	#16bx
For YES, and user has already successfully logged in username and PIN in this session, and the user has more than one set of previously saved information then→#16cc, but if the user has only one set of previously saved information then →#16d, BUT if user has not already successfully logged in username and PIN in this session→#16ca. For NO, →#16d. Default setting on 'No'.	'Do you want to access or use information which you have previously inputted into UKcorporator?' GUIDANCE	#16c
If user enters correct username		#16ca

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and PIN, and user wanted access to previously saved information (i.e. answered 'YES' at #16c) and user has only one previously saved set of information →#16d If user enters correct username and PIN, and user wanted access to previously saved information (i.e. answered 'YES' at #16c) and user has more than one previously saved set of information →#16cc. If user enters correct username and PIN, but user did not want access to previously saved information (i.e. answered 'NO' at #16c) →#59 (In this scenario the user could have only got to this #16ca by answering 'YES' at #16d and thus has already visited #16d – so no need to go there now.) If user incorrectly enters username and PIN→#16cb. Re EMAIL ME MY PIN -if email address not recognized in UKcorporator database then→#16cb	'What is your user name and PIN? Forgotten your PIN?'	
.	'Email reminder has been sent.'	#email_reminder
Set default on 'Try Again'. Try again→#16ca. Proceed regardless →#16d, unless the user has already answered NO at #16c and YES at #16d in which case→ #16e. Exit UKcorporator →#49	'Sorry, Ukcorporator does not recognize your username / PIN combination as being valid etc'	#16cb

Upon clicking continue→#16d Nil default setting i.e. no previous inputs pre-selected	'You have the following sets of information saved with UKcorporator'	#16cc
For YES, if user logged in as a registered user (i.e. successful entry of username and PIN in this session) →#59, but if user is a registered user by reference to user's answer at #16ba (i.e. answered 'YES' at #16ba) and user did not come to #16d via 'Proceed Regardless' button at #16cb but has not yet logged in a username and PIN in current session then→#16ca. But if user not a registered user by reference to user's answer at #16ba (i.e. answered 'NO' at #16ba) OR if User is a registered user by reference to user's answer at #16ba (i.e. answered 'YES' at #16ba) but user came to #16d via 'Proceed Regardless' button at #16cb→#16e For NO→#59	'Do you want to save your upcoming inputs for your possible future use?' GUIDANCE	#16d
.	'Please choose a username and PIN (or a new username and PIN if you have forgotten your old ones).' GUIDANCE	#16e
Default set on 'Try Again'.	'Sorry, UKcorporator already has a user with the specified email address'	#16ea
.	Thank you for considering UKcorporator…'	#18
Note the symbol ⓘis used throughout the site to indicate a guidance question mark button. The word 'Guidance' appears too	Do you wish to make use of UKcorporator's standard 'one director' or 'two director' company configurations? #G59ⓘ No, the standard configurations do not suit me	#59 Test 'Start' UKcorpora tor

immediately above the guidance. Upon clicking 'Continue' ➔#60a (regardless of which option is selected)	Yes, I wish to use the 'one director' standard company configuration Yes, I wish to use the 'two director' standard company configuration Back Continue GUIDANCE UKCORPORATOR'S STANDARD COMPANY CONFIGURATIONS Information #G59	
Radio buttons; default on England and Wales. If user selects 'England' or 'Scotland' ➔#60c If user selected option 1 at #59 (i.e. non-standard configuration) and user selects 'Wales' ➔#60b If user selected option 2 or 3 at #59 (i.e. standard configuration) and user selects 'Wales' ➔#60d If the user selects 'England' the memorandum of association generated by UKcorporator is to say 'England and Wales'. If the user selects 'Scotland' the memorandum of association generated by UKcorporator is to say 'Scotland'. If the user selects 'Wales', the memorandum of association generated by UKcorporator is to say "England and Wales' or alternatively 'Wales' depending upon choice made at #60b or #60d.	Do you propose that the company's registered office be in England, Wales or Scotland? #G60a ⓘ England Wales Scotland GUIDANCE	#60a
Radio buttons; default 'England and Wales' When user clicks 'continue' ➔#60c If the user selects 'England and	{Layout similar to www.incorporator.com.au/01/17.asp} Would you prefer to stipulate in the memorandum of association that the company's registered office will be in 'England and Wales' or that it will be in 'Wales'? #G60b ⓘ	#60b Non – standard company configurati

Wales' the memorandum of association generated by UKcorporator is to stipulate 'England and Wales'. If the user selects 'Wales' the memorandum of association generated by UKcorporator is to stipulate 'Wales'.	England and Wales Wales Back Continue GUIDANCE	on
Question to mention 'England', 'Wales' or 'Scotland' as appropriate from answer to question at #60a If user selected option 1 at #59 (i.e. non-standard configuration) then when user clicks 'continue' →#61 If user selected option 2 or 3 at #59 (i.e. standard configuration) then when user clicks 'continue' →#64a	Where in {program to insert 'England', 'Wales' or 'Scotland' as the case may be} will the registered office be? #G60c ⓘ First part of address: (i.e. not including Post Town and Postcode)*: e.g. '25 High Street' or 'Saltire Court, 20 Castle Terrace' or 'c/- Smith & Jones, Accountants, 3rd Floor, Shell House, 15 Church Lane' Post Town*: Postcode*: Back Continue GUIDANCE	#60c
This page is identical to #60b except for the guidance which is especially written for a standard configuration company. Radio buttons; default 'England and Wales' If the user selects 'England and Wales' the memorandum of association generated by UKcorporator is to stipulate 'England and Wales'. If the user selects 'Wales' the memorandum of association generated by UKcorporator is to	Would you prefer to stipulate in the memorandum of association that the company's registered office will be in 'England and Wales' or that it will be in 'Wales'? #G60d ⓘ England and Wales Wales Back Continue GUIDANCE	#60d Standard configuration company

stipulate 'Wales'. When user clicks 'continue' ➔#60c		
Radio buttons; default private If user selects 'private' ➔#62a If user selects 'public' ➔#64a	Do you wish to form a private or a public company? #G61ⓘ Private Public Back Continue GUIDANCE	#61
Radio buttons; default 'limited' If user selects 'limited' ➔#62c If user selects 'unlimited' ➔#62b	Do you wish to form a private company in which the liability of members/shareholders is limited or unlimited? #G62aⓘ Limited Unlimited (The vast majority of people will wish to form a company in which the liability of the members/shareholders is limited.) Back Continue GUIDANCE	#62a
Radio buttons; default on 'with share capital' When user clicks 'continue' ➔#64a	Do you wish the unlimited company to be incorporated with or without share capital? #G62bⓘ with share capital without share capital Back Continue GUIDANCE	#62b
Radio buttons: default on 'limited by shares' If user selects 'limited by shares' ➔#64a If user selects 'limited by guarantee' ➔#63a	Do you wish the liability of members of the company to be limited by shares or by guarantee? #G62cⓘ limited by shares limited by guarantee Back Continue GUIDANCE	#62c
Radio buttons, Default on 'No, do not apply for exemption'	Do you wish to apply for an exemption from the need for the company to use the word 'limited' (or the Welsh	#63a

If user selects 'Yes…' →#63b If user selects 'No…' →#64a	equivalent 'cyfyngedig') in its name? #G63aⓘ Yes, apply for exemption No, do not apply for exemption Back Continue GUIDANCE	
Radio buttons; default on 'Yes' If user selects 'Yes' →#63c If user selects 'No' →#63d	Are you content for the company's main activity to be the promotion of commerce, art, science, education, religion, charity or a profession? #G63bⓘ Yes No Back Continue GUIDANCE	#63b
Radio buttons; default on 'Yes' If user selects 'Yes' →#64a If user selects 'No' →#63e	Are you content for the company's constitution to: require its profits (if any) or other income to be applied in promoting its objects, prohibit the payment of dividends to its members, and require all the assets which would otherwise be available to its members generally to be transferred on its winding up either to another body with objects similar to its own or to another body the objects of which are the promotion of charity and anything incidental or conducive thereto (whether or not the body is a member of the company). #G63cⓘ Yes No Back Continue GUIDANCE	#63c
Radio buttons; no default setting If user selects 'Yes…' →#63b If user selects 'No…' →#64a	Sorry, but if you wish the company to be exempt from using the word 'limited' (or its Welsh equivalent 'cyfyngedig') in its name, you must be content for the company to have a its main activity the promotion of commerce, art, science, education, religion, charity or a profession? Do you wish to pursue the exemption? #G63dⓘ Yes, pursue the exemption No, do not pursue the exemption Back Continue	#63d

	GUIDANCE Conditions for exemption	
Radio buttons, No default setting If user selects 'Yes…' →#63c If user selects 'No…' →#64a	Sorry, but if you wish the company to be exempt from using the word 'limited' (or its Welsh equivalent 'cyfyngedig') in its name, you must be content for the company to have the various provisions in it constitution (i.e. its memorandum or articles of association) which were referred to in the previous question. Do you wish to pursue the exemption? #G63eⓘ Yes, pursue the exemption No, do not pursue the exemption Back Continue GUIDANCE	#63e
Radio buttons: default on 'an interested party'. If user selects first or second option →#64b If user selects third option →#64c Developer also please ensure that the View Summary So Far function becomes active when users reach this page.	Which of the following will be lodging the forms (which UKcorporator will produce for you) at Companies House? #G64aⓘ a solicitor an accountant, company formation agent or other similar agent an interested party (e.g. a proposed member/shareholder or director) Back Continue GUIDANCE	#64a
Carry the details given here into the Form 10 'Agent's name' etc details. Error detection if user does not insert either PO Box or physical address details. When user clicks 'Continue' →#64c	What are the name and contact details of the solicitor / accountant / agent who will lodge the forms? #G64bⓘ Name of the firm or company*: PO Box details: Post Town*: Postcode*: Physical address details Telephone Number: Back Continue GUIDANCE	#64b
Radio buttons;	Will a solicitor be signing the Declaration on Application	#64c

Default on 'No' If user selects 'Yes…' →#64d If user selects 'No…' here and user selected option 1 at #59 (did not want a standard config. Coy.) and user is pursuing exemption from use of 'limited' →#65a If user selects 'No…' here and user selected option 1 at #59 (did not want a standard config. Coy.) and user not pursuing exemption from use of the word 'limited' and is forming a Private company →#66ab If user selects 'No…' here and user selected option 1 at #59 (did not want a standard config. Coy.) and user not pursuing exemption from use of the word 'limited' and is forming a Public company → 66aa If user selects 'No…' here and user selected option 2 at #59 (standard 'one director coy) →#66d If user selects 'No…' here and user selected option 3 at #59 (standard 'two director coy) →#66e	for Registration in Form 12 ('the Form 12 Declaration')? #G64c① Yes, a solicitor will sign the Form 12 Declaration No, a solicitor will not sign the Form 12 Declaration Back Continue GUIDANCE	
If user selects 'Yes' →#64e If user selects 'No' →#64f	Do you know the identity of the individual solicitor who will sign the Form 12 Declaration? Yes No Back Continue	#64d
As a default, please populate first line of address field with 'c/-{name of solicitor's firm	What is the name and address of the solicitor who will sign the Form 12 Declaration? Name of the solicitor*:	#64e

given at page #64b if user went through that page} Also as a default, please populate balance of address field with the physical address (if any) given at page # 64b if user went through that page and inserted a physical address and selected '1' at #64a The information from this page to be transposed into the Form 12 When user clicks 'Continue' →#64f	Physical address details Back Continue	
If user is pursuing exemption from use of the word 'limited' then when user clicks 'Continue'→ #65a If user is not pursuing exemption from use of the word 'limited' and user forming a private company then when user clicks 'Continue'→#66ab If user is not pursuing exemption from use of the word 'limited' and user forming a public company then when user clicks 'Continue'→#66aa	What will the witnessing details be on the Form 12 Declaration? Name of the witness to the solicitor's signature*: Qualification of witness: {drop down list} A Justice of the Peace A Commissioner for Oaths A Notary Public A Solicitor Place where declaration will be signed: Back Continue	#64f
If user selects 'Yes' →#65b If user selects 'No' and user forming a private coy →#66ab If user selects 'No' and user forming a public coy. →#66aa	Will a solicitor be signing the 'Declaration on application for registration of a company exempt from the requirement to use the word 'Limited' or 'Cyfyngedig'' (Form 30(5)(a))? #G65aⓘ Yes, a solicitor will sign No, a solicitor will not sign Back Continue GUIDANCE	#65a
If user selects 'Yes' →#65c If user selects 'No' →#65d	Do you know the identity of the individual solicitor who will sign the 'Declaration on application for registration of	#65b

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	a company exempt from the requirement to use the word 'Limited' or 'Cyfyngedig'' (Form 30(5)(a))? Yes No Back Continue	
As a default, please populate Name of Solicitor field with name of solicitor inserted at page # 64f (if user went via that page); otherwise leave blank. Also as a default, if user went via page #64f, please populate address field with the same details as given in the address field at page #64f If user didn't go via page 64f, but user ticked 'Solicitor' at page #64a (and accordingly proceeded to page 64b) please populate the first line of the address field on this page with 'c/- {the name of the firm given at page #64b} and populate the balance of address field on this page with the physical address (if any) given at page # 64b. If the user did not go through page # 64f or page #64b, then please leave all fields here blank. The information from this page to be transposed into the Form 30(5)(a) When user clicks 'Continue' →#65d	What is the name and address of the solicitor who will sign the 'Declaration on application for registration of a company exempt from the requirement to use the word 'Limited' or 'Cyfyngedig'' (Form 30(5)(a))? Name of the solicitor*:* Physical address details Back Continue	#65c
As a default, please populate all four fields with the information provided at page # 64g. If user forming a private	What will the witnessing details be on the 'Declaration on application for registration of a company exempt from the requirement to use the word 'Limited' or 'Cyfyngedig'' (Form 30(5)(a))?	#65d

company, then when user clicks 'Continue' ➔#66ab If user forming a public company, then when user clicks 'Continue' ➔#66aa	Name of the witness to the solicitor's signature*: Qualification of witness: {drop down list} A Justice of the Peace A Commissioner for Oaths A Notary Public A Solicitor Place where declaration will be signed: Back Continue	
Allow 1 to 15 for private companies and 2 to 15 for public companies. Default of 1 for private and 2 for public. Note: different guidance from private company guidance When user clicks 'Continue' ➔#66b	How many directors will the company initially have? #G66aaⓘ Number of directors: {e.g. '2'} {dropdown 2 – 15} (Public companies are required to have at least 2 directors. For practical reasons, UKcorporator allows no more than 15 directors.) Back Continue GUIDANCE	#66aa Public company version Note – there is no page #66a
Allow 1 to 15 for private companies and 2 to 15 for public companies. Default of 1 for private and 2 for public. Note: different guidance from public company guidance If user chooses one director, then when user clicks 'Continue' ➔#66c If user chooses two or more directors, then when user clicks 'Continue' ➔#66b	How many directors will the company initially have? #G66abⓘ Number of directors: {e.g. '1'} {dropdown 1 – 15} Back Continue GUIDANCE	#66ab Private company version Note – there is no page #66a
The {NaN} value starts at 1 and increases by 1 for each director entered up to the number given by user at #66aa or #66ab. The 'th', 'rd' or 'st' changes	Who will be the {program inserts the NaNth etc } director? #G66aaⓘ Details in the case of a natural person Back Continue	#66b General route; more than one director of course

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appropriately. 'Have you checked your inputs lately etc etc' After last director has been input, then when user clicks 'Continue'... →#67b		(public coy) Note – there is no page #66a
'Have you checked your inputs lately etc etc' If user answered 'Scotland' at #60a then JavaScript error if user selects a date here making the person less than 16 years of age. Message to read 'Scottish law requires the person to be at least 16 years of age.' User must select either 'company' or 'Scottish firm'; Error detection on this. When user clicks 'Continue' →#67a	Who will be the sole director be? #G66c_01ⓘ Details in the case of a natural person Back Continue GUIDANCE	#66c General route; private company; one director selected
When user clicks 'Continue' →#67i {If user answered 'Scotland' at #60a then JavaScript error if user selects a date here making the person less than 16 years of age. Message to read 'Scottish law requires the person to be at least 16 years of age.'} User must select either 'company' or 'Scottish firm'; Error detection on this. When user clicks 'Continue' →#67i	Which one person (or company or Scottish firm) will be the company's sole member / director? #G66dⓘ What are the details of the sole member / director in the case of a natural person? Back Continue GUIDANCE	#66d One director standard company configuration
The NaN value starts at 'first'	Who will be the {program inserts the NaNth etc } member / director?	#66e Two

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and increases to 'second' for the second member / director. i.e. the user is returned to this page after pressing 'Continue' the first time so that he / she can input the details of the second member / director. 'Have you checked your inputs lately etc etc' If user answered 'Scotland' at #60a then JavaScript error if user selects a date here making the person less than 16 years of age. Message to read 'Scottish law requires the person to be at least 16 years of age.' User must select either 'company' or 'Scottish firm'; Error detection on this. When user clicks 'Continue' after completing second member / director details →#67j	#G66eⓘ Details in the case of a natural person Back Continue GUIDANCE	director standard company configuration
The NaN value starts at 1 and increases by 1 for each director entered up to the number given by user at #66ab. 'Have you checked your inputs lately etc etc' [If user answered 'Scotland' at #60a then JavaScript error if user selects a date here making the person less than 16 years of age. Message to read 'Scottish law requires the person to be at least 16 years of age.' User must select either 'company' or 'Scottish firm';	Who will be the program inserts NaNth as the case may be director? #G66f_01ⓘ Details in the case of a natural person Back Continue GUIDANCE	#66f General route; more than one director (private coy's) Note – there is no page #66a

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Error detection on this. Until all the directors have been input, user is returned to this page (re-formatted) upon clicking 'Continue' When user clicks 'Continue' after inputting last director →#67a		
Allow 1 to 5. Default of 1 When user clicks 'Continue' the following occurs: ...if number of company secretaries chosen is 1, and if number of directors chosen at #66ab was 1, then →67i ...if number of company secretaries chosen is more than 1, and if number of directors chosen at #66ab was 1, then →#67m ...if more than one director chosen at #66ab, then →#67c	How many company secretaries will the company initially have? #G67a ⓘ Back Continue GUIDANCE	#67a Private company version
Allow 1 to 5. Default of 1 Upon clicking 'Continue' →#67d Note: different guidance from public company guidance	How many company secretaries will the company initially have? #G67b ⓘ Back Continue GUIDANCE	#67b Public company version
No default setting If user selects 'yes', and number of selections equals number of sec's specified at #67a, then →#68a If user selects 'yes' and number of selections > number of sec's specified at #67a, then →#67e If user selects 'yes' and number of selections < number of sec's specified at #67a, then →#67o	Will the director or directors (or any of them) also be a company secretary of the company? #G67a ⓘ Yes No If 'Yes' please indicate by selecting the relevant name(s) below. {Fred Smith} {Joe Bloggs} {etc} Back Continue	#67c Private company version.

If user selects 'No' and 1 company secretary only specified at #67a, then →#67h If user selects 'No' and more than 1 company secretary specified at #67a, then #67f		
No default setting If user selects 'Yes' and number of selections equals number of sec's specified at #67b, then →#68a If user selects 'Yes' and number of selections > number specified at #67b, then →#67e If user selects 'Yes' and number of selections < number specified at #67b, then →#67g If user selects 'No' and only 1 company secretary specified at #67b, then →#67p If user selects 'No' and more than 1 company secretary specified at #67b, then →#67n	Will any of the proposed directors also be a company secretary? G67b ⓘ Yes No If 'Yes' please indicate by selecting the relevant name(s) below. {Fred Smith} {Joe Bloggs} {etc} Back Continue	#67d Public company version
Note: the numbers shown in parentheses are generated from the details inputted at #67a and #67c for private coy's and #67b and #67d for public coy's. If user selects 'There will in fact be ...' then →#68a If user selects 'I just selected too many...' and user is forming a private coy, then →#67c If user selects 'I just selected too many...' and user if forming a public coy, then →#67d	To many company secretaries selected. Sorry. You have previously indicated that there will only be e.g. '1' company secretary, but you have just selected e.g. '2' persons as being proposed company secretaries. Would you please clarify. There will in fact be e.g. '2' company secretaries, despite my earlier indication that there would only be e.g. '1' company secretary I just selected too many of the proposed directors as also being company secretaries – please offer me the chance to select again	#67e
NaN starts at 'first'	Who will be the {program inserts NaNth	#67f

Once all sec's are inputted, then when user clicks 'Continue' →#68a	as the case may be} company secretary? #G67aⓘ Details in the case of a natural person Back Continue	
NaN starts at 'second' or 'third' etc depending upon how many already selected at #67c or #67d Note two radio buttons – toggle. Relevant field set under each becomes active when button clicked on. User can complete either field set but not both. Once all sec's are inputted, then when user clicks 'Continue' →#68a	Who will be the {program inserts NaNth as the case may be} company secretary? G67bⓘ Details in the case of a natural person Back Continue	#67g Public coy. More than one sec. One or more sec's already selected from list of directors.
Note two radio buttons – toggle. Relevant field set under each becomes active when button clicked on. User can complete either field set but not both. When the sole sec has been inputted, and user clicks 'Continue' →#68a	Who will be the company secretary? #G67aⓘ Details in the case of a natural person Back Continue	#67h Private coy. Non standard route. Single company secretary. More than one director. The company secretary not previously entered as a director.
When the sole sec has been inputted, and user clicks 'Continue' →#68a	Who will be the company secretary? #G67iⓘ Details in the case of a natural person Back Continue	#67i Private coy. Standard

When the sole sec has been inputted, and user clicks 'Continue' →#68a	GUIDANCE	'one director' company route. (One company secretary)
If user selects 'Yes' →#68a If user selects 'No' →#67k Default setting on 'yes'	Will either of the proposed directors also be the company secretary? #G67j(i) Yes No If 'Yes' please indicate by selecting the relevant name below. Fred Smith Joe Bloggs Back Continue GUIDANCE	#67j Standard 'two director' company route.
User must select either 'company' or 'Scottish firm'; Error detection on this. When user clicks 'Continue' →#68a	Who will be the company secretary? #G67j(i) Details in the case of a natural person Back Continue	#67k Private company. Standard '2 director' company route. (One company secretary.) The company secretary not previously entered as a director.
When user clicks 'Continue' →#68a	Who will be the company secretary? #G67j(i) Details in the case of a natural person Back Continue	#67l Private company. Non standard route.

		Single director. Single company secretary.
	Page #67m intentionally deleted	#67m
User must select either 'company' or 'Scottish firm'; Error detection on this. After all sec's inputted, when user clicks 'Continue' →#68a	Who will be the {program inserts NaNth or as the case may be} company secretary? #G67bⓘ Details in the case of a natural person Back Continue	#67n Public coy; non standard route (obviously), More than 1 company secretary; none of the company secretaries previously entered as a director.
User must select either 'company' or 'Scottish firm'; Error detection on this. After all sec's inputted, when user clicks 'Continue' →#68a	Who will be the {program inserts NaNth as the case may be} company secretary? #G67aⓘ Details in the case of a natural person Back Continue	#67o Private coy, non-standard route; more than one company secretary; one or more already selected from list of directors. More than one director.

User must select either 'company' or 'Scottish firm'; Error detection on this. After the sole sec's details inputted, when user clicks 'Continue' ➔#68a	Who will be the company secretary? #G67b① Details in the case of a natural person Back Continue	#67p Public coy. Non-standard route (obviously). Single company secretary. The company secretary not previously entered as a director.
The program is to offer director/s, company secretary or secretaries and agent (if any) nominated at #64b. If user selects 'Yes' here and a solicitor will be signing the Form 12 (refer #64c) and user forming a standard 'one director' or 'two director' company (refer #59) then upon clicking 'Continue' ➔#71h If user selects 'Yes' here and a solicitor will be signing the Form 12 (refer #64c) and the user is not forming a standard configuration company (refer #59) and not pursuing an exemption from using 'Limited' (refer #63a to #63e) and user is forming a private coy limited by shares or by g'tee (refer to #62a) then upon clicking 'Continue'	Will any of the following also be the 'query person'? (Companies House requires the name and contact details of some person, firm or entity they can contact if they have any query about the documents - i.e. a 'query person'.) Yes No If 'Yes' please select / re-confirm. {e.g. Fred Smith} {e.g. Joe Bloggs} {e.g. Smith & Jones, Solicitors} {Etc etc} Back Continue	#68a

→#71a If user selects 'Yes' here and a solicitor will be signing the Form 12 (refer #64c) and the user is not forming a standard configuration company (refer #59) and not applying for exemption from using 'Limited' (refer #63a to #63e) and forming a public coy or an unlimited coy (refer to #61 and #62a) then when user clicks 'Continue' →#71b If user selects 'Yes' here and a solicitor will be signing the Form 12 (refer #64c) and the user is not forming a standard configuration company (refer #59) and is applying for exemption from using 'Limited' (refer #63a to #63e) and solicitor is signing Form 30(5)(a) (refer #65a) and user is forming a private coy limited by shares or gtee (refer to #62a) then when user clicks 'Continue' → #71a If user selects 'Yes' here and a solicitor will be signing the Form 12 (refer #64c) and the user is not forming a standard configuration company (refer #59) and is applying for exemption from using 'Limited' (refer #63a to #63e) and solicitor is signing Form 30(5)(a) (refer #65a) and user is forming a public coy or an unlimited coy (refer to #61 and		

#62a) then when user clicks 'Continue' →#71b If user selects 'Yes' here and a solicitor will be signing the Form 12 (refer #64c) and the user is not forming a standard configuration company (refer #59) and is applying for exemption from using 'Limited' (refer #63a to #63e) and solicitor is not signing Form 30(5)(a) (refer #65a) then when user clicks 'Continue' →#70aa If user selects 'Yes' here and a solicitor will not be signing the Form 12 (refer #64c) and the user selected (here) a dir. or sec. to be the query person then when user clicks 'Continue' →#69a If user selects 'Yes' here and a solicitor will not be signing the Form 12 (refer #64c) and the user selected (here) a solicitor accountant or agent whose details were given at #64b to be the query person then when user clicks 'Continue' →##69c If user selects 'No' here and solicitor, accountant or agent lodging the Forms (refer #64a) then when user clicks 'Continue' →#68b If user selects 'No' here and solicitor, accountant or agent not lodging the Forms (refer #64a) then when user clicks 'Continue' →#68c No Default setting		

Please populate the blanks here automatically with the information from page #64b if user completed that page (i.e if user answered with one of first two options at #64a) This data goes into Forms 10 and 12 and if applicable the Form 33(5)(a) If user fills in postcode or post town details for a PO Box address, the same details automatically populate the corresponding fields in the physical address (as a default) If a solicitor will be signing the Form 12 (refer #64c) and user forming a standard 'one director' or 'two director' company (refer #59) then upon clicking 'Continue' ➔#71h If a solicitor will be signing the Form 12 (refer #64c) and the user is not forming a standard configuration company (refer #59) and not pursuing an exemption from using 'Limited' (refer #63a to #63e) and user is forming a private coy limited by shares or by g'tee (refer to #62a) then upon clicking 'Continue' ➔#71a If a solicitor will be signing the Form 12 (refer #64c) and the user is not forming a standard configuration company (refer #59) and not applying for exemption from using 'Limited'	Who will be the 'query person' Companies House may contact if they have any query about the documents? (Companies House requires the name and contact details of some person, firm or entity they can contact if they have any query about the documents.) Name of the person, firm or entity Companies House may contact*: Back Continue	#68b

(refer #63a to #63e) and forming a public coy or an unlimited coy (refer to #61 and #62a) then when user clicks 'Continue' →#71b If a solicitor will be signing the Form 12 (refer #64c) and the user is not forming a standard configuration company (refer #59) and is applying for exemption from using 'Limited' (refer #63a to #63e) and solicitor is signing Form 30(5)(a) (refer #65a) and user is forming a private coy limited by shares or gtee (refer to #62a) then when user clicks 'Continue' → #71a If a solicitor will be signing the Form 12 (refer #64c) and the user is not forming a standard configuration company (refer #59) and is applying for exemption from using 'Limited' (refer #63a to #63e) and solicitor is signing Form 30(5)(a) (refer #65a) and user is forming a public coy or an unlimited coy (refer to #61 and #62a) then when user clicks 'Continue' →#71b If a solicitor will be signing the Form 12 (refer #64c) and the user is not forming a standard configuration company (refer #59) and is applying for exemption from using 'Limited' (refer #63a to #63e) and		

solicitor is not signing Form 30(5)(a) (refer #65a) then when user clicks 'Continue' →#70c If a solicitor will not be signing the Form 12 (refer #64c) then when user clicks 'Continue' →#69c		
This data goes into Forms 10 and 12 and if applicable 33(5)(a). If user fills in postcode or post town details for a PO Box address, the same details automatically populate the corresponding fields in the physical address (as a default) If a solicitor will be signing the Form 12 (refer #64c) and user forming a standard 'one director' or 'two director' company (refer #59) then upon clicking 'Continue' →#71h If a solicitor will be signing the Form 12 (refer #64c) and the user is not forming a standard configuration company (refer #59) and not pursuing an exemption from using 'Limited' (refer #63a to #63e) and user is forming a private coy limited by shares or by g'tee (refer to #62a) then upon clicking 'Continue' →#71a If a solicitor will be signing the Form 12 (refer #64c) and the user is not forming a standard configuration company (refer	Who will be the 'query person' Companies House may contact if they have any query about the documents? (Companies House requires the name and contact details of some person, firm or entity they can contact if they have any query about the documents.) Back Continue	#68c

#59) and not applying for exemption from using 'Limited' (refer #63a to #63e) and forming a public coy or an unlimited coy (refer to #61 and #62a) then when user clicks 'Continue' ➔#71b If a solicitor will be signing the Form 12 (refer #64c) and the user is not forming a standard configuration company (refer #59) and is applying for exemption from using 'Limited' (refer #63a to #63e) and solicitor is signing Form 30(5)(a) (refer #65a) and user is forming a private coy limited by shares or gtee (refer to #62a) then when user clicks 'Continue' ➔ #71a If a solicitor will be signing the Form 12 (refer #64c) and the user is not forming a standard configuration company (refer #59) and is applying for exemption from using 'Limited' (refer #63a to #63e) and solicitor is signing Form 30(5)(a) (refer #65a) and user is forming a public coy or an unlimited coy (refer to #61 and #62a) then when user clicks 'Continue' ➔#71b If a solicitor will be signing the Form 12 (refer #64c) and the user is not forming a standard configuration company (refer #59) and is applying for		

exemption from using 'Limited' (refer #63a to #63e) and solicitor is not signing Form 30(5)(a) (refer #65a) then when user clicks 'Continue' →#70c If a solicitor will not be signing the Form 12 (refer #64c) then when user clicks 'Continue' →#69c		
Radio buttons; Default on 'Yes Name of query person to be inserted by the program into the question.' If user selects 'Yes' →#69e If user selects 'No' →#69b	Will {program inserts name of query person} be signing the Declaration on Application for Registration (Form 12)? #G64cⓘ Yes No Back Continue	#69a
User may select one only of the options. The program is to show in Column 1 all the directors and secretaries gathered in the page 66 and 67 precincts (but excluding the query person). The names Peter John Smith, Frederick George Harris, Jones & Co Limited and McLeod Investments (a Scottish Firm) are included merely by way of example. Error message if user tries to proceed without selecting an option. The buttons in columns 3, 4 and 5 will be inactive adjacent to the names of any natural persons or Scottish firms in column 1. The buttons in column 2 will be inactive adjacent to the names of	Which of the following will sign the Declaration on Application for Registration (Form 12)? #G64cⓘ Please make a selection in the table below by clicking on the relevant button. Column 1 Column 2 Column3 Column4 Column5 Name A natural A company A director of A natural person of person secretary a company more remotely proposed shown in of a company (if any) shown connected with company's Column 1 (if any) shown in Column 1 a company (if officer(s) in Column 1 any) shown in Column 1 (i.e. more remote than its director or	#69b

any companies in column 1. If user makes a selection in Column 2 then when user clicks 'Continue' →#69e If user makes a selection in Columns 3 - 5 then upon clicking 'Continue' →#69f	company secretary) — Peter John Smith ☐ ☐ ☐ ☐ Frederick George Harris ☐ ☐ ☐ ☐ Jones & Co Limited ☐ ☐ ☐ ☐ McLeod Investments (a Scottish firm) ☐ ☐ ☐ ☐ Columns 3, 4 and 5 above will be inactive unless a company secretary or director of your proposed company will itself be a company. Where columns 3, 4 and 5 are active, you should not make a selection in those columns if the selection is not a natural person. For example, if the company secretary of your proposed company is itself a company, you should not make a selection in column 3, as the selection must be a natural person as opposed to a company. A Scottish firm may sign the declaration in its own name. Back Continue	
User may select one only of the options. The program is to show in Column 1 all the directors and secretaries gathered in the page 66 and 67 precincts. The names Peter John Smith, Frederick George Harris, Jones & Co Limited and McLeod Investments (a Scottish Firm)	Which of the following will sign the Declaration on Application for Registration (Form 12)? #G64c ⓘ Please make a selection in the table below by clicking on the relevant button. Column 1 Column 2 Column3 Column4 Column5 Name A natural A company A director of A natural person of person secretary a company	#69c

are included merely by way of example. Error message if user tries to proceed without selecting an option. The buttons in columns 3, 4 and 5 will be inactive adjacent to the names of any natural persons or Scottish firms in column 1. The buttons in column 2 will be inactive adjacent to the names of any companies in column 1. If user makes a selection in Column 2 then when user clicks 'Continue' ➔#69e If user makes a selection in Columns 3 - 5 then upon clicking 'Continue' ➔#69f	more remotely proposed shown in shown connected with company's Column 1 a company (if officer(s) in Column 1 any) shown in Column 1 (i.e. more remote than its director or company secretary)	

Peter John Smith	☐	☐	☐
Frederick George Harris	☐	☐	☐
Jones & Co Limited	☐	☐	☐
McLeod Investments (a Scottish firm)	☐	☐	☐

Columns 3, 4 and 5 above will be inactive unless a company secretary or director of your proposed company will itself be a company.

Where columns 3, 4 and 5 are active, you should not make a selection in those columns if the selection is not a natural person. For example, if the company secretary of your proposed company is itself a company, you should not make a selection in column 3, as the selection must be a

	natural person as opposed to a company. A Scottish firm may sign the declaration in its own name. Back Continue	
In the example given in the parentheses, 'XYZ Holdings Limited' is the proposed company being formed. Upon clicking 'Continue' →#69e	What connection does the person who proposes to sign the Declaration on Application for Registration (Form 12) ('the declarant') have to the proposed company? The declarant is...{user inserts description} being a person (or company or Scottish firm) named as a director or company secretary of the proposed company. #G69dⓘ (Max.350 characters including spaces.) Please insert a description such as 'a director of ABC Holdings Limited which in turn is a director of XYZ Holdings Limited'. (In this example, XYZ Holdings Limited is to be the director or company secretary of the proposed company.) Do not insert a full stop at the end of the inserted phrase. You have previously indicated that the declarant will not be a solicitor. You have also previously indicated that the proposed new company will have a director or company secretary which is itself a company and that the declarant is not a director or company secretary of the last mentioned company. Back Continue GUIDANCE	#69d
If user forming a standard 'one director' or 'two director' company (refer #59) then upon clicking 'Continue' →#71h If the user is not forming a standard configuration company (refer #59) and not pursuing an exemption from using 'Limited' (refer #63a to #63e) and user is forming a private coy limited by	What will the witnessing details be on the 'Declaration on Application for Registration' (Form 12)? (It is not essential to provide any of the details on this page, however, if you do, UKcorporator will be able to produce a more complete Form 12 for signature i.e. minimising the need for any details to be inserted by hand. If you do not have the correct information to insert in any field below then please leave the field blank.) Name of the witness to the declarant's	#69e

shares or by g'tee (refer to #62a) then upon clicking 'Continue' ➔#71a If the user is not forming a standard configuration company (refer #59) and not applying for exemption from using 'Limited' (refer #63a to #63e) and forming a public coy or an unlimited coy (refer to #61 and #62a) then when user clicks 'Continue' ➔#71b If the user is not forming a standard configuration company (refer #59) and is applying for exemption from using 'Limited' (refer #63a to #63e) and solicitor is signing Form 30(5)(a) (refer #65a) and user is forming a private coy limited by shares or gtee (refer to #62a) then when user clicks 'Continue' ➔ #71a If the user is not forming a standard configuration company (refer #59) and is applying for exemption from using 'Limited' (refer #63a to #63e) and solicitor is signing Form 30(5)(a) (refer #65a) and user is forming a public coy or an unlimited coy (refer to #61 and #62a) then when user clicks 'Continue' ➔#71b If the user is not forming a standard configuration company (refer #59) and is applying for	signature*: (Full name is preferable but not essential. Initials are not acceptable. E.g. insert 'Charles Smith' not 'C. Smith'. Please ensure correct spelling.) Qualification of witness: A Justice of the Peace {drop down list} A Commissioner for Oaths A Notary Public A Solicitor Place where declaration will be signed: (This may be a city, town, village or other location e.g. 'London' or 'Plymouth' or 'Highdowne Farm near Barnstaple, Devon'.) Back Continue	

exemption from using 'Limited' (refer #63a to #63e) and solicitor is not signing Form 30(5)(a) (refer #65a) and query person is a director or company secretary (refer #68a) then when user clicks 'Continue' →#70aa If the user is not forming a standard configuration company (refer #59) and is applying for exemption from using 'Limited' (refer #63a to #63e) and solicitor is not signing Form 30(5)(a) (refer #65a) and query person is not a director or company secretary (refer #68a) then when user clicks 'Continue' →#70c		
If user made a selection in column 3 or 4 at #69b or #69c, then when user clicks continue →#69e If user made a selection in column 5 at #69b or #69c, then when user clicks continue →#69d	Who will sign the Declaration on Application for Registration (Form 12)? Full name of the proposed Form 12 declarant: (e.g. 'John Peter Smith' or 'McLeod Brothers (a Scottish firm)'. The declarant must be either a natural person or a Scottish firm.) Usual residential address (please note PO Box addresses not permitted)*:	#69f
This page has been numbered #70aa because there is already a page #70a being one of the pages from the Australian Site in the 'Marked-up pages' section. If user selects 'Yes' →#70e If user selects 'No' →#70b	Will {program inserts name of query person} be signing the 'Declaration on application for registration of a company exempt from the requirement to use the word 'Limited' or 'Cyfyngedig'' (Form 30(5)(a))? #G65a Yes No You have previously indicated that a solicitor will not be	#70aa

	signing the Form 30(5)(a). Accordingly, the Form 30(5)(a) must be signed by a proposed director or company secretary of the company or by some suitable representative where the proposed director or company secretary is itself a company or Scottish firm – further information is available via the guidance button above. Back Continue	
User may only select one only of the options. In the example given, Fred Smith and 'XYZ Holdings Limited' were named by the user as directors of the proposed company in the page 66 precinct. (The 2nd, 3rd and 4th options shown are generated for every company named by the user as a director or company secretary, but are not generated more than once for any such company. The 5th option shown is generated for every Scottish firm named as a director or company secretary but is not generated more than once for any such firm.) Note the query person is to be omitted from this list. If user does not select a '...more remote...' option, then upon clicking 'Continue' ➔#70e If user selects a '...more remote...' option then upon clicking 'Continue' ➔#70d Error message if user tries to proceed without selecting an option.	Which of the following will sign the 'Declaration on application for registration of a company exempt from the requirement to use the word 'Limited' or 'Cyfyngedig'' (Form 30(5)(a))? #G65aⓘ {e.g. Fred Smith} A director of {e.g. XYZ Holdings Limited} A company secretary of {e.g. XYZ Holdings Limited} A more remote person associated with {e.g.XYZ Holdings Limited} (e.g. a director of a company which in turn is a director of {e.g.XYZ Holdings Limited}) {e.g. McLeod Investments} a Scottish Firm You have previously indicated that a solicitor will not be signing the Form 30(5)(a). In this case, the Form 30(5)(a) must be signed by a proposed director or company secretary of the company or by some suitable representative, where the proposed director or company secretary is itself a company or Scottish firm – further information is available via the guidance button above. Back Continue	#70b

User may only select one only of the options. In the example given, Fred Smith and 'XYZ Holdings Limited' were named by the user as directors of the proposed company in the page 66 precinct. (The 2nd, 3rd and 4th options shown are generated for every company named by the user as a director or company secretary, but are not generated more than once for any such company. The 5th option shown is generated for every Scottish firm named as a director or company secretary but is not generated more than once for any such firm.) If user does not select a '...more remote...' option, then upon clicking 'Continue' →#70e If user selects a '...more remote...' option then upon clicking 'Continue' →#70d	Which of the following will sign the 'Declaration on application for registration of a company exempt from the requirement to use the word 'Limited' or 'Cyfyngedig'' (Form 30(5)(a))? #G65a① {e.g. Fred Smith} A director of {e.g. XYZ Holdings Limited} A company secretary of {e.g. XYZ Holdings Limited} A more remote person associated with {e.g.XYZ Holdings Limited} (e.g. a director of a company which in turn is a director of {e.g.XYZ Holdings Limited}) {e.g. McLeod Investments} a Scottish Firm You have previously indicated that a solicitor will not be signing the Form 30(5)(a). Accordingly, the Form 30(5)(a) must be signed by a proposed director or company secretary of the company or by some suitable representative where the proposed director or company secretary is itself a company or Scottish firm – further information is available via the guidance button above. Back Continue	#70c
Upon clicking 'Continue' →#70e	What connection does the person (i.e. 'the declarant') who proposes to sign the 'Declaration on application for registration of a company exempt from the requirement to use the word 'Limited' or 'Cyfyngedig'' (Form 30(5)(a)) have to the proposed company? The declarant is {user inserts description} being a person (or company or Scottish firm) named as a director or company secretary of the proposed company. #G69d① Back Continue	#70d
	Who will sign the 'Declaration on application for registration of a company exempt from the requirement to	#70f

	use the word 'Limited' or 'Cyfyngedig'' (Form 30(5)(a))?? Full name of the proposed Form 30(5)(a) declarant: Usual residential address (please note PO Box addresses not permitted)*:	
If user forming a private coy limited by shares or gtee (refer #61 and #62a) then upon clicking 'Continue' →#71a If user forming a public coy (refer #61) then upon clicking 'Continue' →#71b	What will the witnessing details be on the 'Declaration on application for registration of a company exempt from the requirement to use the word 'Limited' or 'Cyfyngedig'' (Form 30(5)(a))? (It is not essential to provide any of the details on this page, however, if you do, UKcorporator will be able to produce a more complete Form 30(5)(a) for signature i.e. minimising the need for any details to be inserted by hand. If you do not have the correct information to insert in any field below then please leave the field blank.) Name of the witness to the declarant's signature: Qualification of witness: Place where declaration will be signed: Back Continue	#70e
Upon clicking 'Continue' →#71c Default setting 1	How many members/shareholders will the company initially have? #G71aⓘ Number of members/shareholders: {e.g. '1'} {dropdown list 1 – 12} (For practical reasons, no more than 12.) Back Continue GUIDANCE	#71a Priv Company (limited by shares or gtee) Version
Upon clicking 'Continue' →#71c Default setting '2'.	How many members/shareholders will the company initially have? #G71bⓘ Number of members/shareholders: {e.g. '2'} {dropdown list 2 – 12}	#71b Public company and unlimited

	(For practical reasons, no more than 12.) Back Continue GUIDANCE	company version
If user selects 'Yes' here and selections made equals number of members specified earlier (at #71a or #71b) then upon clicking 'Continue' →#71h If user selects 'Yes' here and selections made > number of selections made earlier (at #71a or #71b) then upon clicking 'Continue' →#71d If user selects 'Yes' here and selections made < number of selections made earlier (at #71a or #71b) then upon clicking 'Continue' →#71g If user selects 'No' here and the number of members specified earlier (at #71a or #71b) equals 1, then upon clicking 'Continue' →#71e If user selects 'No' here and the number of members specified earlier (at #71a or #71b) exceeds 1, then upon clicking 'Continue' →#71f Include all directors and company secretaries in the list.	Will any persons listed in the box below also be a member/shareholder? ⓘ Yes No If 'Yes', please indicate by selecting the relevant name(s) below. {Fred Smith} {Joe Bloggs} {etc} Back Continue GUIDANCE ⓘ If a private company limited by shares or guarantee, link to the guidance at page #G71a If a public company or an unlimited company, link to the guidance at page #G71b	#71c
No default setting If user selects first option, then upon clicking 'Continue' →#71h If user selects second option then upon clicking 'Continue' →#71c	Too many members/shareholders selected Sorry, but you have previously indicated that there will be only program inserts number e.g.NaN member(s)/shareholder(s), but you have just selected program inserts number e.g.NaN persons as being proposed member(s)/shareholder(s). Would you please clarify this by choosing one of the two selections below. There will in fact be program inserts number e.g.NaN	#71d

	members/shareholders, despite my earlier indication that there would only be program inserts number e.g. NaN member(s)/shareholder(s). I just selected too many of the proposed directors/company secretaries as also being member(s)/shareholder(s) - please offer me the chance to select again. Back Continue	
Upon clicking 'Continue' ➔#71h	Who will be the sole member/shareholder? #G71a ⓘ (If the member/shareholder is to hold any shares in the company in trust, please refer to the last section of the guidance available via the guidance button above.) Full Name of member/shareholder: What is the proposed member/shareholder's address and occupation? Physical address (not including Post Town and Postcode)*: Post Town*: Postcode*: Back Continue	#71e Single member company – i.e. private company limited by shares or guarantee (no previous person selected)
The expression 'NaN' starts at '1st' then '2nd' and so on. Once all members inputted then upon clicking 'Continue' ➔#71h	Who will be the {program inserts number e.g.NaNth} member/shareholder? Full Name of member/shareholder: ⓘ What is this proposed member's/shareholder's address? Physical address (not including Post Town and Postcode)*: Post Town*: Postcode*: Back Continue GUIDANCE ⓘ If a private company limited by shares or guarantee, show the same guidance as at page #G71a If a public company or an unlimited company, show the same guidance as at page #G71b	#71f More than one member version – public or unlimited or private (no previous persons selected)
The expression 'NaN' starts at	Who will be the {program inserts number e.g. NaNth} member/shareholder?	#71g more than

the applicable ordinal number (eg '3rd') depending on how many already selected at #71c Once all members inputted, then upon clicking 'Continue' →#71h	If the member/shareholder is to hold any shares in the company in trust, please refer to the last section of the guidance available via the guidance button above. Full Name of member/shareholder: ⓘ What is this proposed member's/shareholder's address? Physical address (not including Post Town and Postcode)*: Post Town*: Postcode*: Back Continue GUIDANCE ⓘ If a private company limited by shares or guarantee, show the same guidance as at page #G71a If a public company or an unlimited company, show the same guidance as at page #G71b	one member – public or unlimited or private (1 or more previous persons selected)
If user selects 'Personally' and if user forming a standard configuration company (refer #59) then upon clicking 'Continue' →#81a If user selects 'Personally' and if user is not forming a standard configuration company (refer #59) and user is forming a private coy limited by shares or a private unlimited coy with a share capital or a public coy (refer to #61, #62a , #62b and #62c) then upon clicking 'Continue' →#72a If user selects 'Personally' and if user is not forming a standard configuration company (refer #59) and user is forming a private coy limited by guarantee (refer #62c) then upon clicking 'Continue' →#73	Will the initial member(s) / shareholder(s) be signing the Form 10 personally or by an agent? #G71hⓘ Personally By an agent Back Continue GUIDANCE	#71h

If user selects 'Personally' and if user is not forming a standard configuration company (refer #59) and user is forming a private unlimited company without share capital (refer # 62b) and there is more than one member (refer #71a) then upon clicking 'Continue' →#74a If user selects 'Personally' and if user is not forming a standard configuration company (refer #59) and user is forming a private unlimited company without share capital (refer # 62b) and there is only one member (refer #71a) then upon clicking 'Continue' →#79a If user selects 'By an agent' then upon clicking 'Continue' →#71i		
Error detection if user attempts to proceed without completing both questions. Under the second question, all three options greyed until user clicks on one Default for agent's name the name given at #64b if any. If user forming a standard configuration company (refer #59) then upon clicking 'Continue' →#81a_Hlk504898235 If user is not forming a standard configuration company (refer #59) and user is forming a private coy limited by shares or a private unlimited coy with a	What is the name of the agent who will be signing the Form 10? Agent's name: What is the preferred signing format for the agent? Agent's name only e.g. _____ Ace Company Formation Agents Agent's name and the word 'per' e.g. Ace Company Formation Agents per: _____ Agent's name and the word 'per' and individual signing person's name e.g. Ace Company Formation Agents per: _____ Fred Smith	#71i

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share capital or a public coy (refer to #61, #62a , #62b and #62c) then upon clicking 'Continue' ➔#72a If user is not forming a standard configuration company (refer #59) and user is forming a private coy limited by guarantee (refer #62c) then upon clicking 'Continue' ➔#73 If user is not forming a standard configuration company (refer #59) and user is forming a private unlimited company without share capital (refer # 62b) and there is more than one member (refer #71a) then upon clicking 'Continue' ➔#74a If user is not forming a standard configuration company (refer #59) and user is forming a private unlimited company without share capital (refer # 62b) and there is only one member (refer #71a) then upon clicking 'Continue' ➔#79a	If you select this option please provide the name of the individual signing person (shown as 'Fred Smith' in the example above): user inserts name Back Continue	
Default on 'Yes'. If user selects 'Yes' then upon clicking 'Continue' ➔#72d If user selects 'No' then upon clicking 'Continue' ➔#72b	Will the company initially have one class of shares only? #G72aⓘ Yes, the company will initially have one class of shares only No, the company will initially have more than one class of shares (A public company must include shares having a nominal value of at least 50,000 pounds sterling in its authorised share capital.) Back Continue GUIDANCE	#72a
	How many classes of shares will the company initially	#72b

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Drop down list 2 – 5. Default on 2. Upon clicking 'Continue' →#72c	have? #G72a ⓘ The number of share classes will be: user inserts number e.g. '2' (There is no upper limit on the number of share classes the company may have, however, for practical reasons, UKcorporator will only cater for up to 5 classes. A public company must include shares having a nominal value of at least 50,000 pounds sterling in its authorised share capital.) Back Continue	
NaN starts at 1st and progresses to 5th Dropdown list to comprise the following symbols: £ US$ € Canadian$ ¥ Swiss franc symbol If user makes any keystrokes in the 'other' field, the selection in the dropdown list changes automatically to 'other'. After details of all classes of shares entered (refer #72b) if user forming a private coy (refer #61) then when user clicks 'Continue' →#75a After details of all classes of shares entered (refer #72b) if user forming a public coy (refer #61) and if no pounds sterling in the nominal capital (refer all info' inputted in this page #72c) then when user clicks 'Continue' →#72e After details of all classes of shares entered (refer #72b) if user forming a public coy (refer #61) and if any pounds sterling in the nominal capital and if the amount of pounds sterling in the nominal capital is less than	What are the details of the program inserts e.g. NaNth share class? user inserts description Shares #G72c_01 ⓘ (Limit of 25 characters and spaces e.g. 'ordinary'.Do not type'shares' as part of the description.) with a nominal/par value per share of #G72c_02 ⓘ e.g.1.00 £ {Currency dropdown list showing £ as default currency} Other: field for user to insert description (If the nominal value per share is one i.e.'1.00' insert a singular description e.g. 'French Franc', otherwise insert a plural description e.g. 'French Francs'.) And a premium payable per share of £ #G72c_03 ⓘ (Leave blank if there is no premium payable) What is the total number of these shares in the company's nominal/authorised capital? user inserts e.g.100,000 #G72c_04 ⓘ Back Continue GUIDANCE DESCRIPTION OF SHARE CLASSES #G72c_01	#72c

£50,000 (refer all info' inputted in this page #72c) then when user clicks 'Continue' →#72f After details of all classes of shares entered (refer #72b) if user forming a public coy (refer #61) and if any pounds sterling in the nominal capital and if the amount of pounds sterling in the nominal capital exceeds £50,000 (refer all info' inputted in this page #72c) then when user clicks 'Continue' →#75a The currency symbol or description in the 'share premium' line is to mimic the choice made by the by user earlier on this page when giving nominal value.		
Dropdown list to comprise the following: £ US$ € Canadian$ ¥ [[Swiss franc symbol]] Other If user makes any keystrokes in the 'other' field, the selection in the dropdown list changes automatically to 'other'. The currency symbol or description in the 'share premium' line is to mimic the choice made by the by user earlier on this page when giving nominal value. If user forming a private coy (refer #61) then when user clicks	What are the details of the company's only share class? user inserts description Shares #G72c_01ⓘ (Limit of 25 characters and spaces e.g. 'ordinary'. Do not type 'shares' as part of the description.) with a nominal/par value per share of #G72c_02ⓘ e.g.1.00 £ {Currency dropdown list showing £ as default currency} Other: field for user to insert description (If the nominal value per share is one i.e.'1.00' insert a singular description e.g. 'French Franc', otherwise insert a plural description e.g. 'French	#72d

'Continue' →#75a If user forming a public coy (refer #61) and if no pounds sterling in the nominal capital (refer all info' inputted in this page #72c) then when user clicks 'Continue' →#72e If user forming a public coy (refer #61) and if any pounds sterling in the nominal capital and if the amount of pounds sterling in the nominal capital is less than £50,000 (refer all info' inputted in this page #72c) then when user clicks 'Continue' →#72f If user forming a public coy (refer #61) and if any pounds sterling in the nominal capital and if the amount of pounds sterling in the nominal capital exceeds £50,000 (refer all info' inputted in this page #72c) then when user clicks 'Continue' →#75a	Francs'.) And a premium payable per share of £ #G72c_03① (Leave blank if there is no premium payable) What is the total number of these shares in the company's nominal/authorised capital? user inserts e.g.100,000 #G72c_04① Back Continue	
The user must select one of the two options before continuing. When user proceeds forward again from page #61 or page #72a (as the case may be) previous inputs are not lost but may of course be overridden if user wishes. If user selects first option, then when user clicks 'Continue' →#72a If user selects second option,	To enable compliance with sections 117 and 118 of the Companies Act 1985, a public company must include shares in its authorised/nominal capital in pounds sterling currency and furthermore such shares must have a nominal value of at least £50,000. You have previously indicated that the company is to be a public company, yet you have not stipulated any class of shares in pounds sterling. Please select one of the following options before continuing: I wish to reconsider my choice of share classes for the company I wish to reconsider my choice to form a public as opposed to a private company Back Continue	#72e

then when user clicks 'Continue' →#61		
The user must select one of the two options before continuing. When user proceeds forward again from page #61 or page #72a (as the case may be) previous inputs are not lost but may of course be overridden if user wishes. Care will need to be taken to ensure the 'View Summary So Far' functionality operates correctly after a user is thrown back to #61. If user selects first option, then when user clicks 'Continue' →#72a If user selects second option, then when user clicks 'Continue' →#61	To enable compliance with sections 117 and 118 of the Companies Act 1985, a public company must include shares in its authorised/nominal capital in pounds sterling currency and furthermore such shares must have a nominal value of at least £50,000. You have previously indicated that the company is to be a public company, yet the shares which you have stipulated to be in pounds sterling in the company's authorised capital do not exceed £50,000 in value. Please select one of the following options before continuing: I wish to reconsider my choice of share classes for the company I wish to reconsider my choice to form a public as opposed to a private company Back Continue	#72f
Dropdown list to comprise the following symbols: £ US$ € Canadian$ ¥ [[Swiss franc symbol]] and also 'other'. If user chooses other then the next field becomes active. (Similar functionality to Aust site #08/19b.) User can only select or enter details in one or the other field.	What will be the maximum amount to be contributed by each member in the event of a winding up of the company? #G73ⓘ The maximum amount will be: {1.00} {£ {dropdown for currency type} Other: {field here for user to insert other currency type} Check that there is no suitable currency in the dropdown list before using this field. If the maximum amount is one i.e.'1.00' insert a singular description e.g. 'French Franc', otherwise insert a plural description e.g. 'French Francs'. Back Continue GUIDANCE	#73 Private company limited by guarantee

If more than one member (refer to #71a) then when user clicks on 'Continue' →#74a If one member only (refer to #71a) then when user clicks on 'Continue' →#79a		
Default on 'one class of members only'. User must select one or the other before proceeding further. If user selects 'One class of members only' →#79a If user selects 'More than one class of members' →#74b	Will there be one class of members only or will there be more than one class of members? #G74aⓘ One class of members only More than one class of members Back Continue GUIDANCE	#74a Coy's limited by gtee (no share capital) & unlimited coy's with no share capital
Dropdown numbers 2 – 5 Upon clicking 'Continue' →#74c	How many different classes of membership will there be? There will be e.g. user inserts '2' classes. #G74aⓘ For practical reasons UKcorporator offers a maximum of five classes. Back Continue	#74b
NaN will be either 1st, 2nd, 3rd, 4th or 5the After all membership classes gathered (refer #74b) then upon clicking 'Continue' →#74d	How will the program generates 'NaNth' etc membership class be described? This class will be described as field for user to insert class description membership. #G74cⓘ Back Continue GUIDANCE Description of membership classes #G74c Please insert a description of the class. Examples of the type of description which would be suitable to insert in this field are as follows: 'class A' 'class B' 'voting' 'non-voting' 'junior' 'senior' 'ordinary' 'special'	#74c
NaN equals the 1st, 2nd, 3rd etc	Which of the members listed below will have NaN	#74d

description inserted at #74c The list here is taken from the members details gathered as a result of #71c , #71d, #71f, or #71g as the case may be. After all classes dealt with (refer classes collected at #74c) then when user clicks 'Continue' ➔#79a When the user returns to this page to identify the members of the 2nd or any subsequent class, the selection buttons adjacent to any members previously selected for a class is to be inactive.	membership? {Fred Smith} {Joe Bloggs} {XYZ Limited} {etc} Back Continue	
Radio buttons; no default setting; user must select one of the options before proceeding. If user selects 'Yes …etc', and only one class of shares (refer #72a) then when user clicks 'Continue' ➔#76c If user selects 'Yes …etc', and more than one class of shares (refer #72a) then when user clicks 'Continue' ➔#76a If user selects 'No…etc' and user forming a private coy limited by shares (refer #62c) or a private unlimited coy with a share capital (refer #62b) and only one class of shares then when user clicks 'Continue' ➔#76c If user selects 'No…etc' and user forming a private coy limited by shares (refer #62c) or	Will the consideration to be paid by each and every one of the initial members/shareholders for their shares (including any premium) be comprised of cash only? #G75aⓘ Yes, it will be 'cash' only in every case No, it will not be 'cash' only in every case (The word 'cash' has a particular meaning in this context. Further information is available via the guidance button above.) (There are some legal restrictions as to what may constitute valid non-cash consideration in the case of a private company. Also note, in the case of a public company, the consideration must be in cash only. See guidance button above for more information.) Back Continue GUIDANCE	#75a

a private unlimited coy with a share capital (refer #62b) and more than one class of shares then when user clicks 'Continue' →#76a If user selects 'No…etc' and user forming a public coy (refer #61) then when user clicks 'Continue' →#75b		
The first option is to be the default option. If user clicks first option, then user is taken to page #75a upon clicking 'continue'. If user clicks second option, then user is taken to page #61, upon clicking 'continue'.	Non-cash consideration invalid Sorry, but as you have previously indicated that you wish to form a public company, the consideration for the shares (including any premium) must be provided in cash. #G75b ⓘ Change choice of consideration (to cash only) Change choice of company type (from public to private) Back Continue GUIDANCE	#75b
The share class options displayed are derived from the information gathered via #72c. The user may tick as many boxes here as desired. When user clicks 'Continue' →#76b	Which class or classes of share will shareholder 1, 2, 3… initially hold? {e.g.Ordinary shares} with a nominal value per share of {£} {1.00} {Preference shares} with a nominal value per share of {£} {2.00} {Deferred shares} with a nominal value per share of {£} {1.00} {Class A shares} with a nominal value per share of {US$} {5.00} etc Back Continue	#76a
The description in the first parentheses comes from the description inserted by user at page 72c The number inserted by the user must be a counting number and there should be appropriate error detection	How many ordinary, preference, deferred etc shares with a nominal value of 1.00 £ each, will initially be allotted to shareholder 1, 2, 3…? The number of such shares to be allotted to this shareholder is: Back Continue	#76b

If any more classes of shares to be dealt with (i.e. relevant number to be gathered) for this shareholder (refer #76a) then when user clicks 'Continue' →#76b If no further classes of shares to be 'dealt with' (i.e. relevant number to be held has been gathered) for this shareholder (refer #76a) and the shareholdings of any other shareholders (refer member details gathered at #71a to #71g) yet to be gathered, then when user clicks 'Continue' →#76a If no further classes of shares to be 'dealt with' (i.e. relevant number to be held has been gathered) for this shareholder (refer #76a) and the shareholdings of no other shareholders (refer member details gathered at #71a to #71g) yet to be gathered, then when user clicks 'Continue' →#77d		
The description in the first parentheses comes from the description inserted by user at page #72d. The number inserted by the user must be a counting number and there should be appropriate error detection If the shareholdings of any other shareholders (refer member details gathered at #71a to #71g) remain to be gathered, then	How many {ordinary, preference, deferred etc} shares with a nominal value of {1.00} {£} each, will initially be allotted to {shareholder 1, 2, 3...}? The number of such shares to be allotted to this shareholder is: Back Continue	#76c

when user clicks 'Continue' the user is returned to this page re-formatted. If the shareholdings of no other shareholders (refer member details gathered at #71a to #71g) remain to be gathered, then when user clicks 'Continue' →#77a		
Default on 'No, all of the shares will be allotted as fully paid' Toggle radio buttons. Must be one or the other. 'Have you checked your inputs lately etc etc' If user selects 'No…etc' then when user clicks 'Continue' →#78a If user selects 'Yes…etc' and if user forming a private company (refer #61) then when user clicks 'Continue' →#77c If user selects 'Yes…etc' and if user forming a public company (refer #61) then when user clicks 'Continue' →#77b	Will any of the shares be taken initially as partly paid? #G77a ⓘ No, all of the shares will be taken as fully paid Yes, certain of the shares will be taken as partly paid Back Continue GUIDANCE FULLY PAID / PARTLY PAID SHARES TO BE TAKEN INITIALLY #G77a	#77a
The currency symbol or description comes from the currency stipulated by the user at page #72d. e.g if user stipulated US$ then that would appear. When user clicks 'Continue' →#78a JavaScript error detection if user inserts an amount greater than the amount per share plus any	How much of the total amount agreed to be paid for EACH SHARE will INITIALLY be PAID on EACH SHARE? #G77b ⓘ The amount which will initially be paid on each share will be: £field for user to insert amount Back Continue GUIDANCE	#77b Public coy

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premium stipulated at #72d. Program to do the calculation and generate a JavaScript error if minimum paid up capital requirement breached (i.e one-quarter of nominal value plus whole of premium)		
The currency symbol or description comes from the currency stipulated by the user at page 72d. e.g if user stipulated US$ then that would appear. When user clicks 'Continue' ➔#78a JavaScript error detection if user inserts an amount greater than the amount per share plus any premium stipulated at #72d.	How much of the total amount agreed to be paid for EACH SHARE will INITIALLY be PAID on EACH SHARE? The amount which will initially be paid on each share will be: £field for user to insert amount (E.g. if the nominal value of each share is £2 and the shares are to be taken by shareholders initially as paid up to the extent of £0.50, then you should insert '0.50' above.) (Obviously the amount you insert cannot be more than the nominal value of each share plus any applicable premium per share.) Back Continue	#77c Private coy
Default on 'No, the shares in every class will be taken as fully paid' Toggle radio buttons. Must be one or the other. 'Have you checked your inputs lately etc etc' If user selects 'No…etc' then when user clicks 'Continue' ➔#78a If user selects 'Yes…etc' then when user clicks 'Continue' ➔#77e	Will the shares in any one or more of the classes, be taken initially as partly paid? #G77aⓘ No, the shares in every class will be taken as fully paid Yes, the shares in at least one class will be taken as partly paid Back Continue	#77d
The share class options displayed are derived from the information gathered via #72c. The user may tick as many	Which of the following classes of shares will be taken initially as partly paid? {Ordinary shares} with a nominal value per share of {£} {1.00}	#77e

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boxes here as desired. If user forming a public company (refer #61) then when user clicks 'Continue' →#77f If user forming a private company (refer #61) then when user clicks 'Continue' →#77g	{Preference shares} with a nominal value per share of {£} {2.00} {Deferred shares} with a nominal value per share of {£} {1.00} {Class A shares} with a nominal value per share of {US$} {5.00} etc Back Continue	
The relevant share class is taken from the item/s ticked at page #72e. The share class is non-editable. The currency symbol or description comes from the currency applicable to the share class being dealt with. E.g. if the relevant class is in US$ then US$ would appear. If any relevant classes of shares (refer #77e) remain to be dealt with, then when user clicks 'Continue' the user is returned to this page reformatted. If all of the relevant share classes (refer #77e) have been dealt with, then when user clicks 'Continue' →#78a JavaScript error detection if user inserts an amount greater than the amount per share plus any premium stipulated at #72c for the relevant class. Program to do the calculation and generate a JavaScript error if minimum paid up capital requirement breached (i.e one-quarter of nominal value plus whole of premium)	In the case of the share class mentioned below, how much of the total amount agreed to be paid for EACH SHARE will INITIALLY be PAID on EACH SHARE? #G77b ⓘ Relevant share class: {Ordinary shares} with a nominal value per share of {£} {1.00} Amount per share to be initially paid up £field for user to insert amount Please insert amount including the decimal point e.g. '2.00'. (E.g. if the nominal value of each share is £2 and the shares are to be taken by shareholders initially as paid up to the extent of £0.50, then you should insert '0.50' above.) (Obviously the amount you insert cannot be more than the nominal value of each share plus any applicable premium per share. Also, as you are forming a public company, the amount you insert must be more than one-quarter of the nominal value of each share plus the whole amount of any applicable premium per share – further information is available via the guidance button adjacent to this text.) Back Continue	#77f Public coy

The relevant share class is taken from the item/s ticked at page #72e. The share class is non-editable. The currency symbol or description comes from the currency applicable to the share class being dealt with. E.g. if the relevant class is in US$ then US$ would appear. If any relevant classes of shares (refer #77e) remain to be dealt with, then when user clicks 'Continue' the user is returned to this page reformatted. If all of the relevant share classes (refer #77e) have been dealt with, then when user clicks 'Continue' →#78a JavaScript error detection if user inserts an amount greater than the amount per share plus any premium stipulated at #72c for the relevant class.	In the case of the share class mentioned below, how much of the total amount agreed to be paid for EACH SHARE will INITIALLY be PAID on EACH SHARE? Relevant share class: {Ordinary shares} with a nominal value per share of {£} {1.00} Amount per share to be initially paid up £field for user to insert amount Please insert amount including the decimal point e.g. '2.00'. (E.g. if the nominal value of each share is £2 and the shares are to be taken by shareholders initially as paid up to the extent of £0.50, then you should insert '0.50' above.) (Obviously the amount you insert cannot be more than the nominal value of each share plus any applicable premium per share.) Back Continue	#77g Private coy
If user selects 'No...etc' then when user clicks 'Continue' →#79a If user selects 'Yes...etc' then when user clicks 'Continue' →#78b	Is it intended that any of the subscriber shares (i.e the shares to be taken initially as per the memorandum of association) will be held in trust from the outset?#G78aⓘ No, none of the subscriber shares will be held in trust from the outset Yes, some of the subscriber shares will be held in trust from the outset Back Continue GUIDANCE	#78a
Radio buttons, no default setting. One or the other must be selected. Please put the sample document (which appears in the guidance)	Would you like UKcorporator to print its standard 'Declaration of Trust' document in respect of any of the subscriber shares to be held in trust? #G78bⓘ Yes, print the document/s No, do not print the documents	#78b

in some sort of distinctive print or maybe a box - preferably non-copiable. If user selects 'Yes...etc' then when user clicks 'Continue' →#78c If user selects 'No...etc' then when user clicks 'Continue' →#79a	(You may prefer to have the trust document/s prepared by someone else, in which case you would select 'No'.) (For a sample of the standard Declaration of Trust document see guidance button above.) Back Continue GUIDANCE	
The example given in parentheses shows the setting out of the fields on this page. The shareholders come from pages 71c, 71d, 71e, 71f and 71g. The individual shareholdings come from pages 76a, 76b and 76c. The user may tick as many boxes as desired. Error detection if no boxes ticked. JavaScript message 'Please select one or more of the shareholdings to be held in trust.' When user clicks 'Continue' →#78d	Which of the parcels of shares listed below (taken from the information you provided earlier) are to be held in trust. Peter Charles Smith Rodney James Clark 500 Preference shares with a nominal value per share of £2.00 150 Deferred shares with a nominal value per share of US$1.00 200 Ordinary shares with a nominal value per share of £1.00 XYZ Limited 1,000 Class A shares with a nominal value per share of US$5.00 etc Back Continue	#78c
This page shows the shareholdings which were selected by the user at #78c one at a time. If any share parcels remain (refer to those selected at #78c) then when user clicks 'Continue' the user is returned to this page reformatted appropriately. If no share parcels remain (refer to those selected at #78c) then	Who will be the beneficiary of the shares? The shares: Shares to held in trust by {Peter Charles Smith} namely {100 Ordinary shares with a nominal value per share of £1.00} The beneficiary: Name of beneficiary*: (Full name e.g. 'Peter Charles Smith' or 'Smith Enterprises Ltd.') Full Street Address*: (e.g. 15 Manor Gardens,:	#78d

when user clicks 'Continue' ➔#79a	High Street, Wombourne, Wolverhampton WV5 9DG) Back Continue	
Radio buttons – must be one or the other. Note – the text of this guidance is very similar (if not identical) to the guidance at #GG59_08. If user selects 'Yes…etc' , and user is forming a private company limited by shares or by guarantee (refer #61 and #62c) and user is not seeking an exemption from using the word 'limited' (refer # 63a) and user did not specify that the memo of assoc. should stipulate 'Wales' as the place where the company's registered office will be (refer #60b) then when user clicks 'Continue' ➔#80a If user selects 'Yes…etc' , and user is forming a private company limited by shares or by guarantee (refer #61 and #62c) and user is not seeking an exemption from using the word 'limited' (refer # 63a) and user did specify that the memo of assoc. should stipulate 'Wales' as the place where the company's registered office will be (refer #60b) then when user clicks 'Continue' ➔#80b If user selects 'Yes…etc' , and user is forming a private	Do you wish to use the short form objects clause (in the company's memorandum of association) permitted by section 3A of the Companies Act 1985? #G79a ⓘ Yes, I wish to use the short form objects clause No, I do not wish to use the short form objects clause (UKcorporator recommends the use of the short form objects clause by any company which will 'carry on business as a general commercial company' – further information is available via the guidance button above. Use of the short form objects clause avoids the need to draft lengthy objects clauses in an attempt to cover a broad range of possible activities.) Back Continue GUIDANCE	#79a

company limited by shares or by guarantee (refer #61 and #62c) and user is seeking an exemption from using the word 'limited' (refer # 63a) then when user clicks 'Continue' →#81a_Hlt504989465 If user selects 'Yes...etc' , and user is forming a public company (refer #61) and user did not specify that the memo of assoc. should stipulate 'Wales' as the place where the company's registered office will be (refer #60b) then when user clicks 'Continue' →#80c If user selects 'Yes...etc' , and user is forming a public company (refer #61) and user did specify that the memo of assoc. should stipulate 'Wales' as the place where the company's registered office will be (refer #60b) then when user clicks 'Continue' →#80d If user selects 'Yes...etc' , and user is forming an unlimited company (refer #62a) then when user clicks 'Continue' →#81a If user clicks 'No...etc' then when user clicks 'Continue' →#79b		
When user clicks 'Continue' →#79c	Please provide the wording of the main objects clause. #G79bⓘ Field for user to insert wording	#79b

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If user is forming a private company limited by shares or by guarantee (refer #61 and #62c) and user is not seeking an exemption from using the word 'limited' (refer # 63a) and user did not specify that the memo of assoc. should stipulate 'Wales' as the place where the company's registered office will be (refer #60b) then when user clicks 'Continue' ➔#80a If user is forming a private company limited by shares or by guarantee (refer #61 and #62c) and user is not seeking an exemption from using the word 'limited' (refer # 63a) and user did specify that the memo of assoc. should stipulate 'Wales' as the place where the company's registered office will be (refer #60b) then when user clicks 'Continue' ➔#80b If user is forming a private company limited by shares or by guarantee (refer #61 and #62c) and user is seeking an exemption from using the word 'limited' (refer # 63a) then when user clicks 'Continue' ➔#81a If user is forming a public company (refer #61) and user	Which of the following additional powers do you wish to EXCLUDE from specific mention in the memorandum of association? #G79c ⓘ Powers to deal with property etc (including selling the company's undertaking) Powers regarding investments and financial transactions Power to lend etc Power to borrow etc Power to give guarantees etc Power to give financial assistance for the purchase of its own shares etc Power to enter into partnerships etc Power to raise finance through share capital issues etc Power to grant pensions etc to persons including directors, employees etc Power to pay remuneration etc Power to apply for patents etc Power to subscribe or guarantee money for any charitable etc objects Power to make in specie distributions to members Power to apply [[????]] (The full wording of each of the above clauses is set out in the guidance accessible via the guidance button above.) (If you wish to ensure that the company has very wide powers, UKcorporator suggests that you do NOT tick any of the boxes. Some of the above powers will be implied by law even if you elect above to exclude mention of them from the memorandum – further information is available via the guidance button above.) Back Continue GUIDANCE	#79c

did not specify that the memo of assoc. should stipulate 'Wales' as the place where the company's registered office will be (refer #60b) then when user clicks 'Continue' →#80c If user is forming a public company (refer #61) and user did specify that the memo of assoc. should stipulate 'Wales' as the place where the company's registered office will be (refer #60b) then when user clicks 'Continue' →#80d If user is forming an unlimited company (refer #62a) then when user clicks 'Continue' →#81a		
When user clicks 'Continue' →#81a	What name ending will the company have? #G80aⓘ '...Ltd.' '...Limited' Back Continue GUIDANCE	#80a Private company limited by shares or by g'tee (with no section 30 exemp-tion applic-able). Also, user did not select 'Wales 'at #60b.
When user clicks 'Continue' →#81a	What name ending will the company have? #G80bⓘ '...Ltd.' '...Limited' ' Cyf.'	#80b Same situation as previous

	' Cyfyngedig' Back Continue GUIDANCE	page except user selected 'Wales ' at #60b
When user clicks 'Continue' ➔#81a	What name ending will the company have? #G80cⓘ '...p.l.c.' '...Public Company Limited' Back Continue GUIDANCE	#80c Public company and user did not select 'Wales ' at #60b
When user clicks 'Continue' ➔#81a	What name ending will the company have? #G80dⓘ '...p.l.c.' '...Public Company Limited' '...c.c.c.' '...Cwmni Cyfyngedig Cyhoeddus' Back Continue GUIDANCE	#80d Public company and user did select 'Wales' at #60b
The word 'LIMITED' to the right of the box is not static. Rather the word appearing here reflects the outcome of the user's progress through the page #80 precinct of the flowchart. It may for example read 'P.L.C.' or CYFYNGEDIG' or it may be blank (e.g. if the company is limited by guarantee and is seeking section 30 exemption). Also note that if the user elected at #59 to form a standard configuration company, then the word appearing here will always	What is the proposed company name? It is important to ensure that the proposed company name is not already in use or prohibited from use for some other reason– see guidance accessible via the first two guidance buttons below. Once you are satisfied that your proposed company name is not already in use and is not prohibited from use for some other reason (and is not legally unsuitable for any reason) please enter the 'main part' of the proposed company name in the box below. Please do not enter the 'name ending', if any. If there is to be a 'name ending', it already appears to the right of the box below. field for user to insert name Limited 'main part' of name 'name ending' (if any) If you are not yet sure whether the proposed company name is already in use or is prohibited from use or legally	#81a

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be 'LIMITED'. If user clicks on 'Is the proposed company name already in use?' →#81b When user clicks 'Continue' the program checks for sensitive names and if none revealed then →#82 When user clicks 'Continue' the program checks for sensitive names and if any revealed then →#81c Upon clicking 'continue' on this page, the program performs a check for all the 'sensitive' words and expressions.	unsuitable for some reason, UKcorporator suggests you use the guidance accessible via the guidance buttons below. Is the proposed company name already in use? #81bⓘ Is use of the proposed company name prohibited or legally unsuitable for any reason? #G81a_01ⓘ Use of symbols in company names. #G81a_02ⓘ Upper and lower case letters in name #G81a_03ⓘ Back Continue GUIDANCE	
Note: upon clicking 'continue' on this page, user always returned to the previous page they were at. (The previous page could for example be #81a, #G81a_01, the home page or the resources page.)	Is the proposed company name already in use? Search Here: field for user to insert name being searched GO (The above search facility uses a link to the Company Names Index provided by Companies House. This service only operates Monday to Friday (except public holidays) and from 7am to 10pm UK Time. This link may be used to check whether the proposed company name, is the 'same as' a name which has already been registered. This link is not to suggest that UKcorporator has any association or affiliation with Companies House or any sponsorship from, or endorsement by, Companies House.) Back Continue	#81b
The words 'British' and 'Holding' are given by way of example. The words here are generated by the check made by the program of sensitive words and expressions when the user clicks 'continue' at #81a. The bolded words 'sensitive word or expression' to be hyperlinked to #G81a_01	UKcorporator detects that the proposed name contains the following sensitive word/s or expression/s: e.g.-"British" It may be that the word or expression forms part of a larger word or expression which is quite permissible (e.g. the surname 'Wallbank' includes the sensitive word 'Bank'). In such a case you may safely ignore this warning. In other cases, it is suggested that you review the Companies House publication 'Company Names' and especially Appendices A, B and C to Chapter7.	#81c

If user selects 'Select a new name' then when user clicks on 'Continue' ➔.#81a If user selects 'Proceed Regardless' then when user clicks on 'Continue' ➔.#82	http://ws2.companies-house.gov.uk/notes/gbf2.html#seven Also, you may wish to review this site's guidance dealing with company names which include a 'sensitive word or expression'#G81a_01.Hyperlink the bold phrase Please indicate whether you wish to select a new name or proceed regardless: Select a new name Proceed regardless You may decide to 'proceed regardless' if, for example, you are arranging to satisfy any requirements imposed by Companies House as a condition of allowing the use of the name. Back Continue	
User must click on one and only one of the four choices offered. If the user selects one of the first three then the corresponding 'Word or pdf' field to the right becomes active. (In the case of the third choice there are 2 'Word or pdf' fields. User can click one or both 'Word' or 'pdf' in each case. No default settings. Note: On the right hand side of this web page insert the own branding option. If user forming a standard configuration company (refer #59) or any other type of private company (refer #61) then when user clicks 'Continue' ➔#16a If user not forming a standard configuration company (refer #59) and is forming a public company (refer #61) then when user clicks 'Continue' ➔#83	Would you like UKcorporator to print the Memorandum of Association and / or the Articles of Association for you, or will you supply your own? Also, would you like the document(s) in Microsoft Word (Word) or Adobe Portable Document Format (PDF) or both? Print memorandum of association only 0 Word and/or 0 PDF Print articles of association only 0 Word and/or 0 PDF Print both memorandum of association 0 Word and/or 0 PDF and articles of association 0 Word and/or 0 PDF Print neither document (The documents will be supplied by another source) Should I supply my own memorandum and / or articles of association? #G82_01ⓘ What are the advantages / disadvantages of Word and PDF formats? #G82_02ⓘ Back Continue	#82

	GUIDANCE	
When user clicks 'Continue' ➔#16a	Do you require a blank Companies House Form 117 – Application by a public company for certificate to commence business? #G83ⓘ Yes, print a blank Form 117 with the other documents No, do not print a blank Form 117 with the other documents Note: The same document you will receive if you select 'yes' above (namely, a blank Form 117) can be downloaded free of charge at any time via the Resources section of this website – see navigation bar above. Back Continue GUIDANCE	#83
	Is the summary below correct? Set out below is a summary of most (not all) of what UKcorporator understands you to have told it. ☐ The details above are correct ⓘ What to do if the details above are not correct	#46 This is the page presented to users right near the end of the site, as opposed to the summary page access-ible to users on the way through.
	Summary so far Set out below is a summary of most (not all) of what UKcorporator understands you to have told it.	#46a This is the page access-ible to users on the way through the site, as opposed to right near

		the end.
.	Terms and Conditions (of Use of UKcorporator) Back Continue	#46b
Upon clicking continue ➔#48	'Do you agree to the Terms and Conditions of Use?' GUIDANCE	#47
	Credit Card Payment System	#47a
	Invoice (and Receipt) Invoice Number: e.g. 'UKC-000430875' Date of Issue: e.g.'12:06 pm, 8 June 2002' Supplier's Name: UKcorporator.com Brief Description of supply: e.g. Interactive online company formation service – Smith Enterprises Limited Amount paid: UK£50 (see not below re VAT) Balance owing: Nil Please NOW print this Invoice (and Receipt) for your records (using the 'Print' button below). This is the one and only invoice/receipt UKcorporator will provide you for this proposed company formation. You will not be able to retrieve and print this invoice/receipt once you finish your current session on UKcorporator. Note: the amount of UK£50 does not include VAT as UKcorporator is not presently required by law to levy or remit VAT. Print	#47b
.	'Document generation' As per Australian Site	#48
Upon clicking continue ➔#48b	Document Signing and Lodging Instructions Back Continue	#48a
Upon clicking either back or continue ➔#48a	Companies House – Addresses and Contact Details Back Continue	#48ab
	Document Retention Instructions	#48b
. Hlk472050313	'Would you like to continue using Ukcorporator to form	#48e

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	'Do you want to re-use some or most of the details you entered for your last run through UKcorporator?'	#48f
	'What about memorandums and articles…' No such page as #48g in the UK site}	#48g
.	'Document generation progress'	#48y
	Are all the required documents present?	#48z
Set default on "No" (i.e. re dropdown feedback)	{'Thankyou for using UKcorporator. If you have any suggestions about how UKcorporator could be improved…'	#49
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Claims

1. A method for assisting in the formation of a corporate entity, in at least one answering session, by providing a processor means in interactive communication with a user attempting to form said corporate entity, said processor means being configured to perform automatically the following steps:

(a) communicating at least one set of one or more questions to said user via an interactive communications device and enabling said user to provide, for storage, one or more answers to said communicated questions;

(b) selecting a further set of one or more questions for communication to said user, wherein the selection of at least one question in said selected further set of one or more questions is dependent upon said user's answer to one or more previous questions;

(c) communicating said further set of one or more questions to said user and enabling said user to provide, for storage, one or more answers to said further set of communicated questions;

(d) repeating at least some of the above steps until said user has provided at least enough information to allow said processor means to determine the documents that are legally required for the formation of said corporate entity, wherein at least one repetition includes a repetition of steps (b) and (c);

(e) determining the documents that are legally required for the formation of said corporate entity; and

(f) generating said legally required documents referred to in step (e) in an electronic form.

2. A method as claimed in claim 1 which includes the step of storing said user's one or more answers to said questions in a database structure associated with said processor means.

3. A method as claimed in either claim 1 or 2 in which one or more document templates are accessible by said processor means, and step (f) includes the sub steps of:

selecting at least one document template corresponding to at least one of said documents determined in step (e); and

populating said at least one selected document template with one or more of said user's stored answers.

4. A method as claimed in claim 3 in which at least one of said user's stored answers is mapped to at least one corresponding text insertion area contained in said at least one selected document template to populate said at least one selected document template.

5. A method as claimed in any one of the preceding claims wherein at least once during the performance of the method the selection of at least one of said questions in said selected further set of one or more questions made in step (b) is dependent upon said user's answer to at least two previous questions.

6. A method as claimed in any one of the preceding claims wherein said documents legally required for the formation of the corporate entity include the documents required to be in existence shortly after the incorporation of the corporate entity.

7. A method as claimed in any one of the preceding claims including the additional step of generating execution, lodgement and/or retention instructions for said generated documents.

8. A method as claimed in any one of the preceding claims including the additional step of delivering said legally required documents to a user in an electronic form.

9. A method as claimed in any one of the preceding claims wherein said method includes the additional step of enabling said user to access legally-based and/or practice-based information relating to said communicated questions.

10. A method as claimed in claim 9, wherein at least part of said legally-based and practice-based information relating to said communicated questions is communicated to said user with said communicated questions.

11. A method as claimed in either claim 9 or claim 10 wherein said user is provided with one or more hyper links to enable said user to access at least part of said legally-based and practice-based information.

12. A method as claimed in any one of the preceding claims wherein said user answers said communicated questions from a client computer on a network.

13. A method as claimed in any one of the preceding claims, wherein said questions communicated to said user are dynamically updated depending upon changes in law and practice.

14. A method as claimed in any one of the preceding claims, including the additional step of communicating to said user, for review, a summary including his or her answers to at least a subset of previously communicated questions.

15. A method as claimed in claim 14 in which the step of communicating to said user, for review, a summary including his or her answers to at least a subset of previously communicated questions is performed once said processor means has received enough information to determine said documents that are legally required for the formation of said corporate entity.

16. A method as claimed in either claim 14 or 15, which further includes the step of enabling said user to amend his or her answers contained in said summary.

17. A method as claimed in any one of the preceding claims including the additional step of validating the answers to said communicated questions received from said user.

18. A method as claimed in claim 17, which further includes the sub step of communicating an error message to said user if an answer received to a question must by its nature be incorrect.

19. A method as claimed in any one of the preceding claims including the additional steps of:

allocating an identifier to identify an answering session performed by said user; and

associating said user's stored answers from said answering session with said identifier.

20. A method as claimed in any one of the preceding claims including the additional step of enabling said user to submit an identifier to identify said user and/or an answering session.

21. A method as claimed in claim 20 including the additional step of:

retrieving said user's stored answers from a previous answering session based on the submitted identifier.

22. A method as claimed in any one of the preceding claims including the additional step of:

enabling said user to use at least one or more stored answers from a previous answering session to answer corresponding questions of a current answering session.

23. A method as claimed in any one of the preceding claims in which at least one of said sets of one or more questions includes only one question.

24. A method as claimed in any one of the preceding claims wherein in step (d) a final repetition ends in a repetition of step (a).

25. A method as claimed in any one of the preceding claims in which the processor means communicates all of the questions of a set of questions having more than one question to the user substantially simultaneously.

26. A system for assisting in the formation of a corporate entity in at least one answering session, said system including:

processor means in interactive communication with a user attempting to form said corporate entity;

interactive communication means, in communication with said processor means, adapted to allow said processor means to communicate sets of one or more questions to said user and to allow said processor means to receive said user's answers to said communicated questions,

data storage means associated with said processor means configured to store said user's received answers;

said processor means running an application program configured to cause said processor means to communicate at least one set of one or more questions to said user and to receive answers thereto from said user; to successively select and communicate a further set of one or more questions to said user and to receive answers thereto from said user; and to repeat said selection and communication of further sets of one or more questions until said processor means has received at least enough answers from said user to allow said processor means to determine the documents that are legally required for the formation of said corporate entity, wherein the selection of at least some of said further sets of one or more questions by said processor means is based on said user's answer to one or more previous questions;

said application program further causing said processor means to determine the documents that are legally required for the formation of said corporate entity; and to generate said legally required documents in an electronic form using at least some of said user's stored answers.

27. A system as claimed in claim 26 in which said data storage means includes a database structure associated with said processor means, said database structure having a plurality of user answer fields in which at least selected ones of said user's answers are stored.

28. A system as claimed in claim 27 in which said database structure additionally includes a question database from which said communicated questions are selected by said processor means.

29. A system as claimed in any one of claims 26 to 28 in which one or more document templates are accessible by said processor means, and wherein said application program causes said processor means to merge at

least one selected document template corresponding to said legally required documents, with at least a subset of said user's stored answers to generate said legally required documents.

30. A system as claimed in claim 29 in which said application program causes said processor means to map said user answer fields, to corresponding text insertion areas contained in said at least one selected document template.

31. A system as claimed in claim 30 in which at least one of said user answer fields are mapped to a plurality of corresponding text insertion areas in said at least one selected document template.

32. A system as claimed in any one of claims 26 to 31 in which said application program causes said processor means to select at least one of said further sets of one or more questions on the basis of said user's answers to at least two previous questions.

33. A system as claimed in any one of claims 26 to 32 wherein a final set of one or more questions selected by said processor means includes one or more predetermined questions.

34. A system as claimed in any one of claims 26 to 33 in which the processor means communicates all of the questions of a set of questions having more than one question to the user substantially simultaneously.

35. A computer memory storing thereon an application program for controlling the operation of a processor means to assist in the formation of a corporate entity in at least one answering session, said application program controlling said processor means to:

(a) communicate at least one set of one or more questions to said user and enable said user to provide, for storage, one or more answers to said communicated questions;

(b) select a further set of one or more questions for communication to said user, wherein the selection of at least one question in said selected further set of one or more questions is dependent upon said user's answer to one or more previous questions;

(c) communicate said further set of one or more questions to said user and enable said user to provide, for storage, one or more answers to said further set of communicated questions;

(d) repeat at least some of the above steps until said user has provided at least enough information to allow said processor means to determine the documents that are legally required for the formation of said corporate entity, wherein at least one repetition includes a repetition of steps (b) and (c);

(e) determine the documents that are legally required for the formation of said corporate entity; and

(f) generate the legally required documents referred to in step (e) in an electronic form.

36. A computer memory as claimed in claim 35, wherein the application program controls said processor means to communicate to said user, legally-based and practice-based information relating to said questions as said questions are communicated to said user.

37. A computer memory as claimed in either claim 35 or 36, wherein the application program controls said processor means to dynamically update the questions available for communication to said user depending upon changes in the law and/or practice.

38. A computer memory as claimed in any one of claims 35 to 37, wherein said application program controls said processor means to communicate to said user, for review, a summary including his or her answers to at least a subset of previously communicated questions.

39. A computer memory as claimed in claim 38, wherein said application program controls said processor means to communicate said summary once said processor means has received enough information to determine said documents that are legally required for the formation of said corporate entity.

40. A computer memory as claimed in either of claims 38 or 39, wherein said application program controls said processor means to enable said user to amend his or her answers contained in said summary.

41. A computer memory as claimed in any one of claims 35 to 40, wherein said application program controls said processor means to update said user's stored answers upon amendment by said user to an earlier stored answer.

42. A computer memory as claimed in any one of claims 35 to 41, wherein said application program controls said processor means to validate answers received from said user and to communicate an error message to said user when said user provides an answer which must by its nature be incorrect.

43. A computer memory as claimed in any one of claims 35 to 42, wherein said application program controls said processor means to allocate a unique identifier to identify each answering session.

44. A computer memory as claimed in any one of claims 35 to 43, wherein said application program controls said processor means to copy at least one of said user's stored answers from a previous answering session to enable said user to use said at least one copied answer in a current answering session.

45. A computer memory as claimed in any one of claims 35 to 44 wherein said application program controls said processor means to create an electronic file, that is representative of at least a subset of said user's stored answers, for filing with a registration authority that registers corporate entities.

46. A computer memory as claimed in any one of claims 35 to 45 wherein said application program controls said processor means to communicate all of the questions of a set of questions having more than one question to the user substantially simultaneously.

47. A computer memory as claimed in any one of claims 35 to 46 in which said documents legally required for the formation of the corporate entity include the documents required to be in existence shortly after the incorporation of the corporate entity.

48. A system as claimed in any one of claims 26 to 34 in which said interactive communications means includes a computer network.

49 A system as claimed in any one of claims 26 to 34 or 48 in which said documents legally required for the formation of the corporate entity include the documents required to be in existence shortly after the incorporation of the corporate entity.