



31 Arden Close, Bradley Stoke, Bristol, BS32 8AX United Kingdom  
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www.orderedmanagement.co.uk | enquiries@orderedmanagement.co.uk

## Company Name

**Incorporation Number**  
**Service Commenced**

IMPORTANT: UK compliancy laws require us to confirm the identity and residential address of each beneficiary of the Company.

**Next Renewal Date**

*Proofs must be provided for any new beneficiary.*

(hereinafter called "The Principal") has been appointed as Nominee for the company - The Principal serves as a proxy for the Beneficiary(ies) of the company. A separate document is provided granting Power of Attorney to the

**Contact**  
**Details**

Telephone  
Fax  
Mobile  
Email

## Correspondence

Our fee covers the cost of reasonable handling of official documents, which will be sent via the normal postal service. This does not cover the use of express or courier services.

## Confidentiality

The Principal will respect the confidentiality of the Company and its beneficiaries except with regard to UK authorities legally authorised to make proper enquiries.

## Responsibility

The Principal undertakes to countersign approved documents under the Beneficiaries' instructions. The Principal will not become involved in the affairs of the Company or take responsibility for contracts or any trade matters. The Principal relies on the Beneficiaries providing correct, up-to-date information including personal details, business developments and Accounts. The Principal maintains the right to refuse to sign documents that, in our opinion, may be misleading or unlawful. The Principal is legally obliged to report evidence that may point to unlawful activity by the Company.

## Annual Return

This service does not cover the filing of an Annual Return.

## Contact information

The Beneficiaries must inform the Principal of changes to contact information. If mail or other correspondence is returned undelivered we reserve the right to resign this position.

## Renewal

A renewal invoice is issued each year several weeks before the renewal date. If payment is not received this service will cease and the Principal will resign.

## Officer/Shareholder changes/appointments

The client is free to appoint further officers or shareholders but is obliged immediately to notify the Principal of any such changes. If appointments are made without due notification, the contract will be breached and the Principal will resign forthwith.

**Signed**

**Signed**

*Authorised signatory of The Principal*

*Beneficiary/Agent (delete as appropriate)*