



31 Arden Close, Bradley Stoke, Bristol, BS32 8AX United Kingdom
Telephone: 0117 370 2725 International +44 117 370 2725
www.orderedmanagement.co.uk | enquiries@orderedmanagement.co.uk

Company Name

Incorporation Number
Service Commenced

Next Renewal Date

IMPORTANT: UK compliancy laws require us to confirm the identity and residential address of each beneficiary of the company.
Proofs must be provided for any new beneficiary.

..... (hereinafter called "The Nominee") has been appointed as Nominee for the Company
..... The Nominee holds shares in trust on behalf of the Beneficiary: and makes no claim to ownership in its own right.

Contact
Details

(NAME)
(ADDRESS)

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

Responsibility

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

Scope of Nominee

A single Nominee can only represent single or equal holdings. Where multiple Beneficiaries require differential shareholdings to be represented, each Beneficiary will require a separate Nominee contract.

Contact information

The Beneficiaries must inform the Nominee of changes to contact information. If mail or other correspondence is returned undelivered the Nominee reserves 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 Nominee will resign.

Officer/Shareholder changes/appointments

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

Signed

Authorised signatory of the Nominee