

Shaw & Sons Ltd
2017
Northern Ireland
Legal Forms Library

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Certificates

- COSC1 Share Certificate - by two Directors or a Director and Secretary (With Seal)
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- COSC3 Share Certificate - by Company with Single Director and no Company Secretary (No Seal)
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Change of Constitution

- CC01 Notice of restriction on the company's articles
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- CC05 Change of constitution by enactment
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- NM01 Notice of change of name by resolution
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- AD03 Change of location of the company records to the single alternative inspection location (SAIL)
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- AD05 Notice to change the situation of an England and Wales company or a Welsh company
- AD05(N1) AD05 Supplementary Guidance
- ◆ CO62 Change of Registered Office (Special Resolution)
- RP07 Application to change a company's disputed registered office (The Companies (Address of Registered Office) Regulations 2016.
- RP07(C1) RP01 continuation – Reason for applying to change the company's registered office
- PSC01 Notice of individual person with significant control (PSC)
- PSC02 Notice of relevant legal entity (RLE) with significant control
- PSC03 Notice of other registrable person (ORP) with significant control
- PSC04 Change of details of individual person with significant control (PSC)
- PSC05 Change of details of relevant legal entity (RLE) with significant control
- PSC06 Change of details of other registrable person (ORP) with significant control
- PSC07 Notice of ceasing to be an individual person with significant control (PSC), relevant legal entity, or other registrable person (ORP)
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- CIC14 Application to alter the objects of a Community Interest Company
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- CIC36 Declarations on Formation of a Community Interest Company
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- CIC34a Community Interest Company Report (simplified)
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- † CNA1 Application Form, Company Names Tribunal
- † CNA2 Notice of defence
- † CNA3 Notice of giving evidence
- † CNA4 Request for a hearing to be appointed
- † CNA5 Request for an extension of time
- † CNA6 Request for security for costs
- † CNA7 Appointment or change of agent or contact address
- † FS2 Fee sheet for: UK Designs, Patents, & Trade Marks forms and Patent Co-operation Treaty (PCT) forms

Confirmation Statements

- CS01 Confirmation statement
- CS01(P1) CS01 Part 1 – standard industrial classification (SIC) code change
- CS01(P2) CS01 Part 2 – statement of capital change
- CS01(P3) CS01 Part 3 - Trading status of shares and exemption from keeping a register of people with significant control (PSC)
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- CS01(C30) CS01 continuation (section D1) – Shareholder information for a non-traded company
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- CS01(C5) CS01 continuation (section E1) – Company statements
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- CS01(C7) CS01 continuation (sections G1-G4) – Relevant legal entity (RLE) particulars
- CS01(C8) CS01 continuation (sections H1-H4) – Other registrable person (ORP) particulars
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- CS01(C14) CS01 continuation (section I3) – Additional ORP statements

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- CB01 Notice of cross border merger involving a UK registered company
- CB01(C1) CB01 continuation - Merging company details
- CB01(C2) CB01 continuation - Details of meetings
- UNCB01 Notice of a cross border merger involving an unregistered company that has a principal place of business in the UK
- UNCB01(C1) UNCB01 continuation - Merging company details
- UNCB01(C2) UNCB01 continuation - Details of meetings

Directors and Secretaries

- AP01 Appointment of director
- AP02 Appointment of corporate director

- AP03 Appointment of secretary
- AP04 Appointment of corporate secretary
- CH01 Change of director's details
- CH02 Change of corporate director's details
- CH03 Change of secretary's details
- CH04 Change of corporate secretary's details
- ◆ CODec1 Director's Declaration of Interest
- TM01 Termination of appointment of director
- TM02 Termination of appointment of secretary
- RP06 Application for removal of material about directors who have not consented to act (Section 1095(4A) of the Companies Act 2006)

Dissolution

- DS01 Striking off application by a company
- DS01(C1) DS01 continuation - Signature of director(s)
- DS02 Withdrawal of striking off application by a company

General

- ◆ CO15 Minutes of the First Board Meeting
- ◆ CO18 Chairperson's Notes for First General Meeting of a company
- ◆ CO19 Minutes of the First General Meeting
- ◆ CO22 Minutes of the General Meeting
- ◆ CO24 Minutes of the Board Meeting
- ◆ CO28 Board Minutes – Calling for Extraordinary General Meeting
- ◆ CO30 Proposed Resolutions
- ◆ CO31 Dormant Company Resolution
- ◆ CO32 Ordinary Resolution(s)
- ◆ CO33 Extraordinary Resolution(s)
- ◆ CO38 Minutes of the Class Meeting
- ◆ CO39 Agreement to Short Notice for Extraordinary General Meeting to Consider Special Resolution(s) (Private Limited Company with Shares)
- ◆ CO40 Agreement to Short Notice for Extraordinary General Meeting (Private Limited Company with Shares)
- ◆ CO47 Sanction Liquidator's Sale in Members' Voluntary Winding Up (Special Resolution) (Companies Act 1985)
- ◆ CO48 Winding Up Voluntarily (Special Resolution)
- ◆ CO55 Board Minutes - Calling for General Meeting (Companies Act 1985)
- ◆ CO56 Board Minutes - Calling for General Meeting (Companies Act 2006)
- ◆ CO57 Winding Up Voluntarily (Extraordinary Resolution) (Companies Act 1985)
- ◆ CO102 Deed of adherence to shareholder agreement
- † N208(CO) Claim Form (precedent H Part 8) – for Company Restoration under section 1029 Companies Act 2006
- ◆ N208(CO2) Claim Form (CPR Part 8) – for extending time for registering a charge
- ◆ N208(CO3) Claim Form (CPR Part 8) – for rectifying omission or mis-statement in particulars of charge
- ◆ N208(CO4) Claim Form (CPR Part 8) – for rectifying omission or mis-statement in memorandum of satisfaction

Incorporations

- IN01 Application to register a company
- IN01(C1) IN01 continuation (section B1-B2) - Secretary appointments
- IN01(C2) IN01 continuation (section C1-C4) - Corporate secretary appointments
- IN01(C3) IN01 continuation (section D1-D4) - Director appointments
- IN01(C4) IN01 continuation (section E1-E4) - Corporate director appointments
- IN01(C5) IN01 continuation - Statement of capital
- IN01(C6) IN01 continuation (section F2) - Statement of capital (Prescribed particulars of rights attached to shares)
- IN01(C7) IN01 continuation (section F3) - Initial shareholdings
- IN01(C8) IN01 continuation (section G1) - Subscribers
- IN01(C9) IN01 continuation (section N1) - Statement of compliance delivered by the subscribers
- IN01(C10) IN01 continuation (section H3-H9) - Individual person with significant control (PSC) detail's

- IN01(C11) IN01 continuation (section I1-I5) - Relevant legal entity (RLE) with significant control
- IN01(C12) IN01 continuation (section J1-J6) - Other registrable person (ORP) details

Investment Company

- IC01 Notice of intention to carry on business as an investment company
- IC02 Notice that a company no longer wishes to be an investment company

Limited Partnership Forms

- LP5 Application for Registration of a Limited Partnership
- LP6 Statement specifying the nature of a change in the limited partnership and statement of increase in the amount contributed (in cash or otherwise) by limited partners

Liquidation

- RM01 Notice of appointment of an administrative receiver, receiver or manager (Company)
- RM02 Notice of ceasing to act as an administrative receiver, receiver or manager (Company)

Memoranda and Articles

- CO4 Articles of Association (Private Company Limited by Shares) (The Companies (Model Articles) Regulations 2008, Schedule 1, Regulation 2)
- CO5 Articles of Association (Private Company Limited by Guarantee) (The Companies (Model Articles) Regulations 2008, Schedule 2, Regulation 3)
- † CO6 Articles of Association (Charitable Company)
- CO7 Memorandum of Association (Company having a Share Capital)
- CO8 Memorandum of Association (Company not having a Share Capital)

Mortgage for digital submission of mortgage filing, ask about Laserform Hub

- MR01 Particulars of a charge
- MR02 Particulars of a charge subject to which property or undertaking has been acquired
- MR03 Particulars for the registration of a charge to secure a series of debentures
- MR04 Statement of satisfaction in full or in part of charge
- MR04(C1) MR04 continuation - description of the instrument by which the charge is created or evidenced
- MR04(C2) MR04 continuation - short particulars of the property or undertaking charged
- MR05 Statement that part or the whole of the property charged (a) has been released from the charge (b) no longer forms part of the company's property
- MR05(C1) MR05 continuation - description of the instrument by which the charge is created or evidenced
- MR05(C2) MR05 continuation - short particulars of the property or undertaking charged
- MR05(C3) MR05 continuation - brief description of assets or property released from the charge and/or of property that has ceased to form part of the company's property or undertaking
- MR06 Statement of company acting as a trustee
- MR07 Particulars of alteration of a new charge (particulars of a negative pledge)
- MR07(C1) MR07 continuation - description of the instrument by which the charge is created or evidenced
- MR07(C2) MR07 continuation - short particulars of the property or undertaking charged
- MR08 Particulars of a charge where there is no instrument
- MR08(C1) MR08 continuation – persons entitled to the charge
- MR08(C2) MR08 continuation – nature of the charge
- MR08(C3) MR08 continuation – short description of the property or undertaking charged
- MR08(C4) MR08 continuation – obligations secured by the charge
- MR09 Particulars of a charge subject to which property or undertaking has been acquired where there is no instrument
- MR09(C1) MR09 continuation – names of trustees for the debenture holders
- MR09(C2) MR09 continuation – nature of the charge
- MR09(C3) MR09 continuation – description of property or undertaking
- MR09(C4) MR09 continuation – obligations secured by the charge
- MR10 Particulars for the registration of a charge to secure a series of debentures where there is no instrument
- MR10(C2) MR10 continuation – nature of the charge
- MR10(C3) MR10 continuation – description of property or undertaking
- MR10(C4) MR10 continuation – obligations secured by the charge

- ② M466 Particulars of an instrument of alteration to a floating charge created by a company registered in Scotland

Notices

- ◆ CO13 Notice of General Meeting and proposed resolutions (Companies Act 1985)
- ◆ CO14 Notice of General Meeting and proposed resolutions (Companies Act 2006)
- ◆ CO16 First General Meeting Notice
- ◆ CO17 Notice and Agenda – First General Meeting
- ◆ CO20 Annual General Meeting Notice
- ◆ CO21 Notice and Agenda – Annual General Meeting (Private Company)
- ◆ CO23 General Meeting Notice
- ◆ CO25 Notice and Agenda – Annual General Meeting (Public Company with Listed Shares)
- ◆ CO29 Notice of Extraordinary General Meeting
- ◆ CO37 Notice of Class Meeting
- ◆ CO44 Notice to Make the Liability of the Director(s) Unlimited (Special Resolution)
- ◆ CO50 Notice of Reduction of Capital (Special Resolution)
- ◆ CO60 Notice of Change to the Articles of Association (Special Resolution)
- ◆ CO61 Notice of Change of Provisions of the Memorandum of Association (Special Resolution)

Opening of Overseas Branch Register

- AD06 Notice of opening of overseas branch register
- AD07 Notice of discontinuance of overseas branch register

Other Appointments

- ◆ CO35 Appointment of Proxy with Voting Instruction
- ◆ CO36 Appointment of Proxy – Private Company

Requests

- DMI Request for Payment of Interest or Dividends
- DIV Bank of England Dividend Payment Request

Registrars Powers

- RP01 Replacement of document not meeting requirements for proper delivery
- RP02A Application for rectification by the Registrar of Companies
- RP02B Application for rectification of a registered office or UK establishment address by the Registrar of Companies
- RP03 Notice of an objection to a request for the Registrar of Companies to rectify the Register
- RP04 Second filing of a document previously delivered
- VT01 Certified voluntary translation of an original document that is or has been delivered to the Registrar of Companies

Re-Registration

- ◆ CO49 Re-Registration of a Private Limited Company to a Public Limited Company (Special Resolution)
- CO65 Form of assent for re-registration of public company as private and limited
- CO65(C) Continuation - Form of assent for re-registration of public company as private and limited
- CO66 Form of assent for re-registration of private limited company as unlimited
- CO66(C) Continuation - Form of assent for re-registration of private limited company as unlimited
- RR01 Application by a private company for re-registration as a public company
- RR02 Application by a public company for re-registration as a private limited company
- RR03 Notice by the company of application to the court for cancellation of resolution for re-registration
- RR04 Notice by the applicants of application to the court for cancellation of resolution for re-registration
- RR04(C1) RR04 continuation - Signatures
- RR05 Application by a private limited company for re-registration as an unlimited company
- RR05(C1) RR05 continuation - Signatures
- RR06 Application by an unlimited company for re-registration as a private limited company
- RR07 Application by a public company for re-registration as a private unlimited company
- RR07(C1) RR07 continuation - Signatures

- RR08 Application by a public company for re-registration as a private limited company following a court order reducing capital
- RR09 Application by a public company for re-registration as a private company following a cancellation of shares
- RR10 Application by a public company for re-registration as a private company following a reduction of capital due to redenomination

Share Schemes

- † EIS1
- † JE430(1) Joint Election under s430 ITEPA 2003 for outstanding restrictions to be ignored, by employer and single employee
- † JE430(2) Joint Election under s430 ITEPA 2003 for outstanding restrictions to be ignored, by employer and multiple employees
- † JE431(1) Joint Election under s431 ITEPA 2003 for full or partial disapplication of Chapter 2, by employer and single employee
- † JE431(2) Joint Election under s431 ITEPA 2003 for full or partial disapplication of Chapter 2, by employer and multiple employees
- † SIPTD1 Share Incentive Plan (HMRC model trust deed)

Share Capital

- 980(1) Notice to non-assenting shareholders
- 980dec Statutory declaration relating to a notice to non-assenting shareholders
- 984 Notice to non-assenting shareholders
- ◆ CO45 Purchase of Own Shares Using Capital (Special Resolution)
- ◆ CO46 Disapplication of Pre-Emption Rights (Special Resolution)
- ◆ CO63 Purchase of Own Shares - Off Market Purchase (Special Resolution)
- ◆ CO64 Purchase of Own Shares - Off Market Purchase (Ordinary Resolution)
- SH01 Return of allotment of shares
- SH01(C1) SH01 continuation - Statement of capital
- SH01(C2) SH01 continuation - Statement of capital (Prescribed particulars of rights attached to shares)
- SH01(C3) SH01 continuation - Shares allotted
- SH01(C4) SH01 continuation - Details of non-cash consideration
- SH01CHK Checklist for return of allotment of shares
- SH02 Notice of consolidation, sub-division, redemption of shares or re-conversion of stock into shares
- SH02(C1) SH02 continuation - Statement of capital
- SH02(C2) SH02 continuation - Statement of capital (Prescribed particulars of rights attached to shares)
- SH03 Return of purchase of own shares
- SH04 Notice of sale or transfer of treasury shares by a public limited company (PLC)
- SH05 Notice of cancellation of treasury shares by a public limited company (PLC)
- SH05(C1) SH05 continuation - Statement of capital
- SH05(C2) SH05 continuation - Statement of capital (Prescribed particulars of rights attached to shares)
- SH06 Notice of cancellation of shares
- SH06(C1) SH06 continuation - Statement of capital
- SH06(C2) SH06 continuation - Statement of capital (prescribed particulars of rights attached to shares)
- SH07 Notice of cancellation of shares held by or for a public company
- SH07(C1) SH07 continuation - Statement of capital
- SH07(C2) SH07 continuation - Statement of capital (Prescribed particulars of rights attached to shares)
- SH08 Notice of name or other designation of class of shares
- SH09 Return of allotment by an unlimited company allotting a new class of shares
- SH09(C1) SH09 continuation - Prescribed particulars of rights attached to shares
- SH10 Notice of particulars of variation of rights attached to shares
- SH10(C1) SH10 continuation - Details of variation of rights
- SH11 Notice of new class of members
- SH11(C1) SH11 continuation - Rights attached to class of members
- SH12 Notice of particulars of variation of class rights
- SH12(C1) SH12 continuation - Variation in the rights of the class of members
- SH13 Notice of name or other designation of class of members
- SH14 Notice of redenomination

- SH14(C1) SH14 continuation - Statement of capital
- SH14(C2) SH14 continuation - Statement of capital (Prescribed particulars of rights attached to shares)
- SH15 Notice of reduction of capital following redenomination
- SH15(C1) SH15 continuation - Statement of capital
- SH15(C2) SH15 continuation - Statement of capital (Prescribed particulars of rights attached to shares)
- SH16 Notice by the applicants of application to court for cancellation of the special resolution approving a redemption or purchase of shares out of capital
- SH16(C1) SH16 continuation - Signatures of applicants or person who made the application on their behalf
- SH17 Notice by the company of application to court for cancellation of the special resolution approving a redemption or purchase of shares out of capital
- SH19 Statement of Capital on cancellation of share warrants in accordance with section 7(2) of Schedule 4 to the Small Business Enterprise and Employment Act 2015
- SH19(C1) SH19 continuation - Share capital
- SH19(C2) SH19 continuation - Statement of capital (prescribed particulars of rights attached to shares)
- SH19(644&649) Statement of capital under section 644 or 649
- SH19(644&649)C1 SH19 (644&649) continuation - Share capital
- SH19(644&649)C2 SH19 (644&649) continuation - Statement of capital (Prescribed particulars of rights attached to shares)
- SH19(108) Statement of capital under section 108
- SH19(108) SH19(108) continuation - Statement of capital
- SH19(108)C1 SH19(108) continuation - Statement of capital (prescribed particulars of rights attached to shares)
- SH19(108)C2 SH19(108) continuation - Statement of capital (prescribed particulars of rights attached to shares)
- SH50 Application for trading certificate for a public company
- NAC01 Notice of application to Court to cancel share warrants

Stock Transfer forms

- CREST Crest Transfer form
- STOCK Stock Transfer form
- STOCKG Stock Transfer form (Transfer by Company) – with provision for seal
- STOCKG(SD) Stock Transfer form – Transfer by Company with Single Director and no Company Secretary (With Seal)
- STOCKN Stock Transfer form (Transfer by Company) – without provision for seal
- STOCKN(SD) Stock Transfer form – Transfer by Company with Single Director and no Company Secretary (No Seal)
- ◆ PR93 Request by executors or administrators of a deceased holder to be placed on the register as holders in their own right

COMPANY - SOCIETAS EUROPAEA

Change of Details

- SEAS01 Amendment of Statutes of a Societas Europaea (SE)
- SECH01 Change of member's details of a supervisory organ of a Societas Europaea (SE)
- SECH02 Change of corporate member's details of a supervisory organ of a Societas Europaea (SE)

Conversions

- SECV01 Conversion of Societas Europaea (SE) to a Public Limited Company (PLC)
- SECV01(C1) SECV01 continuation (sections B1-B2) - Secretary appointments
- SECV01(C2) SECV01 continuation (sections C1-C4) - Corporate secretary appointments
- SECV01(C3) SECV01 continuation (sections D1-D4) - Director appointments
- SECV01(C4) SECV01 continuation (sections E1-E4) - Corporate director appointments
- SECV01(C5) SECV01 continuation (section F1) - Statement of capital
- SECV01(C6) SECV01 continuation (section F2) - Prescribed particulars of rights attached to shares
- SECV01(C7) SECV01 continuation (section G3-G9) – Individual PSC
- SECV01(C8) SECV01 continuation (section H1-H5) – Relevant legal entity (RLE)
- SECV01(C9) SECV01 continuation (section I1-I6) – Other Registrable Person (ORP)

Draft Terms

- SEDT01 Draft terms of formation of holding Societas Europaea (SE) involving a United Kingdom (UK) registered company or SE
- SEDT02 Draft terms of conversion of a Public Limited Company (PLC) to Societas Europaea (SE)
- SEDT03 Notification of draft terms of conversion of Societas Europaea (SE) to a Public Limited Company (PLC)

Formations

- SEFM01 Formation by merger of Societas Europaea (SE) to be registered in the United Kingdom (UK)
- SEFM01(C1) SEFM01 continuation (section A5) - Details of Companies or SEs merging to form an SE
- SEFM01(C2) SEFM01 continuation (section C1-C5) - Member appointments
- SEFM01(C3) SEFM01 continuation (sections D1-D5) - Corporate member appointments
- SEFM01(C4) SEFM01 continuation (sections E3-E9) - Individual PSC
- SEFM01(C5) SEFM01 continuation (sections F1-F5) - Relevant legal entity (RLE)
- SEFM01(C6) SEFM01 continuation (sections G1-G6) - Other registrable person (ORP)
- SEFM02 Formation of holding Societas Europaea (SE)
- SEFM02(C1) SEFM02 continuation (section A4) - Detail of promoting companies or SEs
- SEFM02(C2) SEFM02 continuation (sections C1-C5) - Member appointments
- SEFM02(C3) SEFM02 continuation (sections D1-D5) - Corporate member appointments
- SEFM02(C4) SEFM02 continuation (sections E3-E9) - Individual PSC
- SEFM02(C5) SEFM02 continuation (sections F1-F5) - Relevant legal entity (RLE)
- SEFM02(C6) SEFM02 continuation (sections G1-G6) - Other registrable person (ORP)
- SEFM03 Formation of subsidiary Societas Europaea (SE) under Article 2(3) of Council Regulation (EC) No 2157/2001
- SEFM03(C1) SEFM03 continuation (section A4) - Details of subscribing SEs, companies, firms or legal bodies
- SEFM03(C2) SEFM03 continuation (sections C1-C5) - Member appointments
- SEFM03(C3) SEFM03 continuation (sections D1-D5) - Corporate member appointments
- SEFM03(C4) SEFM03 continuation (sections E3-E9) - Individual PSC
- SEFM03(C5) SEFM03 continuation (sections F1-F5) - Relevant legal entity (RLE)
- SEFM03(C6) SEFM03 continuation (sections G1-G6) - Other registrable person (ORP)
- SEFM04 Transformation of a Public Limited Company (PLC) to Societas Europaea (SE)
- SEFM04(C1) SEFM04 continuation (sections C1-C5) - Member Appointments
- SEFM04(C2) SEFM04 continuation (sections D1-D5) - Corporate member appointments
- SEFM04(C3) SEFM04 continuation (sections E3-E9) - Individual PSC
- SEFM04(C4) SEFM04 continuation (sections F1-F5) - Relevant legal entity (RLE)
- SEFM04(C5) SEFM04 continuation (sections G1-G6) - Other registrable person (ORP)
- SEFM05 Formation of subsidiary Societas Europaea (SE) under Article 3(2) of Council Regulation (EC) No 2157/2001
- SEFM05(C1) SEFM05 continuation (sections C1-C5) - Member appointments
- SEFM05(C2) SEFM05 continuation (sections D1-D5) - Corporate member appointments
- SEFM05(C3) SEFM05 continuation (sections E3-E9) - Individual PSC
- SEFM05(C4) SEFM05 continuation (sections F1-F5) - Relevant legal entity (RLE)
- SEFM05(C5) SEFM05 continuation (sections G1-G6) - Other registrable person (ORP)
- SESC01 Notice of satisfaction of conditions for the formation of holding Societas Europaea (SE) by a United Kingdom (UK) registered company or SE

Other Appointments

- SEAP01 Appointment of a member of a supervisory organ of a Societas Europaea (SE)
- SEAP02 Appointment of corporate member of a supervisory organ of Societas Europaea (SE)
- SETM01 Termination of appointment of member of a supervisory organ of Societas Europaea (SE)

Solvency Statement

- SESS01 Statement of solvency by members of Societas Europaea (SE) which is proposing to transfer from the United Kingdom (UK)
- SESS01(C1) SESS01 continuation - Signatures of the Members of the management or administrative organ of the SE named in section 1

Transfer

- SETR01 Proposed transfer from the United Kingdom (UK) of Societas Europaea (SE)

- SETR02 Transfer to the United Kingdom (UK) of Societas Europaea (SE)
- SETR02(C1) SETR02 continuation (sections B1-B5) – Member appointments
- SETR02(C2) SETR02 continuation sections (C1-C5) – Corporate member appointments
- SETR02(C3) SETR02 continuation (sections D3-D9) – Individual PSC
- SETR02(C4) SETR02 continuation (sections E1-E5) - Relevant legal entity (RLE)
- SETR02(C5) SETR02 continuation (sections F1-F6) - Other registrable person (ORP)
- SETR03 Transfer from United Kingdom (UK) of Societas Europaea (SE)

Winding Up

- SEWU01 Notice of initiation or termination of winding up, liquidation, insolvency, or cessation of payment procedures and decision to continue operating of Societas Europaea (SE)

COMPANY - OVERSEAS

Change of Constitution

- OSCC01 Return by an overseas company of an alteration to constitutional documents

Change of Details

- OSAA01 Statement of details of parent law and other information for an overseas company
- OSAD02 Notice of location, or change in location, of instruments creating charges and register of charges for an overseas company
- OSCC02 Return by an overseas company of change of UK establishment relating to constitutional documents
- OSCH01 Return by a UK establishment of an overseas company for change of details
- OSCH02 Return by an overseas company for a change of company details
- OSCH07 Change of details by an overseas company for a person authorised to represent the company in respect of a UK establishment
- OSCH09 Change of details by an overseas company for a person authorised to accept service of documents on behalf of the company in respect of a UK establishment

Change of Name

- OSNM01 Registration of change of name of overseas company as registered in the UK

Directors and Secretaries

- OSAP01 Appointment of director of an overseas company
- OSAP02 Appointment of corporate director of an overseas company
- OSAP03 Appointment of secretary of an overseas company
- OSAP04 Appointment of corporate secretary of an overseas company
- OSCH03 Change of details of a director of an overseas company
- OSCH04 Change of details of a corporate director of an overseas company
- OSCH05 Change of details of a secretary of an overseas company
- OSTM01 Termination of appointment of director of an overseas company
- OSTM02 Termination of appointment of secretary of an overseas company

Dissolution

- OSDS01 Notice of closure of a UK establishment of an overseas company
- OSDS01(C1) OSDS01 continuation - UK establishment details
- OSDS02 Notice of termination of winding up of an overseas company

Liquidation

- OSLQ01 Notice of appointment of a liquidator of an overseas company
- OSLQ02 Notice by an overseas company which becomes subject to proceedings relating to insolvency
- OSLQ03 Notice of winding up of an overseas company
- OSLQ04 Notice by an overseas company on cessation of proceedings relating to insolvency

Mortgage

- OSMG02 Statement of satisfaction in full or in part of a mortgage or charge for an overseas company

- OSMG02(C1) OS MG02 continuation - Name and address of chargee(s), or trustee(s) for the debenture holders)
- OSMG02(C2) OS MG02 continuation - Short particulars of all the property mortgaged or charged)
- OSMG03 Statement that part (or the whole) of the property charged (a) has been released from the charge; (b) no longer forms part of the company's property, for an overseas company
- OSMG03(C1) OSMG03 continuation - Name and address of chargee(s), or trustee(s) for the debenture holders)
- OSMG03(C2) OS MG03 continuation - Short particulars of all the property mortgaged or charged)

Other Appointments

- OSAP05 Appointment by an overseas company of a person authorised to represent the company as a permanent representative in respect of a UK establishment
- OSAP06 Appointment of judicial factor (Scotland) for an overseas company
- OSAP07 Appointment by an overseas company of a person authorised to accept service of documents on behalf of the company in respect of a UK establishment
- OSTM03 Termination of appointment by an overseas company of a person authorised to accept service of documents or person authorised to represent the company in respect of a UK establishment

Registrations

- OSAA02 Return of alteration of manner of compliance with accounting requirements
- OSIN01 Registration of an overseas company opening a UK establishment
- OSIN01(C1) OSIN01 continuation - Secretary details
- OSIN01(C2) OSIN01 continuation - Corporate secretary
- OSIN01(C3) OSIN01 continuation - Director details
- OSIN01(C4) OSIN01 continuation - Corporate director details
- OSIN01(C5) OSIN01 continuation - Permanent representative's details
- OSIN01(C6) OSIN01 continuation - Details of person authorised to accept service of documents in the UK

Transitional Returns

- OSTN01 Transitional return by a UK establishment of an overseas company
- OSTN01(C1) OSTN01 continuation - Permanent representative
- OSTN02(C2) OSTN01 continuation - Person authorised to accept service

COMPANY - EUROPEAN ECONOMIC INTEREST GROUPING

Appointments

- EEAP01 Appointment of manager of an EEIG where the official address of the EEIG is in the UK
- EEAP02 Appointment of corporate manager of an EEIG where the official address is in the UK
- EETM01 Termination of appointment of manager of an EEIG where the official address is in the UK

Change of Details

- EECH01 Change of manager's details of an EEIG where the official address of the EEIG is in the UK
- EECH02 Change of corporate manager's details of an EEIG where the official address of the EEIG is in the UK
- EEMP01 Notice of documents and particulars required to be filed for an EEIG
- EEMP02 Notice of setting up or closure of an establishment of an EEIG

Change of Name

- EENM01 Registration of change of name, other than its grouping name, under which an EEIG whose official address is outside the UK proposes to carry on business in the UK
- EENM02 Registration of change of name, other than registered name, under which an EEIG, whose official address is outside the UK, proposes to carry on business in substitution for name previously approved

Formations

- EEFM01 Statement of name, official address, members, objects and duration for EEIG whose official address is in the UK
- EEFM01(C1) EEFM01 continuation - Member
- EEFM01(C2) EEFM01 continuation - Corporate member
- EEFM02 Statement of name, establishment address in the UK and members of an EEIG whose official address is outside the UK
- EEFM02(C1) EEFM02 continuation - Member
- EEFM02(C2) EEFM02 continuation - Corporate member

HM REVENUE AND CUSTOMS

Anti Avoidance Schemes

- AAG1 Notification by scheme promoter
- AAG2 Notification by scheme user where offshore promoter does not notify
- AAG3 Notification by scheme user where there is no promoter, or scheme is promoted by a lawyer who is unable to make full notification
- AAG4 Notification of scheme reference number by scheme user
- AAG4(IHT) Disclosure to HMRC of IHT avoidance scheme - Notification of scheme reference number (notification by scheme user)
- AAG4(SDLT) Disclosure to HMRC of SDLT avoidance scheme - Notification of scheme reference number (notification by scheme user)
- AAG5 Continuation sheet
- AAG6 Disclosure of avoidance scheme - Notification of scheme reference number (notification by promoter to scheme member)
- AAG6(IHT) Disclosure of IHT avoidance scheme - Notification of scheme reference number (notification by promoter to scheme member)
- AAG6(SDLT) Disclosure of SDLT avoidance scheme - Notification of scheme reference number (notification by promoter to scheme member)

Certificates

- R185 Certificate of Deduction of Income Tax
- R185A Dividend Certificate
- R185(EI) Statement of income from estates (official form R185 (Estate Income))
- R185(S) Statement of trust income chargeable on settlor (official form R185 (Settlor))
- R185(TI) Statement of income from trusts (official form R185 (Trust Income))
- 38E Certificate of Annual Interest paid

Checklists

- CGTCHK1 Checklist for Capital Gains Tax for trusts and estates
- IHTCHK1 Checklist for Inheritance Tax
- TECHK1 Checklist for trusts and estates

General

◆ Maintenance does not apply to the R40 forms

- CG34 Post-transaction valuation checks for capital gains
- † STAMP22 Apportionment of Consideration under Agreement for Sale
- R38 Tax Claim
- ◆ R40(M)(2010) Claim for repayment of tax deducted from savings and investments (2010)
- ◆ R40(M)(2011) Claim for repayment of tax deducted from savings and investments (2011)
- ◆ R40(M)(2012) Claim for repayment of tax deducted from savings and investments (2012)
- ◆ R40(M)(2013) Claim for repayment of tax deducted from savings and investments (2013)
- ◆ R40(Notes) Notes for completing form R40(M)
- ◆ R40(CG) Capital Gains Tax Notice (2009) (2009)

- ◆ R85(2010) Getting your interest without tax taken off (2010)
- DOM1 Income and Chargeable gains – Domicile
- P85 Income Tax - Leaving the United Kingdom
- 41G Trust - Request for information for HM Revenue & Customs purposes
- 64-8 Authorising your agent

Inheritance Tax forms

- IHT100 Inheritance Tax Account
- IHT100a Gifts and other transfers of value
- IHT100b Termination of an interest in possession
- IHT100C Assets ceasing to be held on discretionary trusts. Proportionate charge
- IHT100D Non Interest in possession Settlements Principal charge (ten-year anniversary)
- IHT100E Charges on special trusts
- IHT100F Cessation of conditional exemption. Disposal of timber or underwood
- IHT100g Alternatively Secured Pension chargeable event
- IHT100WS Inheritance tax worksheet
- IHT105 Alternatively secured or unsecured pension fund Return of information
- IHTD31 Domicile outside the United Kingdom (for use with IHT100)
- IHTD32 Stocks and shares (for use with IHT100)
- IHTD33 Debts due to Settlement or Trust (for use with IHT100)
- IHTD34 Life insurance and annuities (for use with IHT100)
- IHTD35 Household and personal goods (for use with IHT100)
- IHTD36 Land, buildings and interests in land (for use with IHT100)
- IHTD37 Agricultural Relief (for use with IHT100)
- IHTD38 Business relief, business or partnership interests (for use with IHT100)
- IHTD39 Foreign assets (for use with IHT100)
- IHTD40 Continuation sheet for additional information (for use with IHT100)
- IHTD41 Checklist
- IHT30 Application for clearance certificate
- IHT35 Claim for relief – Loss on sale of Shares
- IHT35C Continuation sheet to IHT35
- IHT38 Claim for relief – Loss on sale of Land
- IHTC4 Corrective Account/Inventory
- IHTC4(c) Corrective Account/Inventory continuation sheet
- IHT205(2006) Return of Estate Information (Where death occurred on or after 1st September 2006)
-)
- IHT205(2011) Return of Estate Information (Where death occurred on or after 6 April 2011)
-)
- IHT207(2006) Return of Estate Information (Domiciled outside UK) (Where death occurred on or after 1 September 2006)
-)
- IHT217 Claim to transfer unused nil rate band for excepted estates
- IHT400 Inheritance Tax account IHT400
- IHT400(Calc) Inheritance Tax account IHT400 Calculation
- IHT401 Domicile outside the United Kingdom
- IHT402 Claim to transfer unused nil rate band
- IHT403 Gifts and other transfers of value
- IHT404 Jointly owned assets
- IHT405 Houses, land, buildings and interests in land
- IHT406 Bank and building society accounts and National Savings & Investments
- IHT407 Household and personal goods
- IHT408 Household and personal goods donated to charity
- IHT409 Pensions
- IHT410 Life assurance and annuities
- IHT411 Listed stocks and shares
- IHT412 Unlisted stocks and shares and control holdings
- IHT413 Business and partnership interests and assets
- IHT414 Agricultural relief
- IHT415 Interest in another estate
- IHT416 Debts due to the estate
- IHT417 Foreign assets
- IHT418 Assets held in trust
- IHT419 Debts owed by the deceased
- IHT420 National Heritage assets, Conditional exemption and offers in lieu of tax
- IHT421 Probate summary
- IHT422 Application for an Inheritance Tax reference

- IHT423 Direct Payment Scheme - Bank or building society account
- IHT430 Reduced rate of Inheritance Tax
- IHT500 Election for Inheritance Tax to apply to asset previously owned
- IOV2 Instrument of Variation checklist

Checklists

- IHTCHK1 Checklist for Inheritance Tax

Inheritance Tax enhanced + forms suite

An add on to Laserform, the IHT400+ allows all IHT400 forms and schedules to be linked together in one application for data population and calculation. You can add any combination of schedules including multiples of the same schedule which will calculate helping to produce the IHT calculation. Enter the data once - the file will do the rest.

- IHT400+** **Inheritance Tax account IHT400**
- IHT400Calc+** **Inheritance Tax account IHT400 Calculation**
- IHT401+** **Domicile outside the United Kingdom**
- IHT402+** **Claim to transfer unused nil rate band**
- IHT403+** **Gifts and other transfers of value**
- IHT404+** **Jointly owned assets**
- IHT405+** **Houses, land, buildings and interests in land**
- IHT406+** **Bank and building society accounts and National Savings & Investments**
- IHT407+** **Household and personal goods**
- IHT408+** **Household and personal goods donated to charity**
- IHT409+** **Pensions**
- IHT410+** **Life assurance and annuities**
- IHT411+** **Listed stocks and shares**
- IHT412+** **Unlisted stocks and shares and control holdings**
- IHT413+** **Business and partnership interests and assets**
- IHT414+** **Agricultural relief**
- IHT415+** **Interest in another estate**
- IHT416+** **Debts due to the estate**
- IHT417+** **Foreign assets**
- IHT418+** **Assets held in trust**
- IHT419+** **Debts owed by the deceased**
- IHT420+** **National Heritage assets, Conditional exemption and offers in lieu of tax**
- IHT421+** **Probate summary**
- IHT422+** **Application for an Inheritance Tax reference**
- IHT423+** **Direct Payment Scheme - Bank or building society account**
- IHT430+** **Reduced rate of inheritance tax**

Tax Tribunals

- TSTax1 Notice of Appeal (Appeal to the Tax Chamber of the First-tier Tribunal)
- TSTax2 Application to the First-tier Tribunal for permission to appeal to the Upper Tribunal (First-tier Tribunal – Tax)
- TSTax3 Application to close enquiry (First -tier Tribunal)
- TSTax4 Application for permission to appeal and notice of appeal from First-tier Tribunal (Upper Tribunal - Tax) (FTC1)

Self Assessment (Trusts and Estates)

◆Maintenance does not apply to the SA900 range

- SA900(2016) Trust and Estate Tax Return (2016)
- SA901(2016) Trust and Estate Trade (2016)
- SA901L(2016) Lloyd's Underwriters: income from Membership of Lloyds (2016)
- SA902(2016) Trust and Estate Partnership (2016)
- SA903(2016) Trust and Estate UK Property (2016)
- SA904(2016) Trust and Estate Foreign (2016)
- SA905(2016) Trust and Estate Capital Gains (2016)
- SA906(2016) Trust and Estate Non-residence (2016)
- SA907(2016) Trust and Estate Charities (2016)
- SA923(2016) Estate Pension Charges etc (2016)

Share Schemes

- † JE430(1) Joint Election under s430 ITEPA 2003 for outstanding restrictions to be ignored, by employer and single employee
- † JE430(2) Joint Election under s430 ITEPA 2003 for outstanding restrictions to be ignored, by employer and multiple employees
- † JE431(1) Joint Election under s431 ITEPA 2003 for full or partial disapplication of Chapter 2, by employer and single employee
- † JE431(2) Joint Election under s431 ITEPA 2003 for full or partial disapplication of Chapter 2, by employer and multiple employees
- † SIPTD1 Share Incentive Plan (HMRC model trust deed)

SDLT eSUBMISSIONS

SDLT forms used with eSubmissions

e-Submissions provides unparalleled speed and accuracy in SDLT submissions. With SDLT e-Submissions, the transmission of a completed return to HMRC is virtually instantaneous. The validation is performed on receipt, and confirmation of successful filing is returned to the submitting practitioner within seconds. Once that confirmation is received, the Land Transaction Return Certificate (SDLT5) can be produced.

- ✳ **SDLT1(ES)** **Land Transaction Return**
- ✳ **SDLT2(ES)** **Supplemental Land Transaction Return - Additional vendor/purchaser details**
- ✳ **SDLT3(ES)** **Supplemental Land Transaction Return - Additional details about the land**
- ✳ **SDLT4(ES)** **Supplemental Land Transaction Return - Additional details about the transaction, including leases**
- ✳ **SDLT5(ES)** **Certificate**

Stamp Duty Land Tax

- SDLT1(S1) Schedule (1) for under/sub leases (tenancies of the residential interest notified on related SDLT1)
- SDLT1(S2) Schedule (2) for under/sub leases (tenancies of the non-residential or mixed use interests notified on related SDLT1)
- SDLT46 Notice of Appeal

IMMIGRATION

✳ *these forms require specific versions of Laserform (Laserform V9.5 or Lformlnet V2.1 or above)*

Asylum and Immigration Tribunal

- † IAFT1 Appeal to the First-tier Tribunal (Immigration and Asylum Chamber) against an In Country [Asylum/Immigration] Decision
- † IAFT2 Appeal to the First-tier Tribunal (Immigration and Asylum Chamber) against a decision of an Entry Clearance Officer
- † IAFT3 Notice of appeal to the First-tier Tribunal (Immigration and Asylum Chamber) (Overseas – Non-Entry Clearance)
- † IAFT4 First-tier Tribunal (Immigration and Asylum Chamber) application for permission to appeal to Upper Tribunal
- † IAFT5 Appeal against a post IA 2014 In Country [Asylum/Immigration] Decision
- IAUT1 Application for permission to appeal from First-tier Tribunal (Immigration and Asylum Chamber)
- † UTIAC Notice of intention to pursue appeal in the Upper Tribunal (Immigration and Asylum), Rule 17A of the Tribunal Procedure (Upper Tribunal) Rules 2008
- † IAANON01 Application for anonymity for an appeal in the Upper Tribunal (Immigration and Asylum) (UT)
- † T480 Judicial Review Claim Form (Upper Tribunal, Immigration and Asylum Chamber)
- † T482 Fresh Claim Judicial Review Acknowledgment of Service (Upper Tribunal, Immigration and Asylum Chamber)
- † T483 Fresh Claim Judicial Review Application for urgent consideration (Upper Tribunal, Immigration and Asylum Chamber)
- † T484 Application notice, Fresh Claim Judicial Review (Upper Tribunal Immigration and Asylum Chamber)
- † T485 Statement under Upper Tribunal Rule 28A (2)(b) (Upper Tribunal, Immigration and Asylum Chamber)

- † T486 Notice of change of solicitor, Fresh Claim Judicial Review (Upper Tribunal Immigration and Asylum Chamber)

Asylum Support

- ASF1 Asylum Support Application Form
- S4 Application for provision of services or facilities for Section 4 service users
- S4MD Medical Declaration to Accompany Application for Support under Sections 4(2) or (3) of the Immigration and Asylum Act 1999 (Accommodation for Failed Asylum Seekers)

Application Forms

- AN Application for naturalisation as a British citizen
- B1 Application to be released on bail, The Immigration Acts
- ECAA1 Turkish Employed: Application for an extension of stay in the UK and Biometric Immigration Document as an Employed Person under the provisions of the European Community Association Agreement (ECAA) with Turkey
- ECAA2 Turkish Businessperson: Application for an extension of stay or indefinite leave to remain in the UK and Biometric Immigration Document as a Businessperson under the provisions of the European Community Association Agreement (ECAA) with Turkey
- EEA(EFM) Application for a registration certificate or residence card as the extended family member of a European Economic Area (EEA) or Swiss national
- EEA(FM) Application for a registration certificate or residence card as the family member of a European Economic Area (EEA) or Swiss national
- EEA(PR) Application for a document certifying permanent residence or permanent residence card under the EEA Regulations
- FLRAppdx 1 Request for Fee Waiver in order to exercise ECHR rights, for use with FLR(FP) and FLR(O)
- FLR(BUS) Application for an extension of stay in the UK and for a biometric immigration document as a representative of an overseas business or a retired person of independent means
- FLR(DL) Application for 1) further leave to remain or settlement in the UK by a person granted Discretionary Leave following the refusal of asylum, and 2) a Biometric Immigration Document
- FLR(FP) Application for Leave to Remain in the UK on the basis of your family life as a Partner or Parent or on the basis of your private life in the UK and for a Biometric Immigration Document
- FLR(LR) Application for leave to remain in the UK on the basis of long residence and for a biometric Immigration document
- FLR(M) Application for an extension of stay in the UK as the partner of a person present and settled in the UK or as a partner of a person with refugee leave or humanitarian protection and for a Biometric Immigration Document
- FLR(O) Application for leave to remain in the UK in a category not covered by other application forms and for a Biometric Immigration Document
- MN1 Application for registration of a child under 18 as a British Citizen
- NTL Application for a no time limit (NTL) and a Biometric Immigration Document by someone who already has indefinite leave to enter or remain in the UK
- PBS(DEP) 15 Application for a grant of leave and Biometric Immigration Document as a Tier 1 or 5 dependant
- † PF244B Application notice (Reconsideration S103 NIAA 2002) (Out of Country Application)
- † PF244C Application notice for reconsideration (In Country Application)
- SET(BUS) Application for Indefinite leave to remain in the UK as a retired person of independent means or representative of an overseas business and a Biometric Immigration Document
- SET(DV) Application for indefinite leave to remain in the UK as a victim of domestic violence and a Biometric Immigration Document
- SET(F) Application for indefinite leave to remain in the UK as a child under the age of 18 and a Biometric Immigration Document
- SET(LR) Application for indefinite leave to remain in the UK on the basis of long residence and for a biometric immigration document
- SET(M) Application for indefinite leave to remain in the UK as the partner of a person present and settled in the UK and a Biometric Immigration Document
- SET(O) Application for indefinite leave to remain in the UK in one of the categories listed in this form and a Biometric Immigration Document
- SET(P) Application for settlement in the UK by a person with refugee leave or leave on grounds of humanitarian protection and for a biometric immigration document
- TD112 Application for a Home Office Travel Document and a Biometric Residence Permit (also referred to as a Biometric Immigration Document)
- TIER1(EN T) Application for an initial grant of leave (switching) or an extension of leave and biometric residence permit under Tier 1 (Entrepreneur) Main Applicant

- TIER1(ET) REG Application for endorsement for Tier 1 (Exceptional Talent)
- TIER1(GEN) Application for an initial grant of leave (switching) or an extension of leave and biometric residence permit under Tier 1 (General) Main Applicant
- TIER1(GradEnt) Application for a grant of leave (switching) or an extension of leave and biometric residence permit under Tier 1 (Graduate Entrepreneur) - Main Applicant
- TIER1(INV) Application for an initial grant of leave (switching) or an extension of leave and biometric residence permit under Tier 1 (Investor) Main Applicant
- TIER5(TW) Application for a grant of leave and biometric residence permit under Tier 5 (Temporary Worker) Main Applicant
- TOC Application for a transfer of conditions (TOC) and a biometric immigration document by someone who already has limited leave to enter or remain in the UK
- UKM Application for registration as a British citizen by a person born before 1983 to a British mother

Notice

- WPTech Notification of Technical Change of Employment for employees currently on work permits

Visa Applications

- VAF1A Application Form VAF1A – visit and short term stay
- VAF2 Application Form VAF2 - Employment
- VAF4A Family Settlement Application, Personal details form
- VAF4AApd Financial requirement form VAF4A Appendix 2 x2
- VAF4B Returning resident visa application
- VAF9 Points Based System visa application form VAF9
- VAF9Apx 2 PBS Appendix 2 Investor self assessment form
- VAF9Apx 3 Points Based System Form VAF9 Appendix 3: TIER1 (Entrepreneur) self-assessment
- VAF9Apx 4(GE) Points Based System form VAF9 Appendix 4: TIER 1 (Graduate Entrepreneur) self-assessment
- VAF9Apx 5 PBS Appendix 5 TIER 2 (Skilled Worker) self assessment form
- VAF9Apx 7 Points Based System Appendix 7 Tier 5 (Youth Mobility Scheme) self-assessment
- VAF9Apx ET PBS Appendix ET Tier 1 (Exceptional Talent) self-assessment
- VAF10 Points Based System Form VAF10 Dependent

INTELLECTUAL PROPERTY

INTELLECTUAL PROPERTY OFFICE - DESIGN FORMS

Applications

- DF2A Application to register one or more designs
- DF2A(Notes) Guidance on filling in the application form DF2A)
- DF2B Application to register one or more designs divided from an earlier application
- DF2B(Notes) Guidance on filling in the application form DF2B)
- DF2C Application to publish one or more designs
- DF12A Application to record a change of ownership or to record or cancel a licence or security

General

- DC1 Confirmation of convention country priority claim relating to UK application for registered design
- DF1A Appointment or change of agent or contact address
- DF9A Renewal of design registration
- DF16A Change of proprietor's name and address
- DRR Designs Ready Reckoner

Requests

- DF19A Request to invalidate a design registration
- DF21 Request for a search of the UK design register
- DF23 Request for a certified copy
- DF29 Request to restore a registration

Notices

- DF19B Notice of counter – statement
- DF19C Notice by proprietor to cancel a registration

INTELLECTUAL PROPERTY OFFICE - DESIGN RIGHTS FORMS

Applications

- DRF2 Application to be made a party to proceedings
- DRF3 Application to settle terms of Licence of Right or to adjust terms of Licence granted before 1 August 1989
- DRF4 Application by Design Right or Copyright owner to vary terms of licence of right

General

- DRF1 Reference of dispute to Comptroller

INTELLECTUAL PROPERTY OFFICE - PATENT FORMS

Applications

- AF1 Application Fee for patent application
- IPOPF16 Application to restore a patent
- IPOPF21 Application to register or give notice of rights acquired in a patent or in an application for a patent
- IPOPF28 Application by the proprietor of a patent for an entry to be made in the register that licences under the patent are available as of right
- IPOPF30 Application by the proprietor of a patent to cancel an entry in the register that licences under the patent are available as of right

Notices

- IPOPF8A Notice of the intention to restrict the availability of samples of biological material to experts
- IPOPF15 Notice of opposition

General

- NP1 National processing of an international application for a patent (UK)
- IPOPF2 Initiation of proceedings before the Comptroller
- IPOPF3 Late Additions and Declarations of Priority
- IPOPF4 Continuation of proceedings before the Comptroller
- IPOPF7 Statement of inventorship and of right to grant of a patent
- IPOPF12 Payment of renewal fee (and additional fee for late payment)
- IPOPF51 Appointment or change of agent
- IPOPF54 Filing a translation in connection with a European patent or a European patent application

Requests

- IPOPF1 Request for grant of a patent
- IPOPF8 Request for a certificate authorising the release of a sample of biological material
- IPOPF9 Request for a preliminary examination and search
- IPOPF9A Request for search
- IPOPF10 Request for a substantive examination
- IPOPF14 Request to reinstate a patent application
- IPOPF17 Request for opinion
- IPOPF20 Request to correct a name or address
- IPOPF23 Request for a certificate of the Comptroller or a certified or uncertified copy from a file or the register

- IPOPF49 Request to be informed of future events relating to a patent application or patent (caveat)
- IPOPF52 Request to extend a prescribed time limit

Supplementary Protection forms

- SP1 Application for grant of a Supplementary Protection Certificate, Patents Act 1977 (Rule 116(1))
- SP2 Payment of annual fees (and additional fee for late payment)
- SP3 Application for declaration of lapse or invalidity, or to revoke an extension of the duration of a supplementary protection certificate
- SP4 Application for grant of an Extension to a Supplementary Protection Certificate

INTELLECTUAL PROPERTY OFFICE - TRADE MARKS

Applications

- TM3 Application to register a trade mark
- TM3A Application to add extra classes
- TM4 Application to transform a Madrid Protocol Designation
- TM16 Application to record a change of ownership
- TM16P Application to record a partial assignment of goods and/or services
- TM24 Application to record or amend a security interest
- TM24C Application to cancel a security interest
- TM26(I) Application to declare invalid a registration or a protected international trade mark (UK)
- TM26(N) Application to revoke a registration or a protected international trade mark (UK) for reasons of non-use
- TM26(O) Application to revoke a registration or a protected international trade mark (UK) for reasons other than non-use
- TM26(R) Application to rectify the register
- TM27 Application to intervene in proceedings for the (a) invalidation, revocation or rectification of a UK registration, or (b) invalidation or revocation of a protected international trade mark (UK)
- TM28 Application to record a concurrent registration'
- TM29 Application to set aside cancellation of application or revocation or invalidation or registration
- TM36 Application to amend the regulations governing the use of certification or collective marks
- TM50 Application to record a licensee
- TM51 Application to remove or amend the recordal of a licence
- TMM2 Application for International Registration governed exclusively by the Madrid Protocol (MM2)(E)(E))

Fee Sheets

- † FS2 Fee sheet for: UK Designs, Patents, Trade Marks, Patent Co-operation Treaty (PCT) and Company Names Tribunal Forms
- FS3 Fee Sheet for: Handling EUIPO Design applications (Registered Community Design) made through the Intellectual Property Office
- FS4 Fee sheet for: International Trade Mark applications made through the Intellectual Property Office

General

- TM9R Retrospective extension of time
- TM11 Renewal of trade mark registration
- TM21A Change of owner's name, address or email
- TM21B Change of details to an application
- TM33 Appointment or change of representative (for trade mark owners or holders)
- TM33(P) Appointment or change of representative (for opponents and cancellation applicants)
- TM35 Filing of regulations governing the use of certification or collective marks

Notices

- TM7 Notice of opposition and statement of grounds
- TM7F Notice of FAST TRACK opposition and statement of grounds
- TM8 Notice of defence and counterstatement

- TM8(N) Notice of defence and counterstatement for use in revocation on the grounds of non-use
- TM22 Notice to surrender a registered trade mark
- TM23 Notice to partially surrender a registration
- TM55 Notice of appeal to the Appointed Person
- TM55P Notice of appeal to the Appointed Person, (appeal a decision in proceedings between two or more parties)

Requests

- TM5 Request for a statement of reasons for registrar's decision
- TM7G Request to add grounds to a notice of opposition
- TM9 Request for an extension of time before the period has expired
- TM9C Request for a cooling off period
- TM9E Request for an extension to the cooling off period
- TM9T Request to terminate a cooling off period
- TM12 Request to divide an application
- TM13 Request to restore and renew a registration
- TM17 Request to merge registrations with the same filing date
- TM25 Request to alter a registered mark
- TM31C Request for information about events relating to a UK trade mark
- TM31M Request for information about events relating to an International Registration covering the UK
- TM31R Request for a Certified Copy
- TM53 Request to proceed to evidence rounds

EUIPO – EUROPEAN UNION TRADE MARK AND DESIGNS

Applications

- EUIPOD1 Application for a Declaration of Invalidity of a Registered Community Design
- EUIPO2 Application for entry on the list of professional representatives in trade mark matters before the Office for Harmonization in the Internal Market (Trade Marks and Designs) according to Article 89 of the Community Trade Mark Regulation (CTMR)
- EUIPO4 Application for entry on the special list of professional representatives in design matters before the Office for Harmonization in the Internal Market (Trade Marks and Designs) according to Article 78 of the Community Design Regulation (CDR)
- EUIPOTM1 Application for a Declaration of Invalidity of a Community Trade Mark
- EUIPOTM2 Application for Revocation of a Community Trade Mark

General European

- EUIPO3 Authorisation (General and Individual)
- EUIPO5 Recordal Application

Notices

- EUIPO1 Notice of Appeal

LEGAL AID (NORTHERN IRELAND)

On 1 April 2015 the Northern Ireland Legal Services Commission (NILSC) was replaced with the Legal Services Agency Northern Ireland (LSANI). Forms have been moved to appear under new Legal Aid (NI). Some old forms may still appear under the Legal Services Commission NI heading.

Civil

- ④ ACC2(NI) Supplementary Application for Authorisation for Junior Counsel
- ④ APPPA(NI) Application for Prior Authority - Expert Witness
- ④ COACEI(NI) COAC Legal Aid Pro Forma - Expert Instruction
- ④ EF1(NI) Email request for emergency Civil Legal Aid
- ④ FormA1(NI) Application for Legal Aid (Non-Matrimonial Proceedings)
- ④ FormA2(NI) Application for Legal Aid (Matrimonial Proceedings)
- ④ FormA4(NI) Application for Legal Aid (Emergency Certificate)
- ④ FormCL1(NI) Supplementary Application Form: Tripping Case (Plaintiff/Applicant)
- ④ FormCL2(NI) Supplementary Application Form: Road Traffic Accident

④	<input type="checkbox"/>	FormCL3(NI)	Supplementary Application Form: Criminal Injury / Damage
④	<input type="checkbox"/>	FormCL4(NI)	Supplementary Application Form: Employment Liability (Plaintiff/Applicant)
④	<input type="checkbox"/>	FormCL5(NI)	Supplementary Application Form: General Negligence, Breach of Contract, Breach of Statutory Duty (Excluding Tripping, Employer's Liability and Road Traffic Cases)
④	<input type="checkbox"/>	FormCL6(NI)	Supplementary Application Form: Wrongful Arrest, False Imprisonment, Assault and Battery and Trespass to the Person (Plaintiff/Applicant)
④	<input type="checkbox"/>	FormCO1(NI)	Legal Aid means/merit test Children Order Proceedings - Non Magistrates Court
④	<input type="checkbox"/>	FormCO2(NI)	Special Children Order Proceedings Non Magistrates Court (Public Law cases) (non-means/non merits tested)
④	<input type="checkbox"/>	SCER1(NI)	Statutory Charge - Recovery or Preservation of Money or Property
Civil Means Assessment			
④	<input type="checkbox"/>	FormCLA4(NI)	Application for Civil Legal Aid - Financial Eligibility
④	<input type="checkbox"/>	FormCLA4C(NI)	Change In Circumstances - Income
④	<input type="checkbox"/>	FormCLA4D(NI)	Change In Circumstances - Capital
④	<input type="checkbox"/>	L17(NI)	Statement of earnings by present employer
Civil Report on Case			
④	<input type="checkbox"/>	ClaimArt3(NI)	Solicitor additional claim form for Children (NI) Order 1995 Cases, concluding after 30/06/2005 in a Family Care Centre, in which an Article 3 Certificate awarded to solicitor
④	<input type="checkbox"/>	REP1(NI)	REP1 Civil Report
④	<input type="checkbox"/>	REP4(NI)	REP 4 Civil Report Interim Payment Claim Form
Criminal			
④	<input type="checkbox"/>	2011RAD(NI)	Solicitor Right of Audience Redetermination Application 2011
④	<input type="checkbox"/>	2011SR(NI)	Solicitor Redetermination Application 2011
④	<input type="checkbox"/>	CAPA01(NI)	Application for prior authority for expert witness and disbursements (Criminal Legal Aid Certificates)
④	<input type="checkbox"/>	CC16(NI)	Solicitor Crown Court Claim Form 2016
④	<input type="checkbox"/>	CCIP(NI)	Solicitor Interim Disbursement Claim Form
④	<input type="checkbox"/>	CTY2(NI)	Solicitor County Court report form
④	<input type="checkbox"/>	MC14(NI)	Magistrates' Court report form
④	<input type="checkbox"/>	NISR	Criminal Legal Aid Statement of Means (NI)
④	<input type="checkbox"/>	PACECDS1(NI)	PACE Application form (NI)
④	<input type="checkbox"/>	RA1(NI)	Solicitor Right of Audience 2011
④	<input type="checkbox"/>	REP3(NI)	REP3 Criminal Report <i>(Whilst this form is still active and retained in the catalogue, customers should check it is appropriate as MC14(NI) and SC1(NI) are more commonly required instead)</i>
④	<input type="checkbox"/>	SC1(NI)	Solicitor Crown Court form
Legal Advice and Assistance			
④	<input type="checkbox"/>	FormGFP(NI)	Green Form Prison Visit and PACE Sheet
④	<input type="checkbox"/>	FormGFS(NI)	Green Form Standard Time Sheet GFS
④	<input type="checkbox"/>	REP5(NI)	REP5 Green Form Batch - Consolidated Claim Form for Fees
④	<input type="checkbox"/>	REP5B(NI)	REP5B Incremental Claim form
Representation – Lower Courts			
④	<input type="checkbox"/>	REPLOWER(NI)	Representation Lower Courts Emergency Notification Form
④	<input type="checkbox"/>	APP7(NI)	Application for Representation (Lower Courts) including Means and Merits Tested Children Order Proceedings in Family Proceedings Court Only
④	<input type="checkbox"/>	APP8(NI)	Legal Aid for Children Order Proceedings Public Law Cases
④	<input type="checkbox"/>	REP6(NI)	Rep 6 ABWOR Report Interim Payment Claim Form
④	<input type="checkbox"/>	Rep7(NI)	Application for Assistance by way of Representation (ABWOR) & Children Order Proceedings in Family Proceedings Court

LIMITED LIABILITY PARTNERSHIP

Accounts

- LLAA01 Change of accounting reference date of a Limited Liability Partnership (LLP)
- LLAA02 Notice of removal of auditor from a Limited Liability Partnership (LLP)
- LLAA06 Statement of guarantee by a parent undertaking of a subsidiary Limited Liability Partnership (LLP)
- ◆ LLP26 Annual Accounts

Administration Restoration

- LLRT01 Application for administrative restoration of a Limited Liability Partnership (LLP) to the Register

Annual Returns

- LLAR01 Annual Return of a Limited Liability Partnership (LLP)
- LLAR01(C1) LLAR01 continuation - Member
- LLAR01(C2) LLAR01 continuation - Corporate member

Central Register

- LLEH01 Election to keep information from the register of LLP members on the central (public) register
- LLEH02 Election to keep information from register of LLP members' residential addresses on the central (public) register
- LLEH04 Election to keep information from register of people with significant control (PSC) on the central (public) register for a limited liability partnership (LLP)
- LLEW01 Withdrawal of election to keep information from register of LLP members on the central (public) register
- LLEW02 Withdrawal of election to keep information from register of LLP members' usual residential addresses on the central (public) register
- LLEW04 Withdrawal of election to keep information from register of people with significant control (PSC) on the central (public) register for a limited liability partnership (LLP)

Change of Details

- LLAD01 Change of registered office address of a Limited Liability Partnership (LLP)
- LLAD02 Notification of single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)
- LLAD03 Change of location of the records to the single alternative inspection location (SAIL) of a Limited Liability Partnership (LLP)
- LLAD04 Change of location of the records to the registered office of a Limited Liability Partnership (LLP)
- LLAD05 Notice to change the situation of an England and Wales Limited Liability Partnership or a Welsh Limited Liability Partnership (LLP)
- LLRP07 Application to change a Limited liability Partnership (LLP's) disputed registered office address
- LLRP07(C1) LLRP07 continuation – Reason for applying to change the LLP's registered office
- LLPSC01 Notice of individual person with significant control (PSC) of a limited liability partnership (LLP)
- LLPSC02 Notice of relevant legal entity (RLE) with significant control of a limited liability partnership (LLP)
- LLPSC03 Notice of other registrable person (ORP) with significant control of a limited liability partnership (LLP)
- LLPSC04 Change of details of individual person with significant control (PSC) of a limited liability partnership (LLP)
- LLPSC05 Change of details of relevant legal entity (RLE) with significant control of a limited liability partnership (LLP)
- LLPSC06 Change of details of other registrable person (ORP) with significant control of a limited liability partnership (LLP)

- LLPSC07 Notice of ceasing to be an individual person with significant control (PSC), relevant legal entity (RLE), or other registrable person (ORP) of a limited liability partnership (LLP)
- LLPSC08 Notification of PSC statements for a limited liability partnership (LLP)
- LLPSC09 Update to PSC statements for a limited liability partnership (LLP)

Change of Name

- LLNM01 Notice of change of name of a Limited Liability Partnership (LLP)

Confirmation Statement

- LLCS01 LLP Confirmation statement
- LLCS01(P1) LLCS01 Part 1 – Information about people with significant control (PSC)
- LLCS01(C1) LLCS01 continuation (section A1) – LLP Statements
- LLCS01(C2) LLCS01 continuation (section B1-B5) – Individual PSC particulars
- LLCS01(C3) LLCS01 continuation (sections C1-C4) – Relevant legal entity (RLE) particulars
- LLCS01(C4) LLCS01 continuation (sections D1-D4) – Other registrable person (ORP) particulars
- LLCS01(C5) LLCS01 continuation (sections B1-B5) – Individual PSC particulars (additional changes)
- LLCS01(C6) LLCS01 continuation (sections C1-C4) – Relevant legal entity (RLE) particulars (additional changes)
- LLCS01(C7) LLCS01 continuation (sections D1-D4) – Other registrable person (ORP) particulars (additional changes)
- LLCS01(C8) LLCS01 continuation (section E1) – Additional individual PSC statements
- LLCS01(C9) LLCS01 continuation (section E2) – Additional RLE statements
- LLCS01(C10) LLCS01 continuation (section E3) – Additional ORP statements

Cross Border Mergers

- LLCB01 Notice of a cross border merger involving a UK registered Limited Liability Partnership (LLP)
- LLCB01(C1) LLCB01 continuation - Merging LLP details
- LLCB01(C2) LLCB01 continuation - Details of meetings

Dissolution

- LLDS01 Striking off application by a Limited Liability Partnership (LLP)
- LLDS01(C1) LLDS01 continuation - Signatures of Members
- LLDS02 Withdrawal of striking off application by a Limited Liability Partnership (LLP)

Incorporations

- LLIN01 Application for the incorporation of a Limited Liability Partnership (LLP)
- LLIN01(C1) LLIN01 continuation (section B1-B4) - Member appointments
- LLIN01(C2) LLIN01 continuation (section C1-C4) - Corporate member appointments
- LLIN01(C3) LLIN01 continuation (section D3-D9) - Individual person with significant control (PSC)
- LLIN01(C4) LLIN01 continuation (section E1-E5) - Relevant legal entity (RLE)
- LLIN01(C5) LLIN01 continuation (section F1-F6) - Other registerable person (ORP)

Liquidation

- LLRM01 Notice of appointment of an administrative receiver, receiver or manager (LLP)
- LLRM02 Notice of ceasing to act as an administrative receiver, receiver or manager (LLP)

Members

- LLAP01 Appointment of member of a Limited Liability Partnership (LLP)
- LLAP02 Appointment of corporate member of a Limited Liability Partnership (LLP)
- LLCH01 Change of details of a member of a Limited Liability Partnership (LLP)
- LLCH02 Change of details of a corporate member of a Limited Liability Partnership (LLP)
- LLDE01 Notice of change of status of a Limited Liability Partnership (LLP)
- LLTM01 Termination of appointment of member of a Limited Liability Partnership (LLP)
- ◆ LLP20 Notice of a Meeting of Members
- ◆ LLP21 Notice and Agenda – Meeting of Members
- ◆ LLP32 Determination(s)
- ◆ LLP100C Corporate application for membership of a limited liability partnership
- ◆ LLP100I Individual application for membership of a limited liability partnership
- ◆ LLP101 Appointment of additional members to a limited liability partnership – minutes of the meeting of members
- ◆ LLP102 Deed of adherence to limited liability partnership agreement
- ◆ LLPDec1 Member's Declaration of Interest

Mortgage

- LLMR01 Particulars of a charge created by a Limited Liability Partnership
- LLMR02 Particulars of a charge subject to which property or undertaking has been acquired by a Limited Liability Partnership (LLP)
- LLMR03 Particulars for the registration of a charge to secure a series of debentures by a Limited Liability Partnership (LLP)
- LLMR04 Statement of satisfaction in full or in part of charge by a Limited Liability Partnership (LLP)
- LLMR04(C 1) LLMR04 continuation - description of the instrument by which the charge is created or evidenced
- LLMR04(C 2) LLMR04 continuation - short particulars of the property or undertaking charged
- LLMR05 Statement that part or the whole of the property charged (a) has been released from the charge (b) no longer forms part of the LLP's property
- LLMR05(C 1) LLMR05 continuation - description of the instrument by which the charge is created or evidenced
- LLMR05(C 2) LLMR05 continuation - short particulars of the property or undertaking charged
- LLMR05(C 3) LLMR05 continuation - brief description of assets or property released from the charge and/or of property that has ceased to form part of the LLP's property or undertaking
- LLMR06 Statement of Limited Liability Partnership (LLP) acting as a trustee
- LLMR07 Particulars of alteration of a charge (particulars of a negative pledge) for an LLP
- LLMR07(C 1) LLMR07 continuation - description of the instrument by which the charge is created or evidenced
- LLMR07(C 2) LLMR07 continuation - short particulars of the property or undertaking charged
- LLMR08 Particulars of a charge created by a Limited Liability Partnership (LLP) where there is no instrument
- LLMR08(C 1) LLMR08 continuation – persons entitled to the charge
- LLMR08(C 2) LLMR08 continuation – nature of the charge
- LLMR08(C 3) LLMR08 continuation – short description of the property or undertaking charged
- LLMR08(C 4) LLMR08 continuation – obligations secured by the charge
- LLMR09 Particulars of a charge subject to which property or undertaking has been acquired by a Limited Liability Partnership (LLP) where there is no instrument
- LLMR09(C 1) LLMR09 continuation – names of trustees for the debenture holders
- LLMR09(C 2) LLMR09 continuation – nature of the charge
- LLMR09(C 3) LLMR09 continuation – short description of the property or undertaking charged

- LLMR09(C 4) LLMR09 continuation – obligations secured by the charge
- LLMR10 Particulars for the registration of a charge to secure a series of debentures by a Limited Liability Partnership (LLP) where there is no instrument
- LLMR10(C 2) LLMR10 continuation – nature of the charge
- LLMR10(C 3) LLMR10 continuation – short description of the property or undertaking charged
- LLMR10(C 4) LLMR10 continuation – obligations secured by the charge

Registrars Powers

- LLRP01 Replacement of document not meeting requirements for proper delivery for a Limited Liability Partnership (LLP)
- LLRP02A Application for rectification by the Registrar of Companies for a Limited Liability Partnership (LLP)
- LLRP02B Application for rectification of a registered office address by the Registrar of Companies for a Limited Liability Partnership (LLP)
- LLRP03 Notice of an objection to a request for the Registrar of Companies to rectify the Register for a Limited Liability Partnership (LLP)
- LLRP04 Second filing of a document previously delivered for a Limited Liability Partnership (LLP)
- LLVT01 Certified voluntary translation of an original document that is or has been delivered to the Registrar of Companies for a Limited Liability Partnership (LLP)

OFFICE PROCEDURE FORMS

Bribery Act

- ◆ BA21 Anti-Bribery Policy
- ◆ BA22 Anti- Bribery Declaration
- ◆ BA23 Application to offer/accept corporate hospitality and/or gift
- ◆ BA24 Corporate hospitality and gifts reporting form
- ◆ BA25 Facilitation Payments - Guidance and checklist
- ◆ BA26 Statement of compliance responsibilities

Flexible Working Forms

- † FW(A) Flexible working application form
- † FW(B) Flexible working application acceptance form
- † FW(C) Flexible working application rejection form
- † FW(D) Flexible working appeal form
- † FW(E) Flexible working appeal reply form
- † FW(F) Flexible working extension of time limit form
- † FW(G) Flexible working notice of withdrawal form

Human Resources - absence

- ◆ HR21 Request for annual leave
- ◆ HR28 Self certificate for sickness absence
- ◆ HR22 Request for parental leave
- ◆ HR23 Notice of maternity leave
- ◆ HR24 Notice of paternity leave
- ◆ HR25 Request for study leave

Human Resources - administration

- ◆ HR30 Request for eye and eyesight test
- ◆ HR31 Exit interview
- ◆ HR32 Notification of change to terms of employment
- HRSC3 Ordinary statutory paternity pay declaration

Human Resources - recruitment

- ◆ HR41 Request for reference
- ◆ HR45 Interview assessment

PERSONAL INJURY

Forms of Authority

- ◆ PI24A Authority for release of medical records
- ◆ PI24B Authority for release of GP records
- ◆ PI24C Authority for release of pension records
- ◆ PI24D Authority for release of benefit records
- ◆ PI24E Authority for release of employment records
- ◆ PI25A Authority for release of medical records, acting by patient's representative or next of kin
- ◆ PI25B Authority for release of GP records, acting by patient's representative or next of kin
- ◆ PI25C Authority for release of pension records, acting by client's representative or next of kin
- ◆ PI25D Authority for release of benefit records, acting by client's representative or next of kin
- ◆ PI25E Authority for release of employment records, acting by employee's representative or next of kin

Questionnaires

- ◆ AAWQ1 Accident at work, client instructions questionnaire

SUPREME COURT

Applications

- SC002 Application form

Notices

- SC001 Notice of appeal (or application for permission to appeal)
- SC003 Notice of objection/Acknowledgment

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