

Shaw & Sons Ltd

2017

Scottish Legal Forms Library

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COMPANIES

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- AA02 Dormant company accounts (DCA)
- AA03 Notice of resolution removing auditors from office
- AA06 Statement of guarantee by a parent undertaking of a subsidiary company

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- RT01 Application for administrative restoration to the Register

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- AR01 Annual Return (For returns made up to a date on or after 1 October 2011)
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- AR01(C2) AR01 continuation – Shareholders who hold at least 5% of any class of share(s) of the company as at the made up date of this return (For returns made up to a date on or after 1 October 2011)
- AR01(C3) AR01 continuation - Secretary's details
- AR01(C4) AR01 continuation - Corporate secretary's details
- AR01(C5) AR01 continuation - Director's details
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- AR01(C7) AR01 continuation - Statement of capital
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- ◆ CO26 Annual Accounts
- ◆ CO27 Consent to Late Filing of Accounts

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- COSC1 Share Certificate - by two Directors or a Director and Secretary (With Seal)
- COSC2 Share Certificate - by two Directors or a Director and Secretary (No Seal)
- COSC3 Share Certificate – by Company with Single Director and no Company Secretary (No Seal)
- COSC4 Share Certificate – by Company with Single Director and no Company Secretary (With Seal)

Change of Constitution

- CC01 Notice of restriction on the company's articles
- CC02 Notice of removal of restriction on the company's articles
- CC03 Statement of compliance where amendment of articles restricted
- CC04 Statement of company's objects
- CC05 Change of constitution by enactment
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Change of Name

- ◆ CO41 Change of Company Name (Special Resolution)
- ◆ CO42 Change of Company Name (Written Resolution)
- NE01 Exemption from requirement as to use of "limited" or "cyfyngedig" on change of name
- NM01 Notice of change of name by resolution
- NM02 Notice of change of name by conditional resolution
- NM03 Notice confirming satisfaction of the conditional resolution for change of name
- NM04 Notice of change of name by means provided for in the articles
- NM05 Notice of change of name by resolution of directors
- NM06 Request to seek comments of government department or other specified body on change of name

Change of Details

- AD01 Change of registered office address
- AD02 Notification of single alternative inspection location (SAIL)
- AD03 Change of location of the company records to the single alternative inspection location (SAIL)
- AD04 Change of location of the company records to the registered office
- ◆ CO62 Change of Registered Office (Special Resolution)

Company Names Tribunal

- † CNA1 Application Form
- † 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

Community Interest Companies

- CIC14 Application to alter the objects of a Community Interest Company
- CIC14(cont) Application to alter the objects of a Community Interest Company (continuation sheet)
- CIC36 Declarations on Formation of a Community Interest Company
- CIC37 Declarations on Conversion to a Community Interest Company
- CIC36/37 Continuation Sheet (for use with CIC36 and CIC37) (cont)
- CIC34a Community Interest Company Report (simplified)
- CIC34b Community Interest Company Report (detailed)
- CIC34(cont) Community Interest Company Report (continuation sheet)
- CIC53 Consent to asset transfer other than for full consideration
- CIC53(cont) Declaration on Dissolution of a Community Interest Company (continuation sheet)
- CIC61 Memorandum of association for a community interest company limited by guarantee
- CIC62 Memorandum of association for a community interest company limited by shares
- CIC63 Model articles of association for a community interest company limited by guarantee
- CIC71 Reply Return: Request for consent to transfer of assets for less than full consideration
- CIC73 Special Resolution to change, specify or remove an asset-locked body in the articles of association
- CIC74 Conversion from a charity to a community interest company (Special Resolution)
- CIC75 Conversion from a community interest company to a charity (Special Resolution)
- CIC76 Conversion from an "ordinary" limited company to a community interest company (Special Resolution)

Cross Border Mergers

- 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
- CH01(N1) CH01 Supplementary guidance
- 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

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)
- ◆ CO45 Purchase of Own Shares Using Capital (Special Resolution)
- ◆ CO47 Sanction Liquidator's Sale in Members' Voluntary Winding Up (Special Resolution)
- ◆ CO48 Winding Up Voluntarily (Special Resolution)
- ◆ CO57 Winding Up Voluntarily (Extraordinary Resolution) (Companies Act 1985)
- ◆ CO102 Deed of adherence to shareholder agreement

Incorporations

- IN01 Application to register a company
- IN01(C1) IN01 continuation - Secretary appointments
- IN01(C2) IN01 continuation - Corporate secretary appointments
- IN01(C3) IN01 continuation - Director appointments
- IN01(C4) IN01 continuation - Corporate director appointments
- IN01(C5) IN01 continuation - Statement of capital
- IN01(C6) IN01 continuation - Statement of capital (Prescribed particulars of rights attached to shares)
- IN01(C7) IN01 continuation - Initial shareholdings
- IN01(C8) IN01 continuation - Subscribers
- IN01(C9) IN01 continuation - Statement of compliance delivered by the subscribers

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 Limited Partnership Statement

Liquidation

- LQ01 Notice of appointment of an administrative receiver, receiver or manager
- LQ02 Notice of ceasing to act as an administrative receiver, receiver or manager

Memoranda and Articles

- CO4 Articles of Association (Private Company Limited by Shares) (The Companies (Model

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

Mortgage to use digital submission for 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(C1) MR10 continuation – names of trustees for the debenture holders
- 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

- ◆ 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

- AP05 Appointment of a manager under Section 47 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 or receiver and manager under Section 18 of the Charities Act 1993 or judicial factor (Scotland)
- CH05 Change of service address for manager appointed under Section 47 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 or receiver and manager under Section 18 of the Charities Act 1993 or judicial factor (Scotland)
- ◆ CO35 Appointment of Proxy with Voting Instruction
- ◆ CO36 Appointment of Proxy – Private Company
- TM03 Termination of appointment of manager under Section 47 of the Companies (Audit, Investigations and Community Enterprise) Act 2004 or receiver and manager under Section 18 of the Charities Act 1993 or judicial factor (Scotland)

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

- 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 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)
- 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)
- 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 under section 644 or 649
- SH19(644&649) SH19 (644&649) continuation - Statement of capital
- SH19(644&649)C1 SH19 (644&649) continuation - Statement of capital (Prescribed particulars of rights attached to shares)
- 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

Share Schemes

- + EIS1 Enterprise Investment Scheme Compliance Statement
- + 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

- † JE431(1) employer and multiple employees
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)

COMPANY - EUROPEAN ECONOMIC INTEREST GROUPING

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 Statement of name, other than registered name, under which an EEIG, whose official address is outside the UK, proposes to carry on business in the UK
- EENM02 Statement 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

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

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 - Secretary appointments
- SECV01(C2) SECV01 continuation - Corporate secretary appointments
- SECV01(C3) SECV01 continuation - Director appointments
- SECV01(C4) SECV01 continuation - Corporate director appointments
- SECV01(C5) SECV01 continuation - Statement of capital
- SECV01(C6) SECV01 continuation - Prescribed particulars of rights attached to shares

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)

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
- OSCH08 Change of service address for a judicial factor (Scotland) of an overseas company
- 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
- OSCH06 Change of details of a corporate 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

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

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 Application for registration of a memorandum of satisfaction 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
- OSTM04 Termination of appointment of judicial factor (Scotland) of an overseas company

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

Formations

- SEFM01 Formation by merger of Societas Europaea (SE) to be registered in the United Kingdom (UK)
- SEFM01(C1) SEFM01 continuation - Details of Companies or SEs merging to form an SE
- SEFM01(C2) SEFM01 continuation - Member appointments
- SEFM01(C3) SEFM01 continuation - Corporate member appointments
- SEFM02 Formation of holding Societas Europaea (SE)
- SEFM02(C1) SEFM02 continuation - Detail of promoting companies or SEs
- SEFM02(C2) SEFM02 continuation - Member appointments
- SEFM02(C3) SEFM02 continuation - Corporate member appointments
- SEFM03 Formation of subsidiary Societas Europaea (SE) under Article 2(3) of Council Regulation (EC) No 2157/2001
- SEFM03(C1) SEFM03 continuation - Details of subscribing SEs, companies, firms or legal bodies
- SEFM03(C2) SEFM03 continuation - Member appointments
- SEFM03(C3) SEFM03 continuation - Corporate member appointments
- SEFM04 Transformation of a Public Limited Company (PLC) to Societas Europaea (SE)
- SEFM04(C1) SEFM04 continuation - Member Appointments
- SEFM04(C2) SEFM04 continuation - Corporate member appointments
- SEFM05 Formation of subsidiary Societas Europaea (SE) under Article 3(2) of Council Regulation (EC) No 2157/2001
- SEFM05(C1) SEFM05 continuation - Member appointments
- SEFM05(C2) SEFM05 continuation - Corporate member appointments
- 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 – Member appointments
- SETR02(C2) SETR02 continuation – Corporate member appointments
- 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)

COMPENSATION RECOVERY

General

- CRU1(Sol) Solicitor's Registration Form (Department for Work and Pensions)
- CRU1(Ref) Solicitor's referral back to Insurance Company Form (Department for Work and Pensions)
- CRU1(Appeal) Appeal Form (Department for Work and Pensions)

Notices

- CRU1 Notification of a claim for compensation (Department for Work and Pensions)
- CRUNHS30 Notification of an appeal against NHS charges (Department for Work and Pensions) (NHS30)

CONVEYANCING (SCOTLAND)

Searches

- ② SCOTFOR Coal Mining Search (2006) (Scotland only)
M

Registers of Scotland forms

- ② C&S1 Application for Recording in the Register of Deeds in the Books of Council and Session
- ② RoSA Application for Registration Part A
- ② RoSB Application for Registration (RoS) Part B
- ② RoSD Declaration (RoS)
- ② RoSApp Additional Information Sheet – Applicants
- ② RoSGr Additional Information Sheet – Granters
- ② RoSPr Additional Information Sheet – Property
- ② RoST Additional Information Sheet – Title number
- ② RoSAd Additional Further Information Sheet
- ② RoSI Inventory of Deeds
- ② RoSILR Notification of inaccuracy in the Land Register
- ② RoSPC Form of Notification by prescriptive claimants
- ② RoSRC Application relating to a caveat
- ② RoSVW Application to vary a warranty
- ② P16 Application to compare a Bounding Description with the Ordnance Map
- ② P17 Application to compare Boundaries on Certificate Plan with Ordnance Map
- ② SAF Sasine Application Form
- ② SAF(AP) Sasine Application Form including additional pages
- ② IDForm Identification (ID) Form (confirming identity of applicant if other than solicitor or licensed conveyancer)
- ② RCIL(AT) Notice of Interest in Acquiring Land

COURT (SCOTLAND)

Power of Attorney

- ② POA1(Scotland) Powers of Attorney Registration Form – Scotland

Court of Session

- ② CoS1 Summons (Form 13.2-A)
- ② CoS1(C) Summons (Form 13.2-A) (Certified Copy)
- ② CoS1(E) Summons (Form 13.2-A) (Execution Copy)
- ② CoS2 Petition (Form 14.4)
- ② CoS2(C) Petition (Form 14.4) (Certified Copy)
- ② CoS2(E) Petition (Form 14.4) (Execution Copy)
- ② CoS3 Interlocutor Sheet
- ② CoS4 Motion Sheet (Form 23.2)
- ② CoS5 Minute of Proceedings
- ② CoS6 Inventory of Productions
- ② CoS7 Form of Backing
- ② CoS8 Citation (Form 14.7)
- ② CoS9 Inventory of Process
- ② CoS10 Citation of defender (Form 13.7)
- ② CoS11 Certificate of service, or intimation on a warrant, by post (Form 16.4)
- ② CoS12 Motion sheet
- ② CoS13 Header sheet

Small Claims

- ② SC1(SC) Small Claim Summons
- ② SC1a(SC) Small Claim Summons – Defender's copy: Claim for or including payment of money (where time to pay direction or time order may be applied for)
- ② SC1b(SC) Small Claim Summons – Defender's copy: (Claim other than claim for or including payment of money where time to pay direction or time order may be applied for)

Summary Cause

- ② PI1e(Sc) Summary Cause Summons – Personal Injuries Action Rule 34.3(1)(a) (Defender's Copy: Claim for payment of money in a personal injuries action (where time to pay direction may be applied for) (Form1e)
- ② PI1f(Sc) Summary Cause Summons – Personal Injuries Action Rule 34.3(1)(b) (Defender's Copy: Claim for payment of money in a personal injuries action (where time to pay direction may not be applied for) (Form1f)
- ② SC1 Summary Cause Summons
- ② SC1a Summary Cause Summons – Defender's copy: Claim for or including payment of money (where time to pay direction or time order may be applied for)
- ② SC1b Summary Cause Summons – Defender's copy: Claim for or including payment of money (where time to pay direction or time order may not be applied for)
- ② SC1c Summary Cause Summons – Defender's copy: Non Monetary Claim
- ② SC1d Summary Cause Summons – Defender's copy: Action of Multipolepinding

GAMBLING ACT

Applications

- GA1 Application for a premises licence under the Gambling Act 2005 (standard form)
- GA1V Application for a premises licence under the Gambling Act 2005 (vessel)
- GA2 Application to vary a premises licence under the Gambling Act 2005
- GA3 Application to transfer a premises licence under the Gambling Act 2005
- GA4 Application for the reinstatement of a premises licence under the Gambling Act 2005
- GA5 Application for a provisional statement under the Gambling Act 2005 (standard form)
- GA5V Application for a provisional statement under the Gambling Act 2005 (vessel)
- GA23 Application form for a Club Gaming Permit or Club Machine Permit
- GA24 Application for a review of a premises licence under the Gambling Act 2005
- ◆ GA25 Application to vary [club gaming permit] [club machine permit]
- ◆ GA26 Application for certified copy of a club gaming permit or a club machine permit
- GA51 Application for registration of non-commercial society (Small Society Lotteries)
- ◆ GA52 Application for cancellation of registration of non-commercial society (Small Society Lotteries)

Gambling Appeals Tribunal

- † GAT1 Notice of Appeal
- † GAT2 Application for a fee exemption or remission
- † GAT3 Application for fee remission for a company
- † GAT4 Application for Tribunal Review
- † GAT5 Application for permission for leave to appeal to the High Court or the Court of Session

Notices

- GA6 Notice of Application for a premises licence (Gambling Act 2005) – One Applicant (form of notice to be given to the responsible authorities) (Form A)
- GA7 Notice of Application for a premises licence (Gambling Act 2005) – Two or more Applicants (form of notice to be given to the responsible authorities) (Form B)
- GA8 Notice of Application for a premises licence under the Gambling Act 2005 – One or more Applicants (form of notice to be published)
- GA9 Notice of Application to vary a premises licence (Gambling Act 2005) – One Applicant (form of notice to be given to the responsible authorities) (Form A)
- GA10 Notice of Application to vary premises licence (Gambling Act 2005) – Two or more Applicants (form of notice to be given to the responsible authorities) (Form B)
- GA11 Notice of Application to vary a premises licence under the Gambling Act 2005 – One or more Applicants (form of notice to be published)
- GA12 Notice of Application to transfer a premises licence (Gambling Act 2005) – One Applicant (form of notice to be given to the responsible authorities) (Form A)
- GA13 Notice of Application to transfer premises licence (Gambling Act 2005) – Two or more Applicants (form of notice to be given to the responsible authorities) (Form B)
- GA14 Notice of Application for the reinstatement of a premises licence (Gambling Act 2005) – One Applicant (form of notice to be given to the responsible authorities) (Form A)
- GA15 Notice of Application for the reinstatement of a premises licence (Gambling Act 2005) – Two or more Applicants (form of notice to be given to the responsible authorities) (Form B)
- GA16 Notice of Application for a provisional statement (Gambling Act 2005) – One Applicant (form of notice to be given to the responsible authorities) (Form A)
- GA17 Notice of Application for a provisional statement (Gambling Act 2005) – Two or more Applicants (form of notice to be given to the responsible authorities) (Form B)
- GA18 Notice of Application for a provisional statement under the Gambling Act 2005 – One or more Applicants (form of notice to be published)
- GA19 Temporary use notice under the Gambling Act 2005 (for premises other than vessels)
- GA19V Temporary use notice under the Gambling Act 2005 (vessels)
- ◆ GA20 Application for replacement endorsed copy of a temporary use notice which has been [lost] [stolen] [damaged]
- ◆ GA21 Notice of withdrawal of temporary use notice
- ◆ GA22 Application for copy of [premises licence issued] [summary given] under section 164 Gambling Act 2005

- ◆ GA31 Notice by permit holder of name change (licensed premises gaming machine permit)
- ◆ GA40 Notice of surrender of a club gaming permit or a club machine permit
- ◆ GA41 Notice of surrender of premises licence
- ◆ GA42 Notice of surrender of licensed premises gaming machine permit
- ◆ GA43 Notice of surrender of prize gaming permit

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)
- 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)

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 Application for post transaction valuation check
- + STAMP22 Apportionment of Consideration under Agreement for Sale
- R38 Tax Claim
- ◆ R40(M)(2013 Claim for repayment of tax deducted from savings and investments (2013)
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- ◆ R40(Notes) Notes for completing form R40(M)
- ◆ R40(CG) Capital Gains Tax Notice (2009)
- (2009)
- DOM1 Income and Chargeable gains – Domicile
- ◆ R85(2010) Getting your interest without tax taken off (2010)
- 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

- CAPA5C Inland Revenue Account
- 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
- 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
- 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
- ② IHTC1 Inventory Form – Confirmation (Scotland)
- ② IHTC2 Inventory form – continuation sheet (Scotland)
- IHTC4 Corrective Account/Inventory
- IHTC4(c) Corrective Account/Inventory continuation sheet
- ② IHTC4(S) To accompany Corrective Account/Inventory form C4 for confirmation or recording purposes in Scotland
- ② IHTC5(2006) Return of Estate Information(Where death occurred on or after 1st September 2006) (Scotland)
- ② IHTC5(OUK) Return of Estate Information (Domiciled outside UK) (Where death occurred on or after 1st September 2006) (Scotland)
- ② IHTC5(SE) Information about Small Estates (Where death occurred on or after 1st September 2006) (Scotland)
- 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
- IOV2 Instrument of Variation checklist

Inheritance Tax - ENHANCED FORMS

The following bespoke forms and schedules copy data and calculate across the forms and schedules and all of the required forms can be saved as one file. **These bespoke forms are not provided as part of the standard catalogue and must be specifically ordered.**

- ⊙ **IHT400+** **Inheritance Tax account IHT400**
- ⊙ **IHT400Calc+** **Inheritance Tax account IHT400 Calculation**

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

indicates bespoke form (certain conditions apply)

Self Assessment (Trusts and Estates)

◆ Maintenance does not apply to the SA900 range ☛ these forms require specific versions of Laserform

◆	<input type="checkbox"/>	SA900(2015)	Trust and Estate Tax Return (2015)
◆	<input type="checkbox"/>	SA901(2015)	Trust and Estate Trade (2015)
◆	<input type="checkbox"/>	SA901L(2015)	Lloyd's Underwriters: income from Membership of Lloyds (2015)
◆	<input type="checkbox"/>	SA902(2015)	Trust and Estate Partnership (2015)
◆	<input type="checkbox"/>	SA903(2015)	Trust and Estate UK Property (2015)
◆	<input type="checkbox"/>	SA904(2015)	Trust and Estate Foreign (2015)
◆	<input type="checkbox"/>	SA905(2015)	Trust and Estate Capital Gains (2015)
◆	<input type="checkbox"/>	SA906(2015)	Trust and Estate Non-residence (2015)
◆	<input type="checkbox"/>	SA907(2015)	Trust and Estate Charities (2015)
◆	<input type="checkbox"/>	SA923(2015)	Estate Pension Charges etc (2015)

Share Schemes

†	<input type="checkbox"/>	EIS1	Enterprise Investment Scheme Compliance Statement
†	<input type="checkbox"/>	JE430(1)	Joint Election under s430 ITEPA 2003 for outstanding restrictions to be ignored, by employer and single employee
†	<input type="checkbox"/>	JE430(2)	Joint Election under s430 ITEPA 2003 for outstanding restrictions to be ignored, by employer and multiple employees
†	<input type="checkbox"/>	JE431(1)	Joint Election under s431 ITEPA 2003 for full or partial disapplication of Chapter 2, by employer and single employee
†	<input type="checkbox"/>	JE431(2)	Joint Election under s431 ITEPA 2003 for full or partial disapplication of Chapter 2, by employer and multiple employees
†	<input type="checkbox"/>	SIPTD1	Share Incentive Plan (HMRC model trust deed)

Tax Tribunals

<input type="checkbox"/>	FTC1	Application for permission to appeal and notice of appeal from First-tier Tribunal
<input type="checkbox"/>	FTC2	Application for Costs or Expenses Upper Tribunal (Tax and Chancery Chamber)
<input type="checkbox"/>	FTC3	Reference notice (Financial Services) Upper Tribunal (Tax and Chancery Chamber)
<input type="checkbox"/>	TSTax1	Notice of Appeal (Appeal to the Tax Chamber of the First-tier Tribunal)
<input type="checkbox"/>	TSTax2	Application to the First-tier Tribunal for permission to appeal to the Upper Tribunal (First-tier Tribunal – Tax)
<input type="checkbox"/>	TSTax3	Application to close enquiry (First -tier Tribunal)

IMMIGRATION

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 (UT) Application for anonymity for an appeal in the Upper Tribunal (Immigration and Asylum)
- † 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, Asylum and Immigration (treatment of claimants etc.) Act 2004
- 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(HRO) Application for human rights claims, leave outside the rules and other routes not covered by other forms
- FLR(IR) Application for other routes under the Immigration Rules
- 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) 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 a 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(ENT) 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) Application for endorsement for Tier 1 (Exceptional Talent)
- 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 - General Visitor
- VAF2 Application Form VAF2 - Employment
- VAF4A Family Settlement Application, Personal details form
- VAF4AApd Financial requirement form VAF4A Appendix 2
- 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 Points Based System form VAF9 Appendix 4: TIER 1 (Graduate Entrepreneur) self-

- 4(GE) 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

INSOLVENCY (SCOTLAND)

INSOLVENCY– COMPANY VOLUNTARY ARRANGEMENTS

General

- ② 1.9(Scot) Documents to be Submitted to Court to Obtain Moratorium
- ② 1.10(Scot) Advertisement of coming into force or ending of moratorium (for Edinburgh Gazette and other advertising)

Notices

- ② 1.1(Scot) Notice to Registrar of Companies of Voluntary Arrangement Taking Effect
- ② 1.2(Scot) Notice to Registrar of Companies of Order of Revocation or Suspension of Voluntary Arrangement
- ② 1.3(Scot) Notice to Registrar of Companies of Supervisor's Abstract of Receipts and Payments
- ② 1.4(Scot) Notice to Registrar of Companies of Completion or Termination of Voluntary Arrangement
- ② 1.11(Scot) Notice to Registrar of Companies of Commencement of Moratorium
- ② 1.12(Scot) Notice to Registrar of Companies of Extension or Further extension or Renewal or Continuation of Moratorium
- ② 1.13(Scot) Notice to Court of Extension or Further Extension of Moratorium
- ② 1.14(Scot) Notice to Registrar of Companies of Ending of Moratorium
- ② 1.15(Scot) Nominee's Notice to Court of End of Moratorium
- ② 1.16(Scot) Notice to Registrar of Companies of Withdrawal of Nominee's Consent to Act
- ② 1.17(Scot) Notice to Court by Nominee of Withdrawal of Consent to Act
- ② 1.18(Scot) Notice to Registrar of Companies of Appointment of a Replacement Nominee
- ② 1.19(Scot) Notice to Court of Appointment of Replacement Nominee

Statements

- ② 1.5(Scot) Nominee's Statement of Opinion Pursuant to Paragraph 6(2) of Schedule A1 to the Insolvency Act 1986
- ② 1.6(Scot) Statement of Affairs
- ② 1.7(Scot) Statement of Eligibility for a Moratorium Pursuant to Paragraph 7(1)(R) of Schedule A1 to the Insolvency Act 1986
- ② 1.8(Scot) Statement of Consent to Act by Nominee

INSOLVENCY (SCOTLAND) – ADMINISTRATIVE PROCEDURE

General

- ② 2.20B(Scot) Administrator's Progress Report

Statements

- ② 2.1B(Scot) Statement of Proposed Administrator
- ② 2.13B(Scot) Statement of Affairs
- ② 2.14B(Scot) Statement of Concurrence
- ② 2.16B(Scot) Statement of Administrator's Proposals
- ② 2.17B(Scot) Statement of Administrator's Revised Proposals

Notices

- ② 2.2B(Scot) Notice of Petition for Administration Order
- ② 2.3B(Scot) Notice of Dismissal of Petition for Administration Order
- ② 2.4B(Scot) Notice of Intention to Appoint an Administrator by Holder of Qualifying Floating Charge (Rule 2.9)
- ② 2.5B(Scot) Notice of Appointment of an Administrator by Holder of Qualifying Floating Charge (Rule 2.10)
- ② 2.6B(Scot) Notice of Appointment of an Administrator by Holder of Qualifying Floating Charge (Rule 2.12)

- ☑ 2.7B(Scot) Notice of Intention to Appoint an Administrator by Company or Director(s)
- ☑ 2.8B(Scot) Notice of Appointment of an Administrator by Company or Director(s) (where a notice of intention to appoint has been issued)
- ☑ 2.9B(Scot) Notice of Appointment of an Administrator by Company or Director(s) (where a notice of intention to appoint has not been issued)
- ☑ 2.10B(Scot) Notification of appointment of administrator (for Edinburgh Gazette or other advertising)
- ☑ 2.11B(Scot) Notice of appointment of administrator (for Gazette or other advertising)
- ☑ 2.12B(Scot) Notice Requiring Submission of a Statement of Affairs
- ☑ 2.15B(Scot) Notice of Statement of Affairs
- ☑ 2.16BZ(Scot) Notice of deemed approval of proposals
-)
- ☑ 2.18B(Scot) Notice of result of Meeting of Creditors
- ☑ 2.19B(Scot) Notice of Order to Deal with Secured Property
- ☑ 2.21B(Scot) Notice of Automatic End of Administration
- ☑ 2.22B(Scot) Notice of Extension of Period of Administration
- ☑ 2.23B(Scot) Notice of End of Administration
- ☑ 2.24B(Scot) Notice of Court Order Ending Administration
- ☑ 2.25B(Scot) Notice of move from Administration to Creditors' Voluntary Liquidation
- ☑ 2.26B(Scot) Notice of move from Administration to Dissolution
- ☑ 2.27B(Scot) Notice to Registrar of Companies in Respect of Date of Dissolution
- ☑ 2.28B(Scot) Notice of Intention to Resign as Administrator
- ☑ 2.29B(Scot) Notice of Resignation by Administrator
- ☑ 2.30B(Scot) Notice of Vacation of Office by Administrator
- ☑ 2.31B(Scot) Notice of Appointment of Replacement/Additional Administrator
- ☑ 2.32B(Scot) Notice of Insufficient Property for distribution to unsecured creditors other than by virtue of s.176A(2)(a)

INSOLVENCY - ADMINISTRATIVE RECEIVERSHIP

Notices

- ☑ 1(Scot) Notice of Appointment of a Receiver by the Holder of a Floating Charge
- ☑ 2(Scot) Notice of Appointment of a Receiver by the Court
- ☑ 3(Scot) Notice of the Receiver ceasing to act or of his removal
- ☑ 3.4(Scot) Notice of Authorisation to Dispose of Secured Property
- ☑ 3.5(Scot) Notice of Receiver's Report

INSOLVENCY - COMPANIES WINDING UP

Declarations

- ☑ 4.25(Scot) Declaration of Solvency (Pursuant to section 89(3) of the Insolvency Act 1986)

Demands

- ☑ 4.1(Scot) Statutory Demand for Payment of Debt

Notices

- ☑ 4.2(Scot) Notice of Winding up Order
- ☑ 4.6(Scot) Notice of Liquidator's Statement of Receipts and Payments
- ☑ 4.9(Scot) Notice of Appointment of Liquidator
- ☑ 4.24(Scot) Notice of Certificate that Creditors Have Been Paid in Full
- ☑ 4.32(Scot) Notice to the Creditors of an Insolvent Company of the re-use of a Prohibited Name (Rule 4.80 of the Insolvency (Scotland) Rules 1986)

Statements

- ☑ 4.7(Scot) Statement of Claim by Creditor

INSOLVENCY (CROSS - BORDER)

Applications

- ② ML1 Recognition application (Cross-Border Insolvency Regulations 2006)
- ② ML4 Originating application (Cross-Border Insolvency Regulations 2006)
- ② ML5 Ordinary application (Cross-Border Insolvency Regulations 2006)

Affidavits

- ② ML6 Affidavit of service of application under the Cross-Border Insolvency Regulations 2006

Orders

- ② ML2 Recognition order (Cross-Border Insolvency Regulations 2006)

Statements

- ② ML3 Statement of subsequent information (Cross-Border Insolvency Regulations 2006)

Notices

- ② ML7 Notice to registrar of companies of order under the Cross- Border Insolvency Regulations 2006
- ② ML8 Notification of Order under the Cross- Border Insolvency Regulations 2006 (for newspaper and London or Edinburgh Gazette)

INTELLECTUAL PROPERTY

INTELLECTUAL PROPERTY OFFICE - DESIGN RIGHTS 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 as to validity or infringement
- 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
- 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
- TM24 Application to record or cancel a registrable transaction other than an assignment or licence
- 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 of registration
- TM36 Application to amend the regulations governing the use of a certification or collective mark
- TM50 Application to register a licensee

- TM51 Application to remove or amend the registration of a licensee

Fee Sheets

- † FS2 Fee sheet for: UK Designs, Patents, & Trade Marks forms and Patent Co-operation Treaty (PCT) forms
- FS3 Fee Sheet for: Handling OHIM Design and Trade Mark applications made through the Intellectual Property Office
- FS4 Fee sheet for: International Trade Mark applications made through the Intellectual Property Office

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 registration
- 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
- TM9 Request for an extension of time
- 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 applications or registrations
- TM25 Request to alter a registered mark
- TM31C Request for information about events in the progress of a trade mark
- TM31M Request for information in relation to an international trade mark (UK)
- TM31R Request for a Certified Copy
- TM53 Request to proceed to evidence rounds

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 agent or contact address
- TM33(P) Appointment or change of agent or contact address (For use in legal proceedings only)
- TM35 Filing of regulations governing the use of certification or collective marks

OHIM – COMMUNITY TRADE MARK AND DESIGNS FORMS

Applications

- OHIMD1 Application for Registered Community Design
- OHIMD2 Application for Registered Community Design (Continuation Sheet)
- OHIMD5 Application for a Declaration of Invalidity of a Registered Community Design
- OHIM2 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)
- OHIM4 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)
- OHIM14 Application for an inspection of file
- OHIMTM Application for a Community Trade Mark

- 1
OHIMTM Application for Conversion of an IR Designating the EC
- 2
OHIMTM Application for Conversion (Complete Form)
- 3
OHIMTM Application for a Declaration of Invalidity of a Community Trade Mark
- 5
OHIMTM Application for Revocation of a Community Trade Mark
- 14
OHIMEM Application for International Registration governed exclusively by the Madrid Protocol (MM2(E))

General

- OHIMD3 Representation / Specimen Sheet
- OHIMD4 Attachment Sheet
- OHIM3 Authorisation (General and Individual)
- OHIM8 Recordal Application
- OHIMTM Renewal of Community Trade Marks
- 12

Notices

- OHIM1 Notice of Appeal
- OHIMTM Notice of Opposition
- 4

LANDLORD AND TENANT (SCOTLAND)

Notices

- 🔗 AT1(L) Notice under section 17(2) of the Housing (Scotland) Act 1988 proposing terms of a statutory assured tenancy different from the terms of the former tenancy (for use by landlords only)
- 🔗 AT1(T) Notice under section 17(2) of the Housing (Scotland) Act 1988 proposing terms of a statutory assured tenancy different from the terms of the former tenancy (for use by tenants only)
- 🔗 AT2 Notice under section 24(1) of the Housing (Scotland) Act 1988 of an increase of rent under an assured tenancy

General

- 🔗 TIP(Sc) Tenant's Information Pack (Scotland)

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

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)
- LLCH03 Change of service address for a judicial factor (Scotland) of a Limited Liability Partnership (LLP)

Change of Name

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

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 - Member
- LLIN01(C2) LLIN01 continuation - Corporate Member

Liquidation

- LLLQ01 Notice of appointment of an administrative receiver, receiver or manager by a Limited Liability Partnership (LLP)
- LLLQ02 Notice of ceasing to act as an administrative receiver, receiver or manager by a Limited Liability Partnership (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 *to use digital submission for mortgage filing, ask about Laserform Hub*

- 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(C1) LLMR04 continuation - description of the instrument by which the charge is created or evidenced)
- LLMR04(C2) 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(C1) LLMR05 continuation - description of the instrument by which the charge is created or evidenced)
- LLMR05(C2) LLMR05 continuation - short particulars of the property or undertaking charged)
- LLMR05(C3) 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(C1) LLMR07 continuation - description of the instrument by which the charge is created or evidenced)
- LLMR07(C2) 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(C1) LLMR08 continuation – persons entitled to the charge)
- LLMR08(C2) LLMR08 continuation – nature of the charge)
- LLMR08(C3) LLMR08 continuation – short description of the property or undertaking charged)

- LLMR08(C4) 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(C1) LLMR09 continuation – names of trustees for the debenture holders
- LLMR09(C2) LLMR09 continuation – nature of the charge
- LLMR09(C3) LLMR09 continuation – short description of the property or undertaking charged
- LLMR09(C4) 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(C1) LLMR10 continuation – names of trustees for the debenture holders
- LLMR10(C2) LLMR10 continuation – nature of the charge
- LLMR10(C3) LLMR10 continuation – short description of the property or undertaking charged
- LLMR10(C4) LLMR10 continuation – obligations secured by the charge

Other Appointments

- LLAP03 Appointment of judicial factor (Scotland) to a Limited Liability Partnership (LLP)
- LLTM02 Termination of appointment of a judicial factor (Scotland) of a Limited Liability Partnership (LLP)

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
- ◆ HR26 Request for time to train
- ◆ HR26A Acceptance of request for time to train
- ◆ HR26B Refusal of request for time to train

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

SUPREME COURT

Applications

- SC002 Application form

Notices

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

TRIBUNALS (INCLUDING TRIBUNAL SERVICE)

Asylum and Immigration Tribunal

- † IAFT1 Notice of appeal to the First-tier Tribunal (Immigration and Asylum Chamber) (In country)
- † 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
- † 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 Fresh Claim 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)

Company Names Tribunal

- † CNA1 Application Form
- † 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

Employment Tribunal

- IT5 Notice of Appeal against Levy Assessment Industrial Training Act 1982
- IT19 Appeal to an Employment Tribunal on Health and Safety related matters
- EAT1 Notice of Appeal from decision of Employment Tribunal
- EAT3 Respondent's Answer to the Notice of Appeal
- EAT8 Appellant's reply to Cross Appeal

Gambling Appeals Tribunal

- † GAT1 Notice of Appeal
- † GAT2 Application for a fee exemption or remission
- † GAT3 Application for fee remission for a company
- † GAT5 Application for permission for leave to appeal to the High Court or the Court of Session

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