



**CFS
INTERNATIONAL
FORMATIONS LIMITED**

CFS International Formations Limited
43 Owston Road, Carcroft, Doncaster, DN6 8DA, England
Company Number: 4340028
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Date: 02 July 2011

To the Directors of **SAMPLE DOCUMENTS LIMITED**

Following your instructions, CFS International Formations Limited has incorporated your new company.

We have pleasure in sending, as file attachments, the legally required documentation. The documents are listed below.

1. Certificate of Incorporation.
2. Memorandum of Association.
3. Share Certificate(s).
4. Minutes of the First Meeting.
5. Full set of Statutory Registers.

Important Notice for Directors:

It is a requirement of the Companies Act 2006 that all UK Registered Companies maintain Minutes and Registers, such as those accompanying this letter.

All changes to the Company Directors, Secretaries or Members as well as other events must be recorded in these Registers.

It is the Directors personal responsibility to ensure that filings are made correctly and within the time constraints as laid down in the Companies Act. Failure to comply may constitute a criminal offence and result in proceedings against the Directors and Public Notices being issued against the Company. If you are unsure of your responsibilities please seek professional advice from your Financial Adviser. Any filings and Annual Returns can easily be made via the Secretarial Services on our web site.

All documentation produced has been compiled from information supplied by yourself, and as such, no responsibility for its accuracy can be attached to CFS International Formations Limited or its associates. It is ultimately the responsibility of the Company's Officers to ensure the accuracy of statutory records.

We wish you all the best and good luck with your new company.

CFS International Formations Limited

SAMPLE DOCUMENTS LIMITED

Minutes of the First Meeting

Date: 02 July 2010

Minutes of the First Meeting held at the Registered Office.

The following Officer(s) were present at the meeting:

Mr. SAMPLE

Officers and Subscribers:

The following having been appointed as Director(s) of the Company and accepted office accordingly:

Mr. SAMPLE

The following agreed to become members of the Company:

Mr. SAMPLE

Incorporation:

The chairperson reported that the Company had been incorporated and produced the following documents:

The Certificate of Incorporation

A copy of the Memorandum of Association

Registered Office:

It was noted that the Registered Office of the Company is located at:

1 Sample Street

Sample

SAM PLE

There being no further business the Meeting was closed.

Chairperson: SAMPLE

Date: 02 july 2011

Combined Register

For

SAMPLE DOCUMENTS LIMITED

Register of:

Directors

Directors Interests

Secretaries

Transfers

Mortgages and Charges

Debentures

Applications and Allotments

Share Certificates

Date of Incorporation: 02 July 2011

Company Number: 01234567

Registered in: England

Registered Office:

1 Sample Street

Sample

SAM PLE

SAMPLE DOCUMENTS LIMITED

Register of Directors

Company Number:	01234567
Entry Number:	1
Date of Appointment:	02 July 2011
Date of Resignation:	
Name:	SAMPLE
Previous Name:	SAMPLE
Address:	1 Sample Street Sample SAM PLE
Date of Birth:	02 July 2011
Occupation:	SAMPLE
Nationality:	SAMPLE
Remarks:	Appointed at Incorporation

SAMPLE DOCUMENTS LIMITED

Register of Transfers

Company Number:	01234567
Transfer Number:	
Date of Registration:	
Transferor	
Name:	
Number of Shares for which Certificate surrendered:	
Balance Certificate Number:	
Balance of Shares left:	
Sealing Register Reference:	
Transferee	
Name:	
Number of Shares Acquired:	
Price of Consideration:	
Share Certificate Number:	
Sealing Register Reference:	
Remarks:	

SAMPLE DOCUMENTS LIMITED

Register of Mortgages and Charges

Company Number:	01234567
Entry Number:	
Date of Entry:	
Name:	
Address:	
Date of Charge or Discharge:	
Amount of Charge:	
Description of Instrument or Charge:	
Description of Property Charged:	
Remarks:	