

SAMPLE DOCUMENTS LIMITED

The Directors

Date: 1 October 2007

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

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

1. Certificate of Incorporation.
2. Memorandum and Articles of Association.
3. Share Certificates.
4. Minutes of first meeting of Directors.
5. Full set of Statutory Registers.

Important Notice for Directors

It is a requirement of the Companies Act 1985 as amended by the 1989 and 2006 Act that all UK Registered Companies maintain Minutes and Registers, such as those attached with this note. All changes to the Companies Directors, Secretaries or Shareholdings 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

Note:

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 Companies Officers to ensure the accuracy of statutory records.

SAMPLE DOCUMENTS LIMITED

Minutes of the First Meeting

Date: 01 October 2007

Minutes of the First Meeting of the Board of Directors held on the above date at: -
1 Sample Street, Sample, SAM PLE

The following Officer(s) were present at the meeting:
SAMPLE COMPANY LTD
SAM PLE

Officers and Subscribers:

The following Officer(s), having been appointed as Director(s) of the Company pursuant to Section 10 of the Companies Act 1985 accepted office accordingly.
SAMPLE COMPANY LTD

The following Subscriber(s) agreed to subscribe to the share(s) as shown next to their name(s).
SAMPLE COMPANY LTD

The following Officer(s) having been appointed as first Secretary of the company pursuant to Section 10 of the Companies Act 1985 accepted office accordingly.
SAM PLE

Incorporation:

The chairman reported that the company had been incorporated. He produced:
The Certificate of Incorporation
A copy of the Memorandum and Articles of Association of the Company

Registered Office:

It was noted that the registered office of the Company is at: -
1 Sample Street, Sample, SAM PLE

There being no further business the Meeting was closed.

Chairman: SAMPLE COMPANY LTD
Date: 01 October 2007

Combined Register

For

SAMPLE DOCUMENTS LIMITED

**Register Of
Directors,
Secretaries,
Directors Interests,
Transfers,
Members and Shares,
Mortgages and Charges**

Date of Incorporation: 01 October 2007

Registered number: 01234567

Registered in: England and Wales

SAMPLE DOCUMENTS LIMITED

Register of Directors Interests

Company Registration Number	01234567
Entry Number	
Date of Appointment	
Date of Cessation	
Name	
Previous Names	
Address	
Date of Event	
Date of Notification	
Class of Share or Debenture	
Number of Shares acquired	
Number of Shares disposed	
Number of Shares in which Interested after the event	
Transfer Entry Number	
Price of Consideration	
Remarks	

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Register of Transfers

Company Registration Number	01234567
Transfer Number	
Date of Registration	
<u>Transferee</u>	
Name	
Number of Shares acquired	
Price of Consideration	
Share certificate Number	
Sealing Register Reference	
<u>Transferor</u>	
Name	
Number of Shares for which Certificate surrendered	
Balance certificate Number	
Balance of shares left	
Sealing Register Reference	
Remarks	

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Register of Mortgages and Charges

Company Registration 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	