

Checklist for linking a business

Details	Fill in here
Name of the company	
Company Incorporation Number	
<i>Details of directors and shareholders</i> Director/Shareholder 1 <ul style="list-style-type: none"> ✓ Name ✓ National I.D No./ Passport no. (in the case of a foreign director or shareholder) ✓ Postal address ✓ Email address ✓ Telephone number ✓ Occupation ✓ Nationality 	
Director/Shareholder 2 <ul style="list-style-type: none"> ✓ Name ✓ National I.D No./ Passport no. (in the case of a foreign director or shareholder) ✓ Postal address ✓ Email address ✓ Telephone number ✓ Occupation ✓ Nationality <p>{insert more Director/shareholders as necessary}</p>	
Director/Shareholder 3 <ul style="list-style-type: none"> ✓ Name ✓ National I.D No./ Passport no. (in the case of a foreign director or shareholder) ✓ Postal address ✓ Email address ✓ Telephone number ✓ Occupation ✓ Nationality 	

{insert more shareholders as necessary; in the case of a company as a shareholder instead of the I.D. write the Company Incorporation Number}	
Details of the registered office) <ul style="list-style-type: none"> ✓ Physical address of the company e.g., LR. No. /Plot No. ✓ Email address ✓ Telephone No. ✓ Building ✓ Location (County, District, Locality) ✓ Street /Road ✓ Postal address 	
Type of service required from Capita Registrars	
Any other comments	

E-citizen login details

Email Address or ID Number	
Password	

Client Details

Name	
Email	
Mobile phone Number	