

**Information about a shareholding in a private limited company and/or directorship**

**CLSMEANS 1C**

4 This form must be completed and signed by the **Company Accountant or the Accountant acting for the Company** and not by yourself or your partner. By partner, we mean the person you are married to or the person you live with as a couple.

4 **A separate form should be completed for each directorship or shareholding which you hold**

4 Please return the form with a copy of the **most recently completed company accounts**. We will accept a clear photocopy.

**Name of Applicant:** \_\_\_\_\_

**The name of the Company Director / Shareholder:** \_\_\_\_\_

**Reference number:** \_\_\_\_\_

**About the Company Accountant**

4 Information about the Company Accountant.

Name of firm of Accountants: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ Postcode: \_\_\_\_\_

Phone number: \_\_\_\_\_

Name of person completing this form: \_\_\_\_\_

Position in Firm: \_\_\_\_\_

**About the company**

4 Please give information about only one directorship or one company on this form.

1. What is the name and registered number of the company that the information on this form is about?

Name: \_\_\_\_\_

Registered Number: \_\_\_\_\_

2. What is the address of the registered office of the company?

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

3. What is the business address of the company, if different to the registered address?

\_\_\_\_\_

\_\_\_\_\_ Post Code: \_\_\_\_\_

## About the company continued

4. How long has the company been trading?

\_\_\_\_\_

5. Please give us a short description of what the company does:

\_\_\_\_\_

6. Please state below the names of all the directors of this company

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

(please continue in the additional information section on page 7 if necessary)

7. Please state how many employees the company has.

Number of employees \_\_\_\_\_

8. Has there been any change in directors in the past 12 months

No: please go to question 1 about the directorship below.

Yes: please provide details in the additional information section on page 7.

## About the directorship

1. When did the person named on the front of this form become a director of this company?

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

2. How much gross salary have they been paid as a director so far in the current tax year?

£ \_\_\_\_\_

3. Please state the number of the last pay-week or pay-month the director has been paid for:

pay-week no. \_\_\_\_\_ / pay-month no. \_\_\_\_\_

4. How much gross salary were they paid as a director in the last complete financial year?

£ \_\_\_\_\_

5. How much did they receive in bonuses and commission in the last financial year of the company?

4 Do not include any amounts already listed under salary.

£ \_\_\_\_\_

## About the directorship continued

6. What benefit in kind will they receive in the current tax year?

4 These are things like company cars, accommodation, payments for health insurance. Please tell us about each benefit in kind separately.

What is the benefit in kind?

What is its total taxable value?

\_\_\_\_\_ £ \_\_\_\_\_  
\_\_\_\_\_ £ \_\_\_\_\_  
\_\_\_\_\_ £ \_\_\_\_\_

4 Please submit a copy of the most recent P11D for this director to confirm the details of any Benefits in Kind made previously.

7. Is this director contracted out of the state pension scheme?

No  Yes

8. What percentage of gross pay does this director contribute to superannuation or company pension payments?

\_\_\_\_\_ %

9. Has the director loaned the company any money?

No: please go to question 10.

Yes: please tell us

What is the present balance of this loan(s)? £ \_\_\_\_\_

Please state how much has been loaned in each of the last 3 full year accounting periods starting with the most recent.

(1) \_\_\_\_\_ (2) \_\_\_\_\_ (3) \_\_\_\_\_

4 Please send documentary evidence of this loan detailing the terms of repayment including any interest.

10. Does the company have sufficient funds to repay the whole or part of this loan?

4 If repayment of this loan is possible, the answer is YES, even though repayment may not be intended.

No: please go to question 11.

Yes: please tell us

How much can be repaid in the next 12 months? £ \_\_\_\_\_

## About the directorship continued

11. Has any money been allocated to this director but left in the company?

No: please go to question 13.

Yes: please tell us

How much does the company owe them? £ \_\_\_\_\_

12. Does the company have sufficient funds to repay the whole or part of this money?

4 If repayment of this money is possible, the answer is YES, even though repayment may not be intended.

No: please go to question 13.

Yes: please tell us

How much can be repaid in the next 12 months? £ \_\_\_\_\_

13. Has the company loaned the director any money?

No: please go to the next section.

Yes: please tell us

How much has been loaned to the director? £ \_\_\_\_\_

How much has the director repaid in the last 12 months? £ \_\_\_\_\_

## About the company shares

In this section please read director to mean the person you are completing this form about.

1. How many shares are issued for this company in total? \_\_\_\_\_

2. Does this director or their spouse or partner have any shares in the company?

No: please go to question 5.

Yes: please answer all the questions in this section.

3. How many shares do they have?

Director \_\_\_\_\_

Spouse or Partner \_\_\_\_\_

## About the company shares continued

4. How much did they receive in dividends in the last financial year of the company?

Director \_\_\_\_\_

Spouse or Partner \_\_\_\_\_

5. Have there been any changes in the shareholding in this company in the last 12 months?

No: please go to question 6.

Yes: please provide full details in the additional information section on page 7.

6. Does this director or their spouse or partner control any of the voting shares of this company as well as the ones that they own?

No: please go to question 7.

Yes: please tell us

How many shares do they control?

Director \_\_\_\_\_

Spouse or Partner \_\_\_\_\_

7. Does this company hold shares in any other company?

No: please go to the next section.

Yes: please tell us

The name of the company whose shares are held	Total number of shares issued	The number of shares held	The number of shares this director/shareholder personally holds in this company	The number of shares their spouse or partner personally holds in this company
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

## About company property

1. Does this company own or own the lease of any property or land?

No: please go to the next section.

Yes: please tell us

The address

The current market value  
of the property or land

How much is owed for  
any charges against the  
land or property?

_____	£ _____	£ _____
_____	£ _____	£ _____

## About company accounts

1. Are there any finalised accounts available for this company?

No: when do you expect the accounts to be available? \_\_\_\_\_  
(please go to question 2)

Yes: please attach a copy of the **most recently completed accounts and associated notes to the accounts, auditor's report and directors' report** when you return this form.  
(please go to question 3)

2. Are there any draft accounts or management accounts available for this company?

No: when do you expect the accounts to be available? \_\_\_\_\_  
(please go to question 3)

Yes: please attach a copy of the **most recently completed accounts** when you return this form (please go to question 3)

3. Please tell us the company's profit after taxation (excluding losses carried forward from previous years) for the most recent trading year.

£ \_\_\_\_\_ for period ending \_\_\_\_\_

## Data Protection Act - access to personal data

The personal data provided by you will be processed in accordance with the principles of the Data Protection Act 1998 and for the purposes of the Legal Services Commission's functions under the Access to Justice Act 1999. You have the right to make a formal request in writing for access to personal data held about you to inspect it and have it corrected if it is wrong. The Legal Services Commission may receive information about you from certain third parties, or give information to them; these third parties include some government departments. However, we will not disclose information about you unless the law permits us to.

If false or inaccurate information is provided and fraud is identified, details will be passed to fraud prevention agencies to prevent fraud and money laundering. Further details explaining how the information held by fraud prevention agencies may be used can be found on the Legal Service Commission website: <http://www.legalservices.gov.uk/civil/forms.asp>

## Additional Information

1. Please tell us here about anything else to do with the company that you think we should know.

## Signature of Company Accountant

Please sign and date the form and return it to the Company Director named on page 1, together with a copy of the **most recent company accounts**, if they are available.

Signature: \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_