



Shareholder Agreement

WillPack

**Working in Partnership
With You**



(0845 305 4199
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+ Ground Floor Chamber Newland House
The Point Weaver Road Lincoln LN6 3QN

Shareholder Agreement – Instruction Form

To help us to structure your agreement correctly, please answer the following questions.
If you require help completing this form please email info@willpack.co.uk

1) What is the full name of the Company?

2) Please state the Company Incorporation Number:

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3) Please state the Date of Incorporation:

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Date

--	--

Month

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Year

(Please enclose a copy of your Certificate of Incorporation)

4) What is the full Registered Office address of the Company?

Postcode

5) What is the Accounting Reference Date for the Company?

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Date

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Month

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Year

6) What is the Company's Authorised Share Capital?

No. of shares

shares of

£ Enter value per share

each

(NB: If there are multiple share classes please detail on a separate sheet)

- 7) Please provide full names, addresses and current share allocation for all Shareholders below: (continue on a separate sheet if necessary)

Title:	
First Name:	
Last Name:	
No. of Shares:	
Address:	
Postcode:	

Title:	
First Name:	
Last Name:	
No. of Shares:	
Address:	
Postcode:	

Title:	
First Name:	
Last Name:	
No. of Shares:	
Address:	
Postcode:	

Title:	
First Name:	
Last Name:	
No. of Shares:	
Address:	
Postcode:	

- 8) Please provide the full name of the Company Secretary (if applicable):

- 9) Please provide full names of all Directors and their responsibilities:

- 10) Please provide the full name of the Appointed Chairman (if applicable)

- 11) Should the Chairman have a casting vote?

Yes: No:

12) Who are the Company's Accountants / Auditors?

Name: _____

Address: _____

_____ Postcode _____

13) Who are the Company's Bankers?

Name: _____

Address: _____

_____ Postcode _____

14) Do you require any specific cheque signing instructions (e.g. named signatories, cheque signing limits)?

Yes: No:

Please specify below

15) Please specify any amounts (or leave blank if not relevant) above which **all** shareholders must give approval before committing the Company in respect of:

a. Borrowing

£
£
£

b. Legal Proceedings

c. Capital Expenditure

Once completed this form should be returned to us along with copies of the Articles of Association, Memorandum of Association and a copy of the Certificate of Incorporation

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