

How to add a share class

To add a share class, go to **Company > Select a company**

My office Select all... **Company** Person Filing Documents Companies Hse Sign out

Select a company

COMPANIES HOUSE MAINTENANCE
) April to 9am on Wednesday 1 May. Some services will be unavailable while we complete essential maintenance. This will
 filings will be queued but should process again as soon as possible after 2am. (Posted 29/04/2024 14:35:26)

There will be disruption to our onl however only :
 Click to filter by staff and referenc

Show all companies
 Add a company
 SIC code reference

HOME - ACTION STATION -

Show more Show less Workflow Deadlines

Next 30 days, previous 30 days. 8/4/2024 to 7/6/2024. Suggestions from current workflow, deadlines, e-filing, change dates and strike off notices

CH Filing	Client	Partner	Staff	Practice ref1
Became aware 5 days ago that Companies House intend to strike off BETH'S COMPANY				The
Confirmation Statements				
A DEMO TEST COMPANY, Deadline for CS01 was 30th April which is 1 week overdue. A client checklist was produced on 29th April	ABC03	The	Tim	

Items saved as pending

Companies People E-filing Formations

Once you're on the company's homepage, go to **Company > Connections**

My office Select all... **Company** Person Filing Documents Companies Hse Sign out

Select (WilliamHSMITH)
 Show all companies
 Add a company

HOME COMPANY -

Details
Connections
 Quickstep
 Share Centre
 Register Centre
 History
 Datasheet
 Allocate to staff
 Compare with Companies Hous
 Archive company

Formations Det
 Company Select a person Filing Centre Check submissions Deadlines

Number	Client ref	Incorporated	Last CS01 review date	Next accounts due	Year end	Contact	Phone	Email	Registered Office	Notes
50000000		1 Jan 2024	31 Jan 2024	24 31 Jan 2025 (8 months)					31 renaissance square, w4 2dz, United Kingdom	

DIRECTOR OFFICERS

Share Centre Filing Centre E-filing

Edit Name Office held Appointed Phone Mobile Email Residential address

Companies People Details **Connections** Action Station Dividends Share Centre Filing Centre E-filing

Select the **Share Classes** tab, then click **Add a share class**:

Navigation tabs: Directors & Secretary, Current Shareholders, Share Allotments, Share Transfers, **Share Classes**, PSC Register, Register of Members, Dividend Distributions, Dividend Vouchers, Charges, Sealings Debentures

SHARE CLASSES

[Add a share class](#) [Print & export](#)

Edit this share class	Share class	Currency as symbol (e.g. £,\$)	Currency as GBP, USD etc.	Nominal value of each share	Limit on directors issuing new shares	Authorised Capital	Voting rights Yes/No	Voting and equity rights (Prescribed particulars)
	Ordinary	£	GBP	1.00			YES	Full voting and equity rights
	Ordinary b	£	GBP	0.10			YES	Full voting and equity rights

LEGAL PACKS FOR SHARE CLASS CHANGES

The built in Legal Pack Service is a complete and cost effective way to provide all the documentation surrounding changes and additions to share classes and related transactions. It includes all necessary checks, minutes, resolutions, article amendments and specific considerations. On Bright Cosec, your data is checked and updated while completed documents are put in your cloud library. The service is provided by leading corporate law specialists **FCLS Group**.

[Find out more](#)

[Ask a question about a change or addition](#)

If you intend to make additions or changes to share classes yourself, please be aware that each change **MUST** be supported with the correct documentation and in doing so you will protect your practice from legal claim if conflicts

Complete the relevant information then **Save**:

SHARE CLASS DETAIL

Share class:

Common types: [Ordinary](#) [Ordinary "A"](#) [Ordinary "B"](#) [Ordinary A](#) [Ordinary B](#) [Preference](#)

Nominal value:

Nominal value is simple £ & pence: This box should remain ticked unless the nominal value is less than 1p or the currency is not GBP. Note that Companies House has a limit of 6 decimal places for e-filing forms. If you require more than 6 decimal places you will need to post your forms.

Directors limit on issuing new shares:

Authorised share capital £:

Details

Please tick if this share class has voting rights

Voting and equity rights (Prescribed particulars):

Buttons: Save, Delete, Cancel

If the nominal value is less than 1p, and or the currency is not GBP please remember to untick the **‘Nominal value is simple £ & pence’** box, and complete the relevant fields The **‘Decimal places after separator’** field needs to be filled in accurately if the nominal value is less than 1p:

Once complete click **Save**. You should see the record on your **Share classes** list:

SHARE CLASSES								
Add a share class Print & export								
Edit this share class	Share class	Currency as symbol (e.g. £,\$)	Currency as GBP, USD etc.	Nominal value of each share	Limit on directors issuing new shares	Authorised Capital	Voting rights Yes/No	Voting and equity rights (Prescribed particulars)
	Ordinary	£	GBP	1.00			YES	Full voting and equity rights
	Ordinary b	£	GBP	0.10			YES	Full voting and equity rights
	Ordinary c	£	GBP	0.01			NO	No voting rights,