

Subdivision (include adding new share class first)

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

The screenshot shows the top navigation bar with options: My office, Select all..., Company, Person, Filing, Documents, Companies Hse, Sign out. A dropdown menu is open under 'Company', showing options: Select a company, Show all companies, Add a company, and SIC code reference. A notification banner reads: 'COMPANIES HOUSE MAINTENANCE' with details about service disruption on Wednesday 1 May. Below the menu is the 'HOME COMPANY - ACTION STATION' header. A table lists 'Next 30 days' actions, including 'Became aware 5 days ago that Companies House intend to strike off BETH'S COMPANY' and 'Confirmation Statements' for 'A DEMO TEST COMPANY'. A bottom navigation bar includes: Companies, People, E-filing, Formations.

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

The screenshot shows the top navigation bar with options: My office, Select all..., Company, Person, Filing, Documents, Companies Hse, Sign out. A dropdown menu is open under 'Company', showing options: Select (WilliamHSMITH), Show all companies, Add a company, Details, Connections, Quickstep, Share Centre, Register Centre, History, Datasheet, Allocate to staff, Compare with Companies House, and Archive company. The 'Connections' option is highlighted. Below the menu is the 'HOME COMPANY - CONNECTIONS' header. A table lists company details for '50000000', including 'Incorporated' (1 Jan 2024), 'Last CS01 review date' (31 Jan 2024), 'Next accounts due' (24 31 Jan 2025), and 'Registered Office' (31 renaissance square, w4 2dz, United Kingdom). A bottom navigation bar includes: 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 Cossec, 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	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,

Once you've added the share class, go to, **Company > Share Centre**:

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

Select (William.H.SMITH)
Show all companies

[Add a transaction](#) Add a company [Share class](#) [Show service addresses](#) [Set backdate](#) [Print & export](#)

Details
Connections
Quickstep

Edit	Transaction	Share class	Recipient	Recipient balance	Recipient's certificate no	Transferor (if applicable)	Transferor balance	Transferors balancing certificate no	Price or consideration
	Allotment	£1.00 Ordinary	William H SMITH	10	1				£10
	Allotment	£1.00 Ordinary	Oliver BONAS	2	3				£3
	Transfer	£1.00 Ordinary	Hyacinth TUNGSTEN	4	4	William H SMITH	3 6 !	5	£4
	Transfer	£1.00 Ordinary	Elizabeth RHODES	3	5	William H SMITH	3	6	£3

Register Centre
History
Datasheet
Allocate to staff
Compare with Companies House
Archive company

Current shareholders Add transaction Allotments Transfers Share certificates Filing Centre Cancel

Now select **Add a transaction**:

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

SHARE CENTRE - ALLOTMENTS AND TRANSFERS

[Add a transaction](#) [Group charts](#) [Choose a share class](#) [Show service addresses](#) [Set backdate](#) [Print & export](#)

Edit	Transaction	Share class	Reg entry no.	Date	Pending	Number of shares	Recipient	Recipient balance	Recipient's certificate no	Transferor (if applicable)	Transferor balance	Transferors balancing certificate no	Price or consideration
	Allotment	£1.00 Ordinary	1	1/1/2024		10	William H SMITH	10	1				£10
	Allotment	£1.00 Ordinary	3	3/5/2024		2	Oliver BONAS	2	3				£3
	Transfer	£1.00 Ordinary	1	3/5/2024		4	Hyacinth TUNGSTEN	4	4	William H SMITH	6	5	£4
	Transfer	£1.00 Ordinary	2	10/5/2024		3	Elizabeth RHODES	3	5	William H SMITH	3	6	£3

Current shareholders Add transaction Allotments Transfers Share certificates Filing Centre Cancel

Tick **Subdivision**, then select **Next**:

SUBDIVISION OVERVIEW

From

To

How many of the shares are involved? Only some of the shares are subdivided
 All of the shares are subdivided to the new class

Share class not present? [Add a share class](#)
 Exit and go to the [Share classes](#) page

LEGAL PACK AVAILABLE

For a subdivision you will require:

- A pack of back up documents
- Correctly worded Minutes, Notices and Resolutions to document the changes.
- In many cases an update to the Articles.
- Form SH02 for filing at Companies House.

The Legal Pack Service is a complete and cost effective solution built in to Bright Cossec. It provides all necessary checks, minutes, resolutions, article amendments and specific considerations. On Bright Cossec, 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](#).

Please note that simply filing an SH form at Companies House is not sufficient, has no legal bearing on the event itself and does not complete the task in any way.

Choose the share subclass you'll be subdividing **From** and **To**, using the tick box option to clarify if all or only some of the shares are subdivided, then click **Next**.

When you've completed all the relevant details, you will find the subdivision included in your Share transfers list (**Company > Connections > Share transfers**):

Directors & Secretary	Current Shareholders	Share Allotments	Share Transfers	Share Classes	PSC Register	Register of Members	Dividend Distributions	Dividend Vouchers	Charges, Sealings Debentures		
SHARE TRANSFERS											
Add a share transfer Choose a share class Show service addresses Set backdate Print & export											
Edit this share transfer	Share class	No.	Transfer date	Register entry date (if different)	Transferors name and residential address	Number transferred	Transferors balance remaining (if any)	Transferors balancing certificate no	Transferees name and residential address	Transferees certificate no	Price or consideration
	£0.10 Ordinary b	6	13/5/2024		Subdivision from £1.00 Ordinary	30	0		Hyacinth TUNGSTEN, 5 w6, United Kingdom	9	
	£1.00 Ordinary	5	13/5/2024		Hyacinth TUNGSTEN, 5 w6, United Kingdom	3	1	10	Subdivision to £0.10 Ordinary b		
	£0.10 Ordinary b	4	13/5/2024		Subdivision from £1.00 Ordinary	10	0		Oliver BONAS, 31 renaissance square, w4 2dz, United Kingdom	7	
	£1.00 Ordinary	3	13/5/2024		Oliver BONAS, 31 renaissance square, w4 2dz, United Kingdom	1	1	8	Subdivision to £0.10 Ordinary b		
	£1.00 Ordinary	2	10/5/2024		William H SMITH, 31 renaissance square, w4 2dz, United Kingdom	3	3	6	Elizabeth RHODES, 3 3, United Kingdom	5	£3
	£1.00 Ordinary	1	3/5/2024		William H SMITH, 31 renaissance square, w4 2dz, United Kingdom	4	6	5	Hyacinth TUNGSTEN, 5 w6, United Kingdom	4	£4
<input type="button" value="Company details"/> <input type="button" value="People"/> <input type="button" value="Cancel"/>											