Subdivision (include adding new share class first)

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

| | My office | Select all | Company | Person | Filing | Documents | Companies Hse | Sign out |
|----------|--|---------------------------|-------------------------------|-------------------------------------|----------------------|------------------------|---------------|---|
| | ere will be disruption t howe k to filter by staff and | ever only a I referenc | companies |) April to 9am filings will be o | queued but should pr | . Some services will b | | complete essential maintenance. This will osted 29/04/2024 14:35:26) |
| | | SI | | | Deadlines | | | |
| | days, previous 30 day s, efiling, change date | rs. 8/4/2024 to 7/6/20 | 24. Suggestions fron | | | ent Partner Staff | Practice ref1 | |
| Became | aware 5 days ago tha | t Companies House | intend to strike off Bl | TH'S COMPANY | | The | | |
| Confirm | ation Statements | | | | | | | |
| | TEST COMPANY. Dea was produced on 29 | | <u>Oth April which is 1 w</u> | eek overdue. A clie | AB | C03 The Tim | | |
| ltems sa | ved as pending | | | | | | | |
| | Companies | | | People | | E-filing | | Formations |

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

| | My office | Selec | t all | Company | Person | Filing | Documents | Companies Hse | Sign out | | | | |
|-----------|------------|--------------|-----------------------------|-------------------------------------|-------------|------------------------------|---------------------------|-------------------------|--------------------------|----------|--|--|--|
| | | | | Select (WilliamH Show all compa | | LIONE | | | | | | | |
| | | | | Add a company | | COMPAN | HOME OMPANY - | | | | | | |
| | | Formatic | ons <u>Det</u> | Details Connections | | pany Select a | a person Filing Centre | Check submissions | Deadlines | | | | |
| Number | Client ref | Incorporated | Last CS01 review date | Quickstep Share Centre | | Next accounts due | Year Contact Phone end | Email Registered Office | | Notes | | | |
| 50000000 | | 1 Jan 2024 | 31 Jan 2024 | Register Centre History | | 24 31 Jan 2025 (8 months) | i | 31 renaissance sq | uare, w4 2dz, United Kin | gdom | | | |
| | | | | Datasheet | | | | | | | | | |
| | | | | Allocate to staff Compare with C | | | FICERS | | | | | | |
| | | | | Archive compar | у | ons Show se | rvice addresses | | | | | | |
| Edit Name | | Offi | ce held 🛛 🥖 | Appointed | Phone Mobil | e Email | | Residential address | | | | | |
| Compani | es | People | De | etails 0 | Connections | Action Stati | on Dividends | Share Centre | Filing Centre | E-filing | | | |

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

| Directors Current Share Share Share Share Share Classes PSC Register of Divided Divided Divided Ocharges, Sealing & Secretary Share Share Share Classes Pick Register of Divided Divided Divided Ocharges, Sealing & Secretary Share | | | | | | | | | | | | | |
|--|---------------|-------------|--------------|---------|---|---|---|--|--|---|--|---|--------------------------------|
| Add a share class Print & export Edit is share Currency as Currency as Currency as Nominal issuing as Limit on directors as apple Authorised apple Yoting rights Voting and equity rights (Prescribed particulars) Image: Class Ordinary £ GBP 1.00 YES Full voting and equity rights Image: Class GBP 0.10 YES Full voting and equity rights Image: Class GBP 0.10 YES Full voting and equity rights Image: Class GBP 0.10 YES Full voting and equity rights Image: Class Structure GBP 0.10 YES Full voting and equity rights Image: Class Structure GBP 0.10 YES Full voting and equity rights Image: Class Structure GBP 0.10 YES Full voting and equity rights Image: Class Structure GBP 0.10 YES Full voting and equity rights Image: Class Structure GBP 0.10 YES Full voting and equity rights Image: Class Structure GBP 0.10 YES Full voting and equity rights | | | 5 | | т | | | - | | | | | Charges, Sealing Debentures |
| Edit this share class Share class Currency as GBP, USD etc. Nominal value of scales Limit on directors scales Authorised orights Voting rights Voting and equity rights (Prescribed particulars) Image: Class Ordinary £ GBP 1.00 YES Full voting and equity rights Image: Class Ordinary b £ GBP 0.10 YES Full voting and equity rights Image: Class Currency uspace GBP 0.10 YES Full voting and equity rights Image: Class Currency uspace GBP 0.10 YES Full voting and equity rights Image: Class Class GBP 0.10 YES Full voting and equity rights Image: Class Class GBP 0.10 YES Full voting and equity rights Image: Class Class GBP 0.10 YES Full voting and equity rights Image: Class Class GBP 0.10 YES Full voting and equity rights Image: Class GBP 0.10 YES Full voting and equity rights Image: Class GBP 0.10 YES Full voting and e | | | | | | | SH | ARE | CLASSES | | | | |
| Edit share Share class Currency as GBP, symbol Currency as GBP, share Nominal issuing share Voting Capital Voting rights Ye/No Voting and equity rights (Prescribed particulars) Image: Class of the cl | | | | | | | Add a sha | are clas | <u>s</u> <u>Print & e</u> | xport | | | |
| Ordinary b E GBP 0.10 YES Full voting and equity rights EGAL 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 provide by leading corporate law specialists <u>FCLS Group</u> . Find out more If you intend to make additions or changes to share classes yourself, please be aware that each change MUST be | this share | Share class | as symbol | as GBP, | value of each | directors issuing new | Canital | rights | Voting and eq | uity rights (Prescribe | d particulars) | | |
| IEGAL 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 <u>FCLS Group</u> . 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 | Ø | Ordinary | £ | GBP | 1.00 | | | YES | Full voting and | d equity rights | | | |
| 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 <u>FCLS Group</u> . 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 | 0 | Ordinary b | £ | GBP | 0.10 | | | YES | Full voting and | d equity rights | | | |
| | | | | ci | he built in hanges an rticle amer | Legal Pack d additions ndments ar are put in g | Service is a c s to share clas nd specific co your cloud lib | complet sses and onsidera brary. Tl | e and cost effec d related transa tions. On Brigh ne service is pro | ctive way to provide a loctions. It includes all t Cosec, your data is ovided by leading cor | necessary checks, mir checked and updated porate law specialists | nutes, resolutions, while completed FCLS Group. | |
| | | | | | | | | | | | | | |

Complete the relevant information then Save:

| | SHAR | E CLASS DETAIL | |
|--|------------------|---|-----------|
| Share class | Ordin | ary c | * |
| | Common t | ypes Ordinary. Ordinary "A" Ordinary "B" Ordinary A Ordinary B P | reference |
| Nominal value | 0.01 | | * |
| | Copy <u>1.00</u> | or please enter just the number with no commas | |
| Nominal value is simple £ & pence | Companies | x should remain ticked unless the nominal value is less than 1p or th 5 House has a limit of 6 decimal places for e-filing forms. If you requi st your forms. | |
| | | | |
| Directors limit on issuing new shares | | | |
| | | | |
| Authorised share capital \pounds | | | |
| | 💡 Details | i | |
| | 🗆 Please ti | ick if this share class has voting rights | |
| | No vo | ting rights, | |
| Voting and equity rights (Prescribed particulars) | | | * |
| Save | | Delete | Cancel |

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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:

| | | 0.0001 Copy 1_00 or phase enter just the number with no commas This box should remain ficked unless the nominal value is less than 1p or the currency is not GBP. Note that | | |
|-----------------|--|---|---|--------|
| £&p | pence n | 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. | | |
| Curre | ency symbol | € | 1 | |
| Curre | ency as 3 digits | EUR | · | |
| Curre | | IBP. FUR. USD etc ■ Left (eg £1) ○ Right (eg 10p) | | |
| | ency separator | | | |
| Decin separ | mal places after irator | 4 | ł | • |
| | | | | |
| | ctors limit on issuing shares | | | |
| Autho | orised share capital £ | | | |
| | | Details Please tick if this share class has voting rights | | |
| | | Full voting and equity rights | | |
| Votin (Presc | ng and equity rights scribed particulars) | | - | |
| Save | | Delete | | Cancel |

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) | | | | | |
| I | Ordinary | £ | GBP | 1.00 | | | YES | Full voting and equity rights | | | | | |
| 0 | Ordinary b | £ | GBP | 0.10 | | | YES | Full voting and equity rights | | | | | |
| O | 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 | Do | cuments | Companies H | se Sign ou | t | |
|-------------|--------------------------------|------------------|---|----------------------|----------------------|----------------------|-------------------------------|-------------------------------|-----------------------|--|---------------------------|
| | | Add a transactir | Select (William Show all comp Add a company | anies | ALLOTMEN | | TRANSFE | | <u>t & export</u> | | |
| Edit Transi | action | Share class | Details Connections Quickstep | | Recipient | Recipient balance | Recipient's certificate no | Transferor (if applicable) | Transferor balance | Transferors balancing certificate no | Price or consideration |
| 🖉 Allotr | nent | £1.00 Ordinary | Share Centre | * | William H SMITH | 10 | 1 | | | | £10 |
| / Allotm | nent | £1.00 Ordinary | Register Centre History | 2 | Oliver BONAS | 2 | 3 | | | | £3 |
| Transl | ifer | £1.00 Ordinary | Datasheet Allocate to staf | f | Hyacinth TUNGSTEN | 4 | 4 | William H SMITH | 3 6 (!) | 5 | £4 |
| 🖉 Transi | ifer | £1.00 Ordinary | Compare with Archive compa | Companies Hous ny | Elizabeth RHODES | 3 | 5 | William H SMITH | 3 | 6 | £3 |
| | nareholders elect Ac | Add transaction | Allotm | ients | Transfers | | Share certifica | ites | Filing Centr | e | Cancel |

| My office | Select all | Company | Person | Filing | Do | cuments | Companies H | se Sign ou | t | |
|---------------------|-----------------|--------------------------|-----------------------------|----------------------|----------------------|-------------------------------|-------------------------------|-----------------------|--|--------------------------|
| | | SHA | RE CENTRE - A | LLOTME | NTS AND | TRANSFE | RS | | | |
| | Add a transa | iction Group cl | arts <u>Choose a share</u> | class Show | service addr | esses <u>Set ba</u> | <u>ckdate</u> <u>Prin</u> | <u>t & export</u> | | |
| Edit Transaction | Share class | Reg entry Date no. | Pending Number of shares | Recipient | Recipient balance | Recipient's certificate no | Transferor (if applicable) | Transferor balance | Transferors balancing certificate no | Price or consideratio |
| Allotment | £1.00 Ordinary | 1 1/1/20 | 24 10 | William H SMITH | 10 | 1 | | | | £10 |
| Allotment | £1.00 Ordinary | 3 3/5/20 | 24 2 | Oliver BONAS | 2 | 3 | | | | £3 |
| Transfer | £1.00 Ordinary | 1 3/5/20 | 24 4 | Hyacinth TUNGSTEN | 4 | 4 | William H SMITH | 6 | 5 | £4 |
| Transfer | £1.00 Ordinary | 2 10/5/20 | 3 | Elizabeth RHODES | 3 | 5 | William H SMITH | 3 | 6 | £3 |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| | | | | | | | | | | |
| urrent shareholders | Add transaction | AI | otments | Transfers | | Share certifica | ites | Filing Centr | e | Cancel |
| | | | | | | | | | | |

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

| | : | SUBDIVISION OVERVIEW | |
|-----|------------|---|----|
| Fro | om [| £1.00 Ordinary | ~ |
| То | , | £0.10 Ordinary b | ~ |
| | | Only some of the shares are subdivided All of the shares are subdivided to the new class | |
| | | are class not present? <u>Add a share class</u> it and go to the <u>Share classes</u> page | |
| | L | LEGAL PACK AVAILABLE | |
| | For | r a subdivision you will require: | |
| | 0 | 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. | |
| | mir upo | e Legal Pack Service is a complete and cost effective solution built in to Bright Cosec. It provides all necessary check nutes, resolutions, article amendments and specific considerations. On Bright Cosec, your data is checked and dated while completed documents are put in your cloud library. The service is provided by leading corporate law calistist <u>FCLS Group</u> . | s, |
| | I | Find out more Ask a question about this filing | |
| | | ase note that simply filing an SH form at Companies House is not sufficient, has no legal bearing on the event itself I does not complete the task in any way. | |
| | Next | Back Cance | 1 |

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**):

| | | | olders | Allotments | Tr | ransfers | Classes | Registe | er | Members | Distributions Vo | ouchers | [| Debentures |
|-----------------------------------|---------------------|-----|---------------|--|---------------------|--------------------------------|---------------|-----------------------|-----------|---|---|---------|----------------------------------|------------------------|
| | | | | | | | SHARE | TRANSF | ERS | | | | | |
| | | | A | Add a share t | ransfer | <u>Choose a s</u> | hare class | Show service | addresses | <u>Set backdat</u> | e Print & export | | | |
| Edit this share transfer | Share class | No. | Transfer date | Register entry date (if different) | Transfer address | ors name an | d residential | Number transferred | balance | s Transferors balancing certificate no | Transferees name and reside address | ential | Transferees certificate no | Price or considerat |
| | E0.10 Ordinary b | 6 | 13/5/2024 | | Subdivisi | ion from £1.0 | 0 Ordinary | 30 | 0 | | Hyacinth TUNGSTEN, 5 w6, U Kingdom | Jnited | 9 | |
| | E1.00 Ordinary | 5 | 13/5/2024 | | Hyacinth Kingdom | | 5 w6, United | 3 | 1 | 10 | Subdivision to £0.10 Ordinar | уb | | |
| | E0.10 Ordinary b | 4 | 13/5/2024 | | Subdivisi | ion from £1.0 | 0 Ordinary | 10 | 0 | | Oliver BONAS, 31 renaissand square, w4 2dz, United Kingo | | 7 | |
| | E1.00 Ordinary | 3 | 13/5/2024 | | | ONAS, 31 ren w4 2dz, Unite | | 1 | 1 | 8 | Subdivision to £0.10 Ordinar | y b | | |
| | E1.00 Ordinary | 2 | 10/5/2024 | | | H SMITH, 31 r w4 2dz, Unite | | 3 | 3 | 6 | Elizabeth RHODES, 3 3, Unite Kingdom | ed | 5 | £3 |
| | E1.00 Ordinary | 1 | 3/5/2024 | | | H SMITH, 31 r w4 2dz, Unite | | 4 | 6 | 5 | Hyacinth TUNGSTEN, 5 w6, U Kingdom | Jnited | 4 | £4 |
| _ | | | y details | | | _ | | People | | | | Cance | | |

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