



## PERSONAL INFORMATION

First Name:	<input type="text"/>	Surname:	<input type="text"/>
Home Address:	<input type="text"/>		
Mobile Phone #:	<input type="text"/>	Home Phone #:	<input type="text"/>
Email:	<input type="text"/>	If Non EU Citizen please state visa type:	<input type="text"/>
Nationality:	<input type="text"/>		
Date of Birth:	<input type="text"/>		
PPS Number:	<input type="text"/>		
Marital Status:	Single (✓) <input type="checkbox"/>	Married (✓) <input type="checkbox"/>	
If Married: Spouse Name:	<input type="text"/>	Spouse PPS Number#:	<input type="text"/>

## CONTRACT INFORMATION

Please insert the details of the recruitment agency or company that is handling your contract.

Agency/Company Name:	<input type="text"/>	Agency/Company Contact:	<input type="text"/>
Agency/Company Phone#:	<input type="text"/>		
Agency/Company Email:	<input type="text"/>		
Name & Address of place of work:	<input type="text"/>		
Occupation:	<input type="text"/>	Rate of Pay (per day / hour):	€ <input type="text"/>
Contract Start Date:	<input type="text"/>	Contract End Date:	<input type="text"/>
		Pay Period:	<input type="checkbox"/> Weekly <input type="checkbox"/> Fortnightly <input type="checkbox"/> Monthly

## COMPANY TYPE

Private Limited Company by Shares (multi-member) <input type="checkbox"/>	Private Limited Company by Shares (single-member) <input type="checkbox"/>
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## DETAILS OF NEW COMPANY

1st Choice Company Name:	<input type="text"/>
2nd Choice Company Name:	<input type="text"/>
Registered Office Address:	<input type="text"/>
Brief Description of Company Objectives/Activities:	<input type="text"/>

## DIRECTORS DETAILS (MINIMUM 2 DIRECTORS)

### 1st Director

Name:

Address:

Occupation:

Date Of Birth:

PPS Number:

Other Directorships:

Nationality:

### 2nd Director

Name:

Address:

Occupation:

Date Of Birth:

PPS Number:

Other Directorships:

Nationality:

## COMPANY SECRETARY

Name:

Directorships:

Date Of Birth:

Address:

## ISSUED SHARE CAPITAL

Our suggested Share Capital structure is 100 issued shares at €1 each. Please advise if you wish to change the share structure.

Number of Issued Shares:

## SHAREHOLDERS (AT LEAST ONE IS REQUIRED - CAN BE INDIVIDUAL(S) OR CORPORATE BODY)

### 1st Shareholder

Name:

Address:

Number of Shares:

### 2nd Shareholder

Name:

Address:

Number of Shares:

## REQUIRED DOCUMENTATION CHECKLIST

Copy of Photo ID for both Directors (Passport OR Driving Licence)

Proof of Address for both Directors  
(Copy of Utility Bill OR Lease OR Official Correspondence)

P45 (if worked this year):

For Non EU Citizens, copy of work permit/visa  
(Please note Stamp 4 visa is the minimum requirement)

Please submit all documentation  
via email to [info@iconaccounting.ie](mailto:info@iconaccounting.ie)

or via post to  
**Icon Accounting, Columba House,  
Airside, Swords, Co. Dublin, Ireland**  
This documentation must be submitted  
in order for company formation to begin