

# SE CV01

## Conversion of Societas Europaea (SE) to a Public Limited Company (PLC)



**A fee is payable with this form.**  
Please see 'How to pay' on the last page.

**What this form is for**  
You may use this form to convert an existing SE to a PLC.

**What this form is NOT for**  
You cannot use this form to convert a PLC to an SE.

For further information, please refer to our guidance at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

### Part 1 SE details

#### A1 Details of converting SE

SE number	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Full name of converting SE	<input type="text"/>							

**→ Filling in this form**  
Please complete in typescript or in bold black capitals.  
  
All fields are mandatory unless specified or indicated by \*

#### A2 Proposed name

	Please show the proposed company name below.							
Proposed PLC name in full <sup>1</sup>	<input type="text"/>							
For official use	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

**1 Duplicate names**  
Duplicate names are not permitted. A list of registered names can be found on our website. There are various rules that may affect your choice of name. More information is available at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

#### A3 Company name restrictions <sup>2</sup>

Please tick the box only if the proposed company name contains sensitive or restricted words or expressions that require you to seek comments of a government department or other specified body.

I confirm that the proposed company name contains sensitive or restricted words or expressions and that approval, where appropriate, has been sought of a government department or other specified body and I attach a copy of their response.

**2 Company name restrictions**  
A list of sensitive or restricted words or expressions that require consent can be found in guidance available on our website: [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

#### A4 Situation of registered office <sup>3</sup>

Please tick the appropriate box below that describes the situation of the proposed registered office (only one box must be ticked):

England and Wales  
 Wales  
 Scotland  
 Northern Ireland

**3 Registered office**  
Every company must have a registered office and this is the address to which the Registrar will send correspondence.  
  
For England and Wales companies, the address must be in England and Wales.  
  
For Welsh, Scottish or Northern Ireland companies, the address must be in Wales, Scotland or Northern Ireland respectively.

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**A5**

## Proposed registered office address in the UK <sup>①</sup>

Building name/number											
Street											
Post town											
County/Region											
Postcode	<table border="1"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										

### <sup>①</sup> Registered office address

You must ensure that the address shown in this section is consistent with the situation indicated in Section A4.

You must provide an address in England or Wales for companies to be registered in England or Wales.

You must provide an address in Wales, Scotland or Northern Ireland for companies to be registered in Wales, Scotland or Northern Ireland respectively.

**A6**

## Attachments

Please tick the boxes below to confirm that **all** the following documents have been attached to this form.

Document description	Number of pages
<input type="checkbox"/> Report by management or administrative organ of the SE converting to PLC in accordance with Article 66(3) of Council Regulation (EC) No 2157/2001.	
<input type="checkbox"/> Copy of certificate(s) of expert(s) in accordance with Article 66(5) of Council Regulation (EC) No 2157/2001.	
<input type="checkbox"/> Articles of proposed PLC.	
<input type="checkbox"/> Copy of Resolution approving conversion of SE to PLC in accordance with Article 66(6) of Council Regulation (EC) No 2157/2001.	

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## Part 2

## Officer details

Public companies are required to appoint at least one secretary and must appoint at least two directors, one of which must be an individual.

For a secretary who is an individual, go to **Section B1**; for a corporate secretary, go to **Section C1**; for a director who is an individual, go to **Section D1**; and for a corporate director, go to **Section E1**.

Please use a continuation page if you need to enter more details.

### Secretary

#### B1

### Secretary appointments<sup>①</sup>

Please use this section to list all the secretary appointments. For a corporate secretary, complete **Sections C1-C5**.

Title *	
Full forename(s)	
Surname	
Former name(s) <sup>②</sup>	

#### ① Corporate appointments

For corporate secretary appointments, please complete Sections C1-C5 instead of Section B.

#### Additional appointments

If you wish to appoint more than one secretary, please use the 'Secretary appointments' continuation page.

#### ② Former name(s)

Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.

#### B2

### Secretary's service address<sup>③</sup>

Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

#### ③ Service address

This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of secretaries as the company's registered office.

If you provide your residential address here it will appear on the public record.

#### B3

### Signature<sup>④</sup>

I consent to act as secretary of the proposed PLC named in **Section A2**.

Signature	Signature X	X
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#### ④ Signature

The person named above consents to act as secretary of the proposed PLC.

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## Conversion of Societas Europaea (SE) to a Public Limited Company (PLC)

**C1**

### Corporate secretary appointments<sup>①</sup>

Please use this section to list all the corporate secretary appointments.

Name of corporate body or firm

Building name/number<sup>②</sup>

Street

Post town

County/Region

Postcode

Country

#### ① Additional appointments

If you wish to appoint more than one corporate secretary, please use the 'Corporate secretary appointments' continuation page.

#### ② Registered or principal address

This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO Box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number.

**C2**

### Location of the registry of the corporate body or firm

Is the corporate secretary registered within the European Economic Area (EEA)?

→ Yes Complete **Section C3** only

→ No Complete **Section C4** only

**C3**

### EEA companies<sup>③</sup>

Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.

Where the company/firm is registered<sup>④</sup>

Registration number

#### ③ EEA

A full list of countries of the EEA can be found in our guidance: [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)

④ This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).

**C4**

### Non-EEA companies

Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.

Legal form of the corporate body or firm

Governing law

If applicable, where the company/firm is registered<sup>⑤</sup>

If applicable, the registration number

#### ⑤ Non-EEA

Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.

**C5**

### Signature<sup>⑥</sup>

I consent to act as secretary of the proposed PLC named in **Section A2**.

Signature

Signature

X

X

#### ⑥ Signature

The person named above consents to act as corporate secretary of the proposed PLC.

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## Director

<b>D1</b>	<b>Director appointments<sup>①</sup></b>	
	Please use this section to list all the director appointments. For a corporate director, complete <b>Sections E1-E5</b> .	
Title *		<b>① Appointments</b> Public companies must appoint at least two directors, one of which must be an individual. <b>② Former name(s)</b> Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes. <b>③ Country/State of residence</b> This is in respect of your usual residential address as stated in Section D4. <b>④ Business occupation</b> If you have a business occupation, please enter here. If you do not, please leave blank. <b>Additional appointments</b> If you wish to appoint more directors, please use the 'Director appointments' continuation page.
Full forename(s)		
Surname		
Former name(s) <sup>②</sup>		
Country/State of residence <sup>③</sup>		
Nationality		
Date of birth	d   d   m   m   y   y   y   y	
Business occupation (if any) <sup>④</sup>		

<b>D2</b>	<b>Director's service address<sup>⑤</sup></b>	
	Please complete the service address below. You must also fill in the director's usual residential address in <b>Section D4</b> .	
Building name/number		<b>⑤ Service address</b> This is the address that will appear on the public record. This does not have to be your usual residential address.  Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as 'The Company's Registered Office'.  If you provide your residential address here it will appear on the public record.
Street		
Post town		
County/Region		
Postcode		
Country		

<b>D3</b>	<b>Signature<sup>⑥</sup></b>	
	I consent to act as director of the proposed PLC named in <b>Section A2</b> .	
Signature	Signature X	X

**This page is not shown on the public record**



**Do not cover this barcode**

D4

### Director's usual residential address <sup>①</sup>

	Please complete your usual residential address below.						
Building name/number							
Street							
Post town							
County/Region							
Postcode							
Country							

#### ① New director's usual residential address

Please state 'Same as service address' in this section if your usual residential address is recorded in the company's proposed register of director's residential addresses as 'Same as the service address'.

This does not apply if your service address has been stated in Section D2 as 'The Company's Registered Office'.

This cannot be a PO Box, DX or LP (Legal Post in Scotland) number.

Section 243 of  
Companies Act 2006

### Section 243 exemption <sup>②</sup>

Only tick the box below if you are in the process of applying for, or have been granted, exemption by the Registrar from disclosing your usual residential address to credit reference agencies under section 243 of the Companies Act 2006.

#### Different postal address:

If you are applying for, or have been granted, a section 243 exemption, please post this whole form to the different postal address below:  
The Registrar of Companies, PO Box 4082, Cardiff, CF14 3WE.

Where you are applying for a section 243 exemption with this notice, the application and this form must be posted together.

② If you are currently in the process of applying for, or have been granted, a section 243 exemption, you may wish to check you have not entered your usual residential address in Section D2 as this will appear on the public record.

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## Director

**D1**

### Director appointments<sup>①</sup>

Please use this section to list all the director appointments. For a corporate director, complete **Sections E1-E5**.

Title *	
Full forename(s)	
Surname	
Former name(s) <sup>②</sup>	
Country/State of residence <sup>③</sup>	
Nationality	
Date of birth	d   d   m   m   y   y   y   y
Business occupation (if any) <sup>④</sup>	

#### ① Appointments

Public companies must appoint at least two directors, one of which must be an individual.

#### ② Former name(s)

Please provide any previous names which have been used for business purposes in the last 20 years. Married women do not need to give former names unless previously used for business purposes.

#### ③ Country/State of residence

This is in respect of your usual residential address as stated in Section D4.

#### ④ Business occupation

If you have a business occupation, please enter here. If you do not, please leave blank.

#### Additional appointments

If you wish to appoint more directors, please use the 'Director appointments' continuation page.

**D2**

### Director's service address<sup>⑤</sup>

Please complete the service address below. You must also fill in the director's usual residential address in **Section D4**.

Building name/number	
Street	
Post town	
County/Region	
Postcode	
Country	

#### ⑤ Service address

This is the address that will appear on the public record. This does not have to be your usual residential address.

Please state 'The Company's Registered Office' if your service address will be recorded in the proposed company's register of directors as 'The Company's Registered Office'.

If you provide your residential address here it will appear on the public record.

**D3**

### Signature<sup>⑥</sup>

I consent to act as director of the proposed PLC named in **Section A2**.

Signature	Signature X
-----------	----------------

#### ⑥ Signature

The person named above consents to act as director of the proposed PLC.

**This page is not shown on the public record**



Do not cover this barcode

D4

### Director's usual residential address <sup>①</sup>

	Please complete your usual residential address below.						
Building name/number							
Street							
Post town							
County/Region							
Postcode							
Country							

#### ① New director's usual residential address

Please state 'Same as service address' in this section if your usual residential address is recorded in the company's proposed register of director's residential addresses as 'Same as the service address'.

This does not apply if your service address has been stated in Section D2 as 'The Company's Registered Office'.

This cannot be a PO Box, DX or LP (Legal Post in Scotland) number.

Section 243 of  
Companies Act 2006

### Section 243 exemption <sup>②</sup>

Only tick the box below if you are in the process of applying for, or have been granted, exemption by the Registrar from disclosing your usual residential address to credit reference agencies under section 243 of the Companies Act 2006.

#### Different postal address:

If you are applying for, or have been granted, a section 243 exemption, please post this whole form to the different postal address below:  
The Registrar of Companies, PO Box 4082, Cardiff, CF14 3WE.

Where you are applying for a section 243 exemption with this notice, the application and this form must be posted together.

② If you are currently in the process of applying for, or have been granted, a section 243 exemption, you may wish to check you have not entered your usual residential address in Section D2 as this will appear on the public record.

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## Corporate director

<b>E1</b>	<b>Corporate director appointments <sup>①</sup></b>	
	Please use this section to list all the corporate director appointments.	
Name of corporate body or firm		<b>① Additional appointments</b> If you wish to appoint more than one corporate director, please use the 'Corporate director appointments' continuation page.  <b>② Registered or principal address</b> This is the address that will appear on the public record. This address must be a physical location for the delivery of documents. It cannot be a PO Box number (unless contained within a full address), DX number or LP (Legal Post in Scotland) number.
Building name/number <sup>②</sup>		
Street		
Post town		
County/Region		
Postcode		
Country		
<b>E2</b>	<b>Location of the registry of the corporate body or firm</b>	
	Is the corporate director registered within the European Economic Area (EEA)? → <b>Yes</b> Complete <b>Section E3 only</b> → <b>No</b> Complete <b>Section E4 only</b>	
<b>E3</b>	<b>EEA companies <sup>③</sup></b>	
	Please give details of the register where the company file is kept (including the relevant state) and the registration number in that register.	<b>③ EEA</b> A full list of countries of the EEA can be found in our guidance: <a href="http://www.companieshouse.gov.uk">www.companieshouse.gov.uk</a>  <b>④</b> This is the register mentioned in Article 3 of the First Company Law Directive (68/151/EEC).
Where the company/firm is registered <sup>④</sup>		
Registration number		
<b>E4</b>	<b>Non-EEA companies</b>	
	Please give details of the legal form of the corporate body or firm and the law by which it is governed. If applicable, please also give details of the register in which it is entered (including the state) and its registration number in that register.	<b>⑤ Non-EEA</b> Where you have provided details of the register (including state) where the company or firm is registered, you must also provide its number in that register.
Legal form of the corporate body or firm		
Governing law		
If applicable, where the company/firm is registered <sup>⑤</sup>		
If applicable, the registration number		
<b>E5</b>	<b>Signature <sup>⑥</sup></b>	
	I consent to act as director of the proposed PLC named in <b>Section A2</b> .	<b>⑥ Signature</b> The person named above consents to act as corporate director of the proposed PLC.
Signature	Signature <b>X</b>	

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## Part 3 Statement of capital

### F1 Share capital in Pound Sterling (£)

Please complete the table below to show each class of shares held in pound sterling.  
If all your issued capital is in sterling, only complete **Section F1** and then go to **Section F4**.

Class of shares (E.g. Ordinary/Preference etc.)	Amount paid up on each share ❶	Amount (if any) unpaid on each share ❶	Number of shares ❷	Aggregate nominal value ❸
				£
				£
				£
				£
<b>Totals</b>				£

### F2 Share capital in other currencies

Please complete the table below to show any class of shares held in other currencies.  
Please complete a separate table for each currency.

Currency	Class of shares (E.g. Ordinary/Preference etc.)	Amount paid up on each share ❶	Amount (if any) unpaid on each share ❶	Number of shares ❷	Aggregate nominal value ❸
<b>Totals</b>					

Currency	Class of shares (E.g. Ordinary/Preference etc.)	Amount paid up on each share ❶	Amount (if any) unpaid on each share ❶	Number of shares ❷	Aggregate nominal value ❸
<b>Totals</b>					

### F3 Totals

Please give the total number of shares and total aggregate nominal value of issued share capital.

Total number of shares

Total aggregate ❹  
nominal value

❹ **Total aggregate nominal value.**  
Please list total aggregate values in  
different currencies separately.  
For example: £100 + €100 + \$10 etc.

❶ Including both the nominal value and any  
share premium.

❷ Total number of issued shares in this class.

❸ Number of shares issued multiplied by  
nominal value of each share.

#### Continuation pages

Please use a Statement of Capital continuation  
page if necessary.

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**F4**

## Prescribed particulars of rights attached to shares

Class of share

Prescribed particulars

①

**① Prescribed particulars of rights attached to shares**

The particulars are:

- a. particulars of any voting rights, including rights that arise only in certain circumstances;
- b. particulars of any rights, as respects dividends, to participate in a distribution;
- c. particulars of any rights, as respects capital, to participate in a distribution (including on winding up); and
- d. whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares.

A separate table must be used for each class of share..

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**F4**

## Prescribed particulars of rights attached to shares

Class of share

Prescribed particulars

①

**① Prescribed particulars of rights attached to shares**

The particulars are:

- a. particulars of any voting rights, including rights that arise only in certain circumstances;
- b. particulars of any rights, as respects dividends, to participate in a distribution;
- c. particulars of any rights, as respects capital, to participate in a distribution (including on winding up); and
- d. whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares.

A separate table must be used for each class of share..

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**F4**

## Prescribed particulars of rights attached to shares

Class of share

Prescribed particulars

①

**① Prescribed particulars of rights attached to shares**

The particulars are:

- a. particulars of any voting rights, including rights that arise only in certain circumstances;
- b. particulars of any rights, as respects dividends, to participate in a distribution;
- c. particulars of any rights, as respects capital, to participate in a distribution (including on winding up); and
- d. whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares.

A separate table must be used for each class of share..

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Class of share		
Prescribed particulars ❶		<p>❶ <b>Prescribed particulars of rights attached to shares</b> The particulars are:</p> <ul style="list-style-type: none"><li>a. particulars of any voting rights, including rights that arise only in certain circumstances;</li><li>b. particulars of any rights, as respects dividends, to participate in a distribution;</li><li>c. particulars of any rights, as respects capital, to participate in a distribution (including on winding up); and</li><li>d. whether the shares are to be redeemed or are liable to be redeemed at the option of the company or the shareholder and any terms or conditions relating to redemption of these shares.</li></ul> <p>A separate table must be used for each class of share.</p> <p><b>Continuation pages</b> Please use a 'Prescribed particulars of rights attached to shares' continuation page if necessary.</p>

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## Conversion of Societas Europaea (SE) to a Public Limited Company (PLC)

### Part 4 Member's declaration

Member name	I, of  being a Member of the management or administrative organ of the SE named in <b>Part 1</b> confirm that: 1. The SE mentioned in <b>Part 1</b> was first registered on	<b>1</b> This must be signed by a member of the management or administrative organ of the SE named in Part 1.								
Registration date	<table border="1"><tr><td>d</td><td>d</td><td>m</td><td>m</td><td>y</td><td>y</td><td>y</td><td>y</td></tr></table> and that no decision on conversion was taken before two years had elapsed since its registration or before the first two sets of annual accounts had been approved; 2. In accordance with Article 66(3) of Council Regulation (EC) No 2157/2001 (the 'Regulation') the draft terms of conversion were drawn up by the management or administrative organ of the SE named in <b>Part 1</b> and were publicised in accordance with the Regulation and to Regulation 85 of The European Public Limited-Liability Company Regulations 2004; 3. In accordance with Article 66(3) of the Regulation, a report (copy attached to this form) was drawn up by the management or administrative organ of the SE named in <b>Part 1</b> on		d	d	m	m	y	y	y	y
d	d		m	m	y	y	y	y		
Drawn up date	<table border="1"><tr><td>d</td><td>d</td><td>m</td><td>m</td><td>y</td><td>y</td><td>y</td><td>y</td></tr></table> 4. In accordance with Article 66(5) of the Regulation, an independent expert(s) prepared a certificate (copy(ies) attached to this form) dated		d	d	m	m	y	y	y	y
d	d		m	m	y	y	y	y		
Certificate date	<table border="1"><tr><td>d</td><td>d</td><td>m</td><td>m</td><td>y</td><td>y</td><td>y</td><td>y</td></tr></table> 5. The general meeting approved the Articles of Association and draft terms of the conversion on		d	d	m	m	y	y	y	y
d	d		m	m	y	y	y	y		
Approval date	<table border="1"><tr><td>d</td><td>d</td><td>m</td><td>m</td><td>y</td><td>y</td><td>y</td><td>y</td></tr></table> (copy(ies) of resolution and Articles of Association are attached to this form); and 6. The information given in this form is correct.	d	d	m	m	y	y	y	y	
d	d	m	m	y	y	y	y			
Signature <b>1</b>	Signature <b>X</b>	<b>X</b>								
Date	<table border="1"><tr><td>d</td><td>d</td><td>m</td><td>m</td><td>y</td><td>y</td><td>y</td><td>y</td></tr></table>	d	d	m	m	y	y	y	y	
d	d	m	m	y	y	y	y			

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### Presenter information

You do not have to give any contact information, but if you do it will help Companies House if there is a query on the form. The contact information you give will be visible to searchers of the public record.

Contact name

Company name

Address

Post town

County/Region

Postcode

Country

DX

Telephone



### Checklist

**We may return forms completed incorrectly or with information missing.**

**Please make sure you have remembered the following:**

- You have filed form SE DT03 in advance of this form.
- You have given the correct details for the SE.
- You have given the proposed name of the PLC.
- You have completed the appointment details for the officers.
- Any addresses given must be a physical location. They cannot be a PO Box number (unless part of a full service address), DX or LP (Legal Post in Scotland) number.
- You have completed the statement of capital.
- You have attached the appropriate supporting documents.
- You have completed the declaration.
- You have signed the form, where appropriate.
- You have enclosed the correct fee.



### Important information

**Please note that all information on this form will appear on the public record, apart from information relating to usual residential addresses.**



### How to pay

**A fee of £20 is payable to Companies House in respect of a conversion.**

Make cheques or postal orders payable to 'Companies House.'



### Where to send

You may return this form to any Companies House address, however for expediency we advise you to return it to the appropriate address below:

#### **For companies registered in England and Wales:**

The Registrar of Companies, Companies House, Crown Way, Cardiff, Wales, CF14 3UZ.  
DX 33050 Cardiff.

#### **For companies registered in Scotland:**

The Registrar of Companies, Companies House, Fourth floor, Edinburgh Quay 2, 139 Fountainbridge, Edinburgh, Scotland, EH3 9FF.  
DX ED235 Edinburgh 1  
or LP - 4 Edinburgh 2 (Legal Post).

#### **For companies registered in Northern Ireland:**

The Registrar of Companies, Companies House, Second Floor, The Linenhall, 32-38 Linenhall Street,, Belfast, Northern Ireland, BT2 8BG.  
DX 481 N.R. Belfast 1.

#### **Section 243 exemption**

If you are applying for, or have been granted, a section 243 exemption, please post this whole form to the different postal address below:

The Registrar of Companies, PO Box 4082, Cardiff, CF14 3WE.



### Further information

For further information, please see the guidance notes on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk) or email [enquiries@companieshouse.gov.uk](mailto:enquiries@companieshouse.gov.uk)

**This form is available in an alternative format. Please visit the forms page on the website at [www.companieshouse.gov.uk](http://www.companieshouse.gov.uk)**