

## LIMITED COMPANY DETAILS

COMPANY DETAILS		
Company registration no:		
Company name:		
Trading name (if different):		
Registered Office:		
Nature of the Business:		
Tel / Email		
Date of Registration / Trading Commencement	Company Registration	Trading commencement

FURTHER DETAILS		
Company UTR:	Found on Corporation Tax Return	
Employer Reference:	Found on Employer PAYE/NIC Payslips	
Accounts Office Reference:	Found on Employer PAYE/NIC Payslips	
VAT Registration no:	Found on VAT return	
HMRC Office:	Found on Corporation Tax Return	
Bank Name:		
Address:		
Sort Code / Account no:	Sort Code	Account number
Estimated Annual Turnover:		

### COMPANY OFFICER DETAILS:

Company Secretary	
Full Name:	
Home Address:	
Appointed on:	
Nationality:	
Date of Birth:	DD/MM/YYYY

## LIMITED COMPANY DETAILS

Company Director	
Full Name:	
Home Address:	
Appointed on:	DD/MM/YYYY
Home Tel / Mobile no:	
Email:	
Nationality:	
Date of Birth:	DD/MM/YYYY
NI number / UTR:	e.g. AB 12 34 56 C e.g.12345 67891
HMRC Office:	

Company Director	
Full Name:	
Home Address:	
Appointed on:	DD/MM/YYYY
Home Tel / Mobile no:	
Email:	
Nationality:	
Date of Birth:	DD/MM/YYYY
NI number / UTR:	e.g. AB 12 34 56 C e.g.12345 67891
HMRC Office:	

Company Director	
Full Name:	
Home Address:	
Appointed on:	DD/MM/YYYY
Home Tel / Mobile no:	
Email:	
Nationality:	
Date of Birth:	DD/MM/YYYY
NI number / UTR:	e.g. AB 12 34 56 C e.g.12345 67891
HMRC Office:	

## LIMITED COMPANY DETAILS

### PREVIOUS ACCOUNTANT DETAILS (IF APPLICABLE)

Name:

Address:

Tel / Email:

### PREVIOUS OWNER DETAILS (IF APPLICABLE)

(If taken over an existing business)

Name:

Address:

VAT Registration (if applicable):

**Are any of the directors currently involved or in the last 2 years have been involved in any other businesses in the UK or Isle of Man (either as sole trader, partner or director)?** **YES / NO**

**If yes, please provide details below:**

BUSINESS NAME	VAT REGISTRATION	STILL TRADING
		YES / NO
		YES / NO
		YES / NO

### HMRC VAT ONLINE SERVICE REGISTRATION

DATE OF REGISTRATION FOR VAT

DD/MM/YYYY

FINAL MONTH OF LAST VAT SUBMITTED:

MONTH

BOX 5 FIGURE (NET VAT DUE) ON LAST VAT SUBMITTED

e.g. £1,000.00

### ADDITIONAL INFORMATION / COMMENTS:

---



---



---



---



---



---



---



---



---



---

## LIMITED COMPANY DETAILS

### FOR OFFICIAL USE ONLY

KEY FILING DATES:	
<b>COMPANIES HOUSE</b>	
Accounting ref date:	
Last Accounts made up to:	
Next Accounts due:	
Last Return made up to:	
Next return due:	
<b>HM REVENUE &amp; CUSTOMS</b>	
Next CT Return due:	
Next CT payment due:	

DOCUMENTS REQUIRED FROM YOU		
CLIENT AML COMPLIANCE FORM	Provided for each partner	YES / NO
CERTIFICATE OF INCORPORATION		YES / NO
MEMORANDUM & ARTICLES OF ASSOCIATION		YES / NO
BUSINESS ACQUISITION	Completion Statement provided	YES / NO / N/A
COMMERCIAL PROPERTY DETAILS	Lease/Rental Agreement provided	YES / NO / N/A
FIXED ASSET SCHEDULE	Provided	YES / NO / N/A
MOTOR VEHICLE	V5C Registration doc provided	YES / NO / N/A
LATEST COPY OF ACCOUNTS	Year ended: DD/MM/YYYY	N/A

SERVICES TO BE PROVIDED		
COMPANY FORMATION		N/A
ACCOUNTANCY SET UP	Self Employment / PAYE / VAT	N/A
CORPORATION TAX RETURN	Year ended: 5 <sup>th</sup> April	N/A
ANNUAL ACCOUNTS	Year ended:	N/A
PAYROLL	Monthly / Quarterly	N/A
P11D/P9D	Year ended: 5 <sup>th</sup> April	N/A
VAT RETURN	Monthly / Quarterly	N/A
COMPANY SECRETARIAL		N/A
DIRECTOR TAX RETURNS		N/A
INVESTIGATION	TAX / VAT	N/A
OTHER SERVICES:		