

# Company Formation Questionnaire



## COMPANY INFORMATION

Company name:

Company Address:

Postcode:

Date your company's trading/ contract commences:

Where did you hear about us?

## FIRST DIRECTOR

Full Name:

Address: If different from above

Postcode:

Home telephone number:

Work telephone number:

Mobile phone number:

Email address:

Marital status:

Date of Birth:

National Insurance Number:

Unique Taxpayer Reference (UTR) If you have ever been registered for Self Assessment:

Nationality:

Occupation:

Information used to create Electronic signature:

- Eye Colour

- Town of Birth

Shares held

**SECOND DIRECTOR/COMPANY SECRETARY/SHAREHOLDER (IF REQUIRED)**

Full Name:

Address: If different from  
above

Postcode:

Home telephone number:

Work telephone number:

Mobile phone number:

Email address:

Marital status:

Date of Birth:

National Insurance Number:

Unique Taxpayer Reference  
(UTR) If you have ever been  
registered for Self  
Assessment:

Nationality:

Occupation:

Information used to create  
Electronic signature:

- Eye Colour
- Town of Birth

Relationship to Director 1

Please indicate- Appoint as:

- Director:
- Secretary
- Both above
- Shareholder

Shares held

NB Normally one hundred shares will be issued and allotted to the first director. In the case of spousal directorships, it may be beneficial to distribute company profits (as dividends) more evenly to minimise any higher rate income tax. In such cases, a different allocation might be advisable.

ADDITIONAL INFORMATION

If contracting, your estimated weekly income

If contracting, your estimated weekly expenses

STANDARD SERVICES

Accounting IT Comprehensive bookkeeping service required

Company Accounts only

VAT (including registration & quarterly returns)

Flat Rate Scheme

Do you require a payroll service?  
(If Directors are to be paid through the PAYE scheme, we will require your P45. If there isn't a P45 we can supply you with a P46; please indicate).

Do you wish to pay the Second Director/ Company Secretary a salary?  
(If yes, we will require your P45. If there isn't a P45 we can supply you with a P46; please indicate).

Payroll number of employees including Directors

Company secretarial Services required

Personal Tax Return (1<sup>st</sup> Director)  
(Please specify what year)

Personal Tax Return (2<sup>nd</sup> Director)  
(Please specify what year)

Signature:

Date: