

COMPANY INFORMATION

Company name:

Company Address:

Postcode:

Date formed:

Registration number:

Authentication code:

Company UTR number (Corporation Tax number):

Contract start date:

Where did you hear about us?

FIRST DIRECTOR

Full Name:

Address:

Postcode:

Home telephone number:

Work telephone number:

Mobile phone number:

Email address:

Marital status:

Date of Birth:

National Insurance Number:

Unique Taxpayer Reference (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 (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.

PREVIOUS ACCOUNTANT (IF APPLICABLE)

Address

Postcode

Telephone number

Email address

STANDARD SERVICES

Accounting IT Comprehensive bookkeeping service required

Company Accounts only

Do you require a payroll service?

Payroll number of employees including Directors

CIS required?

Do you want to register for VAT YES or NO

Flat Rate YES or NO

Company secretarial Services?

Personal Tax Return (1st Director)
(Please specify what period)

Personal Tax Return (2nd Director)
(Please specify what period)

Signature:

Date: