



## NEW CLIENT INFORMATION

### Company Details

Name of company \_\_\_\_\_

Company Reg. Number \_\_\_\_\_

Date of formation \_\_\_\_\_

Company Address \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Business Telephone Number \_\_\_\_\_

Business email address \_\_\_\_\_

Companies House Authentication code: \_\_\_\_\_

Vat Registration Number: \_\_\_\_\_

Company UTR: \_\_\_\_\_

PAYE Account office reference: \_\_\_\_\_

PAYE Number: \_\_\_\_\_

**(If your company is not registered, please disregard this page)**

## Personal Details (For each Director / Shareholders)

Full Name: \_\_\_\_\_

Full Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Date of Birth: \_\_\_\_\_

National Insurance Number: \_\_\_\_\_

UTR Number: \_\_\_\_\_

Home Telephone Number: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Signature: \_\_\_\_\_

Please provide:

- Copy of self-attested passport (Including Visa pages if non EU passport)
- Copy of latest address proof



Share capital:

Authorised Share Capital: \_\_\_\_\_

Issued Share Capital: \_\_\_\_\_

**List of shareholder's**

<b>Name</b>	<b>No. of Shares</b>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Authorised Signature: \_\_\_\_\_



## SERVICES REQUIRED

Bookkeeping: Yes / No

Payroll: Yes / No

Vat Returns Preparation: Yes / No

Account Preparation: Yes / No

Company Tax Returns: Yes / No

P11D's: Yes / No

Personal Tax Returns: Yes / No

Other Services:

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Authorised Signature: \_\_\_\_\_