

NEW LIMITED COMPANY CLIENT INFORMATION

COMPANY DETAILS

Name of Company :

Date of Formation : / /

Company Address :
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Business Telephone Number :

Business Fax Number :

Company Reg Number :

CH Authentication Code :

Business Website :

Business E-mail :

VAT Registration Number :

Company UTR :

PAYE Accounts Office Reference :

PAYE Number :

DIRECTOR 1 DETAILS

Full Name :

Home Address :

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Date of Birth : / /

National Insurance Number :

Unique Tax Reference Number (UTR) :

Home Telephone Number :

Personal Mobile Number :

Personal E-mail Address :

DIRECTOR 2 DETAILS

Full Name :

Home Address :

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Date of Birth : / /

National Insurance Number :

Unique Tax Reference Number (UTR) :

Home Telephone Number :

Personal Mobile Number :

Personal E-mail Address :

DIRECTOR 3 DETAILS

Full Name :

Home Address :

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Date of Birth : / /

National Insurance Number :

Unique Tax Reference Number (UTR) :

Home Telephone Number :

Personal Mobile Number :

Personal E-mail Address :

SHAREHOLDER DETAILS

Authorised Share Capital :

Issued Share Capital :

Shareholder 1 :

Shareholder 2 :

Shareholder 3 :

No of Shares Shareholder 1 :

No of Shares Shareholder 2 :

No of Shares Shareholder 3 :

SERVICES REQUIRED

Accounts Preparation : Yes / No

Company Tax Return : Yes / No

Personal Tax Returns : Yes / No

P11D's : Yes / No

Payroll : Yes / No

VAT Return Preparation : Yes / No

Bookkeeping : Yes / No

Others :