

Opening and services for limited company (registration in HMRC and Companies House) – form to fill in, guide, prices

Registration in Companies House: (price point 1)

- 1) Suggested company name (if name is existing already in Companies House we can change the name later):

.....

Address and telephone of limited company (might be one of a directors address if company does not have own address):

.....

Email address:.....

Profile of the company (barber shop, pub, painting and redecorating for example).....

.....

- 2) Details of company directors (owners) – ID document of every person must be provided (passport or national ID card):

Name.....

Surname

NIN

Addresstelephone number.....

Date of Birth.....

Nationality.....

Occupation:.....

Mother's maiden name.....

Place of birth

Name.....

Surname

NIN

Addresstelephone number.....

Date of Birth.....

Nationality.....

Occupation:.....

Mother's maiden name.....

Place of birth

(if it will be more owners please provide all details for each person at the back of this page)

- 3) Please provide informations how you want to share eventual profits (dividends) of the company beetween shareholders (50%/50%, or 25%/25%/50% etc.)

Registration in HMRC:

- 4) In 10 working days you should receive certificate similar to this one presented below:



The image shows a sample 'Certificate of Incorporation of a Private Limited Company' from Companies House. At the top is the Royal Coat of Arms. Below it, the text reads: 'CERTIFICATE OF INCORPORATION OF A PRIVATE LIMITED COMPANY'. There is a box for 'Company No.' followed by a blank space. The text continues: 'The Registrar of Companies for England and Wales hereby certifies that [] LIMITED is this day incorporated under the Companies Act 1985 as a private company and that the company is limited.' Below this, it says 'Given at Companies House, [] the 3rd February 2009'. There are two circular logos: one for 'Companies House' and another for 'The Registrar of Companies for England and Wales'. At the bottom, a small note states: 'The above information was communicated in a non-legible form and authenticated by the Registrar of Companies under section 710A of the Companies Act 1985.'

Please provide us a copy as soon as possible to enable us register your new company in HMRC for – *Corporation Tax* (tax calculated on profits of the limited company) and *PAYE* (tax paid in behalf of your employees). *Even if you do not plan to hire employees company has to have at least one employee (company director for example). It might be employed for part-time with salaries below tax and NIN target - in this tax year it is £153 per week. Rest of your profits can be taken as dividends. Of course you can set up your salaries at different amount.*

If company will employ employees and wants us to run payroll you are required to provide all employees personal details (name, surname, NIN, date of birth, address, telephone number) at least three days before first payday, and later, at least two days before every payment run information about gross wages for employees is required.

YES, I will employ employees and I want my accountant to do payroll runs in behalf of the company, I will supply all employees personal details (name, surname, NIN, date of birth, address, telephone number) at least three days before first payday, and later, at least two days before every payment run I will give information about gross wages for my employees. I will provide all information about absense period (sick pay) or maternity, paternity leave as soon as I receive this information (price point 6)

NO, I will not have employees, and I understand to inform my accountant as soon as it will change.

NO, I will prepare my payroll runs on my own for my employes and directors of the company.

- 5) CIS tax - *If company is providing services under Construction Industry Scheme (building, plumbing etc), please be adviced that your company should be registered as contractor under CIS scheme in HMRC, and pay CIS tax for own verified subcontractors (usually 20%.) Then once per month (up to 19th of every month for month ending 5th every month) you are required to submit CIS returns – information how much tax you deducted for each subcontractor and pay tax for them.*

YES, my services are under CIS rules and I want my accountant to prepare monthly CIS tax returns (up to 19th of every month) and submit them to HMRC, provide reemittances for my subcontractors and verify them as subcontractors in HMRC. I will give all details of the payments to my subcontractors on a monthly basis (latest up to 15th of every month) - Prices point 5.

YES, my services are under CIS rules but I will prepare my monthly tax returns and provide reemittances to subcontractors by myself.

NO, company will provide different type of services.

- 6) VAT - *If company (or Sole Trader) in the last 12 months has turnover - sales (do not mix with profit!!) £81000 – has an obligation to register for VAT tax. In other circumstances registration for VAT is volountary. Usually VAT is calculated at 20% rate but some companies are qualified for a special schemes which can save money on this tax. If you register for VAT we will check is any scheme avaiable to your company and we will choose the best VAT programme. Please tick all that apply to you:*

YES, I want to register for VAT now and get 20% VAT back from my expenditure (you can deduct 20% of expenses like materials, fuel, tools, products or stationery), in the same time I am obligated to add VAT tax to my services.

I want my accountant to prepare for me quarterly VAT returns (prices point 7).

NO, I will not register for VAT now, but **I HAVE BEEN INFORMED THAT IF MY TURNOVER (SALES) FOR THE LAST 12 MONTHS WILL BE MORE THAN £81000 I WILL INFORM MY ACCOUNTANT AND REGISTER FOR VAT TAX ASAP.**

7) Book-keeping. *It is obligatory for company to keep proper records of income and expenditure in the cashbook form, according to accounting standards. Even if cashbook is not submitted nowhere without having one it would be very hard to provide all required details during the HMRC inspection. Besides without cashbook accountant is able to prepare final company accounts based only on estimated figures from INCOMPLETE records. It is better and more professional for the company to keep records this way and follow good accounting practice.*

YES, I want my accountant to prepare cashbook for me and proper book-keeping records in a professional program (Sage 50 Accounts). I will provide all information (bank statements, invoices and cash receipts) on weekly or monthly basis that my accountant can prepare book-keeping records for me (prices point 4).

NO, I will prepare my cashbook (book-keeping) records on my own and at the end of year I will provide this spreadsheet or back up file to my accountant to enable to prepare him yearly company accounts.

8) Yearly preparation Company Accounts and submission to Companies House, and yearly declaration submitted to Companies House

Limited companies every year have to submit declaration about company details to Companies House after 12 months since they started trading, or from the moment last one was submit. (for example Company opened 15/01/2014 has an obligation to submit this declaration until 30/01/2015, and later every year up to end of January).

YES, I want that my accountant will submit yearly declarations for my company to Companies House (prices point 2)

NO, I will submit declarations on my own.

Every limited company is obligated to produce profit and loss accounts and balance sheet and submit them into the Companies House, and pay Corporation Tax from company profits the latest 9 months after company financial year ended. (for example

company started trading 15/01/ 2014, her financial year is ending 30 January 2015 – final accounts must be submitted by 30/10/2015). ATTENTION!!! This is the final date. If accounts are not submitted company will be closed and will have status: DISSOLVE.

YES, I want that my accountant will prepare final Accounts for my company and submit them to Companies House, calculate Corporation Tax, and all documents and details I will provide the latest two months before deadline (prices point 3).

NO, I will prepare Accounts and submit them to Companies House on my own.

I declare that I always keep my personal details up to date and provide all information required for accountancy services. Accountant will always let me know about due dates and when i should provide information but failing to do so might have consequences in paying penalties to HMRC.

.....
(Signature and date)

Prices:

(please tick all services which you want us to provide)

- | | |
|--|---------------------------------|
| 1) Opening LTD company and registration in Company House and HMRC - | £90.00 <input type="checkbox"/> |
| 2) Yearly declaration , that company will continue to trade for next year into Companies House – | £30.00 <input type="checkbox"/> |
| 3) Final company accounts preparation , submit to Companies House plus Corporation tax calculation: | <input type="checkbox"/> |
| - company turnover up to £100.000 – | £500.00 |
| - company turnover up to £250.000 – | £750.00 |
| - company turnover over £250.000 – | £1000.00 |

4) Book-keeping services (Sage 50 Accounts)

Monthly payments:

- up to 150 entries per month in cashbook

(payments in the beginning of trading, small companies

will probably stay on this price for all financial year): £50.00

- more than 150 entries per month additional payment £0.50 per one entry.

5) CIS:

Verification of a new subcontractor £2.00

Monthly CIS tax return and preparation of
remitances (payslips) for subcontractors – £25.00

plus £1.00 for every subcontractor

6) Payroll runs (Sage Payroll or Basic Paye Tools) – employees/directors:

If there is only one director and company does not employ anyone else – £15.00/ month

If company employs employees – £15.00 for every employee every time when there is payroll run (for example £60.00 per employe if there is payment run every week, and £15.00 per month if payment run is every month). Price includes payslips for every employee and HMRC forms like (P45, P46, P60).

Yearly declaration PAYE and CIS £30.00

7) VAT return:

Every VAT return every three months £70.00